

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 16 JANUARY 2018 AT 7.30PM

Councillors Present: Pauline Bramley (PB) Richard Bramley (RB)
Peter Hall (PH) Lady Dorothy Lawton (DL)
Zena Richards (ZR)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

Public Session: None

18/113 To accept apologies for absence:

David Blacketer (DB) and Rose Hilton (RH)

18/114 To record declarations of interest in items on the agenda:

None

18/115 To confirm the minutes of the Parish Council Meeting held on Tuesday 19 December 2017:

The Minutes were approved.

18/116 To consider any applications received for the vacancy on the Parish Council:

FH reported there were still two vacancies, which CYC had confirmed could be filled by co-option

18/117 To discuss matters arising from previous minutes:

None

18/118 To Discuss, if necessary, long-standing matters:

1. Appearance of village

PB would contact KA to arrange a site meeting with CYC to discuss the road surface of Langwith Lane

Mr Holden had reported a van which had damaged the verge outside the residential home and KA had reported to CYC. Nick Allen had contacted KA and a site visit would be arranged to discuss the parking on The Outgang. Mr Stern had sent a link to a programme about traffic pollution, which had been circulated around Cllrs.

1.1 Trees along Main Street - NTR/Remove

1.2 Dog Bin – Low Lane

PB reported that “CYC have asked the black smith to prioritise the move”.

2. Highway Matters - NTR.

3. City of York Council

3.1 Local Plan

The working party are meeting on 23Jan18

3.2 CYC Community Governance Review – NTR, FH would chase this again

3.3 Article 4 (2) Direction – Funding

PB was attending the Ward Meeting on 23Jan18 when funding would be decided.

4. University of York

DL had attended a litter pick last Sunday organised by the University. PB would speak to the University about the collapsed road at Lakeside Way and the barriers which remain open.

4.1 Antisocial Behaviour –

DL reported a neighbour had been disturbed on a recent evening

5. Neighbourhood Planning

DB had circulated a draft and another grant was in the process of being applied for.

When the draft document has been edited, it was agreed that it should be discussed with a full PC present.

6. Communication-

- Website – PB reported that the new website was up to date.

- Newsletter – PH was thanked for another excellent edition and the next one would be Mar/Apr18

18/119 To receive any matters raised by members of public:

None

18/120 To report and make relevant recommendations on new planning applications:

Letter A: We support the application

Letter B: We have no objections

Letter C: We do not object but wish to make comments or seek safeguards as set out overleaf

Letter D: We object on the planning grounds set out overleaf

1. 17/02940/ADV Unit 6, Kimberlow Hill Retail Park, Kimberlow Rise

Letter C: No Objections, Unanimous

The lighting should be switched off outside of opening hours.

2. 18/00014/FUL Biology Dept, University of York

Letter B: No Objections, Unanimous

18/121 To report planning decisions by City of York Council:

None

18/122 To receive reports from representatives of following outside bodies:

1. Ward Councillors – NTR

2. North Yorkshire Police – The December 2017 report had been circulated around Cllrs. FH would email, thanking for monthly reports and invite to a PC meeting. Also enquiring why the break in at Memorial Cottages wasn't listed (Nov17 minutes)

3. Heslington East Community Forum - NTR

4. Good Neighbours Forum – The next meeting would possibly be in February 2018

5. Ouse and Derwent Drainage Board – NTR

6. Sports Field – There had been a post on Facebook about the defibrillator had been damaged/stolen. PB would make enquiries.

7. York Environment Forum- NTR

8. Alms Houses – NTR

9. The Meeting Room – DL reported the kitchen would be installed later this week. An event planned 9 Mar18. Details of possible future fund raising events were shared.

10. Fulford & Heslington Ward – meeting on 23Jan18

18/123 To receive any new correspondence received by the council:

None

18/124 To receive matters raised by members:

None

18/125 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for year ending 31 Mar 18 to date

FH circulated the bank reconciliation as at 08 December 2017 with a balance of £21389.54 and an income & expenditure report

2. Budget/Precept/Reserves 2018-2019

The Parish Council unanimously approved a precept of £15395, proposed PB, seconded PH

The Parish Council unanimously approved an expenditure budget of £16433, proposed DL, seconded ZR

The Parish Council discussed Earmarked Reserves:

Motion 1 - Article 4 £4000, NP/Local Plan £8000, Meet Room £4000 = £16000, proposed DL, seconded RB

Motion 2 - Article 4 £4000, NP/Local Plan £4000, Meet Room £4000 = £12000, proposed PB, seconded ZR

Motion 2, which was carried by 3 votes to 2

3. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits

These were conducted and an error on a previous bank stub was noted and corrected.

4. Matters raised with/by Yorkshire Local Councils Association (YLCA)

4.1 General Data Protection Regulation (GDPR)

FH would research this and report further at the next meeting

FH had circulated the latest version of the White Rose Update.

6. To approve the following invoices for payment

6.1	Parish Clerk	Salary	£270.36	001735
6.2	Lengthsman	Salary	£325.05	001736
6.3	Parish Clerk	Printer Share Cost	£27.77	001737
6.4	Jack Barber Ltd	New Website	£1125.00	001738
6.5	York Print Company	Newsletter	£97.00	001739
6.6	Urban Vision	NP	£2513.50	001740

18/126 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

20 February 2018	20 March 2018	
17 April 2018	15 May 2018	19 June 2018
17 July 2018	21 August 2018	18 September 2018
16 October 2018	20 November 2018	18 December 2018

Approved Chairman

Date.....

The Pensions Regulator – Duties Checker

Heslington Parish Council is an employer who has to provide a pension.

Their Staging Date is 01 July 2017

What you need to do and by when:

- | | |
|--|--------------|
| 1. Confirm who to contact | Done |
| FH has exchanged emails with The Pensions Regulator to advise them that both the Primary Contact and the Secondary Contact is Fiona Hill. | |
| 2. Choose a pension scheme | Done |
| The Parish Council has enrolled with Now Pensions Trustees Ltd, 164 Bishopsgate, London, EC2M 4LX with assistance from Ardent IFA Ltd, 80 Clifton, York YO30 6BA. Tel: 01904 655330. Email: hello@ardentuk.com | |
| Type of pension scheme: | Occupational |
| Employer pension scheme reference (EPSR) | 35LZ |
| Pension scheme registry number (PSR) | 12005124 |
| 3. Work out who to put into a pension | Done |
| 4. Write to your staff | Done |
| 5. Declare your compliance | Done |

York North Information to Parish Councils – Heslington

DATE: 1st December – 31st December 2017

INCIDENTS OF NOTE:

<u>Incident Type</u>	<u>Total</u>	<u>Details</u>
Anti-Social Behaviour (ASB)	0	
Vehicle Crime	0	
Burglary	0	
Criminal Damage	0	
Drug Offences	0	
Theft	0	
Violence	0	

Approved Chairman

Date.....