

**HESLINGTON PARISH COUNCIL**

**MINUTES OF A MEETING HELD IN THE MEETING ROOM  
ON TUESDAY 18 SEPTEMBER 2018 AT 7.30PM**

**Councillors Present:** David Blacketer (DB) Pauline Bramley (PB)  
Richard Bramley (RB) John Garner (JG)  
Peter Hall (PH) Rose Hilton (RH)  
Lady Dot Lawton (DL) Zena Richards (ZR)

**In Attendance:** Fiona Hill (FH) - Parish Clerk

**Public Present:** 2

**Public Session:**

- Holmefield Estate – Two residents reported issues with noise and litter and their desire to have signs at either end of Boss Lane. They are speaking to York University about the one on their end and were about to speak to Halifax Estates about the one at the other end, but were seeking the support of the Parish Council.
- North Yorkshire Police – PCSO 6551 Toni Wadsworth called into the meeting and spoke to the Parish Council about police procedures, crime in the area and when/how to report. The Parish Council thanked her for this welcome addition to the meeting.

**19/71 To accept apologies for absence:**  
CYC Ward Cllr Keith Aspden (KA)

**19/72 To record declarations of interest in items on the agenda:**  
PB/RB – Planning Application 18/01589/FUL – the applicant is their son, so PB would step down as Chair and RH would act as chair for this item.

**19/73 To confirm the minutes of the Parish Council Meeting held on Tuesday 07 August 2018:**  
These minutes, were approved/signed

**19/74 To consider any applications received for the vacancy on the Parish Council:**  
None

**19/75 To discuss matters arising from previous minutes:**  
None

**19/76 To Discuss, if necessary, long-standing matters:**  
1. Appearance of village  
The were still two virgin boxes in need of painting, one near Memorial Cottage and one at Holmefield. The fly-tipping on the Outgang had been removed.  
1.1 The Outgang - proposed bollard/fencing scheme  
PB reported that a Ward funding decision was deferred, as it was indicated that the use of a private contractor was not acceptable to CYC, so the Parish Council could not discuss further, so this would be removed from the agenda.

1.2 Dog fouling issues

The Lengthsman had reported that Tally Alley was particularly bad. It would be mentioned in the newsletter and FH would write to CYC to ask for the signage to be refreshed/replaced at either end.

2. Highway Matters

PB had requested to KA that the slow signs be refreshed on Common Lane/Long Lane. Cllrs should report any issues of buses double parking on Field Lane.

2.1 Improved signage toward play area – NTR, FH was asked to request an update from KA

2.2 Sunken Road – Church Lane/Field Lane - NTR, FH was asked to request an update from KA

2.3 Collapsed Man Hole – Main Street - NTR, FH was asked to request an update from KA

2.4 University Road – PB would raise safety issues at the Good Neighbours meeting.

3. City of York Council

3.1 Local Plan – NTR, FH was asked to request an update from KA

3.2 Article 4 (2) Direction – Nick Allen had emailed this evening, but the Parish Council had not had time to read it, so this was deferred until the next meeting.

3.3 CYC Community Governance Review – NTR, FH was asked to request an update from KA

3.4 Parking Bays (12 hour parking bay on Main Street West) - NTR, FH was asked to request an update from KA

3.5 Encroachment onto footpath on 23/25 Main Street - NTR, FH was asked to request an update from KA

3.6 Footpath on University Road – obstructed by root growth - NTR, FH was asked to request an update from KA

4. University of York

PB would ask the Good Neighbours meeting about the Universities Charge Subsidy Policy, with regard to the recent bus fare increase.

4.1 Antisocial Behaviour – NTR

4.2 Signage –

The sign on 5 Main Street had been removed, but the sign opposite Home Farm has still there, so PB would raise this issue at the Good Neighbours meeting.

5. Neighbourhood Planning – DB gave an update on behalf of the Working Group. The Parish Council unanimously approved the pre-submission draft, subject to all amendments and feedback from Cllrs, proposed: DB, seconded PH.

6. Communication: Website - up to date with information provided. Broadband – FH was asked to write to CYC Chief Executive confirming support for the provision of rural broadband. DB suggested copying our letter to CYC to other local organisations promoting digital connection for York. RH to compile a list of contacts to receive the letter from FH. Newsletter – The Parish Council thanked PH for drafting the latest addition, which was approved, so it would be forwarded to FH, so printing could be arranged. Induction Pack – The September 2018 version was approved, subject to updates as discussed and in future would be reviewed annually at the APCM, proposed: DB, seconded: DL, unanimous. It was agreed that it would go on the website.

**19/77 To receive any matters raised by members of public:**

None

**19/78 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. 18/01596/LBC Little Hall, Main

The Parish Council has **No Objections** to this application (Unanimous)

Approved ..... Chairman

Date.....

2. 18/01598/FUL The Willows, Long Lane  
The Parish Council has **No Objections** to this application (Unanimous)

3. 18/00075/FUL Fulford Golf Club. Heslington Lane  
The Parish Council has **No Objections** to this application (Unanimous)

4. 18/02030/TCA Charles X11 Inn

The Parish Council **Objects** to this application for the reason as follows:

- Why is this extreme work even necessary?!
- There should be only minor pruning to clear the fence
- Excessive work could reduce an Invaluable “noise cushion” to neighbours
- Any work should be done at the correct time
- All works should be subject to the approval of the City of York Tree Officer and Conservation Officer, who should visit the site to understand the dynamics of the area.

5. 18/01713/ADV Unit 8 Kimberlow Hill Retail Park

The Parish Council has **No Objections** to this application, subject to lighting been turned off outside opening hours. (Unanimous)

**19/79 To report planning decisions by City of York Council**

1.	18/01188/ADV	Unit 1 Kimberlow Hill Retail Park	Approved
2.	18/00717/FUL	OS Fields 3961 and 5065 West of Holmefield Lane	Approved .
3.	18/01471/FUL	Pool Bridge Farm, Wheldrake Lane, Crockey Hill	Approved
4.	18/01497/ADV	Unit 9 Kimberlow Hill Retail Park	Approved
5.	18/01652/TCA	22 Main Street	No Objections
6.	18/01722/TCA	University of York	Consented
7.	18/01794/TCA	24 Peel Close	Consented

**19/80 To receive reports from representatives of following outside bodies:**

1. Ward Councillors – NTR
2. North Yorkshire Police – See Public Session
3. Heslington East Community Forums – NTR
4. Good Neighbours Forum – PB/PH will attend tomorrow’s meeting
5. Ouse and Derwent Drainage Board – NTR
6. Sports Field – The committee admitted forgetting to inform away teams not to park in the Outgang. Ward funding had been received, but more was required, so Halifax Estates and York University would be approached.
7. York Environment Forum – There had been a meeting, but there was nothing relevant to the parish.
8. Alms Houses – NTR
9. The Meeting Room – DL reported that the main floor would be done, hopefully in half term and had received Ward Funding £500.00. There was a meeting tomorrow. WIFI in the Meeting Room would be discussed in the next Parish Council meeting. The boiler had recently been serviced. Once again a tag has been removed from the extinguisher in the lobby. There is a call out charge for replacement and it was agreed that we would wait until the next service in January.
10. Fulford & Heslington Ward – PB gave a summary of the meeting on 12Sep18, which she attended with DB.

**19/81 To receive any new correspondence received by the council:**

1. Government Shale Gas Exploration and Production Planning Consultations

The Parish Council asked **FH** to complete the consultation against the proposal to allow Permitted Development.

2 Bequest of village bench

The Parish Council received a request for a bench and this was discussed a length. **FH** was asked to Respond as follows – “The Parish Council accept in principle, subject to being involved with the process of deciding the location, design, inscription etc. A full costing including the installation of a paved base along with a site visit would be required.

3 Holmefield Properties

The Parish Council support, in principle, a sign, which is sympathetic to the Conservation Area, subject to been consulted about the size, material, location etc.

4. Concerns re building works at Lord Deramores Primary School

The Parish Council felt that this was subject to planning and no further action could be taken.

**19/82 To receive matters raised by members:**

PH queried why there were no cycle-racks in the parish and the Parish Council agreed it would be an asset to have some. FH was asked write to CYC as follows – “Residents have expressed interest in cycle racks and the Parish Council are uncertain where to locate them, so would be grateful to meet with someone to explore the options”.

**19/83 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**

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

FH circulated copies of a bank reconciliation dated 10 September 2018 showing a balance of £23298.88, along with an income & expenditure report.

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

3. General Data Protection Regulation (GDPR)

3.1 Privacy Policies

The Parish Council adopted this policy based on the template provided by YLCA

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

Updates and information were emailed to Cllrs

4.1 Standing Orders 2018

The Parish Council adopted this policy based on the template provided by YLCA

4.2 York Branch Meeting – Thu01Oct18

Cllrs were encourages to attend

5. To approve the following invoices for payment

5.1	Parish Clerk	Salary	£280.38	001774
5.2	Lengthsman	Salary	£339.33	001775
5.3	HMRC	PAYE	£464.40	001776
5.4	JDL Electrical	Meeting Room Boiler Service	£81.60	001777

**19/84 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:**

16Oct18, 20Nov18, 18Dec18, 15Jan19, 19Feb19, 19Mar19, 16Apr19, 21May19, 18Jun19, 16Jul19, 20Aug19, 07Sep19, 15Oct19, 19Nov19, 17Dec19

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](mailto: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