

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 20 DECEMBER 2016 AT 7.30PM**

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
Richard Bramley (RB) Paula Clements (PC)
Peter Hall (PH) Lady Dorothy Lawton (DL)
Bill McClean (BM) Zena Richards (ZR)

In Attendance: Fiona Hill (FH) - Parish Clerk
CYC Ward Cllr Keith Aspden (KA)

Public Present: 4

Public Session -

- Parishioners reported that the anti-social behaviour had ceased, coinciding with the departure of students for the Christmas vacation.

17/105 To accept apologies for absence:
Keith Kinsella, York University.
Sheena Powley, Headteacher, Lord Deramore's Primary School
PCSO Tony Barge

17/106 To record declarations of interest in items on the agenda:
Local Plan – PB, RB, ZR
Neighbourhood Plan – PB, RB, ZR
Sportsfield – BM
Meeting Room - DL

17/107 To confirm the minutes of the Parish Council Meeting held on Tuesday 15 November 2016:
The Minutes were approved/signed.

17/108 To discuss matters arising from previous minutes:

1. Village Signs
BM reported that the work was progressing, but a little slower than anticipated
2. University Road/Cycle Track
NTR
3. City of York Local Plan
KA reported that CYC were in talks with the MOD about their sites. CYC officers and working group were working out the consequences of this. There would be another consultation in about six months.
4. Neighbourhood Planning
DB/BM reported on recent progress and the draft questionnaire was discussed at length. There was concern over question 10 (traffic). The vote to use the questionnaire as it was drafted was defeated, proposed DB, seconded BM, as there were 2 votes in favour, 5 votes against and 1 abstention. The vote to use the questionnaire with the question 10 (traffic) removed was agreed, proposed PH, seconded PB, as there were 5 votes in favour, including the Chairperson's casting vote and 4 abstentions. FH was asked to research if the electoral register could be used. FH advised that it may be necessary to pay a subscription to I.C.O.

- 5. Article 4 (2) Direction
NTR
- 6. CYC Community Governance Review
NTR
- 7. Parish Council Vacancy
There has been an expression of interest and this would be dealt with in a Closed meeting
- 8. Antisocial Behaviour
Cllrs agreed to an extra-ordinary meeting before the next Parish Council Meeting.

17/109 To Discuss, if necessary, long-standing matters:

- 1. Appearance of village
PB reported that Community Payback had done a good job of edging the footpath. Thanks were given to DB, RB and DL for managing this. KA reported that the CYC Enforcement Dept had visited the Charles XII, it was now on their list and he was waiting to hear what actions were required. DL reported that a car was vandalised on Holburns Croft, which caused distress to the owners, but as there was no CCTV, the police would not visit.
 - 1.1 Trees along Main Street
DB reported that he had met with Harvey Lowson, CYC and a list of works had been agreed. The cost of the CYC team to do this work was £600.00 per day, which was thought to be reasonable. DB had circulated the report via email and Cllrs agreed that a decision would be made whilst finalising the budget at the next meeting.
 - 1.2 Bench – Hesketh Almshouses
DB reported that a bench was in the workshop drying out. There was some damage to one arm, but this could be repaired within budget.
 - 1.3 Community Assets
PH reported that CAMRA had enough information to present to CYC.
- 2. Highway Matters
 - 2.1 Lord Deramores Primary School Parking Issues
KA reported that he has spoken to the Head Teacher, who had spoken at length to several residents and she would attend the January meeting to discuss with Parish Council
 - 2.2 Heslington Lane – Proposed amendment of the speed limit
Cllrs noted the content of this letter and agreed no further action necessary
- 3. Major Events - Yorkshire Marathon – NTR
- 4. University of York – NTR
- 5. Communication-
 - Website – Currently up to date
 - Newsletter – next edition was planned for Jan17

17/110 To receive any matters raised by members of public:

None

17/111 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
- The Parish Council discussed these planning applications and FH was asked to respond as follows:
- 1. 16/02521/FUL The Byre, Main Street
Letter B – Unanimous

2. 16/02568/FUL Sinclair Properties, The Village Shop, Main Street
Letter B – Unanimous
The Parish Council noted that a lot of the work was done before the planning application was received.

17/112 To report planning decisions by City of York Council:
None

17/113 To receive reports from representatives of following outside bodies:

1. Ward Councillors

NTR

2. North Yorkshire Police:

Report cover period 7th November – 12th December 2016

Anti Social Behaviour

2 x ASB reported, one of these was between neighbours regarding a loud television and the other was regarding contact after a failed relationship.

Crimes

1 x Burglary at the Primary School where a quantity of tools were taken from the building site.

1 x Theft of Mobile phone at Charles XII

1 x Assault at Charles XII

Roads

6 x Minor incidents reported

MISC.

9 x Suspicious Circumstances, nothing of note.

University Crimes

8 x Crime "Thefts"

1 x Crime "Burglary"

3 x Crime "Damage"

1 x Crime "Fraud"

FH was asked to enquiry why no student antisocial behaviour was listed, and what the 6 minor road incidents were, as this was thought to be a lot within one month.

3. Heslington East Community Forum

NTR

4. Good Neighbours Forum (Next Meeting Mon06Feb17)

NTR

5. Ouse and Derwent Drainage Board

NTR

6. Sports Field

BM reported that the Civil Service Cricket Club is to be renamed Heslington Cricket Club. The car park is being misused by long term parkers - BM was drafting some signs, which he hoped Halifax Estates would display at the Outgang.

7. York Environment Forum

NTR

8. Alms Houses

NTR

9. The Meeting Room

DL reported that the new fridge was now in situ. DB had obtained and circulated by email two quotes for hearing loops. This was discussed at length and it was agreed that a decision would be made as part of the budget discussion at the January 2017 meeting.

10. Fulford & Heslington Ward Team Meeting

The next Ward Meeting was in 22 Feb 17 6.30pm. The next Team meet is 28 Feb 17 when final grants would be determined.

17/114 To receive any new correspondence received by the council:

1. Rights of Way (ROW)

FH had seen an article in a British Horse Society Magazine reporting that ROW not on the Definitive Map of 1949 would be extinguished if not reinstated. Details of how this could be done were available. FH had requested a paper copy of the Parish Map from CYC (Alison Newbould) which would hopefully be available in January 2017. DB/PB would, in the meantime, study the online mapping system.

2. Community Recycling Fund

Cllrs acknowledges receipt of this information, but agreed no action was required.

17/115 To receive matters raised by members:

1. Police and Crime Plan

FH was asked to write and state that PCSO links with Parish Councils was vital. Engaging with parishioners and attending meetings was a good communication link, which was invaluable to communities

- A resident had contacted RB about drainage chambers and inspection covers, which became overgrown and full of silt. DB/RB would review covers within the parish, photograph them and report on condition. PB asked KA to ask CYC to assist with resolving who was responsible for clearing – Highways and/or Yorkshire Water.

17/116 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for year ending 31 Mar 17 to date

The financial report was circulated around Cllrs.

2. Internal Control Check(s)

These were deferred until the next meeting.

3. Internal/External Audit

NTR, this item could be removed

4. Budget/Precept/Reserves

FH had added a draft budget, which was discussed and this would be updated and circulated to Cllrs by email. The budget/precept would have to be finalised at the next meeting. FH would obtain information about pension contributions and circulate around Cllrs. Cllrs noted the National Living Wage would be £7.50 from April 2017. FH had recirculated the YLCA template Reserves Policy, which would be adopted at the next meeting.

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

FH had circulated by email a copy of the latest edition of White Rose Update and the subscription information for membership for 2017/2018.

5.1 CYC – Copying of Planning Applications

In an email to YLCA from Simon Glazier, Principal Development Management Officer, CYC dated 10Nov16 - "City of York Council gives universal permission for parish and town councils within its administrative area to make copies of all planning applications in accordance with the advice set out in your email". A copy of the email, along with the email advice from YLCA will be held on file.

6. Work Place Pensions

NTR

7. To approve the following invoices for payment				
7.1	Lengthsman	Salary	£312.00	001677
7.2	Fiona Hill	Salary	£268.35	001678
7.3	HMRC	PAYE	£435.00	001679

17/117 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

17 January 2017*	21 February 2017	21 March 2017
18 April 2017	16 May 2017	20 June 2017
18 July 2017	15 August 2017	19 September 2017
17 October 2017	21 November 2017	19 December 2017

* 7.00 p.m. Extra-Ordinary Meeting to discuss Anti-Social Behaviour
 Followed by Parish Council Meeting

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 – To Do

This must be done on the Staging Date

4. Write to your staff – To Do

This must be done within six weeks after the Staging Date

5. Declare your compliance – To Do

This must be done within five months after the Staging Date.