

HESLINGTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE MEETING ROOM ON TUESDAY 15 MAY 2012 AT 7.30 P.M.

MEMBERS PRESENT:

Cllr Mrs P Bramley (Chairperson) Cadman	Cllr R Bramley	Cllr C
Cllr P Hall Richards	Cllr Lady D Lawton	Cllr Mrs Z
Cllr J Stern	Cllr Mrs J Visick	

IN ATTENDANCE:

Fiona Hill – Parish Clerk
Cllr David Levene – Ward Member

MEMBERS OF PUBLIC PRESENT:

Five

1: TO ACCEPT APOLOGIES FOR ABSENCE:

Cllr B McClean

2: TO RECORD DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA:

Cllr Cadman Prejudicial Interest in Item 12.6 as he is a Church Warden

3: TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON TUESDAY 17 APRIL 2012 and to re-approve the March 2012 Minutes following correction of a date error:

The Minutes were accepted without amendment

4: TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

4.1 CYC Electronic Planning

The Parish Clerk reported that there are issues regarding the CYC electronic planning implementation, which are causing concern to many Parish Councils. YLCA had met with Mike Slate, CYC Planning Officer to discuss these issues.

The Parish Clerk had emailed Esther Priestley, CYC Planning Officer, to ask why the Parish Council reply (12/00904/TCA) was not shown on the website and the reply received (27Apr12) was – “...once the decision has been made only the decision letter is viewable on the planning portal, otherwise it would be overloaded with documents as it is a nationwide thing. We still however have the details on our own internal system for future reference if need be, so I can assure you they would have been there before the decision was made for anyone to view”.

The Parish Clerk had emailed Kevin O’Connell, CYC Planning Officer, to ask why the Parish Council reply (12/00490/REM) was not shown on the website and the reply received (30Apr12) was – “...the reply was identified and logged to our database. It was then sent for scanning and indexed and published to the Public Access website to be included under the documents listed. I have checked today and found it to be there but unfortunately we have had a large number of comments on applications recently and there has been some delay in publishing them on-line.

However, it may be that when the Councillors looked at the public access website they expected to find the comments under the tab marked consultation comments, but these are only populated by comments received using the public access comments service. As your comments were received by email they have been included under the documents listed tab”.

The Parish Clerk had received an email from Diane Wilkinson, CYC asking Parish Councils to complete a short survey questionnaire regarding electronic planning implementation, which she had completed online. The Parish Clerk reported that Cllr P Dougherty, Strensall Ward Cllr had exchanged emails with Fred Weeks, CYC Planning, expressing his concern for the ongoing issues.

- 4.2 Standard Response to York University Planning Applications
The Parish Council discussed this and decided not to use standard responses.
- 4.3 Fly-posting/Banners/Planters/Litter Bins around village
The Parish Clerk had written a letter to Rachel Stewart, Street Environment Officer, CYC expressing disappointment at the amount of (these items) around the village. She had exchanged numerous emails with Cllr Stern and the Parish Clerk detailing the procedures she needed to follow. The Parish Council decided to see what they could do, so the Parish Clerk was asked to write as follows:
ToHead Offices and Heslington Branches of HSBC, Lloyds TSB and Natwest (Not Barclays) – regarding their litter bins
To the Charles XIII Public House – regarding the banner
To the Deramore Public House – regarding the A boards
To Browns, Jones and Post Office – regarding A boards
The Parish Clerk would draft a letter and forward to the Chairperson prior to sending
Unanimously agreed, proposed: Cllr Stern, seconded: Cllr Cadman
- 4.4 Local Government Boundary Review
This had been discussed at length during the Annual Parish meeting. The Parish Council asked the Parish Clerk to write to Andrew Flecknor, CYC thanking him for attending the meeting and asking him to record the exception circumstances of the students who are only in parish for six months of the year.
- 4.5 Empowerment of Town/Parish Councils
The Parish Clerk had circulated around Parish Councillors the YLCA White Rose Update (March/April 2012) which gave information of the Early Day Motion: Planning Appeals by Local Councils. YLCA wanted to make member councils aware of this Motion as they may wish to lobby their MP’s to support this. The Parish Council agreed this was the best course of action and asked the Parish Clerk to write to the MP
- 4.6 Control of geese around York University
The Parish Clerk advised that no response had been received to the letter dated 27 April 2012
- 4.7 Fly-tipping heaps in gateways along Low Lane
Cllr McClean had emailed (02May12) Rachel Stewart who said she would visit the area and arrange for the rubbish to be removed. The Parish Council discussed this and soon realized that there could be some confusion over the road names, so the Parish Clerk was asked to contact

CYC again suggesting two rubbish collections; one from the mini roundabout continuing along Common Lane, Long Lane, and Langwith Stray and the second past the Crescent down Low Road to the far end and to include Green Lane. Cllr Visick would attend a site meeting if necessary.

- 4.8 Proposed road changes University Road/Field Lane
The Parish Clerk had emailed David Mercer, CYC (01May12) who advised – “With regards the University Road Scheme, we are currently considering alternatives to the option put forward at the recent Parish Council and Heslington Forum meetings taking account of the comments received at those meetings. For example, we are considering options that include a route for cyclists across Church Field. I am also awaiting the results of Aecom’s most recent traffic survey (March) and aim to compare the results against those of recent years’ surveys, to determine the impact of the Deans Acre link road. As the options are still being developed, not details are being made public yet”.

5. TO DISCUSS, IF NECESSARY, LONG-STANDING MATTERS:

- 5.1 Highway Matters
Cllr Levene reported that he –
- had reported the sinking road near the Deramore Public House
- had the private parking stopped in the service layby near the supermarket on University Road
- had requested resurfacing along Common Lane/Long lane/Langwith Lane
- is working to get the shuttle bus route change
- will endeavor to get the road sign, in the wrong place, moved from Field Lane
- would find out who chose the name of Church Lane
- 5.2 University of York/Campus 3/Heslington East
The Parish Clerk had circulated around Parish Councillors the CYC document “Draft Controlling the Concentrating of Houses in Multiple Occupation, Supplementary Planning Document (April 2012). The Parish Council were of the opinion that this was a good document, but was too late as it is not retrospective. However, Cllr Stern had exchanged numerous emails with Frances Sadler, Development Officer, CYC trying to point out that he thought that paragraph 5.7 should have or NOT and against each option, or all conditions will apply at the same time?! Frances Sadler, CYC did not agree, so not progress was made!
- 5.3 Elvington
NTR
- 5.4 Heslington Village Website
Cllr Mrs Bramley reported that Cllr McClean had undergone some training with Andy Collingwood and was now uploading agendas, minutes and the newsletter.
- 5.5 Parish Newsletter
NTR

6: TO RECEIVE ANY MATTERS RAISED BY MEMBERS OF PUBLIC:

University student anti-social behavior was discussed. Cllr Levene was trying to get a night watchman scheme up and running.

7: TO REPORT AND MAKE RELEVANT RECOMMENDATIONS ON NEW PLANNING APPLICATIONS:

- 7.1 12/01334/TCA Brooklands, School Lane, Heslington
The Parish Council unanimously agreed that they had no objections
- 7.2 12/01335/TCA Fairfield, School Lane, Heslington
The Parish Council unanimously agreed that they had no objections
- 7.3 12/01487/NONMAT Market Square, Vanbrugh Way, Heslington
The Parish Council asked the Parish Clerk to write to CYC Planning to advise them that they expect to see a full planning application as the planning officers recommended.
- 7.4 12/01242/REMM University of York
The Parish Council unanimously agreed to respond as follows:
- a) There should be NO additional car parking. The Parish Council has no objection to exchanging one site for another but there must be no net additions.
 - b) The parking by permit on Goodricke Lane is stopped apart from taxi drop-offs and registered disabled users. No permits must be issued for this area.
 - c) The parking in the new car park must be strictly and exclusively for staff working in The Catalyst and Springboard.

8: TO REPORT PLANNING DECISIONS BY CITY OF YORK COUNCIL:

- 8.1 11/03313/FUL University of York
Approval
- 8.2 12/00490/REM University of York
Approval
- 8.3 12/00578/FUL University of York
Approval
- 8.4 12/00927/LBC Lord Deramores Primary School
Approval

9: TO RECEIVE REPORTS FROM REPRESENTATIVES OF FOLLOWING OUTSIDE BODIES:

- 9.1 Ward Cllr David Levene
NTR in addition to what had already been discussed
- 9.2 North Yorkshire Police
NTR
- 9.3 Yorkshire Local Councils Association
The York Branch Annual Meeting will be held on Thursday 31 May 2012 at 7.00 p.m. in the Folk Hall, New Earswick.
- 9.4 Heslington East Community Forum
NTR
- 9.5 Good Neighbourhood Forum
The Parish Clerk had circulated around Parish Councillors the Meeting Notes from 12 March 2012, along with Major Event – Big D Notes of Meeting and Woodstock Notes
- 9.6 Ouse and Derwent Drainage Board
NTR
- 9.7 Sportsfield
NTR
- 9.8 York Environment Forum
NTR

- 9.9 Alms Houses
NTR
- 9.10 Elvington
NTR

10: TO REPORT ANY NEW CORRESPONDENCE RECEIVED BY THE COUNCIL:

- 10.1 CYC Tree Pruning, Main Street, Heslington

This item was deferred until the next meeting when Cllr McClean would be present

CYC Standards Committee:

The Parish Clerk advised that the number of seats available and the number of nominated councils was the same so the selection process was uncontested. The councils and councillors are:

Copmanthorpe Parish Council	Cllr Glyn Simpson
Dunnington Parish Council	Cllr Dennis Martin
New Earswick Parish Council	Cllr Don Crawford

11: TO REPORT MATTERS RAISED BY MEMBERS:

- 11.1 Boss Lane, Flooding

Cllr Mrs Lawton had met with Thomas Campion, Halifax Estates and was awaiting his response

12: TO DISCUSS FINANCIAL MATTERS AND MATTERS RAISED BY PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER:

- 12.1 Bookkeeping records for year ending 31Mar13 to date

The Parish Clerk circulated copies around Parish Councillors

- 12.2 To conduct Internal Control Check(s)

None

- 12.3 Certificate in Local Council Administration (CiLCA) 2008:

The Parish Clerk advised that her portfolio had passed

- 12.4 Localism Act – The General Power of Competence (GPC)

The Parish Clerk had circulated around Parish Councillors the YLCA White Rose Update (March/April 2012) which gave information of this topic. YLCA will be offering training for Councillors and Clerks in the near future. There are two criteria, which Parish Councils MUST fulfill:

- a) Two-thirds of the total number of members must have been declared elected – Seven of the nine Parish Councillors were elected (Cllrs Cadman and Hall were co-opted) means this criteria is fulfilled.
- b) The clerk must hold at least one of the sector-specific qualifications (CiLCA 2012 including the new section 7), so the Parish Clerk is looking into completing the single module to upgrade the CiLCA 2008 to CiLCA 2012.

When both criteria are filled the Parish Council can decide to use the GPC.

- 12.5 Parish Council Archiving

The Parish Clerk had sorted through the archiving. The planning applications were placed in number order and applications not belonging to Heslington PC had been returned to the correct (Billborough, Barlow, Church Fenton, Cliffe, Heck, Thorpe Willoughby and Womersley) Parish Councils! These would be placed in the bottom drawer of the filing cabinet along with packs regarding CYC LDF March 2008, Terry Development Brief and Elvington Air Field Documentations.

In the top drawer of the filing cabinet would be two Minute Books dated May 1975 – March 1989, two cash books dated 1994-2009 and files with bookkeeping and minutes for each year from 2001 to present. Finally, there are two boxes of “miscellaneous” papers, which the Parish Clerk has yet to sort through.

12.6 Grant request from Heslington Church

This was deferred until the next meeting.

12.7 HMRC Employer Registration

Heslington Parish Council was now a registered employer with HMRC and their employer PAYE reference is 475/EA71892 and their 13 character accounts office reference is 475PQ00335210.

12.8 To approve the following invoices for payment:

(i) Parish Clerk Salary
Pay slip and timesheet circulated around Parish Councillors

(ii) Parish Clerk Expenses
Invoice and list circulated around Parish Councillors

(iii) Heslington Sportfield Management Comm Grant
(Agreed 15Nov11) £2500.00

Extract from Minutes dated 15Nov11 circulated around Parish Councillors

13: TO CONFIRM THE DATES OF THE FUTURE MEETINGS ON TUESDAYS AT 7.30 P.M. IN THE MEETING ROOM AS:

19 June 2012

17 July 2012

16 October 2012

21 August 2012

20 November 2012

18 September 2012

18 December 2012

Matters Arising/Action List

from Parish Council Meeting dated 17 April 2012

Done:

HSBC Bank - Requested Parish Council account details

To Do:

Parish Council Awaiting Response From March 2012 Correspondence:

Barclays Bank - Requested Parish Council account details

Lloyds Bank - Requested Parish Council account details