

HESLINGTON PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE MEETING ROOM ON TUESDAY 18 SEPTEMBER 2012 AT 7.30 P.M.

MEMBERS PRESENT:

Cllr Mrs P Bramley Cllr R Bramley Cllr C Cadman Cllr P Hall
Cllr Mrs Z Richards Cllr J Stern Cllr Mrs J Visick

IN ATTENDANCE:

Fiona Hill – Parish Clerk
Cllr David Levene – Ward Member

MEMBERS OF PUBLIC PRESENT:

Thirteen

Mike Durkin and David Mercer, City of York Council attended this meeting to provide an update on the petition and present the options to be taken to consultation regarding the University Road/Field Lane Highway Scheme. The Parish Council now awaits to hear from CYC when the Consultation commences. The Parish Council asked the Parish Clerk to invite the Cabinet Member for Transport, David Merrit to the next Parish Council meeting to discuss this matter

Public Session – The Parish Council will, time permitting, adjourn the council meeting for a short time to allow for public comment and questions:

- Nothing raised, that was not already on the agenda

1: TO ACCEPT APOLOGIES FOR ABSENCE:

Cllr Lady D Lawton
Cllr B McClean

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

None

3: TO CONFIRM THE MINUTES OF THE MEETING HELD ON TUESDAY 21 AUGUST 2012:

The Minutes were accepted without amendment

4: TO DISCUSS MATTERS ARISING FROM PREVIOUS MINUTES:

- 4.1 Parish Clerk/RFO – Locum, Vacancy, Employment, Contract, Policies
Cllr Mrs Bramley advised the Parish Council that Fiona Hill had been employed as Parish Clerk/RFO. This would take effect and she would end her term as Locum immediately. The Chairperson and Parish Clerk each signed both copies of the contract and kept a copy each. It was agreed that whoever held the position of Chairperson would be the Manager for employment purposes. The Parish Council approved the Grievance, Disciplinary, Sickness, Equal Opportunities, Health & Safety and Expenses policies.

- 4.2 CYC Electronic Planning
The Parish Clerk had circulated an email from Tracy Wallis, CYC Scrutiny Officer, which had the notes attached from the meeting on 03 August 2012. The Parish Council noted the content
- 4.3 Fly-posting/Banners/Planters/Litter Wheelie Bins around village
Cllr Levene would look into this issue as the Parish Clerk had been unable to contact Rachel Stewart, CYC recently.
- 4.4 Local Government Boundary Review
NTR
- 4.5 Empowerment of Town/Parish Councils
NTR – the Parish Council would keep a “Watching Brief”, but this item could be removed from the list
- 4.6 Fly-tipping heaps in gateways along Low Lane
These heaps had gone, so this item could be removed
- 4.7 Proposed road changes University Road/Field Lane
This matter was discussed at length at the beginning of this meeting.
- 4.8 Tree pruning, Main Street, Heslington
Harvey Lawson, CYC advised that as these trees were planted by the Parish Council they were responsible for pruning them. The Parish Clerk was asked to obtain a quote for this work.
- 4.9 Recent Flooding in the Village – Boss lane, Main Street, School Lane, Field Lane
This had caused terrible problems during the recent downpours. The gullies were blocked and the drainage was in a poor state. Cllr Mrs Bramley had spoken to Martin Horner, CYC who acknowledged the issues, but was unable to offer an immediate solution due to lack of funding. Cllr Levene would speak to the relevant CYC departments to try and put together a capital bid.
- 4.10 Cycle track along University Road
Cllr Levene advised that the footpath No. 16 had been moved up the ranking due to points increased following a review.

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

- 5.1 Highway Matters
NTR
- 5.2 University of York/Campus 3/Heslington East
The Parish Clerk had contacted Gordon Eastham about the ragwort and although a lot had been removed, there was still a lot left.
- 5.3 Elvington
NTR
- 5.4 Heslington Village Website
NTR
- 5.5 Parish Newsletter
Cllr McClean intends to prepare a draft for the October 2012 meeting.

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

David Murray reported that the shed roof was in need of attention, so the Parish Clerk would find someone to deal with this.

7: 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

7.1 12/02651/FUL University of York

The Parish Clerk was asked to write and object to this applications as the raison d'état of this site was the park atmosphere of Campus One, so there would be no more substantial development, so this goes completely against this

7.2 12/02661/NONMAT University of York

The Parish Clerk was asked to write to CYC and advise that the Parish Council has no objections to this application.

7.3 12/02778/TCA The Lodge Residential Home

The Parish Clerk was asked to write to CYC and advise that the Parish Council has no objections to this application.

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

None

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

9.1 Ward Cllr David Levene

- had completed funding to Sportsfield

9.2 North Yorkshire Police – Jon-Mark Buchanan

NTR

9.3 Yorkshire Local Councils Association

NTR – next York Branch Meeting would be Thursday 04 October 2012

9.4 Heslington East Community Forum

NTR – next meeting 24Sep12, venue TBC and some Cllrs hope to attend

9.5 Good Neighbourhood Forum

NTR – next meeting 26Sep12 and Cllrs Bramley & Hall hoped to attend

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

9.11 The Meeting Room

NTR

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

- The Parish Clerk had circulated copies of the CYC Register of Interests form, which Parish Councillors were requested to complete and return to CYC
- The Audit Commission had confirmed that the external audit for 2012/3 onwards would be Littlejohn LLP

- Baroness Ashar had introduced herself via Valerie Foote to the Parish Council and the Parish Clerk was asked to write to her asking what the implications of the Localism Act were on Parish Councils
- CYC had written appealing for sites
- 12 School Lane (semi-detached) last year was rented to 8 unrelated students and there had been related complaint issues reported to CYC & University. The garage has just been converted for a ninth student. The Parish Clerk was asked to write to Cllr Levene.
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11: TO REPORT MATTERS RAISED BY MEMBERS:

None

12: TO DISCUSS 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 Internal Control Check(s)

The Parish Council did not conduct any checks this month, due to the length of the meeting.

12.3 Internal Audit Report

The Parish Clerk circulated an Action Plan showing that issues raised would be dealt with as follows:

September-October	A	January-February	E	
October-November	B	February-March	F	
November-December	C	March-April	G	H
December-January	D	April-May	I	J

12.4 Road verge grass cutting contract

The Parish Clerk would prepare something for the October 2012 meeting

12.5 Matters raised with/by Yorkshire Local councils Association (YLCA)

NTR

12.6 Asset Register

The Parish Clerk would prepare something for the October 2012 meeting

12.7 Quality Parish Council Scheme

September-October	Electorate Mandate
October-November	Qualifications of the Clerk
November-December	Council Meetings
December-January	Accounts & Annual Return
January-February	Code of Conduct & Terms and Conditions
February-March	Community and Community Engagement
March-April	Training
April-May	Promoting Local Democracy and Citizenship

12.8 To approve for payment the invoices as follows:

12.8.1 Parish Clerk Salary 001464

- The Parish Clerk was asked to write to Yorkshire Bank to change the correspondence/statement address and to transfer £1000.00 from the Savings Account to the Current Account. The letter would be emailed to Cllr Mrs Bramley who would print, obtain two signature and post.

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

16 October 2012	20 November 2012	18 December 2012
15 January 2013	19 February 2013	19 March 2013
16 April 2013	21 May 2013	18 June 2013
16 July 2013	20 August 2013	17 September 2013
15 October 2013	19 November 2013	17 December 2013

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