

**HESLINGTON PARISH COUNCIL**

**MINUTES OF A MEETING HELD IN THE MEETING ROOM, MAIN STREET  
ON TUESDAY 19 JANUARY 2016 AT 7.30PM**

**Councillors Present:** Pauline Bramley (PB) Richard Bramley (RB)  
David Blacketer (DB) Michael Dean (MD)  
Peter Hall (PH) Lady Dorothy Lawton (DL)  
Bill McClean (BM) Zena Richards (ZR)

**In Attendance:** Fiona Hill (FH) - Parish Clerk  
CYC Ward Cllrs K Aspden (KA)  
PCSO 5557 T Barge, North Yorkshire Police  
PC1867 Ben Pepper, North Yorkshire Police  
Niall McTurk, Village Trust

**Public Present:** 3

**Public Session - None**

**16/103 To accept apologies for absence:**

Paula Clements (PC)  
Patrick James, Halifax Estates (he would try to attend the next meeting)

**16/104 To record declarations of interest in items on the agenda:**

4.3 – PB, RB, ZR  
4.4 - PB, RB, ZR  
5.3 – PB, RB  
9.6 - BM  
9.9 – DL

**16/105 To confirm the minutes of the Parish Council Meeting held on Tuesday 15 December 2015:**

The Minutes were not signed, as two amendments were required.

**16/106 To discuss matters arising from previous minutes:**

1. Village Signs  
This was discussed at length and the design and wording was agreed in principle subject to preliminary artwork, proposed BM, seconded PH, 7 votes in favour, 1 abstention  
2. Cycle track/University Road  
Mike Durkin, CYC had emailed details of accidents. The scheme is to be reviewed after six months  
3. City of York Local Plan  
Progressing slowly. The new-build housing figures had been noted by the working group. There would be another consultation in Spring 2016  
4. Neighbourhood Plan  
BM reported that CYC had agreed to advertise the boundary as the parish council had requested. Parish consultation period between 18<sup>th</sup> Jan – 29<sup>th</sup> Feb 2016. Grants could be applied for after the consultation, so FH would express an interest again on 29 Feb16 and forward to DL/BM  
5. Article 4 (2) Direction  
NTR

6. CYC Community Governance Review  
FH was asked to chase this up

**16/107 To Discuss, if necessary, long-standing matters:**

1. Appearance of village

PB is trying to get the skip removed from outside the NatWest. The wooden structure was obstructing the footpath, but would remain until bricks arrived. The CYC planning enforcement team were looking at the signage at the Post Office. Most of the fly-tipping had been removed from Long Lane/Low Lane, but there was a little remaining close to Green Lane. CYC were pursuing a conviction. DB reported that one of the benches should be back in about a week. The other two would be done a.s.a.p. FH was asked to contact Open Reach to reseed the grass following work on the Green Box at the end of Holmeffield Lane. KA would speak to CYC officers about the issue of damage outside The Lodge. FH was asked to write to The Lodge stating that within a Conservation Area, they had a duty to make good any damage to the grassed area and advise that CYC may be able to assist with seed/turf.

2. Rights of way

NTR

3. SSSI - Dog Orders

NTR

4. Highway Matters

KA advised that the drainage on Common Lane was still on the list from earlier this year and he asked the parish council to report to CYC any gulley cleaning needed.

5. Major Events - Yorkshire Marathon/Tour de Yorkshire

NTR

6. University of York

DL reported that litter and noise was still a huge problem along Boss lane and she had met with Shai Danmole-Ellis, Assistant Head, Halifax College. Arrangements were in place to collect litter and attempts were being made to move the clubbers bus stop

7. HMOs

DL is reviewing the list. KA will provide a list of properties exempt from council tax. KA would research bye laws for banning the use of boards.

8. Elvington

NTR

9. Communication - Website/Newsletter/Broadband/Notice board

The website was up to date with all required information. BM would prepare a draft newsletter for the next meeting. The noticeboard cracked glass was discussed and replacement authorised for the laminated glass up to a maximum of £200.00, proposed DL, seconded ZR, unanimous.

**16/108 To receive any matters raised by members of public:**

None

**16/109 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	15/02845/FUL	The Berrick Saul Building, Spring Lane Letter B, Unanimous
7.2	15/02898/FUL	Rose Villa

The Parish Council had received notification that this application had been withdrawn, so no further action was taken.

7.3 16/00038/FUL Charles XII Inn, Main Street

The Parish Council discussed this application at length and unanimously agreed to respond as follows:

Given the open entrance to the rear of the Charles, it is likely the proposed structure will be visible from Main Street and interrupt existing views from Main Street through the car park towards the rear garden grassed areas. The size has the potential to seat large numbers of people in addition to the numbers already using the existing pergola/ smoking shelter.

Its proximity to the neighbouring property is likely to cause additional and cumulative disturbance throughout the year. The effects of lighting and heating on the environment and neighbours must be considered.

Also given the suggested size, it would be both prominent and visually intrusive in the conservation area. Additionally, the materials proposed for the roof are not in keeping with the character and appearance of a traditional village pub in a conservation area.

The planning restraints from 2007 and the opening hours must remain the same.

**16/110 To report planning decisions by City of York Council:**

1. 15/02578/FUL 1 Enclosure Gardens Approved

**16/111 To receive reports from representatives of following outside bodies:**

1. Ward Councillors

KA arrived late, but had emailed a report as follows:

Ward Team/ Committee

The Ward Team will be meeting again in the first half of February to discuss the most recently-received funding applications. Heslington Parish Council representation is of course very welcome. There is still a small amount of money remaining in the general ward budget, a larger amount of Highways funding, and some from the Pride in York budget. I'm looking forward to seeing the outcomes of the already-agreed Ward Committee funding in Heslington, including new climbing equipment for the Scouts, the restoration of some benches, and a sign advertising the conservation area.

Ward audit

I am carrying out another ward audit to pick up street – level issues in early February. If you know of any potholes that need looking at, defective street lights, or damaged road signs etc. then please let me know and I would be happy to have a look and raise any issues with Council officers.

Parish Council Liaison Group

Next week I am attending a meeting of the Parish Council Liaison Group. If you have any questions or suggestions to do with how the Council engages with local Parish Councils in York, do send them over!

Local Plan update

Not much of an update from last time as things of course proceed slowly, but work is ongoing. There will be further public consultation over the summer. As you know, the overall approach of the new Executive is working to lower the total number of proposed houses on the greenbelt

2. North Yorkshire Police

Approved ..... Chairman

Date.....

Report cover period 11th December – 6th January 2016

Anti Social Behaviour

2 x reports of Antisocial Nuisance

1 x ASB Animals, 30th December resident reports issues with another dog walker in the area of the Outgang.

Traffic Incidents

2 x Traffic Incidents reported for the period.

Crimes

12th December – Report of commercial burglary at Grange farm, out buildings entered, enquiries on-going.

31st December – Report of a burglary, male found asleep in a caravan, left prior to police arrival, however has been arrested & charged.

University Crimes

1 x Burglary Dwelling

3 x Thefts on campus, however a male has been arrested and charged with two of the offences.

3. Heslington East Community Forum

NTR

4. Good Neighbours Forum

There will be a meeting 01Feb16 and PB/PH will attend – asked for suggestions of issues to raise – noise; litter, cycles, lighting, neighbourhood plan, support for changes in signage boards

5. Ouse and Derwent Drainage Board

NTR

6. Sports Field

Yorventure grant received of £28,000, so phase one would go ahead in February 2016

7. York Environment Forum

NTR

8. Alms Houses

NTR

9. The Meeting Room

DL reported that two ward funding bids had been submitted for matting and finger post. A new website had been launched. The front door needed work.

**16/112 To receive any new correspondence received by the council:**

- FH had circulated an email regarding traffic issues, which would be forwarded to Cllr Gillies
- PC had uploaded information about the mobile library to the website and DB/DL would put details on notice board/ Meeting Room respectively.

**16/113 To receive matters raised by members:**

FH was asked to forward the email about Queen's Birthday Beacon to the university.

**16/114 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**

1. Bookkeeping records for year ending 31 Mar 16 to date

The financial report was circulated around Cllrs

2. Budget/Precept 2016-2017

The budget and precept were unanimously approved, proposed DL, seconded BM

3. Internal Control Check(s)

The Parish Council conducted the monthly checks and found everything to be in order.

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

FH had circulated emails regarding subscription increases and changes to external audit regime, which would be discussed at the next meeting.

YLCA meeting on 4 Feb 16

5. Work Place Pensions

NTR

6. To approve the following invoices for payment

6.1	Parish Clerk	Salary	£265.61	001625
6.2	Lengthsman	Salary	£257.01	001626

**16/115 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:**

16 February 2016	15 March 2016	
19 April 2016	17 May 2016	21 June 2016
19 July 2016	16 August 2016	20 September 2016
18 October 2016	15 November 2016	20 December 2016

### 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 have enrolled with Now Pensions with assistance from Ardent IFA Ltd, 80 Clifton, York, YO30 6BA. Tel: 01904 655330. Email: [hello@ardentuk.com](mailto:hello@ardentuk.com)

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.