

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM, MAIN STREET
ON TUESDAY 21 JUNE 2016 AT 7.30PM**

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

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

Public Present: 2

Public Session - None

17/27 To accept apologies for absence:

Pauline Bramley (PB)

17/28 To record declarations of interest in items on the agenda:

Neighbourhood Planning – RB, ZR
SSSI Dog Orders – RB
Rights of Way – RB
Sportsfield - BM
Meeting Room – DL
Planning – BM (Member of golf club)

17/29 To confirm the minutes of the Parish Council Meeting held on Tuesday 17 May 2016:

The Minutes were approved/signed.

17/30 To discuss matters arising from previous minutes:

1. Village Signs

York College had offered to do this work FOC, using their third year carpentry students, under supervision, but it could not be done until Sep16. BM would check this was OK with Ward Funding.

2. Cycle track/University Road

FH was asked to respond to CYC to say that the Parish Council were disappointed with the conclusion of the latest review and urge CYC to continue to review annually.

3. City of York Local Plan

KA advised that the draft and maps were released yesterday and the consultation period was until early September 2016. The Parish Council cautiously welcomed the plan, but stressed “the devil is in the details”, so must study the documents.

4. Neighbourhood Plan (NP)

DB had amended the TOR in line with advice received from YLCA

It was agreed that the Parish Council could apply for funding of £1000.00 towards consultation costs.

Proposed: BM, Seconded: DL, Unanimous

5. Article 4 (2) Direction

Nick Allen had met with Guy Hanson, CYC in late April 2016 and agreed the strategy. This would be to basically restrict the Article 4 Direction to the frontages of Main street, and possibly Main Street West, and to specify our concerns e.g. UPVC windows and doors, inappropriate material etc, and other aspects of the unlisted buildings that might adversely affect the character of Main Street. Mr Hanson had advised to concentrate on the areas of greatest quality and consistency rather than a blanket approach, and so be specific i.e. don't leave room for doubt. Mr Allen hopes to progress this during July.

6. CYC Community Governance Review

NTR

7. Parish Council Vacancy

NTR

17/31

To Discuss, if necessary, long-standing matters:

1. Appearance of village

The grass had been cut, but the cut grass was not cleared away. FH was asked to contact Community Payback to see if they cut/cleared away grass. DB would obtain quotes from local contractors for one-off grass cuts

DB reported that work was underway on the 3rd bench, but may take longer than first thought. DB would visit the contractor and it was unanimously agreed that he was authorised to offer up to £150.00 more if necessary, but he was very hopeful this would not be necessary.

1.1 Litter/Dog Bins

The bin was not in place, so KA would chase up

1.2 The Lodge Residential Home – Parking/Obstruction

PB/DB would visit the home

1.3 Tree Guards on 4 young trees on grass between Little Hall and Meeting Room

It was unanimously agreed that RB/DB would removed

2. Rights of way -NTR

3. SSSI - Dog Orders

Cllrs reported dogs running wild on The Tilmire, FH was asked to contact the CYC Dog Warden

4. Highway Matters - NTR

5. Major Events - Yorkshire Marathon/Tour de Yorkshire - NTR

6. University of York - NTR

7. HMOs - NTR

8. Elvington - NTR

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

17/32

To receive any matters raised by members of public:

- Audibility in the meeting room continues to be a problem, so a re-arrangement of the seating plan was trialled.
- Long term parking in the limited spaces along Main Street was highlighted as an inconvenience to those trying to visit banks/shops for short periods. This was discussed at length, but until CYC agreed to reduce the maximum time from 12 hours, there was nothing that could be done.

17/33 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. 16/01150/FUL Gamekeepers Cottage, 6 School Lane

Letter B – No Objection

2. 16/01322/FUL Deramore Arms

Letter C – There should be no access to the bear garden after 11.00 p.m. and the 4 heat lamps, which are environmentally unfriendly, should not be used.

Proposed: DB, Seconded: DL, Unanimous

3. 16/1386/FUL Fulford Golf Course

Letter B – No Objection

17/34 To report planning decisions by City of York Council:

None

17/35 To receive reports from representatives of following outside bodies:

1. Ward Councillors -

KA urged organisations to submit Ward grant bids, as the first deadline was 30 June and there was a rolling programme.

2. North Yorkshire Police - report cover period 11th May – 14th June 2016

Anti Social Behaviour - 3 x reports of student noise in the area around main street, this was brought up at the "Good Neighbours" meeting with the University Vice Chancellor on the 13th June

Suspicious Circumstances - 2 x reports of suspicious behaviour, officers attend but nothing of note.

Crimes - 1 x Fraud

Roads - 10th June at 03:30hrs minor Road Traffic Collision on University road, car Vs. cyclist, all ok no serious injuries

University Crimes - 4 x Crime "Thefts", 3 x Crime "Sexual"

3. Heslington East Community Forum

FH was asked to enquire if the Parish Council would be given the opportunity to comment on updates to the Heslington East Master Plan 2014 discussed at this meeting.

4. Good Neighbours Forum

PH reported that discussion took place on topics as follows – Previous Minute Amendments, Noise, Parking, University Road and Festival of ideas

5. Ouse and Derwent Drainage Board

RB reported that there was a meeting last week, but nothing about this parish

6. Sports Field

BM reported that the area was in good order, the university was doing a good job grass cutting, the zip wire was w.i.p. and the family barbeque would take place at 3.30 p.m. on Sun03Jul16.

7. York Environment Forum

DL reported that there was a meeting last week, but nothing discussed relevant to the parish, but the Local Plan would be discussed at the August meeting.

8. Alms Houses

NTR

9. The Meeting Room

DL had applied for a grant toward loft insulation. The chimney need some repair and the fire place would be refurbished.

10. Fulford & Heslington Ward Team Meeting

NTR

17/36 To receive any new correspondence received by the council:

1. Heslington Church – Request for grant funding towards grass cutting
Agreed £300.00, proposed RB, seconded PH, 5 votes in favour, 2 votes against
- York Civic Service Cricket Club – Request for funding for defibrillator
This would be on the agenda of the next meeting, so Cllrs could discuss

17/37 To receive matters raised by members:

11.1 Charles XII - Noise

FH was asked to write to CYC requesting that no amplified music was played outside as this was against the terms of their license and caused disturbance to neighbours.

17/38 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. Internal Control Check(s)

See completed/signed sheet in finance file

3. Internal Audit

FH was awaiting the written report

3.1 Standing Orders

New wording, suggested by YLC, regarding financial controls and procurement were adopted by the Parish Council and are shown at the end of these minutes.

3.2 Financial Regulations

A new draft was adopted by the parish Council and signed by the Chairperson.

3.3 Risk management

FH advised this was still WIP

3.4 Information Commissioner Office

During Internal Audit the question was raised as to whether Parish Councils should be registered, which would cost £35.00. FH had emailed I.C.O. and received a response as follows:

“Regarding Parish Councils and their requirement to register under the 1998 Data Protection Act. As a Parish Council is a statutory body with statutory functions they cannot be classed as a ‘not for profit’ organisation. If they are processing data electronically, including word processing and are unable to rely on the exemptions, then they are required to register. If all data is held manually they would be exempt from registration. Data Controllers who are exempt from registration must still comply with the provisions of the 1998 Act. The eight Data Protection Principles can be found using this link <https://ico.org.uk/for-organisations/guide-to-data-protection/data-protection-principles/> If a registration is required for the parish councils, you can complete the registrations online at www.ico.org.uk or you can start the process by telephoning the Registration Helpline on 0303 123 1113”.

FH advised that she was researching this further.

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

DB had attended the York Branch Annual Meeting, Thu02Jun16 and discussions took place on following:

- Protocol for allowing or not filming and parish polls
- Local Plan
- Digital Transparency Fund – claiming clerk's time
- NALC subs
- Section 106 monies
- Double Taxation

4. Work Place Pensions

FH had received more references, which would be added to box below.

5. To approve the following invoices for payment

6.1	Parish Clerk	Salary	£273.83	001645
6.2	Lengthsman	Salary	£312.00	001646
6.3	Zurich	Insurance	£489.22	001647
6.4	York Print Company	Newsletter	£56.00	001648
6.5	HMRC	PAYE	£393.60	001649
6.6	Cllr B McClean	Planter Plants	£9.00	001650

17/39 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting

Room as:

	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 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.

18. Financial controls and procurement

a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i the keeping of accounting records and systems of internal controls;
- ii the assessment and management of financial risks faced by the council;
- iii the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
- v procurement policies for contracts of all levels (subject to standing order 18(c) below) and requirements under the Public Contract Regulations 2015.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall satisfy the requirements of the Public Contract Regulations 2015 and will be procured on the basis of a formal tender as summarised in standing order 18(d) below. The council will advertise the contract opportunity on the Contract Finder website.

d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
- iv tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
- v tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

e. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the council must comply with the Public Contracts Regulations 2015 and where applicable, the Utilities Contracts Regulations 2006 (SI No. 6, as amended). If the 2006 Regulations apply to the contract the council must comply with EU procurement rules.