

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 07 AUGUST 2018 AT 7.30PM**

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
John Garner (JG) Peter Hall (PH)
Zena Richards (ZR)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

Public Session: None

19/57 To accept apologies for absence:

Parish Cllrs Richard Bramley (RB), Rose Hilton (RH) and Lady Dot Lawton (DL)
CYC Ward Cllr Keith Aspden (KA)

19/58 To record declarations of interest in items on the agenda:

None

19/59 To confirm the minutes of the Parish Council Meeting held on Tuesday 17 July 2018:

These minutes, along with those from 19Jun18, were approved/signed

19/60 To consider any applications received for the vacancy on the Parish Council:

John Garner was unanimously co-opted at the last meeting, He and FH signed the acceptance of office.

19/61 To discuss matters arising from previous minutes:

None

19/62 To Discuss, if necessary, long-standing matters:

1. Appearance of village

The Lengthsman, who had raised the issues of dog fouling and litter around Bede House bus stop, will monitor and report back to the PC.

1.1 The Outgang

1.1.1 Proposed bollard/fencing scheme

Cllrs discussed this issue and considered the costs £6000-£20000 advised at the last meeting. It was acknowledged that parking on the verges caused damage, but stopping it here would displace the problem elsewhere.

It was agreed to do nothing at this stage, proposed: PH, seconded ZR, 4 votes in favour, 1 abstention

1.2 The Lodge Parking – NTR/Remove

1 / 5 Pages

Approved

Chairman

Date.....

2. Highway Matters

2.1 Improved signage toward play area

- KA emailed that the resident had not responded to his email outlining the Parish Council suggestions. The Parish Council decided not to pursue the footpath, but would seek improvement/refurbishment of signage. KA had forwarded photos to CYC and requested a site visit.
- KA observed there is a parent and child sign for traffic coming into the village from the south but it is well past the Outgang junction and really intended for traffic to slow once it gets to Main Street so it doesn't help at all re pedestrians / cyclists crossing on the bend or coming out of the Outgang?
- Alistair Briggs, CYC commented - the sign shouldn't be in place because there's a footway on the other side of the road. If anything it's to warn drivers that the path on the right is coming to an end (close to the mini roundabout) but it is a bit far in advance of that - might be better on the lamp post indicted in point 3, though there's a fair amount of vegetation there so might just become an ongoing problem.
- The Parish Council would ask for it to be moved and cut/remove any vegetation if and when necessary.
- KA observed there is no equivalent parent-child sign for traffic coming south out of the village towards the Outgang.
- Alistair Briggs, CYC commented "it is not needed, there is a path."
- The Parish Council would ask for it to be moved to nearer to the crossing, to point where relevant and cut/remove the bush if it becomes necessary.
- KA observed there is no indication of speed limit change from 30 to 20 for traffic coming into the village until the "reminder" at the mini roundabout.
- Alistair Briggs, CYC commented "the 20mph starts just south of the mini roundabout, probably used to be on the lamp post shown below but there's no information on Google maps".
- The Parish Council would ask for it to be moved to nearer to the crossing, to point where relevant and cut/remove vegetation if it becomes necessary.
- KA observed faded road markings in this area for 'SLOW'.
- The Parish Council would ask for these to be refreshed.

2.2 Sunken Road – Church Lane/Field Lane

KA reported that officers had visited the site and it does not yet require intervention, but will be monitored

2.3 Collapsed Man Hole – Main Street

KA reported that officers had visited the site and it does not yet require intervention, but will be monitored

3. City of York Council

3.1 Local Plan – Inspectors have requested from CYC “clarification of several issues of the plan”. CYC have a new website and the parish council will give information of the link on their website and in their newsletter.

3.2 Article 4 (2) Direction - FH was asked to chase up this matter for the Sept meeting.

3.3 CYC Community Governance Review – FH will ask for an update in October 2018

3.4 Parking Bays (12 hour parking bay on Main Street West)

KA reported this was still on the list for the 2018/9 review. City of York Council normally start the review around August, with a report to Executive Member October/November to advertise items taken forward in December with implementation around March (items with no objections) and May/June (items which require further consideration due to objections).

Council officers have also added a request from residents to consider the time limits for Main Street. However, to this request, they have replied: “I sympathise with your constituent but we have to consider the wider community – this includes local businesses. In these outlying areas if customers are unable to park and visit the business outlets, then they can look elsewhere and the business becomes unviable”.

3.5 Encroachment onto footpath on 23/25 Main Street

KA reported that CYC Planning Enforcement had confirmed there was an encroachment onto footpath, but it was insufficient for them to become involved, so it had been passed to Highways Regulations. They had commented – “We tend to be a bit low on resources at this time of year and

whilst the works do appear to have taken place on the highway pedestrians are still able to get past. Hence I've had to treat this as a lower priority than I'd have liked but please be assured it has not been forgotten about. I will discuss this with colleagues and get back to you with an update". FH was asked to respond to KA – The Parish Council are pleased the CYC accept there is encroachment and we are keen for an update, as residents continue to highlight this concern.

3.6 Footpath on University Road – obstructed by root growth

KA reported that council officers have now acknowledged that this meets the intervention level. KA has asked them to review when the work might be possible. The service manager responded this week to say, "Thank you for your email I have requested my team review the request and I will update you on some action."

4. University of York

JG voiced concerns over safety issues of the area encompassing the bus stops, speed bumps and the crossing on University Road. PB/PH would, at the next Good Neighbour Meeting comment, "The Parish Council feel this area should be on your concern list, as both vehicular and pedestrian safety in this area is regularly commented on by parishioners".

4.1 Antisocial Behaviour – NTR

4.2 Signage –

The CYC Planning Enforcement Officer had emailed KA to say "I refer to the attached complaint re unauthorised signs at Heslington. I carried out a site visit to no 5 Main St on 03/08/18 and there were no signs on the building as reported. I also visited Homefield Lane and can confirm that the sign showed in the photographs provided by the complainant has been removed. In view of the above, I intend to close the enforcement case as it appears the breach has been rectified and I could not see any other signs in the area. I would appreciate if you could double check with the complainant before I close the file just in case I've missed any. I look forward to hearing from you".

PB had replied that the signs on 5, Main St were still there. Edens court has gained another sign – there is one on the nice cottage to the right of the entrance and a new one with a map and "you are Here" on the brick wall to the left. These signs were unacceptable in size and style. The Parish Council felt the University should have known better in a conservation area.

5. Neighbourhood Planning – DB reported that it is now a Pre Submission Draft. The finances are unchanged and the latest grant has been accepted. Thanks to Mr McClean for dealing with the application. DB, RB and BM had attended a productive meeting with CYC planning officers.

DB would forward JG the draft.

6. Communication:

Website - up to date with info received

Broadband – No update on new Quickline mast- Grimston Bar

Newsletter – PH will draft next addition for September 2018 meeting

Induction Pack – Currently RH/JG are trialling this

19/63 To receive any matters raised by members of public:

None

19/64 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

1. 18/01471/FUL Pool Bridge Farm, Wheldrake Lane

The Parish Council has **No Objections** to this application

2. 18/01497/ADV Unit 9 Kimberlow Retail Park

The Parish Council has **No Objections** to this application, but the sign should only be illuminated during opening hours.

3. 18/01653/TCA 22 Main Street

The Parish Council had **No Objections In Principle**, to this application, but as the proposed works appears to be only to one half of the tree, this will make a very misshapen tree, liable to disease and branch breakage causing further loss in future. The Tree Officer should advise to ensure the trees health is not compromised. Neighbours in Heslington Court should be consulted.

4. 18/01722/TCA University of York

The Parish Council has **No Objections** to this application, subject to it meeting the approval of the Conservation Tree Officer

The Parish Council became aware of application 18/01402/LHE, but had not received information, so FH contacted CYC and was informed as follows:

"This application is a Notification of a proposed larger Home Extension submitted as part of Schedule 2, part 1 (Class A) of The Town and Country Planning (General Permitted Development) (England) Order 2015. It is an application to assess any temporary increases to the size limits for single-storey rear extensions which are normally permitted development and that must be completed by 30 May 2019. The scheme requires the consultation of the adjacent neighbours, but there is no statutory duty to consult Parish Councils. These schemes are permitted development unless the neighbours object. If an objection is submitted Officers will then visit the property and neighbours to make an assessment as to whether they application can be agreed under this scheme. If not the applicants are informed that planning permission is required".

19/65 To report planning decisions by City of York Council:

None

19/66 To receive reports from representatives of following outside bodies:

1. Ward Councillors – Nothing in addition to those matters already discussed
2. North Yorkshire Police – NTR
3. Heslington East Community Forums – NTR
4. Good Neighbours Forum – Next meeting 20Sep18, Draft mins 20June18 emailed to Cllrs
5. Ouse and Derwent Drainage Board – NTR
6. Sports Field – Meeting next week. ZR would check that visiting teams/clubs were receiving parking directions to Halifax College to prevent overspill parking at the Outgang.
7. York Environment Forum -- NTR
8. Alms Houses – Meeting October 2018
9. The Meeting Room – AGM minutes and accounts, attached at the end of these minutes
10. Fulford & Heslington Ward – PB gave a summary of the meeting on 25Jul18. Future meetings: 12Sep18 4 p.m. at Fulford and 09Jan19 4.00 p.m. at Heslington

19/67 To receive any new correspondence received by the council:

None

19/68 To receive matters raised by members:

- JG had been approached about a street light along Tally Alley, which was obscured by a tree. He would investigate more and report back to Parish Council
- JG agreed to his name, address and email appearing on the website and noticeboard
- DB requested 2019 meeting dates for the notice board and website, so FH would circulate

- KA would be asked about the 66/66A bus service, as Cllrs have witnessed two buses parked for a period of time at the bus stops which are opposite each other, between Kimberlow Hill roundabout and Hull Road roundabout, which blocked the road.

19/69 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for year ending 31 Mar 18 to date
FH circulated copies of a bank reconciliation dated 10 July 2018 showing a balance of £20063.99, along with an income & expenditure report.
2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits
JG checked bank statements against the bank balances shown on the finance report and found these to be in order.
3. General Data Protection Regulation (GDPR)
 - 3.1 Records Management Policy – This was unanimously adopted
4. Matters raised with/by Yorkshire Local Councils Association (YLCA) Updates and information were emailed to Cllrs
FH would forward the website members section log in details to JG
 - 4.1 Standing Orders 2018
FH had circulated an amended version, ready for adoption at the September 2018 meeting.
5. To approve the following invoices for payment

5.1	Parish Clerk	Salary	£280.38	001770
5.2	Lengthsman	Salary	£339.33	001771
5.3	HMRC	PAYE	£464.40	001772
5.4	P & F Hawkswell	Grass Cutting- 2017& 2018	£216.00	001773

19/70 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

18 September 2018
 16 October 2018 20 November 2018 18 December 2018

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	Done
4. Write to your staff	Done
5. Declare your compliance	Done

Approved Chairman Date.....