

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 16 OCTOBER 2018 AT 7.30PM**

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
Richard Bramley (RB) John Garner (JG)
Peter Hall (PH) Lady Dot Lawton (DL)
Zena Richards (ZR)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 1

Public Session:

- According to residents who contacted the parish council student behaviour is worse than it has ever been and they feel the university are not taking the issues seriously. Noise, vandalism and litter are blighting the village. DB had attended the YLCA Branch Meeting and Inspector Lee Pointon had addressed those present. He urged reporting incidents to 101 and if the Parish Councils emailed him, lee.pointon@northyorkshire.pnn.police.uk, he would ensure police patrols came to the area. PB would contact Stephen Tallboys re student behaviour.

19/71 To accept apologies for absence:

Parish Councillor Rose Hilton (RH)
CYC Ward Cllr Keith Aspden (KA)

19/72 To record declarations of interest in items on the agenda:

None

19/73 To confirm the minutes of the Parish Council Meeting held on Tuesday 18 September 2018:

These minutes, were approved/signed

19/74 To consider any applications received for the vacancy on the Parish Council:

None

19/75 To discuss matters arising from previous minutes:

- Bench Bequest – FH was asked to obtain a quote from CYC for the supply/fit of a bench; the information may assist the resident.
- Charles XII – PB had been alerted to work commencement which appeared to include tree felling, Dan Calvert of CYC had given permission to trim some sycamores .He would visit to ensure other tree works without permission had not started.

19/76 To Discuss, if necessary, long-standing matters:

1. Appearance of village

KA had written to Virgin to ask that remaining boxes in School Lane, Memorial Cottages and Holmefield, were painted green asap.

1.1 Dog Fouling Issues

Tally Alley – From last month - FH would ask KA to request the signage to be refreshed/replaced at either end.

2. Highway Matters

There was chaos within the village on the day of the Yorkshire Marathon, as the information given was poor and the signage was inadequate. FH would write to CYC asking them to ensure these improvements were in place for next year.

2.1 Improved signage toward play area – KA reported that this had been reported to CYC and it has been agreed for the sign to be moved. The white line markings have been refreshed.

2.2 Sunken Road – Church Lane/Field Lane - KA reported that CYC Officers had visited the site and it does not yet require intervention, but will be monitored. Orange markings have appeared on the road.

2.3 Collapsed Man Hole – KA reported that CYC Officers had visited the site and it does not yet require intervention, but will be monitored.

2.4 University Road – The university acknowledged this was a safety issue, which was in the Master Plan, including a major development scheme, but would not be done in the immediate future.

3. City of York Council

3.1 Local Plan – KA reported that Inspectors have requested from CYC “clarification of several issues of the plan”. This will be submitted over the coming weeks. CYC have a new website and the parish council will give information of the link on their website and in their newsletter. KA had supplied an article for the latest newsletter.

3.2 Article 4 (2) Direction – Nick Allen had emailed an update, which was circulated around Cllrs.

3.3 CYC Community Governance Review – NTR, FH was asked to request an update from Andrew Flecknor and Andrew Docherty from CYC.

3.4 Parking Bays (12 hour parking bay on Main Street West) – FH was asked to write to Sue Gill, CYC, to ask if the review had taken place and when the information will be made available.

3.5 Encroachment onto footpath on 23/25 Main Street - NTR, KA acknowledged that any response is disappointingly slow, so he is continuing to chase this with the Highway Regulation team.

3.6 Footpath on University Road – obstructed by root growth - KA reported that he had suggested a site visit with the Area Manager as various complications/issues have been highlighted by CYC Officers. Service Manager had replied “Thank you for your email I have requested my team review the request and I will update you on some action.” Cllrs were very willing to attend a site meeting.

4. University of York

4.1 Antisocial Behaviour – See Public Session and Correspondence received 19/81

4.2 Signage – KA reported that CYC have spoken to the University and some signs have been removed, so “the case has been closed”. There are still signs in the Conservation area that are unacceptable - the University have agreed to look into it. PB will forward the list to Stephen Talboys.

5. Neighbourhood Planning – DB reported that the Working Group had met and the amended plan, with amendments by the Parish Council, had been adopted as the Pre-Submission Plan. A parishioner mail out is now to be drafted.

6. Communication: Website - up to date with info provided. Newsletter – Latest edition had been printed and circulated. Thanks to PH for this work. Induction Pack – Amended and uploaded to the website.

19/77 To receive any matters raised by members of public:

None

19/78 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

No planning applications received for Agenda

- 19/79 To report planning decisions by City of York Council**
- | | | | |
|----|--------------|---------------------------|---------------|
| 1. | 18/00408/TPO | Garden House, Spring Lane | No Objections |
| 2. | 18/01596/LBC | Little Hall, Main Street | Refused |

- 19/80 To receive reports from representatives of following outside bodies:**
1. Ward Councillors – NTR
 2. North Yorkshire Police – NTR
 3. Heslington East Community Forums – NTR
 4. Good Neighbours Forum – PB/PH attended the meeting on 19Sep18 and updated Cllrs on University Rd and the 66 bus service. First, who attended the meeting, said that the route is heavily discounted for students and staff. As a result it is the only route not to have discounted fares for residents. It was pointed out that it is discriminating against Heslington residents. First will update at next meeting - November 20th.
 5. Ouse and Derwent Drainage Board – NTR
 6. Sports Field – NTR
 7. York Environment Forum – NTR
 8. Alms Houses – NTR, Meeting tomorrow 17th
 9. The Meeting Room – DL reported that the main floor would be done in half term. A booking of the York University Wine Appreciation Society had left mess/damage, which was reported to the university and damage would be paid for.
 10. Fulford & Heslington Ward – NTR

- 19/81 To receive any new correspondence received by the council:**
1. Request for CYC to install air quality monitoring equipment near the local school
This was discussed at length and the Parish Council were unclear if the situation had changed since it was last discussed, so FH was asked to write to CYC asking if this could be reviewed following the school entrance change from School Lane to Field Lane.
 2. Resident request for PC support for yellow lines Outgang on the South side – PB had responded that the PC were not in favour of yellow lines in this location. Emailed correspondence to Clerk/Cllrs
 3. Resident reported that the issues with The Lodge had considerably improved.
 4. Resident had contacted PB re anti social behaviour/litter Heslington Hall/Morrell library bus stops. Resident has been in contact with the police and University- kept a log and taken photos. PB will follow it up with Stephen Talboys

- 19/82 To receive matters raised by members:**
- FH would advise KA that markings need refreshing on the cycle track
 - DB would purchase winter plants for the planter
 - Cllrs noted the email regarding Emergency Plan Speed Training

- 19/83 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 September 2018 showing a balance of £22133.17, along with an income & expenditure report.
 2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR
NTR
 3. Matters raised with/by Yorkshire Local Councils Association (YLCA) Updates and info emailed to Cllrs

4. To approve the following invoices for payment

4.1	Lengthsman	Salary	£339.33	001778
4.2	Parish Clerk	Salary	£280.33	001779
4.3	York Print Company	Newsletter	£97.00	001780
4.4	Parish Clerk	Home Work Allowance	£46.80	001781

19/84 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

20Nov18, 18Dec18, 15Jan19, 19Feb19, 19Mar19, 16Apr19, 21May19, 18Jun19, 16Jul19, 20Aug19, 07Sep19, 15Oct19, 19Nov19, 17Dec19

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.....