

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM ON TUESDAY 16 JULY 2019 AT 7.30PM

Councillors Present: David Blacketer (DB) John Garner (JG)
Peter Hall (PH) Beverley Heap (BH)
Rose Hilton (RH) Zena Richards (ZR)
Tom Percy (TP)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

Public Session: -

Parish Councillor Mrs Rose Hilton was Chairman of the meeting

19/153 To accept apologies for absence:

Parish Councillors Pauline Bramley (PB) and Richard Bramley (RB)
CYC Cllr Keith Aspden (KA)

19/154 To record declarations of interest in items on the agenda:

TP, who is the applicant on planning reference 19/00901/FUL

19/155 To confirm the minutes of the Parish Council Meeting held on Tuesday 18 June 2019:

These minutes, were approved and signed by the Chairman

19/156 To discuss matters arising from previous minutes:

- Virgin Media Boxes - Requested: paint green - NTR
 - Dog fouling/Tally Alley - Requested: costings for 3 new signs – DB reported two new signs fitted in middle of alley and two more requested to be fitted at either end
 - Play Area Child Sign – Two signs would be sited on grass verge either side of entrance, but fixing could be in several weeks
 - Main Street Parking Bay Review – NTR
 - Cycle racks – lack of within parish - NTR
 - Potholes/Road surface – The drainage work had been done and the potholes had been marked. The “To Farm” sign needed repairing, so would be reported to KA
- Action** – FH would report broken sign to KA
- Footpath, University Road - Path diversion work - NTR
 - University of York/University Road/Road safety concerns - Requested: review master plan – NTR
 - New University Development Forum - NTR
 - Broken fence at the Outgang – NTR

19/157 To Discuss, if necessary, long-standing matters:

1. Appearance of village –

TP reported that the dog poo bin at The Outgang, was overflowing and needed emptying.

Action – FH would report this to KA

1.1 Street Furniture

It was agreed that there would be four benches, in two pair on Main Street South. The Coronation Bench could be moved to the Sportsfield and the Parish Council would fund the new bases (x3), benches and fixing. FH presented a useful draft pro forma for applications. Discussion around need to develop a rough draft of policy, costings etc in the first instance.

Action - FH to continue drafting guidelines for purchasing plaques for fitting to benches.

Action - FH to obtain quotes for bases for two new benches.

2. Highway Matters –

Lakeside Way was currently closed due to subsidence and would probably be relocated

3. City of York Council

3.1 Article 4 (2) Direction – DB reported that CYC Officers had recently spoken with the CYC Assistant Director for Planning, who agreed there was no need for this application to be submitted to the Executive Committee.

3.2 Local Plan – RH had circulated a draft of suggested consultation responses, which were discussed at length and the submission responses were agreed.

Action – RH to submit response to consultation on line on behalf of HPC with FH as the contact point.

The Parish Council would draft a leaflet, which a resident had agreed to distribute to all households, to ensure everyone knew about the consultation.

Action – DB/TP to draft leaflet

4. University of York

Latte Levy - NTR

4.1 Antisocial Behaviour – No incidents were reported. The University were planning to fund Streetwise early in the new term

5. Neighbourhood Planning – The Parish Council approved the submission version of the neighbourhood plan, proposed: PH, seconded: JG, unanimous

6. Communication: Website up to date with information provided.

It was agreed that the website should be titled Parish not Village.

Action – PB would be asked to amend accordingly

Newsletter – PH reported that the deadline for the next edition would be 05Aug19

19/158 To receive any matters raised by members of public:

A resident had reported the bad state of the pavement, which was overgrown with weeds.

Action – PB would ask the lengthsman to clear

19/159 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	19/00901/FUL	Pippin House	Bridge Garth
		No Objections/Unanimous	
2	19/01264/TCA	Rowan House	School Lane
		No Objections/Unanimous	
3	19/01276/TCA	Norwegian Study Centre	New Building Main Street
		No Objections/Unanimous	
4	19/01277/TCA	Courtyard Area	Edens Court
		No Objections/Unanimous	

- 5 19/01278/TCA Heslington Hall, University of York
No Objections/Unanimous
- 6 19/01302/TCA Lord Deramores School
No Objections/Unanimous

Action – FH would submit the responses via the CYC Planning portal

19/160 To report planning decisions by City of York Council:

- | | | | |
|----|--------------|----------------------------|----------|
| 1. | 19/00299/FUL | Maple Cottage, Main Street | Approved |
| 2. | 18/01589/FUL | The Willows, Long Lane | Refused |

19/161 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 had attended the meeting on 02Jul19 and RH read out her report.
5. Ouse and Derwent Drainage Board – NTR
6. Sports Field – TP reported that grant applications had been submitted for the cost of surfacing.
7. York Environment Forum – There was a meeting last week, but RH was unable to attend.
8. Alms Houses – NTR
9. The Meeting Room – JG reported the AGM took place on 03Jul19. The toilets would be refurbished from 29Jul19. Nick Allen had revalued the Meeting Room at £225,000 and the asset register had been updated accordingly.
10. Fulford & Heslington Ward – NTR

19/162 To receive any new correspondence received by the council:

A resident had written suggesting Street Art rather than benches, but the Parish Council had chosen benches as a means of securing memorial plaques, which had been requested.

Action – FH would thank them for the suggestion and advise the reasoning for decision

19/163 To receive matters raised by members: None

19/164 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for year ending 31 Mar 19 to date
FH circulated copies of a bank reconciliation dated 10 June 2019, along with an income & expenditure report. At the next meeting Parish Councillors would discuss possible uses for some of the funds held by the Parish Council.

Action FH to specify on agenda

2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR
The Parish Clerk had circulated an up to date asset register and the review of Best Practice policies.

3. Matters raised with/by Yorkshire Local Councils Association (YLCA) –
Info/updates emailed to Cllrs.

4. To approve the following invoices for payment

4.1	Lengthsman	Salary	£355.91	001821
4.2	Parish Clerk	Salary	£287.70	001822
4.3	Holmefield Properties	Venue Hire	£8.00	001823

19/165 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as: 20Aug19, 07Sep19, 15Oct19, 19Nov19, 17Dec19

Please Note: The Parish Council is keeping a watching brief on items reported, but awaiting intervention and will include on the agenda as and when specific information to report:

1. City of York Council/Ward Cllr Keith Aspden

- Virgin Media Boxes Requested: paint green
KA in contact with Chief Executive Virgin Media
Locations of unpainted (white) virgin media cabinets are noted at:
1. School Lane adjacent to the junction of Low Lane;
2. Heslington Court;
3. At the boundary of the Conservation Area on Field Lane adjacent to the junction with Church Lane
- Dog fouling/Tally Alley Requested: 3 new signs from Ward Grant –
C/o Cindy Benton, CYC
- Play Area Child Sign CYC have agreed to erect a sign. Waiting for clarification on siting
- Main Street parking bays Awaiting CYC Consultation .Decision to be taken mid summer
- Cycle racks Parish Council discussing options with CYC
- Potholes/Road surface Marked in Common Lane: waiting repair
Common Lane/Long Lane/Langwith Stray
- Footpath, University Road The path to be diverted. Work is planned for August 2019
opp Heslington Hall bus stop
- York University/University Road Road safety concerns - Requested: review master plan
- University Development Forum University agreed - development currently on hold
- Broken fence at the Outgang To be mended

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

Heslington Parish Council

Step Two – What BP policies does the Parish Council have/need? **Adopted, Needed!, Not Needed?**

BASIC GOVERNANCE

- Member's Register of Interests Log
- Dispensation Request form
- Member's Dispersations Log
- Member's Allowance Policy
- Councillor attendance register

Planning register
Co-option Policy and procedure

OPENNESS AND ACCOUNTABILITY

[Recording of Meetings Policy](#)
[FOI Policy](#)
FOI Vexatious Requests Policy
Rules for public session
Social media Policy
Media/Communications Policy
Transparency Code compliance checklist

DATA PROTECTION/GDPR

[Data/information audit](#)
[Documents management \(disposal and retention\) Policy](#)
Security Incident Policy
Security Incident recording form and log
Consent form log

FINANCIAL

[Grant awarding Policy](#)
[Grant application form](#)

EMPLOYMENT/PERSONNEL

Recruitment Policy
Appraisal procedure Policy
[Equal Opportunities Policy](#)
Expenses Policy
Working from home Policy
[Sickness and Absence Policy](#)
[Equality and Diversity Policy](#)
[Grievance and Disciplinary Policy](#)
Health and Safety Policy
Computer use Policy
Mobile phone use Policy
Bullying and Harassment/Dignity at Work Policy
Procedure for requesting annual leave
[Training and Development Policy](#)
Substance Misuse Policy
Lone worker Policy
Flexible working Policy

ENVIRONMENT

Green/open space management policy

PLAY AREAS

Play area inspection policy
Play area inspection log

BURIAL AUTHORITIES

Register and record of burials
Register of graves
Cemetery rules and charges

ALLOTMENTS

Register of allotments/plots and plot holders
Waiting list policy
Copy of Allotment rules