

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 17 JULY 2018 AT 7.30PM**

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
Richard Bramley (RB) Peter Hall (PH)
Rose Hilton (RH) Lady Dot Lawton (DL)
Zena Richards (ZR)

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

Public Present: 1

Public Session: None

19/43 To accept apologies for absence:

None

19/44 To record declarations of interest in items on the agenda:

None

19/45 To confirm the minutes of the Parish Council Meeting held on Tuesday 19 June 2018:

These minutes were still subject to amending, so approval was deferred

19/46 To consider any applications received for the vacancy on the Parish Council:

John Garner, who had previously expressed an interest in the vacancy, attended the meeting to introduce himself. He stayed for the whole meeting to observe and left after the last item, so this could be discussed in closed session. It was unanimously agreed that the would be co-opted as a member, proposed PB, seconded RB

19/47 To discuss matters arising from previous minutes:

- 1 Proposed footpath towards play area – KA reported 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 would forward photos to CYC and request a site visit. KA requested the chair ask him for updates on outstanding CYC matters/enquiries one week prior to HPC meetings in order for him to chase up responses before the HPC meeting.
- 2 Lord Deramores School – PB reported that she had passed on Parish Council suggestions to the school. CYC Listed Buildings were looking after the original school building.
- 3 Induction Pack – RH would work on a second draft, which would be tested on new Cllrs.
- 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. KA would chase up.

1 / 4 P a g e s

Approved Chairman

Date.....

- Parking Bays (12 hour parking bay on Main Street West) – KA reported this was still on the list for the 2018/9 review
- Footpath/Root Growth (south bound Heslington Hall bus stop) – KA would chase response from CYC
- 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
- Collapsed manhole, Main Street – KA reported that officers had visited the site and it does not yet require intervention, but will be monitored

19/48 To Discuss, if necessary, long-standing matters:

1. Appearance of village - KA reported that Sam Watling, CYC Neighbourhood Enforcement Officer had visited the NatWest branch and responded “Your enquiry has been passed to me. It isn’t an offence to leave rubbish off footpaths if it is put out correctly for collection but if left out for long periods this could be considered one. I have been in to the branch and warned them about this matter and have had a call from the manager confirming that they have spoken to their contractor and resolved whatever issue was causing these bags to get left. I have asked that they now keep an eye on this matter and they have assured me they will. Should you continue to get problems please let me know and I can progress things to the next stage”.

1.1 The Outgang – KA reported that costing had been received and the schemes ranged from £6000-£20000, and would be discussed at the next Ward meeting.

1.2 The Lodge Parking – FH had sent a letter of thanks direct to The Lodge.

2. Highway Matters – PH reported that the beacon on the crossing at Holmefield had been repaired. RH reported the potholes on Langwith Stray had been repaired. RH reported that the fly-tipping on Langwith Stray had been cleared away.

3. City of York Council

3.1 Local Plan – KA reported that the inspectors had not confirmed when the public examination would be, but it was expected to be Autumn 2018.

3.2 Article 4 (2) Direction – NTR

3.3 CYC Community Governance Review – KA reported that Andrew Doherty, CYC had assured him that this would be in place by the next election.

4.1 Antisocial Behaviour – No incidents had been reported. The Lengthsman had reported litter at the bus stop, Bede House. The Lengthsman will monitor now term time has finished and report to the PC.

4.2 Signage – Complaints had been received about various large plastic signs erected by the university. KA had informed CYC Planning Enforcement. Holmefield Housing Association, as private property, had contacted both CYC and the university to complain.

5. Neighbourhood Planning – Cllrs were currently reading the draft circulated by DB and the working group were looking for support to move forward. Cllrs discussed some queries that they had from their first read through. DB reported that Rebecca Harrison had left CYC. WG Parish Councillor’s were meeting with her replacement shortly, as they would be the best person to understand the formal protocol for public consultations. DB circulated an email informing Cllrs that he had obtained clarification of the liaison that had occurred between the Heslington Parish planning consultant (NPWG) and the University planning consultant. No cost had been incurred. DB gave a financial update. DB advised that there should be an item on future agendas of the APCM for Neighbourhood Plan, to allow Cllrs to trigger a review, should they feel it is necessary.

Grant has been awarded FH to formally accept on Council’s behalf asap.

Written preliminary comments from RH to be circulated to councillors by DB

6. Communication – Website/Newsletter – Up to date with items received

19/49 To receive any matters raised by members of public:

None

19/50 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. 18/00733/ADV University Road

Letter D, Unanimous

The Parish Council **Objects** to this application for the reasons as follows –

- The temporary nature is now clear, but is not acceptable, as the banners will be present every day for more than half a year.
 - The signs are not suitable to the rural location, which is in and adjacent to a Conservation Area. In addition, Field Lane is a residential area.
 - The Parish of Heslington cannot be considered equivalent to the city centre signage arrangements
2. 18/01188/ADV Unit 1 Kimberlow Hill Retail Park Kimberlow Rise
The Parish Council has **No Objections** to this application, but the sign should only be illuminated during opening hours.

19/51 To report planning decisions by City of York Council:

None

19/52 To receive reports from representatives of following outside bodies:

1. Ward Councillors – Nothing in addition to those matters already discussed
2. North Yorkshire Police – FH reported that Sgt Lee Pointon had contacted her along with other Parish Clerks to discuss the relationship between North Yorkshire Police and Parish Councils and she asked Cllrs if they wanted her to raise any issues on behalf of Heslington. Cllrs were urged to complete the Neighbourhood Policing Survey, which was circulated by email.
3. Heslington East Community Forums – NTR
4. Good Neighbours Forum – Next meeting September 2018
5. Ouse and Derwent Drainage Board – NTR
6. Sports Field – Next meeting August 2018. The Lengthsman had found what he believed could be drug paraphernalia at The Outgang. PB would report this to Mr McClean. FH would report this to the Neighbourhood Policing Team – SNAyorkcity@northyorkshire.pnn.police.uk
7. York Environment Forum -- NTR
8. Alms Houses – NTR
9. The Meeting Room – DL reported that three quotes had been obtained for the main room flooring, so Ward Funding would be applied for.
10. Fulford & Heslington Ward – The next meeting will be in Heslington Meeting Room at 4.00 p.m. on 25 July 2018 and there were two subjects for discussion – Ward Directory and Funding Schemes.

19/53 To receive any new correspondence received by the council:

- Dan Calvert, CYC had written regarding an exemption from requiring consent for works to fell Lime tree to the side of 5 Main Street, Heslington, York, YO10 5EA within a Conservation Area

19/54 To receive matters raised by members:

None

19/55 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 £23219.50, along with an income & expenditure report.
2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits
PB 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 – FH had circulated a draft based on the YLCA template, which would be adopted at the next meeting, following some amendments by Cllrs
4. Matters raised with/by Yorkshire Local Councils Association (YLCA) – Updates and information was emailed to Cllrs
5. To approve the following invoices for payment

5.1	Parish Clerk	Salary	£280.38	001801
5.2	Lengthsman	Salary	£339.33	001802

19/56 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

07 August 2018*	18 September 2018	
16 October 2018	20 November 2018	18 December 2018

* Please note change of date

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
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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
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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.....