

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM ON TUESDAY 17 SEPTEMBER 2019 AT 7.30PM

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

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

Public Session: -

19/166 To accept apologies for absence:

Parish Councillors Rose Hilton (RH) and Tom Percy (TP)

19/167 To record declarations of interest in items on the agenda: None

19/168 To confirm the minutes of the Parish Council Meeting held on Tuesday 20 August 2019:

These minutes, were approved and signed by the Chairman

19/169 To discuss matters arising from previous minutes:

1. To review the reserves policy, the grants awarding policy and discuss future use of Parish Council funds (ring-fenced, ear-marked and general reserve

The Chair gave an explanation of the reserves to Cllrs. A discussion followed with possible projects if it should be decided to spend a portion of the reserves. Further discussion to follow.

- Virgin Media Boxes - Requested: paint green - NTR

- Dog fouling/Tally Alley – Awaiting the two brackets for the remaining two signs. **Action PB** to contact Cindy Benton

- Main Street Parking Bay Review – The new signage was fitted and the traffic warden had issued fines for breaches, but the signs had been removed by persons unknown. CYC would replace them.

- Cycle racks – lack of within parish – Awaiting response from CYC for an update

- Common Lane, Long Lane, Langwith Stray Potholes/Road surface –Remarked. PB will ask KA to conduct a walk of the length of the road.

- 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

- Latte Levy – NTR

- Fly Tipping Langwith Stray – PB had reported fly-tipping on 30Aug19 - not yet removed.

- Wheelchair Ramp, Hall Park – PB reported 22nd Aug. No repair to date

- Trees, Langwith Stray – Response Halifax Estates” I believe these are identified on the tree survey so will be dealt with by our tree surgeon shortly”

- Drains - CYC incorrectly closed as completed 30th Aug. Now been rescheduled.

19/170 To Discuss, if necessary, long-standing matters:

1. Appearance of village –

CYC will not fund the “To The Farms” sign, so the Parish Council will obtain quotes for funding this itself.

Drain/Gutter clearing will only be done when requested. **Action FH** would ask **KA** to arrange this.

Action PB would ask the Lengthsman to clear the leaf litter from footpaths.

A resident had contacted CYC about an overgrown hedge along Low Lane. CYC were looking into it.

1.1 Street Furniture

The second draft policy/rules for memorial benches/plaques had been circulated. It was unanimously agreed that the fee for a memorial plaque would be £365.00

It was unanimously agreed to accept the quote from BHGroundworks to lay three bases, two on Main Street and one in a location to be confirmed. **Action DB** to arrange

The design of bench would be agreed ASAP, but it was unanimously agreed to ring-fence spending of £3000.00.

1.2 Holmefield Lane Telecom Boxes

BH reported that the directors were not keen on the planting scheme proposed. To use screening was suggestion. **Action BH** to speak with Holmefield Directors.

2. Highway Matters –

2.1 Lord Deramore’s Safe Route to School Scheme – Proposed changes to Field Lane

The Parish Council discussed this and agreed to respond as follows: The Parish Council supports the health and safety improvements, but continues to have concerns about the proposed traffic calming measures, but is disappointed that there is still a compromised cycling solution. **Action FH**

3. City of York Council

3.1 Article 4 (2) Direction – Nick Allen had emailed as follows:

The next steps as far as I understand them are:

- Informal report to Neil Ferris who will discuss with Portfolio Holder
- When approved, formal reports to Corporate Management Team; Neil Ferris; Portfolio Holder or Full Executive in succession.

The timeframe is not prescribed for the informal approval; the formal report process is prescribed by the Forward Plan process which takes around 4 months if not delayed.

3.2 Local Plan – The responses to the modification consultation are being collated for the inspector to review.

4. University of York

Latte Levy - NTR

4.1 Antisocial Behaviour – Term starts 27/28Sep19

5. Neighbourhood Planning – DB had circulated by email an updated finance report. The updated maps had been received from CYC. In October 2019 the paperwork would be forwarded to CYC. All documents would then be uploaded to website.

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

Newsletter – Latest edition printed/delivered

19/171 To receive any matters raised by members of public: None

19/172 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 **19/01624/FUL** - Single storey rear extension, 3no. dormers to rear, partial conversion of existing garage to habitable room, replace some existing windows and doors @ Rowan House, School Lane - The Parish Council unanimously agreed to respond “**No Objections**” **Action FH**

19/173 To report planning decisions by City of York Council: None

19/174 To receive reports from representatives of following outside bodies:

1. Ward Councillors – NTR
2. North Yorkshire Police – No report received
3. Heslington East Community Forums - NTR
4. Good Neighbours Forum – The next meeting will be on Thu19Sep19
5. Ouse and Derwent Drainage Board – NTR
6. Sports Field – TP had reported Japanese Knotweed to Halifax Estates. Received response “the forestry team will deal with the knotweed in the next 2 weeks”
7. York Environment Forum – NTR
8. Alms Houses – NTR
9. The Meeting Room – The boiler has been serviced. Both PB and JG have a key. The toilet renovations are finished. Future jobs are main room renovation, new chairs and securing the kitchen windows.
10. Fulford & Heslington Ward – NTR

19/175 To receive any new correspondence received by the council:

1. Yorkshire Marathon – Sunday 20 October 2019 – Cllrs noted the content and a copy of letter would be displayed on notice board/ website.
2. NALC – Consultation on proposed reforms to Permitted Developments Rights – The Parish Council noted the content and unanimously agreed they had “No Comments”.
3. Minster Lions Club – Rocking Rudolph
The Parish Council agreed to forward details to the Badger Hill Primary School, Heslington Primary School, Heslington Church and Heslington meeting Room **Action FH**

19/176 To receive matters raised by members:

PB had spoken to CYC and had the website details amended regarding allotments.

19/177 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, along with an income & expenditure report.
2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR
Internal controls were conducted and everything was in order
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	Parish Clerk	Salary	£287.70	001826
4.2	Lengthsman	Salary	£355.91	001827
4.3	Heslington Church	Grant	£300.00	001828
4.4	JDL Electrical	Gas Boiler Service	£84.00	001829

19/178 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as: 15Oct19, 19Nov19, 17Dec19, 21Jan20, 18Feb20, 17Mar20, 21Apr20, 19May20, 16Jun20, 21Jul20, 18Aug20, 15Sep20, 20Oct20, 17Nov20, 15Dec20

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 2 Signs in place Awaiting two brackets for the remaining two signs.
Ward Grant C/o Cindy Benton, CYC
- Cycle racks Awaiting CYC feasibility study
- Potholes/Road surface Some repaired- awaiting other to be done
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

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