

HESLINGTON PARISH COUNCIL

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

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

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

Public Session: -

19/205 To accept apologies for absence: Parish Councillors Tom Percy (TP)

19/206 To record declarations of interest in items on the agenda: None

19/207 To confirm the minutes of the Parish Council Meeting held on Tuesday 19 November 2019:
These minutes, were not approved, as a couple of small amendments were required

19/208 To discuss matters arising from previous minutes:
The licensing application for the Charles XII application has been withdrawn

19/209 To Discuss, if necessary, long-standing matters:

1. Appearance of village –

The university were dealing with the graffiti

- Virgin Media Boxes – The Parish Council unanimously accepted the quote obtained by JG of £300.00 to paint the six boxes. **ACTION JG** would photograph the references on each box.

FH would write to BT/Virgin advising them that this work would be done.

- Dog fouling/Tally Alley – NTR

- Cycle racks – lack of within parish – **ACTION PB** would arrange a site meeting in the New Year

- Main Street Parking Bay Review – Signs now welded in place, with anti-tamper paint

- Trees, Langwith Stray – Halifax Estates emailed “Thank you for the plan. I had asked the tree surgeon to deal with these when he was on site. I will inspect again and have the contractor return”

- Heslington Hall bus stop light still not working. **ACTION PB** to chase up

- Public notices alerts/ planning /licensing applications - **ACTION FH** would check each Monday

1.1 Street Furniture

The bases were now in place. The draft policy was amended by the Parish Council.

ACTION FH would contact the bench supplier to ask about font size/ wording on plaques.

FH would write to the parishioner asking about memorial benches to advise that the new benches are to be placed on Main Street and a policy for memorial plaques is being developed

2. Highway Matters

- Common Lane, Long Lane, Langwith Stray Potholes/Road surface – Awaiting response

- University of York/University Road/Road safety concerns - Requested: review master plan – NTR

- Lord Deramore’s Road Safety Scheme – at the implementation planning stage

3. City of York Council
 - 3.1 Article 4 (2) Direction – NTR
 - 3.2 Local Plan - RH attended the hearings and gave a summary.
4. University of York
 - New University Development Forum – NTR
 - 4.1 Antisocial Behaviour – The situation had recently deteriorated. PB/JG/BH had all written, but no responses had been received.
5. Neighbourhood Planning – Consultation had now closed. The inspector would make contact early 2020. The Working Group would keep the Parish Council up to date with all issues and before any responses submitted.
6. Communication: Website up to date with information provided.
 - Newsletter – Next edition was approved for publication. **ACTION** PH would arrange printing.

19/210 To receive any matters raised by members of public: None

19/211 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 19/02432/TCA - Crown reduce Oak tree by 30% in a Conservation Area @ 3 Hall Park – The Parish Council has No Objections

2 19/02438/FUL - Single storey extension to side @ Garden House Spring Lane – The Parish Council has No Objections

3 19/02540/REMM - Reserved matters application for approval of siting, design, external appearance and landscaping of a research centre building with associated access, cycle parking and landscaping following outline permission 15/02923/OUT @ Proposed Research Centre Lakeside Way – The Parish Council Objects for the reasons as follows:

* The overall height exceeds the previous agreed limits

* The University has **not** engaged with the community as required by the section 106 agreement of the outline planning permission and mentioned in section 6.2

19/212 To report planning decisions by City of York Council:

1. 19/02201/TCA – Various tree works including the felling of 5 no. trees in a Conservation Area @ Lord Deramores Primary School, School Lane – Approved

19/213 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 – next meeting 16Jan20, issues to be raised footpath by the bus stop/anti-social behaviour

5. Ouse and Derwent Drainage Board – NTR

6. Sports Field – NTR

7. York Environment Forum – RH reported she attended the meeting last week and James Coupland from NFU gave a talk.

8. Alms Houses – NTR

9. The Meeting Room – The Meeting Room Committee emailed a report as follows:
- Tuesdays that are not PC nights are now booked by the Lighthouse Chapel International (they used to meet Thursday evenings) so, should any date of a PC meeting need to be changed, other Tuesdays are not available.

- As a consequence of a request from the vicar and the subsequent agreement of the Church Council, the remembrance plaques are now going to be rehung by the memorial window in the Church. I understand that they were housed in the Meeting Room because the then Church did not want them. - The Committee have now undertaken major refurbishment throughout the building apart from the Main Hall and the storeroom. We envisage carrying out improvements to the Main Hall during 2020 and would welcome any ideas for improvements that councillors might have.

- The Committee do not want a key-pad

- The Committee are nervous about the idea of a bench in the garden behind the meeting room, as it may encourage undesirables.

10. Fulford & Heslington Ward – NTR

19/214 To receive any new correspondence received by the council:

1. Sportsfield – Grant Application

The Parish Council would write to the applicant to advise that grants are only awarded for tangible items and not for ongoing running costs. In addition, a grant is only awarded as a one-off payment and not ongoing. The committee would be urged to resubmit the application.

- Invitation to be issued to Parish Liaison Meeting on Tue07Jan20.

- Letter From NYL Solicitors **ACTION PB** to forward letter to Meeting Room Committee

19/215 To receive matters raised by members:

1. Lords Deramore's – Associate Governor

It was unanimously agreed the TP should be elected to the governing body on behalf of the Parish Council. **ACTION FH** to notify Headteacher and TP.

19/216 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for year ending 31 Mar 20 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
The Parish Council discussed the second draft budget for 2020/2021.

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

3.1 Consultation: Strengthening police power to tackle unauthorised encampment

DB would circulate his suggested responses, so the Parish Council could agree their response.

4. To approve the following invoices for payment

4.1	Parish Clerk	Salary	£287.70	001839
4.2	Lengthsman	Salary	£355.91	001840
4.3	BH Groundworks	Bench bases	£1620.00	001841
4.4	HMRC	PAYE	£481.80	001842

19/217 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as: 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

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| - 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
Common Lane/Long Lane/Langwith Stray | Some repaired- awaiting other to be done |
| - Footpath, University Road
opp Heslington Hall bus stop | The path to be diverted. Work is planned for August 2019 |
| - 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