

## HESLINGTON PARISH COUNCIL

### MINUTES OF A MEETING HELD IN THE MEETING ROOM ON TUESDAY 18 JUNE 2019 AT 7.30PM

**Councillors Present:** David Blacketer (DB) Pauline Bramley (PB)  
Richard Bramley (RB)  
Tom Pearcy (TP)  
Zena Richards (ZR)

**In Attendance:** Fiona Hill (FH) - Parish Clerk

**Public Present:** 0

**Public Session:** -

**19/153 To accept apologies for absence:**

Parish Councillors John Garner (JG), Peter Hall (PH), Beverley Heap (BH) and Rose Hilton (RH)  
CYC Cllr Keith Aspden (KA)

**19/154 To record declarations of interest in items on the agenda:** None

**19/155 To confirm the minutes of the Parish Council Meeting held on Tuesday 21 May 2019:**

These minutes, along with the minutes of the Annual Parish Council Meeting were approved and signed by the Chairman

**19/156 To discuss matters arising from previous minutes:**

- Virgin Media Boxes - Requested: paint green - KA still pursuing
- Dog fouling/Tally Alley - Requested: costings for 3 new signs – Awaiting response from Cindy Benton, CYC regarding a site meeting
- Play Area Child Sign - CYC have agreed they will put up a sign. PB had asked for clarification on CYC's proposed siting.
- Main Street Parking Bay Review – Awaiting CYC Consultation results
- Cycle racks – lack of within parish - DB/PB had met with CYC who had advised preferred options. These were discussed by the Parish Council, **ACTION PB** would report back to CYC with Cllrs suggestions on a way forward.
- Potholes/Road surface – PB reported the Common Lane potholes had been marked up
- Footpath, University Road - Path diversion work expected August 2019  
opp Heslington Hall bus stop
- University of York/University Road/Road safety concerns - Requested: review master plan – NTR
- New University Development Forum - NTR
- Broken fence at the Outgang – TP reported this would be fixed shortly
- Julian Sturdy – **ACTION RH** will Chair and is arranging a meeting date.

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

1. Appearance of village –

PB reported the grass cutting had been done on Main Street, Common Lane, Long Lane, Langwith Stray and Ox Close Lane

Lord Deramore's Road Safety Scheme - ACTION FH to remind KA for an update

1.1 Street Furniture

**ACTION FH** would draft guidelines for purchasing plaques for fitting to benches.

**ACTION FH** to obtain quotes for bases for two new benches.

2. Highway Matters – NTR

3. City of York Council

3.1 Article 4 (2) Direction – NTR

3.2 Local Plan – The consultation had commenced. **Action PB** would ask **RH** to draft a response for consideration at the next meeting

4. University of York

Latte Levy - NTR

4.1 Antisocial Behaviour – North Yorkshire Police had provided an incident number for that reported by JG

5. Neighbourhood Planning – DB reported that the working group was looking for support to continue the process. Further discussion on the submitted Draft Plan was deferred until the next meeting. The pre-submission documents would need updating on the website. The Parish Council acknowledged the hard work of the working group.

6. Communication: Website up to date with information provided. YLCA had urged Parish Councils to ensure their website was “Accessible to All” in light of the emerging Electronic Disability Discrimination Act. **Action PB** would contact website provider to check present position.

**19/158 To receive any matters raised by members of public: None**

**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*

None

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

None, the Chairman reported that the trees at 15 Hall Park and 1 Barn Grove had been approved.

**19/161 To receive reports from representatives of following outside bodies:**

1. Ward Councillors – Updates given within the minutes

2. North Yorkshire Police – The May 2019 report was circulated by email and attached at the end.

3. Heslington East Community Forums - NTR

4. Good Neighbours Forum – PB reported the next meeting was on 02Jul19. Cllrs requested information on Streetwise, anti social behaviour, footpath progress at bus stop opp Heslington Hall, student numbers for this coming academic year.

5. Ouse and Derwent Drainage Board – RB had attended a meeting today; there was nothing relevant to the parish.

6. Sports Field – TP reported that the play equipment surface would hopefully be replaced and grant funded

7. York Environment Forum – NTR

8. Alms Houses – NTR

9. The Meeting Room – **ACTION FH** would ask Nick Allen about updating the valuation quote.

10. Fulford & Heslington Ward – NTR

**19/162 To receive any new correspondence received by the council:** None

**19/163 To receive matters raised by members:**

The York University Open Day will be on Friday 28 – Sunday 30 June 2019. 10,000 visitors were expected

**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. The Parish Council noted that the monthly accounts issued 15<sup>th</sup> April 2019 understated the 2018/9 full year gross salaries by £939. This was due to omitting the HMRC PAYE figures which were not accounted for in the monthly accounts at that time.

2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR  
The Parish Clerk had conducted a review of the SR/AR policies and the report is attached to these minutes.

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 | 001817 |
| 4.2 | Parish Clerk           | Salary       | £287.70 | 001818 |
| 4.3 | HMRC                   | PAYE         | £481.80 | 001819 |
| 4.4 | York Environment Forum | Subscription | £10.00  | 001820 |

**19/165 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:** 16Jul19, 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  
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
- Broken fence at the Outgang      To be mended
- Julian Sturdy      Requested meeting

| 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 One – Ensure Parish Council has all **SR** and **AR** policies and that they are on the website

| DOCUMENT:  | KEY: | Policy Adopted | Policy on Website | Notes  |
|--|------|----------------|-------------------|--|
| <b>BASIC GOVERNANCE</b>  |      |                |                   |  |
| Standing Orders  | SR   | Yes            | Yes               |  |
| Financial Regulations  | SR   | Yes            | Yes               |  |
| Code of Conduct  | SR   | Yes            | Yes               |  |
| <b>OPENNESS AND ACCOUNTABILITY</b>                                   |      |                |                   |  |
| FOI Publication Scheme   | SR   | Yes            | Yes               |  |
| Complaints Policy/Procedure  | SR   | Yes            | Yes               |  |
| <b>DATA PROTECTION/GDPR</b>  |      |                |                   |  |
| Privacy notice – general   | SR   | No             |                   | Parish Clerk Comment:<br>A template will be circulated for discussion  |
| Privacy notice – employees, councillors, role holders and volunteers | SR   | No             |                   | Parish Clerk Comment:<br>A template will be circulated for discussion  |
| <b>FINANCIAL</b>   |      |                |                   |  |
| Financial Regulations (see above)                                    | SR   | Yes            | Yes               |  |
| Asset Register   | AR   | Yes            | Yes               |  |
| Risk Assessment/management Policy                                    | AR   | Yes            | No                |  |
| Insurance register   | AR   | No             |                   | YLCA Advice:<br>This is a register, created by the council, which details the councils insurance provision and any insurance claims made by or against the council.<br>Parish Clerk Comment:<br>The Parish Council only has one insurance policy and one asset register, with no claims outstanding, so this policy seems unnecessary. |
| Internal Controls Policy   | AR   | Yes            |                   |  |

|  |                   |     |     |  |
|--|-------------------|-----|-----|--|
| <b>EMPLOYMENT/PERSONNEL</b>                              |                   |     |     |  |
| Contract of Employment/ Written Statement of Particulars | SR                | Yes | N/A |  |
| Pensions Policy  | SR                |     |     | YLCA Advice<br>This is a policy, created by the council, which details the council's policy as to the pension provision offered by the council to its employees.<br>Parish Clerk Comment:<br>The Parish Council only has two employees and scheme with Now Pensions, so this policy seems unnecessary. |
| <b>ENVIRONMENT</b>                                       |                   |     |     |  |
| Green space/open space audit                             | AR                | N/A |     | Parish Clerk Comment:<br>The Parish Council does not own/manage any open space/trees   |
| Tree audit   | AR                | N/A |     | Parish Clerk Comment:<br>The Parish Council does not own/manage any open space/trees   |
| <b>PLAY AREAS</b>  | No SR/AR policies | N/A |     | Parish Clerk Comment:<br>The Parish Council does not own/manage any play areas   |
| <b>BURIAL AUTHORITIES</b>                                |                   |     |     |  |
| Record of exclusive rights of burial                     | SR                | N/A |     | Parish Clerk Comment:<br>The Parish Council does not own/manage any burial ground  |
| <b>ALLOTMENTS</b>  | No SR/AR policies |     |     | Parish Clerk Comment:<br>The Parish Council does not own/manage any allotments   |

| Type of Incident       | Time and Location.  | Heslington Report made and action taken by NYP  | Total calls for Month |
|------------------------|---|---|-----------------------|
| <b>ASB- Nuisance</b>   | Derwent College<br>06/05/2019 Holburns Croft  | 1 x incident<br>Hanging basket has been set on fire   | 2                     |
| <b>ASB- Personal</b>   |   |   | 0                     |
| <b>Burglary</b>        |   |   | 0                     |
| <b>Drugs</b>           |   |   | 0                     |
| <b>Vehicle</b>         | Derwent College   | Stalking / Harrassment  | 1                     |
| <b>Theft</b>           | Fulford Golf Club<br>17/5/19 Innovation Way<br>21/05/2019 University<br>27/05/2019 University<br>14/5/2019 Constatine College<br>28/05/2019 Derwent College | 1 x incident<br>Theft of mobile phone<br>Bicycle taken from Heslington East campus - Runcooke hub<br>Theft of mobile phone<br>Theft of bicycle from cycle racks.<br>Theft of wallet and car keys from his bag | 6                     |
| <b>Violence</b>        | The Lodge Care Home   | 1 x incident  | 1                     |
| <b>Criminal Damage</b> |   |   |                       |