

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM

TUESDAY 18 OCTOBER 2022 AT 7.30PM

Councillors Present: David Blacketer Pauline Bramley
John Garner Peter Hall
Bev Heap Rose Hilton
Tom Percy Zena Richards

In Attendance: City of York Councillor Keith Aspden
Fiona Hill – Parish Clerk

Public Present: 0

Public session matters raised: None

22/49 a) To receive apologies for absence given in advance of the meeting:

Parish Councillor Richard Bramley

b) To consider the approval of reasons given for absence:

Resolved – Approved (Unanimous)

22/50 To record declarations of interest in items on the agenda: None

22/51 To approve the minutes of the Parish Council meeting on 16th August 2022:

(The meeting on 20 September 2022 was cancelled due to national mourning)

Resolved – Approved (Unanimous)

22/52 To discuss matters arising from previous minutes:

- Jubilee – Cllrs discussed planters and other schemes. Consideration was given to a joint scheme to include the King's Coronation.
- Graffiti on bridge over A64 (Common/Long Lanes) – Cllr P Bramley had again reported.
- Field Lane cycle/pedestrian path – Cllr Aspden would ask officers to review why CYC had re-assigned RHS path as a cycle only path leaving pedestrians to use LHS narrow path which is not wide enough to accommodate wheelchairs/pushchairs.
- Zebra crossing by the Outgang – Cllr Aspden advised that CYC were unlikely to conduct a safety audit. The Clerk was asked to contact the local PCSO for advice.
- Active Travel Routes through Heslington Parish – the Parish Council had met with Julian Sturdy MP .A positive verbal response from Julian who after contacting CYC and Wheldrake PC regarding issues raised including the harm and difficulties of the increased mix of potential users, would respond back to HPC.
Cllr Aspden expects a further report to executive later this autumn

22/53 To report and make relevant recommendations on new planning applications:

- 22/01009/FUL – Variation of conditions 2 (Plans) and 6 (iii) (Control of floorspace) of permitted application 16/02029/FULM to allow an additional hot food takeaway @ Kimberlow Hill Retail Park

Resolved – Neutral/No Comments (Unanimous)

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Chairman's Signature

Date.....

- 22/02090/TCA – Fell 1no. Ash tree in a Conservation Area @ Orchard House, Main Street
Resolved – Object/The Parish Council feels there is insufficient information to explain why this work should be done. (Four votes in favour of resolution, two votes against and 2 abstentions)

22/54 To discuss the Neighbourhood Plan

- To agree additional work by Consultant

Resolved – Approved (Unanimous)

The most recently approved grant of £10000 had not been received. The Parish Clerk would contact as a priority. Cllr Hilton would prepare for the meeting with CYC, with assistance from Mike Dando.

22/55 To discuss financial matters with Responsible Financial Officer:

- Bookkeeping for current year to date

Parish Councillors had received a bank reconciliation totalling £58769.94, along with linked Income & Expenditure reports

- Financial Management:

- Internal Controls - Due to insufficient time, this was deferred to October meeting.

- Policy Review – The Parish Clerk had circulated the recommended policies list as issued by YLCA. A section would be reviewed each month as follows –

Basic Governance September 2022

Openness and Accountability October 2022

Data Protection/GDPR November 2022

Finance December 2022

Employment/Personnel January 2023

The Parish Clerk advised that the Parish Council does not have any need for policies regarding Environment, Play Areas, Burial Authorities and Allotments.

The Parish Clerk had reviewed the Basic Governance policies and reported as follows:

Statutory Required (SR) Policies:

Standing Orders – An up to date YLCA template had been circulated in preparation for adoption at this meeting.

Financial Regulations – The version adopted 15Dec20 is still up to date, so no action required.

Code of Conduct - The version adopted 04May21 is still up to date, so no action required.

Committee Terms of Reference – Not required, as the Parish Council does not have any committees

Best Practice (BP) Policies:

Co-option Policy and procedure – YLCA have updated the guidance. If a person wishes to become a Parish Councillors and there is a vacancy, then they should be allowed to become a member. The only time the Parish Council has a choice is when there are more interested parties than vacancies. A template Co-option Policy, which gives a procedure to follow if necessary, had been circulated, along with a template Eligibility Checker.

The Parish Clerk advised that the Parish Council does not require these - Member's Interests Log, Dispensation Request form, Member's Dispensations Log, Example of a Scheme for Members Allowances, Councillor attendance register, Planning register.

Resolved – Standing Orders Approved (Unanimous)

- Banking Review – The Parish Council would complete forms to update signatories and apply for online banking.

– Budget 2023-2024 – The Parish Council discussed the draft budget and this would be

discussed further at the next meeting.

- Payment Approval:

Parish Clerk	Salary	Bacs	£
Lengthsman	Salary	1937	£
HMRC	PAYE	1938	£656.80
Go Cycling	Puncture Kit	1939	£4.90
JDL	Boiler Service	1940	£84.00
York Print Co	Newsletter	1941	£105.00

Cheque 1941 cancelled

Resolved – Approved (Unanimous)

The Parish Clerk reported that Now Pension is up to date.

Resolved – The Lengthsman could be paid by Bacs going forward

22/56 To receive reports from representative of outside bodies as follows:

- Ward Councillors – Cllr Aspden reported that regarding the disabled access, all the waivers had been circulated and when received back, City of York Council would issue the specification and obtain quotes.
 - North Yorkshire Police – Report August/September 2022 at end of minutes
 - Good Neighbours Forum/Heslington East Community Forum - The draft minutes of the meeting on 04Oct22 had been circulated around Cllrs. It was noted that the night buses have been increased to run every 20 minutes through the night. First buses are concerned regarding anti-social behaviour from students alighting from the buses at Heslington Hall as they believe it reflects on them. Cllr P Bramley requested that students are continued to be met from the buses and escorted back to their Halifax College residence.
 - Ouse and Derwent Drainage Board – NTR
 - Sportsfield – NTR
 - Alms Houses – NTR
 - Meeting Room – The Parish Council had completed a questionnaire as requested by the Valuation Office.
- Electrical Works – The Parish Council agreed, in principle, to the work, subject to seeing the specification report, but additional comparable quotes must be received.

22/57 To discuss/agree actions with long-standing matters:

- Appearance of village – The Lengthsman had reported an increase in litter, cans, bottles, by the bus stop outside Bede House. Cllr P Bramley had contacted the University asking that this area be cleared each morning, in particular Mon and Thurs ams after club nights. The Lengthsman would be asked to monitor.
- Graffiti A64 bridge CYC are to action
- Highway matters NTR
- City of York Council:
 - Designation of an area for additional licensing of houses in multiple occupation section 56 Housing Act 2004 – The Parish Council noted this.
 - Article 4 (2) Direction – Edward Freedman, CYC had responded (23Aug22) -
“We received very few responses, three or four, broadly supportive (two from residents, one from York Civic Trust, a no comment from Historic England). I have a meeting arranged on

19 September with Neil Ferris, Corporate Director, and Cllr Mason, Economy and Strategic Planning, to brief him as he only took over the portfolio in May. Fingers crossed this will elicit agreement to take a report to Executive recommending confirmation of the article 4 direction in November. Assuming it is confirmed I will notify all affected properties. If confirmed, it will come into effect 10 June 2023”.

- Local Plan – The Parish Council thanked Cllrs R Bramley, P Bramley, Garner, Hall, Heap, Hilton for attending the Phase 4 Hearings.

- University of York:

- Anti social behaviour – Cllrs Garner and Heap reported disturbance from loud conversations most evenings between 0200-0430 hrs. Cllr Heap would contact the University.

- Communication: – Website – Up to date with info received

- Newsletter – The September 2022 edition is ready for delivery

22/58 To discuss correspondence received by the council:

- York Civic Trust – The Parish Council would thank them for their offer, but would not require them to attend a meeting

- Yorkshire Marathon Festival – There were mixed opinions of this event – well organised, but some complaints had been received. Cllr Hilton reported lack of information for residents about changes to bus routes e.g. along Heslington Road. HPC to write to Marathon organisers requesting better advertising of such changes for future events.

22/59 To receive matters raised by members: None

22/60 To confirm the details of the future meetings:

2022 - 15Nov, 20Dec

2023 – 17Jan, 21Feb, 21Mar, 18Apr, 16May, 20Jun, 18Jul, 15Aug, 19Sep, 17Oct, 21Nov, 19Dec

Resolved – Approved (Unanimous) – The April 2023 meeting would be moved, subject to availability of the Meeting Room, to Monday 24th, due to staff holidays.

Type of Incident	Time and Location.	Heslington Report made and action taken by NYP	Total calls for Month
ASB- Nuisance	Innovation Way 18/8	3 youths causing anuisance and some minor damage to property	2
	University of York 28/8	Youths causing a nuisance and some minor damage to property	
ASB- Personal			0
Burglary			0
Drugs			0
Vehicle			0
Theft			0
Violence			0
Criminal Damage			0

Type of Incident	Time and Location.	Heslington Report made and action taken by NYP	Total calls for Month
ASB- Nuisance			0
ASB- Personal			0
Burglary			0
Drugs	Green Lane 10/9	2 females found with cannabis in their possession. Cannabis warning issued	1
Vehicle			0
Theft	Garowby Way 11/9	Theft of bicycle from bike rack	3
	Ainsty Court 19/9	Theft of bicycle from shed - sometime in the last few months.	
	Wentworth Way 22/9	Theft of bicycle from bike rack1	
Violence			0
Criminal Damage			0

Chairman's Signature

Date.....