

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 19 FEBRUARY 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) Lady Dorothy Lawton (DL)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 0

Public Session: None

- 19/127 To accept apologies for absence:**
Parish Councillor Zena Richards (ZR) and CYC Ward Cllr Keith Aspden (KA)
- 19/128 To record declarations of interest in items on the agenda:** None
- 19/129 To confirm the minutes of the Parish Council Meeting held on Tuesday 15 January 2019:**
These minutes were approved and signed by the Chairperson.
- 19/130 To consider any applications received for the vacancy on the Parish Council:**
There are no vacancies. **Action FH** to remove from Agenda

19/131 To discuss matters arising from previous minutes:

Updates from Dec minutes

- *Awaiting response from University Registrar to request more information about the timescale for addressing the road safety issues on University Rd
- *Application to Ward Committee for dog 3 fouling signs. In process
- *Road surface of Common Lane/Long Lane/Langwith Stray. CYC say areas *meeting intervention levels would be repaired.*
- *Children playing sign had not been moved to requested position, **Action FH** to contact KA
- *Spring Lane sign is in situ. Resident has sent his thanks. **Action FH** Remove from watching brief
- *Update on the request for cycle racks. **Action FH** to forward the original email request to CYC, to KA and ask KA to follow up with CYC
- *Update from Yorkshire Water 15 January19
*Attended site and filled up with water. Set up on the manhole at the junction of School Lane/Low Lane. Started desilting 50m upstream to the manhole at the corner of The Crescent. Jetted upstream stopping at approximately 15 to 20m. Tried to keep water level down with suction for CCTV unit to survey the line. Camera surveyed on the 225mm sewer to the manhole at the corner of The Crescent, all clear of silt. (was 50%) Camera surveyed the 150mm sewer upstream towards the manhole near Heslington Court. Crawler unit got stuck on the bend 1.5m upstream. Suction unit required as the downstream line has 30% silt in the line. Unable to get the pushrod down to survey due to silt in the line. Desilt required as this is causing the sewer to back up. Further work raised. Backlog in desilting work . **Action FH** Keep on watching brief*

1 / 5 Pages

Approved Chairman Date.....

*Cycle track markings on University Road been refreshed. **Action FH** Remove from watching brief

Actions from Jan Minute

- * Governance Review- Copy of sealed order received. **Action FH** Remove from watching brief
- * Main Street Parking Bay –No update on review advertising date.
- * Reminder to request a meeting with North Yorkshire Police officers responsible for the Campuses. **Action FH** to complete
- * Update KA was obtaining quote for work around root growth, in order to submit an application for Ward Funding. NB Hull Rd Ward **Action** KA to update at next Hes/ Ful Ward Team Meet (26th March)
- * Set up heslingtonpcnplan@outlook.com to forward received email responses **Completed**
- * PH to make agreed amendment & circulate. FH to forward to printers. **Printed and delivered**
- * FH to contact CYC and developers to set up a regular forum. **Action FH** to complete
- * FH to reply to the resident re bench request. **Action FH** to complete
- * Graffiti removed from wall of the Manor House – **Action FH** to write to owner, unanimously agreed, as follows:

“The Parish Council recently arranged for some graffiti to be removed from the boundary wall of your property. The work was conducted by a member of the Fulford Burial Committee, who had the necessary training and equipment. This was only possible because of a one-off grant, which was given to them against the expenses incurred. I am sure you will agree that a good job was done and thanks have been passed on to those who made this work possible”.

19/132 To Discuss, if necessary, long-standing matters:

1. Appearance of village – **Action FH** would write to the NatWest head Office asking if the inferior repair work on the sill of the front window could be improved.
2. Highway Matters - JG had reported potholes between Holburns Croft and Main Street West. **Action JG** would photograph the sinking manhole opposite Spring Lane, forward to **FH** who would report the issue with photos to CYC cc KA
3. City of York Council
- 3.1 Article 4 (2) Direction – **Action FH** would contact Nick Allen for an update
4. University of York
- 4.1 Antisocial Behaviour – BH/JG gave an update on their meeting with the University Security Team
5. Neighbourhood Planning – DB have an update on the consultation, finances and the recent drop in session. Dunnington PC had requested someone attend their APM (26Mar19) to discuss NPs. **Action FH** to respond that no Cllr on that date was available to attend.
6. Communication: The website is up to date with info received. The recent edition of the newsletter had been printed and delivered.

19/133 To receive any matters raised by members of public: None

19/134 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. 18/02786/FUL Cherry Tree Cottages, Main Street

This was discussed at length and two proposal were put forward

Proposal One:

The Parish Council Objects to an additional driveway on Main Street West, but would accept the new driveway, if the current driveway is returned to raised kerb and grass.

The application is in the Conservation Area

This received five votes in favour.

Proposal Two:

The Parish Council Objects to this application of an additional driveway on Main Street West as it is contrary to the draft Neighbourhood Plan policy consultation.

The application is in the Conservation Area

This received two votes in favour

DB abstained from both votes

Proposal One was carried

19/135 To report planning decisions by City of York Council:

1. 18/02617/FUL Walnut Barn, 2 The Orchard, Walnut Close Approved

19/136 To receive reports from representatives of following outside bodies:

1. Ward Councillors – Updates given within the minutes
2. North Yorkshire Police – NTR
3. Heslington East Community Forums – NTR
4. Good Neighbours Forum – The next meeting is on 21Feb19, PB had sent her apologies, but PH would attend. **Action PH** would raise – Signage in Conservation Area, University Road Safety Issues, Antisocial behaviour.
5. Ouse and Derwent Drainage Board – RB reported there was a meeting recently. The Board detailed work done to assist the University with the lake, which had been funded by the University.
6. Sports Field – NTR
7. York Environment Forum – NTR
8. Alms Houses – NTR
9. The Meeting Room – DL reported the luncheon club was a success and helpful feedback was received. The lobby will be decorated March 2019. The committee are looking into refurbishing the toilets and the possibility of installing WIFI.
10. Fulford & Heslington Ward – The next meeting is on 26Mar19

19/137 To receive any new correspondence received by the council:

- Lord Deramore's Safe Route to School Scheme – Proposed changes to Field Lane
The Parish Council discussed this at length and unanimously agreed the response as follows:
"The Parish Council supports, in principle, improvements to safety near the school, but the two new warning signs should be joint school crossing sign and speed sign.
The Parish Council does not support:
 - a) Speed Cushion, due to the health implication to some people, which residents have raised at Parish Council meetings and the number of traffic calming measures in the area means it is unlikely that vehicles will reach any speed.
 - b) The pedestrian/cycle shared scheme
 - c) The loss of the two-hour parking adjacent to church

19/138 To receive matters raised by members:

PB reported that CYC had secured a prosecution, with substantial fine, for those responsible for the fly-tipping on The Outgang, previously reported in the minutes.

19/139 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 08 February 2019 showing a balance of £30591.14, along with an income & expenditure report.
2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR - NTR

3. Matters raised with/by Yorkshire Local Councils Association (YLCA) - Info/updates emailed to Cllrs. FH highlighted an article in the White Rose Update "Lessons Learnt" about dealing with planning applications away from a Parish Council meeting.

4. To approve the following invoices for payment

4.1	Parish Clerk	Salary	£280.33	001787
4.2	Lengthsman	Salary	£339.33	001788
4.3	York Print Company	Newsletter	£97.00	001789
4.4	Press Green Ltd	NP Printing	£91.01	001791
4.5	David Blacketer	NP Posting	£4.24	
4.6	David Blacketer	Planter	£9.74	
			Total £13.98	001792

Cheque 001790 was cancelled

19/140 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

19Mar19, 16Apr19, 21May19, 18Jun19, 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 reported that this was ongoing, he has written to Virgin Chief Executive requesting a site visit with Area Manager

- Dog fouling/Tally Alley Requested: costings for 3 new signs
KA reported that an update would be given at the next ward team meeting

- Play Area Child Sign From CYC "we have requested for the works to be completed asap"
KA had reported that this had been done, Cllrs said it had not, so FH would advise KA

- Sunken Road Church Lane/Field Lane Requested: repair NTR

- Collapsed Man Hole/Main Street Requested: repair NTR

- Local Plan Requested: updates NTR

- Community Governance Review Requested: order approved before elections May19.
Copy of order received by email, KA would be asked to collect/deliver original to parish

- Main Street parking bays 12hr to 2hr CYC "advertising minor, less-controversial amendments which this is one – Dec/Jan"

- Villages benches Requested: "in memory". NTR

- Yorkshire Water Requested updates on the work and timescale proposed.
Work was currently on going with the drains

- Spring Lane Requested CYC replace the road sign
This had been done, so this item could be removed from the agenda/minutes

- Cycle racks Requested to CYC
KA has requested more information, so FH would resend request

- Cycle track markings, University Rd CYC “agree to refresh in a future batch of works”
This work had been done, so this item could be removed from the agenda/minutes

- Potholes/Road surface Requested: repair
KA had reported and CYC advised these would be repaired when they reached intervention levels

- Footpath on University Road. Obstruction by root growth – Requested: repair
KA reported that an update would be given at the next ward team meeting

2. University of York

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

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