

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM  
ON TUESDAY 20 FEBRUARY 2018 AT 7.30PM

**Councillors Present:** David Blacketer (DB) Pauline Bramley (PB)  
Richard Bramley (RB) Peter Hall (PH)  
Rose Hilton (RH) Lady Dorothy Lawton (DL)

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

**Public Present:** 1

**Public Session:**

- The marquee has been removed from Charles X11
- Antisocial behaviour had occurred Sun21Jan between 0230-0530 and Sun10Feb at 0400. The January episode was reported to the police. The resident has given up ringing the university, as she feels they don't believe her.
- Fresh fish sellers had been in the parish- report that they may not be genuine.
- There is graffiti on the virgin communications box near the Charles XIII
- CYC have planted a replacement tree on Main Street

**18/127 To accept apologies for absence:**  
Parish Councillor Zena Richards (ZR)  
CYC Ward Cllr Keith Aspden (KA)

**18/128 To record declarations of interest in items on the agenda:**  
None

**18/129 To confirm the minutes of the Parish Council Meeting held on Tuesday 16 January 2017:**  
The Minutes were signed, then queried, so could not be approved.

**18/130 To consider any applications received for the vacancy on the Parish Council:**  
FH reported there were still two vacancies and no expressions of interest had been received.

**18/131 To discuss matters arising from previous minutes:**

- Langwith Lane, Road surface – PB will meet with Brian Hebditch, CYC on 06Mar18
- The Outgang – KA will meet with Nick Allen on 26Feb18
- Broadband – PB would meet with CYC and Langwith Lane residents on 06Mar18

**18/132 To Discuss, if necessary, long-standing matters:**

1. Appearance of village  
PH had reported to Northern Electric a street light which was out  
PB reported that her contacts for Virgin no longer worked. She had asked KA to follow up re the painting green of the boxes.

Residents had received notification and expressed concerns that work to change the Zebra crossing to a cycle crossing at Holmefield was to start. The Parish Council were very concerned about the safety of all users and how it was going to work. DL would forward the letter she received to the Parish Clerk so further information could be requested; on whom would have priority, on whom was previously consulted and information on cost and where the funding was coming from.

1.1 Trees along Main Street - NTR/Remove

1.2 Dog Bin – Low Lane – PB reported not moved yet. Would request an update.

1.3 The Lodge – Parking – A resident has identified a NHS vehicle who he felt had been responsible for the recent damaged to the verge. PB, when meeting with Mr Hebditch, CYC, would obtain contact details as to who could advise on the Parish Council on possible options.

2. Highway Matters - NTR

3. City of York Council

3.1 Local Plan

The final consultation would start tomorrow, for 6 weeks and responses would go directly to the Planning Inspector. The PC will need to submit a response.

3.2 CYC Community Governance Review – NTR, FH would chase this yet again

3.3 Article 4 (2) Direction – Funding

Ward funding had been agreed.

It was agreed that Nick Allen should develop this and the Parish Council would match fund.

Proposed: DB, Seconded: DL 4 votes in four, 1 vote against, 1 abstention

4. University of York

Lakeside Way – collapsed road -PB reported that the university were very aware if this problem and contractors had been consulted. The barriers remain constantly open.

4.1 Antisocial Behaviour –

PB would suggest to the residents of Holmefield Estate that they request to attend the Good Neighbours meeting with the university on 20Mar18.

5. Neighbourhood Planning

DB had circulated by email a “rough draft” and the parish council discussed this at length. DB circulated at the meeting a flow chart detailing progress through to an “approved draft plan” (Regulation 14) and onto the “final draft plan” “Regulation 16). It was clear that this work would take months rather than weeks.

The Parish Council approved the working group to consult at a meeting with CYC on the “rough draft”. DB believed they could assist with legality, any areas requiring improvement and any areas missed.

4 votes in favour, 2 votes against.

The Parish Council were anxious there should be an open meeting as well as drop in sessions, newsletters and consultations.

DB circulated a financial report

6. Communication-

- Website – NTR

- Newsletter – Next edition Mar/Apr18

**18/133 To receive any matters raised by members of public:**

None

**18/134 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. 17/00075/FUL Fulford Golf Course

Letter B: No Objections, Unanimous

2. 18/00189/FUL 8 Main Street

Letter C: No Objections, Unanimous

The Parish Council would seek assurances that –

- Materials used would be sympathetic to the Conservation area
- Neighbours have been properly consulted
- Consideration has been given to the fact that the property abuts a public right of way “Tally Alley” and accessing builders etc, should not obstruct this popular walking route to school

**18/135 To report planning decisions by City of York Council:**

None

**18/136 To receive reports from representatives of following outside bodies:**

1. Ward Councillors – NTR

2. North Yorkshire Police – The January 2018 reported had been circulated around Cllrs. There was widespread disappointment amongst Parish Councils that PCSOs no longer attended P.C. meetings, but the Chief Constable felt there were higher priorities.

3. Heslington East Community Forum - NTR

4. Good Neighbours Forum – The next meeting would be on 20 March 2018

5. Ouse and Derwent Drainage Board – NTR

6. Sports Field – The defibrillator had been taken by the ambulance service, not stolen as reported on Facebook

7. York Environment Forum- NTR

8. Alms Houses – NTR

9. The Meeting Room – DL reported the kitchen was now installed, but there was still some work to do. The damaged floor and a light sensor would be repaired soon.

At a Country Woman’s Association a member had fallen over a chair, further details were not known.

An orange safety tag had been removed from one of the fire extinguishers

10. Fulford & Heslington Ward – NTR

**18/137 To receive any new correspondence received by the council:**

- School Lane blocked by Kier lorry – PB reported that this has been formally dealt with

- Footpath opp Heslington Hall – A resident reported that root tree growth is causing difficulties for pushchairs/wheelchair users- a user had been witnessed needing to go on to the highway to get by., PB had contacted CYC and the University.

**18/138 To receive matters raised by members:**

Social Media – Cllrs discussed briefly the use of Facebook and Twitter. FH would obtain advice from YLCA

Lengthsman – Was currently off work on sick leave. The Chairperson was in touch with him

**18/139 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**

1. Bookkeeping records for year ending 31 Mar 18 to date  
FH circulated the bank reconciliation as at 09 February 2018 with a balance of £19380.86 and an income & expenditure report

2. Budget/Precept/Reserves 2018-2019

This was dealt with at the last meeting, so could be deleted

3. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits

These were conducted and it was noted that the VAT refund had not been received, so FH would research. FH reported that Yorkshire Internal Audit Services had been booked.

4. Matters raised with/by Yorkshire Local Councils Association (YLCA) Updates/info emailed to Cllrs

4.1 General Data Protection Regulation (GDPR)

FH reported that this comes into force in May 2018

YLCA were due to circulate further advice and templates

5. To approve the following invoices for payment

5.1	Lengthsman	Salary	£325.05	001741
5.2	Parish Clerk	Salary	£270.36	001742
5.3	Parish Clerk	Laptop Share Cost	£81.13	001743
5.4	Parish Clerk	Home Work Allowance	£46.80	001744
5.5	Richard James Handmade	Meeting Room Kitchen	£954.00	001745

**18/140 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:**

20 March 2018

17 April 2018

17 July 2018

16 October 2018

15 May 2018

21 August 2018

20 November 2018

19 June 2018

18 September 2018

18 December 2018

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](mailto: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

Approved ..... Chairman

Date.....