

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM ON TUESDAY 20 JUNE 2017 AT 7.30PM

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
Richard Bramley (RB) Paula Clements (PC)
Lady Dorothy Lawton (DL) Zena Richards (ZR)
Jeffrey Stern (JS)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 1

Public Session None

18/14 To accept apologies for absence:
Parish Cllr Peter Hall (PH)
Keith Aspden (KA) – CYC Ward Cllr

18/15 To record declarations of interest in items on the agenda:
Local Plan – PB, RB, ZR
Neighbourhood Plan – PB, RB, ZR
Meeting Room - DL

18/16 To confirm the minutes of the Parish Council Meeting held on Tuesday 16 May 2017:
The Minutes, along with those for the Annual Parish Council Meeting.

18/17 To consider any applications received for the vacancy on the Parish Council:
None received

18/18 To discuss matters arising from previous minutes:
1. Main Street Footpath
See written report from KA (Minute 18/23.1)
- Election of Vice-Chairperson
This was necessary as PH had agreed at the APCM to only stand for one month
Elected – PC, Proposed – PB, Seconded – RB, Unanimous

18/19 To Discuss, if necessary, long-standing matters:
1. Appearance of village
See written report from KA (Minute 18/23.1).
Virgin - Cllrs discussed the lack of consultation and whether the work was necessary. JS would write to KA for further clarification.
PB had spoken to the university about the white plastic fencing, which had recently been installed, as it was felt inappropriate and out of keeping with the conservation area village.
1.1 Trees along Main Street –

Cllrs unanimously agreed to wait until trees removed before discussing whether any replacements were necessary. Proposed DL, Seconded PB

1.2 Village Signs –

It was understood these were ready for installation

1.3 Grass Verge outside The Lodge Residential Home

CYC would see no reason to redesign the parking bays on Walnut Close, so the Parish Council could see no way forward at this time.

1.4 Dog Bin – Low Lane

KA/PB had spoken with the Lengthsman, agreed a location with Mr Smith and were now awaiting CYC doing this.

2. Highway Matters

See written report from KA (Minute 18/23.1).

JS reported that CYC had advised that the Windmill Lane development traffic would go through the Sports Centre Road and not through Heslington Village,

2.1 University Road/Cycle Track – NTR

3. City of York Council

3.1 Local Plan –

See written report from KA (Minute 18/23.1).

3.2 Article 4 (2) Direction –

FH would forward Nick Allen's latest report to Claire Taylor, CYC to enquire if Ward Funding would be possible.

3.3 CYC Community Governance Review –

NTR – FH would chase now it was post elections

3.4 Rights of Way –

ZR had checked the map and all ROWs were shown, so no further action was required.

4. University of York

4.1 Antisocial Behaviour

No recent reports

5. Neighbourhood Planning

DB reported that the student consultation was completed, with over 400 responses, which the university considered good, so a meeting would take place next week to review the results. The staff survey was currently out for consultation. An application to Groundwork UK for further grant funding had been submitted.

6. Major Events - Yorkshire Marathon – NTR

7. Communication-

- Website –

The Parish Council discussed the two quoted received and unanimously agreed to go ahead with the one from Jack Barber Limited and it was agreed that PB would correspond with him on behalf of the Parish Council. Proposed: JS, Seconded: DL

- Newsletter – NTR

18/20 To receive any matters raised by members of public:
None

18/21 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. 17/00467/FUL Wenworth College, Wentworth Way

No Objections, Unanimous

2. 17/01219/TCA 1 Enclosure Gardens

No objections, however, as the application is in a Conservation area, we request that the Conservation Officer after consultation, if required, with the Arboricultural Manager or his Department regarding the tree works, should be satisfied with the application.

18/22 To report planning decisions by City of York Council:
None

18/23 To receive reports from representatives of following outside bodies:

1. Ward Councillors -

Ward Committee

The local Ward Committee is accepting funding applications from local groups who need support. Do encourage any groups you are in contact with to make an application. The next ward team meeting is taking place in early July, where the ward team will consider all the latest applications.

In the meantime, I am asking Council officers for a quote for a Ward Committee-funded scheme to improve two small stretches of footpath on Main Street. This is between number 35 and number 37 Main St, and separately between number 39 Main St and the start of the Sinclair Properties building. The surface is quite uneven and unsightly in these areas as you have reported.

If any Parish Councillors have ideas for highways or other projects that could benefit from Ward Committee funding, just let me know.

Virgin Media

I met Cllr Stern at the end of May to have a look at a newly-installed Virgin box that was particularly poorly sited (on Main Street opposite the Outgang). I am pleased that since raising concerns with them about the locations of some of the boxes and about poor signage, the responsiveness of the contractors has slightly improved.

If there are any ongoing problems, just let me know and I will raise the issue with Virgin and City of York Council as soon as possible. As you will know, some work has now moved into Fulford.

Field Lane

As everyone is probably aware, Field Lane will be closed for resurfacing for 3 days starting on Monday 24th July. Resident parking will be suspended. I can share an information notice from City of York Council if the Parish has not yet received all the details of the work.

Local issues

I am often out and about in Heslington picking up street-level issues that need action by the Council. Recently I have noticed some deterioration in the road surface at the Main Street/Low Lane mini-roundabout, with small potholes forming. I have reported this to City of York Council to ask them to carry out repairs.

Local Plan

Further consultation on the draft Local Plan for York was delayed by the Ministry of Defence announcement that it would close its sites in Strensall, Fulford Road, and Towthorpe Lines. Council officers have now made progress on evaluating these sites and the impact on the Local Plan, which means that further public consultation will take place later in the summer. Once public documents are available, which will be in July, I will be able to point the Parish Council in their direction and highlight the areas relevant to Heslington. There will of course be an opportunity for the Parish Council to comment again on the proposals, and I will also submit a comment as the ward Councillor. I would encourage as many consultation responses as possible.

As you know, the overarching priority for the joint administration in developing a new Local Plan has been to establish a solid evidence base for the proposals, to reduce the scale of green belt development, and to protect the setting and character of York.

2. North Yorkshire Police –

Report attached at the end of these minutes

3. Heslington East Community Forum - NTR

4. Good Neighbours Forum -

PB had attended the meeting on 12Jun17

5. Ouse and Derwent Drainage Board –

RB reported there was a meeting last Tuesday and it was reported that the outlet on Low Lane and the ditch behind The Crescent were cleaned, due to a good relation between the board and the university

6. Sports Field –

PC reported that she would be attending her first meeting next week.

7. York Environment Forum

DL had attended their “Festival of Ideas”, which was interesting, but nothing to report to the parish.

8. Alms Houses - NTR

9. The Meeting Room

DL reported that the roofing works had been completed. A Yorventure grant had been applied for towards a new kitchen. AGM Minutes and Accounts had been circulated around Cllrs, who were happy to see it profitable and investing in the building.

9.1 Hearing Loop

The order had been confirmed, but the cheque was net of VAT, so a further cheque would be issued tonight. The Annual Maintenance cost of £130.00, which was free for the first year, would need to be budgeted for in future years.

10. Fulford & Heslington Ward Team Meeting

This would take place in Heslington Meeting Room on 05Jul17.

18/24 To receive any new correspondence received by the council:
None

18/25 To receive matters raised by members:
None

18/26 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for year ending 31 Mar 18 to date

The financial report was circulated around Cllrs.

2. Internal Control Checks

These were conducted by ZR and the report is on file

3. Internal Audit Report

FH read the written report confirming “there are no matters to bring to members’ attention”

4. Work Place Pensions

FH reminded Cllrs that the Staging Date was 01 July 2017, when the Declaration of Compliance would need to be completed.

5. Matters raised with/by Yorkshire Local Councils Association (YLCA)

5.1 Internal Audit

FH reported that she had worked with YLCA on a number of other Internal Audits and had picked up some useful advice, some of which would be relevant to this council, so she would summarise this at the next meeting.

5.2 Standing Orders

The tailoring of the draft was work in progress

5.3 Financial Regulations

The tailoring of the draft was work in progress

5.4 Risk Management

YLA would send further guidance on this.

5.5 Delegation of decision making powers

YLCA had provided further guidance, which FH had circulated by email. FH would draft a policy and circulate shortly.

5.6 Appoint Branch Representatives

PB/DB were unanimously agreed

5.7 Transparency Code Funding

FH had submitted an application for funding at the maximum level, but had been asked to reconsider the amounts and re-submit

6. To approve the following invoices for payment

6.1	Parish Clerk	Salary	£272.52	001699
6.2	Lengthsman	Salary	£338.15	001700
6.3	David Blacketer	Planter Plants	£24.14	001701
6.4	P&F Hawkswell Ltd	Grass Cutting	£120.00	001702
6.5	Contacta	Hearing Loop	£247.59	001703
6.6	HMRC	PAYE	£445.80	001704
6.7	Rennyson Insurance	Zurich Insurance Policy	£506.67	001705
6.8	J Mark Construction	Meeting Room Works	£2611.20	001706

18/27 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

18 July 2017	15 August 2017	19 September 2017
17 October 2017	21 November 2017	19 December 2017

North Yorkshire Police Report - DATE: 1st May – 31st May 2017

INCIDENTS OF NOTE:

<u>Incident Type</u>	<u>Total</u>	<u>Details</u>
Anti-Social Behaviour (ASB)	1	2 nd – Granary Court, reports of rough sleepers.

Vehicle Crime	0	
Burglary	0	
Criminal Damage	0	
Drug Offences	0	
Theft	5	<p>1st – Garrowby Way, stolen bike from campus was locked up. No CCTV.</p> <p>4th – Alcuin Way bike stolen, it was locked and the lock has been cut. Has been stored in a gated area.</p> <p>8th – Golf Clubs stolen at Fulford Golf Club, between 25.5 – 2.5, left unsecure</p> <p>10th – Alcuin Way bike stolen, it was locked, no cctv</p> <p>23rd – James College bike stolen, was secure no CCTV</p>
Violence	0	

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	To Do - This must be done on the Staging Date
4. Write to your staff	To Do - This must be done within six weeks after the Staging Date
5. Declare your compliance	To Do - This must be done within five months after the Staging Date.