

HESLINGTON PARISH COUNCIL

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

**Councillors Present:** David Blacketer (DB) Richard Bramley (RB)  
John Garner (JG)  
Peter Hall (PH) Rose Hilton (RH)  
Zena Richards (ZR)

**In Attendance:** Fiona Hill (FH) - Parish Clerk  
CYC Ward Cllr Keith Aspden (KA)

**Public Present:** 3

**Public Session:**

A resident was concerned about rubbish left out overnight by NatWest Bank on Main Street awaiting collection by Biffa. He asked the Parish Council to write to their neighbour asking them to allow storage of the rubbish overnight. The Parish Council felt this was inappropriate, so no further action was taken.

**19/85 To accept apologies for absence:**  
Parish Councillors Pauline Bramley (PB) and Lady Dot Lawton (DL).

**19/86 To record declarations of interest in items on the agenda:**  
None

**19/87 To confirm the minutes of the Parish Council Meeting held on Tuesday 16 October 2018:**  
These minutes, were approved subject to one amendment, and signed by the Chairperson.

**19/88 To consider any applications received for the vacancy on the Parish Council:**  
One expression of interest had been received, so **FH** would invite them to attend the next meeting to introduce themselves.

**19/89 To discuss matters arising from previous minutes:**  
- Bench Bequest – FH had obtained a price of a bench and the estimated total cost including concrete base, fittings and plaque is £1500.00 approx. The precise location would need to be established to get a quotation. **FH** to inform the resident requesting a bench of the approximate total cost.

**To Discuss, if necessary, long-standing matters:**

1. Appearance of village

KA reported that he had contacted the Chief Executive at Virgin, who had confirmed that only the boxes within the Conservation Area would be painted green, so he would push for all to be painted green.

1.1 Dog Fouling Issues/Tally Alley

KA confirmed the signage had been refreshed at either end.

2. Highway Matters

2.1 Improved signage toward play area – KA had reminded Alistair Briggs, CYC about this issue.

2.2 Sunken Road – Church Lane/Field Lane – this has been marked for patching but KA reports there is a delay between marking and repairing.

2.3 Collapsed Man Hole – NTR

2.4 University Road –Action **FH** to write to University Registrar to request more information about the timescale for addressing the safety issues highlighted.

3. City of York Council

3.1 Local Plan – KA reported that CYC have responded to the various questions and have asked for clarity on housing number in view of the discrepancy between government predictions and the Office of National Statistics indications. A response is expected Dec18/Jan19, then there will be a second enquiry on rest of plan.

3.2 Article 4 (2) Direction – Nick Allen gave a progress update. He has been in liaison with CYC Conservation officer Edward Freedman. Once agreed by CYC, the Parish Council will make a formal application, for which he will assist with the documentation. There will then be an opportunity for consultation for affected residents. Cost to HPC approximately £3000 covered by Ward Grant.

3.3 CYC Community Governance Review – KA reported that the draft document has now been completed and would be in place for the May 2019 elections. Cllrs to monitor progress.

3.4 Parking Bays (12 hour parking bay on Main Street West) – KA reported that Sue Gill, CYC, had advised that a report on the review would be given at the end of Summer 2019.

3.5 Encroachment onto footpath on 23/25 Main Street –

KA has checked the highway records and they show the public highway extends right up to the building line, hence the narrow area that has been converted for planting up is in the highway and they shouldn't have carried out this work. However, KA has been advised by the officer who visited the area that the neighbouring properties along the street also have planted up strips in front of their premises and these look to be very well established areas of planting that are clearly the householders'. The dilemma is then, how can it be justified taking action against just the one property when they will simply point to the neighbours and say it's no different. On the other hand if an approach to all the properties that have encroached in to the Highway is made it will undoubtedly create quite a stir. CYC are minded therefore to treat this as a minor issue of no consequence and take no further action but would welcome the Parish Council thoughts on this. This was discussed at length and it was agreed to "Do Nothing", proposed PH, seconded ZR, 4 votes in favour, 2 votes against, Carried.

3.6 Footpath on University Road – obstructed by root growth – KA reported that CYC agreed this meets the intervention levels, but any corrections would be expensive. **KA** would arrange a site meeting with the university and the Parish Councillors PH and JG to explore options and possible funding, as CYC may not consider it a priority.

#### 4. University of York

4.1 Antisocial Behaviour – There continues to be issues with noise from students using the club buses. JG said the leaflets at the start of term were very helpful and students need reminding on a regular basis. RH reported back from PB's meeting with the University. The university security is to make concentrated effort in Holborn's Croft and Boss Lane. **JG and DL** requested to inform their neighbours of this and encourage them to introduce themselves to the security team and explain the problems occurring.

4.2 Signage – CYC have closed the file because the signs are on University land and it's therefore a Good Neighbours Forum issue. **FH** to consult PB before drafting a letter to Stephen Talboys.

5. Neighbourhood Planning – DB circulated a report by email and the text is shown at the end of these minutes.

6. Communication: Website/Broadband – Quickline are currently conducting a broadband trial of 4G along Langwith Lane, which is working well, but this is only a temporary measure. Newsletter – Next edition will be printed in January 2019, so a draft will be prepared after the December meeting.

#### **19/91 To receive any matters raised by members of public:**

Residents, who lived nearby, expressed concerned about the planning application at the former primary school. They also requested the HPC to reinforce the need for contractors to adhere to considerate builder code should the project proceed.

#### **19/92 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. 18/02239/FUL Lord Deramore's Primary School

2. 18/02242/LBC Lord Deramore's Primary School

Letter D, Unanimous

- The details within the application are (i) of insufficient detail, particularly with respect to conserving existing historical architectural features of an important listed village asset and (ii) are contradictory and confusing in other areas e.g. mature tree safeguarding, number of new parking spaces created.

- The Parish Council will support alterations to existing buildings where they complement the local and historic character of the village, including respecting the scale and landscape setting of Heslington Conservation Area - its plots and roadways. This application clearly does not.

- At most times of the day, this is a busy road and there is not an acceptable parking proposal for the potential 7 residents nor safe access and egress onto School Lane as there is insufficient space for the implied turning circle or hardstanding.

- The change to the railings outside is unacceptable as these are listed and part of the curtilage.

- See also Heslington Village Design statement

- [https://www.york.gov.uk/downloads/file/3239/heslington\\_village\\_design\\_statement](https://www.york.gov.uk/downloads/file/3239/heslington_village_design_statement)

3 18/02354/FUL Land to South of Goodricke Road

Letter B, Unanimous

**KA** to ask CYC to reinstate sending the weekly planning applications list to FH.

#### **19/93 To report planning decisions by City of York Council**

None

**19/94**

**To receive reports from representatives of following outside bodies:**

1. Ward Councillors – The street lights had been updated at The Crescent.  
Cycle path markings to be renewed Action KA to confirm site.  
Air quality monitoring Field Lane/School Lane. Currently quality too good to fall within range for monitoring.
2. North Yorkshire Police – No report had been received. There had been vandalism of a bus shelter and graffiti on a wall along Main Street.
3. Heslington East Community Forums – NTR
4. Good Neighbours Forum – PH gave a summary of the recent meeting. The proposed new student blocks on Heslington East Campus had been presented at the meeting. PH reported these will be 4 floor apartment blocks.  
Questions at the meeting concerned student parking. There are 600 places at £35 pa each. Students are actively volunteering for community activities including Night Safe. Next meeting will be in February 2019.
5. Ouse and Derwent Drainage Board – There had been no meeting, but the outfalls of the lake had been checked.
6. Sports Field – There is a meeting at the end of the month. **ZR** to remind sports organisations should give the parking address not the Outgang postcode in emails about fixtures.
7. York Environment Forum – NTR
8. Alms Houses – NTR
9. The Meeting Room – The main room floor was done. There were further improvements being considered. The University Wine Appreciation Society had paid for the damage and cleaning.
10. Fulford & Heslington Ward – The next meeting is on 09Jan19, 4.00 p.m. in Fulford when remaining £5k of ward grants will be allocated. HPC applications by end of December 2018

**19/95**

**To receive any new correspondence received by the council:**

1. Proposed Base Station Upgrade – Green Dykes Lane  
The Parish Council unanimously agreed No Comment.

**19/96**

**To receive matters raised by members:**

DB and RH reported graffiti on the wall of The Manor House.

**19/97**

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

1. Bookkeeping records for year ending 31 Mar 18 to date  
FH circulated copies of a bank reconciliation dated 09 November 2018 showing a balance of £32522.81, along with an income & expenditure report.
2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR
  - 2.1 Budget/Precept 2019-2020  
DB had prepared a draft budget, which was discussed at length. The budget would be reviewed again at the next meeting.
3. Matters raised with/by Yorkshire Local Councils Association (YLCA)  
Updates and info emailed to Cllrs.
4. To approve the following invoices for payment
 

4.1	Lengthsman	Salary	£339.33	001782
4.2	Parish Clerk	Salary	£280.33	001783
4.3	Jack Barber Ltd	Website Hosting	£95.00	001784

**19/98**

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

Approved ..... Chairman Date.....

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

1. CYC have signed-off our two environmental screening reports so, subject to final confirmation from Historic England, we can start preparing the next phase of our communication work.
2. A 12-page colour leaflet with covering letter is being developed for delivery to every household (500) in early 2019.
3. A Letter is being developed for each business and relevant stakeholder (200).
4. A Letter is being developed to notify the relevant statutory consultees (35).
5. PC approval required to costs for printing of the above work plus 50 hard copies of the plan. Total £1326 + VAT of £58.20. Plus 12 x second class stamps £6.72.  
Expect above costs to be chargeable to the Grant monies (expires 31.3.19).
6. It is the Working Group intention to submit these documents for PC approval at the December PC meeting.
7. All these documents will need to be available on the website for easy access:
  - Initial questionnaire response summaries (3)
  - Pre-Submission Plan
  - HRA Screening Report
  - SEA Screening Report
  - Leaflet to Residents
  - Cover Letter to Residents
  - Letter to businesses and landowners (will be sent by post or email)
  - Letter to Statutory consultees (will be sent by post or email)
  - Extract of Key Policies
  - Feedback form
8. Modification may be required to NP Folder on website to signpost and list above documentation for easy access – check with PB.
9. Leaflet delivery and start of consultation planned towards end January 2019 (TBC).
10. Work continues with UoY on similar ‘electronic’ process for UoY students and staff.
11. Updated financial summary and Groundwork Grant status. (see attached for full details)
12. All replies to consultations will be back to Parish Clerk for forwarding.

**FINANCIAL  
SUMMARY  
NOTES**

PC has been successful in securing £17,214 in grants from *Groundwork/Bright Ideas* and £3,000 from CYC up to May 2018.

All NP costs to date have been covered by these grants and there is a positive credit of £2,717.38 (Incl VAT refunds).

A further grant of £4,535 (Grant#4) was received in August 2018. No costs have yet been charged against this.

A credit note of £750 (includes VAT) has also not been spent.

Latest estimate of spending is £5,665, leaving yet to be allocated funds of £2337.38 (incl VAT refunds).