

# HESLINGTON PARISH COUNCIL

## MINUTES OF A MEETING HELD IN THE MEETING ROOM

TUESDAY 21 FEBRUARY 2023 AT 7.30PM

**Councillors Present:** Pauline Bramley Richard Bramley  
John Garner Peter Hall  
Bev Heap Rose Hilton  
Tom Percy

**In Attendance:** Fiona Hill – Parish Clerk

**Public Present:** 2

**Public session matters raised:** None.

**22/97 a) To receive apologies for absence given in advance of the meeting:**

\*Parish Councillors David Blacketer and Zena Richards  
CYC Ward Cllr Keith Aspden

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

\*Resolved / Approved (Unanimous)

**22/98 To record declarations of interest in items on the agenda:** None.

**22/99 To approve the minutes of the Parish Council meeting on 17 January 2023:**  
Resolved / Approved (Unanimous)

**22/100 To discuss matters arising from previous minutes:**

- Phone Box – NTR
- Block Drains – have been cleared.
- Footpath sign (Outgang) – still to replace.
- Parking bays (2hrs) – Car's parking for longer, Main St West. Cllrs to monitor.
- Parking in Passing places (Common Lane) – Cllrs discussed if no parking signs should be added.

**22/101 To report and make relevant recommendations on new planning applications:**

- 23/00150/TCA - Prune back branch ends of 1no. Lime tree from building - tree works in a Conservation Area @ 5 Main Street  
Resolved / No Objection (Unanimous) Subject to the approval of the CYC Tree and Conservation Officer
- 23/00153/TCA - Crown lift 1no. Lime to 3 metres; remove 2 lowest branches to footpath on south; reduce bent lowest branch over wall and footpath - tree works in a Conservation Area @ University Of York, Home Farm, Main Street  
Resolved / No Objection (Unanimous) Subject to the approval of the CYC Tree and Conservation Officer
- 23/00154/TCA - Various pruning works including the felling of 1no. Rowan and 1no. Ash - tree works in a Conservation Area @ Courtyard Area, Eden's Court

Resolved / No Objection (Unanimous) Subject to the approval of the CYC Tree and Conservation Officer

- 23/00180/TCA - Various pruning works including the felling of 1no. Field Maple (Tree ID no.982), 1no. Austrian Pine (Tree ID no. 1031) and 1no. Ash (Tree ID no. 1048) - tree works in a Conservation Area @ University Of York, Heslington Hall, University Road

Resolved / No Objection (Unanimous) Subject to the approval of the CYC Tree and Conservation Officer

- 23/00267/FUL – Removal of ATM, night safe and existing signage @ NatWest, 14 Main Street

Resolved / Neutral (Unanimous)

**22/102 To note planning decisions received:**

- 22/00992/FUL - Conversion of outbuilding to annexe with associated alterations to door and windows, demolition, and rebuilding of boundary wall @ Little Hall Main Street - Refused
- 22/00993/LBC - Internal and external alterations to outbuilding including conversion of outbuilding to annexe with associated alterations to doors and windows, replacement floors, insulation, and plaster; demolition and rebuilding of boundary wall @ Little Hall Main Street - Refused
- 22/01009/FUL - Variation of condition 6 (iii) (Control of floorspace) of permitted application 16/02029/FULM to allow an additional hot food takeaway @ Kimberlow Hill Retail Park, Kimberlow Rise – Approved

**22/103 To discuss the Neighbourhood Plan**

Some Evidence requested had been submitted to consultant. Councillors to review previous submitted NP and identify any other areas requiring review. Outstanding evidence to be forwarded to Planning Consultant by 3<sup>rd</sup> April. A meeting with the consultant would be arranged April/May

**22/104 To discuss financial matters with Responsible Financial Officer:**

- Bookkeeping for current year to date  
Parish Councillors had received a bank reconciliation totalling £63746.04, along with linked Income & Expenditure reports.
- Policy Review – Risk Assessment / Financial Risk Assessment

Resolved / Adopted (Unanimous)

Financial Management

Staff Holidays 01Jan23-31Dec23, Lengthsman 100 Hours, Parish Clerk 60 Hours

Resolved / Approved (Unanimous)

Ring-Fenced/Ear-marked funds

The figures were agreed, as shown at the end of these minutes

Resolved / Approved (Unanimous)

- Payment Approval:

Parish Clerk	Salary	Bacs	£
Lengthsman	Salary	Bacs	£
Parish Clerk	Expenses	001947	£135.05
Parish Clerk	Back Pay	001948	£456.54

Lengthsman	Back Pay	001949	£12.00
HMRC	PAYE	001950	£721.80

**22/105 To receive reports from representative of outside bodies as follows:**

- Ward Councillor – NTR
  - North Yorkshire Police – Report January 2023 at end of minutes
  - Good Neighbours Forum/Heslington East Community Forum - Minutes 24Jan23 emailed
  - Ouse and Derwent Drainage Board – NTR
  - Sportsfield – NTR
  - Alms Houses – NTR
  - Meeting Room –
    - Electrical Works – Certificate received
    - Disabled Access – Following on from a site meeting on 25Jan23, the Parish Council had received CYC drawings for two options – double layer of slabs or tarmac  
Resolved – The Parish Council chose the double layer of slabs option (6 votes in favour, 1 abstention)
- The Parish Council were very unhappy about the delays with the scheme, which has put the Ward Funding at risk if CYC Highways could not get the work done by 31 March 2023. CYC had suggested the Parish Council took the funding and managed the contract itself, but it did not feel it had the skill to do this, so would insist the CYC managed the contract. This put pressure on the Parish Council to accept one of the two schemes that had been forwarded within a day of the Meeting. The Parish Council would lodge a formal complaint about the delays, which was not the fault of the Parish Council, that are now causing issues with the ward funding.
- Ward Grant, £3124, received- Provide a bike hoop to allow bikes to be locked securely to the stand for protection and to encourage active travel to the Meeting Room. Create a new hard standing area including for the refuse and recycling bins to be moved to, incorporating an anchor bolt ring to secure Lengthsman’s barrow. The Parish Council will undertake further improvements to the shed, where equipment is stored for cleaning highways, to support active travel – walking and cycling.

**22/106 To discuss/agree actions with long-standing matters:**

- Appearance of village
- Inappropriate parking – The Lodge / School Lane  
The Parish Council felt that bollards would only move the problem, and this wasn’t really a Parish Council matter. Parishioners would be encouraged to contact the police, who could act if there was an obstruction to the highway.
- Highway matters
- Safer crossing by the Outgang – Sgt Lee Pointon had asked PS Dan Stubbs to contact the Parish Council, who was now speaking to CYC Highways and would feedback ASAP.
- Active Travel Routes through Heslington Parish -  
The Parish Council were still awaiting a response from Julian Saturday MP

- City of York Council:
- Article 4 (2) Direction – In January 2023 the Exec Member had authorised
- Local Plan – Cllrs Hilton /R Bramley would draft a response to the latest consultation.
- University of York
- Anti social behaviour – There were concerns about the change of route of the Clubbers bus, runs every 40 ins from 00.10am. A new bus stop is to be created at Newton Way. Buses will travel down Main St West, drop off students at Newton Way to walk back to Halifax College via University sports field path. Bus will travel back on Main St to Campus East.
- Litter at Bede House bus shelter and in the Main St and early morning noise disturbance on Main Street South, reported to the police and University security, were on-going issues.
- Communication:
- Website / Newsletter – Website up to date with info received

**22/107 To discuss correspondence received by the council:**

- Deramore Arms – Car Park

As the carpark was private land the Parish Council had no jurisdiction, so the public house would have to manage the area. The Parish Council and the Management Committee would not encourage parking on private land.

- Professional dog walkers on the Outgang

A resident had emailed their concerns about professional dog walker and the Parish Clerk had directed them to the landowner – Halifax Estates

- SYSTRA Limited – York LCWIP Consultation

The Parish Council did not receive the original invite and the reminder arrived on 15Feb23. As the events were on 15Feb23 and 16Feb23, this made it extremely difficult to arrange for Cllrs to attend. The Parish Council wanted to engage with the consultation, so would officially complain to City of York Council.

- Transport Initiatives LLP – York access control barrier review
- Cllr Hilton had attended the meeting and give a summary report.

- Village Big Lunch (Sun07May23) Grant Funding request

The Parish Council would send the Village Trust the grant giving policy and ask them to complete the application form.

Going forward, any organisation requesting a grant, would be sent the grant application policy and application form.

**22/108 To receive matters raised by members:**

The Chairman reported that Clerk appraisal had taken place. The Lengthsman appraisal was to take place this Thursday.

From the next meeting, the new shorter agenda would be used.

**22/109 To confirm the details of the future meetings:**

2023 – 21Mar, 24Apr\*, 16May, 20Jun, 18Jul, 15Aug, 19Sep, 17Oct, 21Nov, 19Dec

\* Please note change of date.

Type of Incident	Time and Location.	Heslington Report made and action taken by NYP	Total calls for Month
<b>ASB- Nuisance</b>	University Road 25/1	Students with banners causing disruption to traffic in University Road	1
<b>ASB- Personal</b>			0
<b>Burglary</b>			0
<b>Drugs</b>			0
<b>Vehicle</b>			0
<b>Theft</b>	Oliver Sheldon Court 8/1	Bicycle lock cut and theft of bicycle from YU campus, lock left behind	
	Hall Park/Main Street 11/1	Theft of temporary traffic lights from 2 locations .	
	York Sports Village 12/1	Theft of bicycle from bike racks, lock also taken	
	Dept of Music 16/1	Theft of bicycle from bike racks, lock also taken	7
	University 18/1	Theft of bicycle from locked bike shed. Access by card only	
	University 24/1	Theft of bicycle from locked bike shed. CCTV available	
	Goodricke College 31/1	Theft of bicycle from bike racks, lock left at the scene	
<b>Violence</b>			0
<b>Criminal Damage</b>			0

Ring-Fenced Funding:

Benches	486.33
Transparency Code	836.06
	1322.39

Earmarked Reserves

Article 4 (2) Direction	4000.00
Grant Giving (See Policy)	10000.00
Neighbourhood Planning 1	2753.68
Neighbourhood Planning 2 (Locality)	10000.00
Neighbourhood Planning 3	12246.32
Meeting Room Refurbishment	10000.00
	49000.00

Chairman's Signature .....

Date.....