

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM ON TUESDAY 21 NOVEMBER 2017 AT 7.30PM

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
Richard Bramley (RB) Peter Hall (PH)
Lady Dorothy Lawton (DL) Zena Richards (ZR)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 4

Public Session:

- Fly-tipping – The Outgang – PB had reported to CYC
- The Charles XII – Large Marque – PB would ask KA for advice

18/85 To accept apologies for absence:
None

18/86 To record declarations of interest in items on the agenda:
Local Plan – PB/RB/ZR
Neighbourhood Plan – PB/RB/ZR
Meeting Room - DL

18/87 To confirm the minutes of the Parish Council Meeting held on Tuesday 17 October 2017:
The Minutes were approved, with two amendments, which would be corrected for the next meeting

18/88 To consider any applications received for the vacancy on the Parish Council:
This item was deferred to Closed Session at the end of this meeting.

18/89 To discuss matters arising from previous minutes:
1. Article 4 (2) Direction – Funding
FH was asked to contact KA to enquiry if the funding had been approved
- Pollution Monitoring outside school
Mike Southcombe, Public Protection Manager, CYC had emailed (28Sep17) and the text is shown at the end of these minutes (1)
FH was asked to contact the school to ask what their thoughts were about this.

To Discuss, if necessary, long-standing matters:**1. Appearance of village****1.1 Trees along Main Street**

PB reported that she had chased up, but received no reply, from Harvey Lowson, CYC

1.2 Main Street Footpath

PB reported that she had chased up, but had not received an update from KA

1.3 Village Signs – This item could now be removed**1.4 Dog Bin – Low Lane**

PB reported that she had chased up, but received no reply from CYC

2. Highway Matters**2.1 Parking Bays**

The Parish Council thanked the resident, who was present at the meeting, for the survey presented to the meeting, which is shown at the end of these minutes.

FH was asked to write to CYC, presenting the survey, asking them to reconsider.

Proposed: DB, Seconded: PB, Unanimous

3. City of York Council**3.1 Local Plan**

PB reported that the Parish Council's response was submitted.

3.2 CYC Community Governance Review –

FH was asked to contact Andy Docherty, Assistant Director and the Chief Executive, CYC to ask when the Formal Order would be made by Council, as "time is of the essence"

4. University of York**4.1 Antisocial Behaviour –**

PB reported that this was on the agenda of the Good Neighbours meeting. Cllrs felt that the noise issue had abated, but litter was still a big problem. DL had reported to Halifax College that a wing mirror had been broken on a parked car.

5. Neighbourhood Planning

- Bill McClean had circulated via email an up to date finance sheet and a copy is shown at the end of these minutes.

- DB had circulated via email survey responses.

- Cllrs discussed this topic at length and the comments of note were as follows:

- The survey summaries are drawn from the full reports, as drafted by individuals, to give a general overview.

- DB gave a report on behalf of the working party, which is summarised as follows:

- He is pleased with the progress made and they have met again with CYC.

- The working group met 31Oct17 and the consultant was in attendance.

- Four writers have started the preliminary work on the text on a whole range of particular policy sections. When drafted, these would be forwarded to the consultant, who will check for compliance and give a preliminary view. Then the drafts would be re-worked towards producing the first draft, which would be brought before the Parish Council in the Spring 2018.

- When the Parish Council had had time to digest and critique the drafts, arrangements would be made to offer the information to the wider community.

- The consultant had given three topics that he felt the working group should discuss further:

1) Local Green Space Designation – possible areas may be the allotments, the church field, the main street verges

2) Village Settlement Boundary – this has a similar concept to a conservation area

3) Main Street – There are a set of policies specifically about it, which may offer choices and challenges.

- The next working party meeting is in the Meeting Room on Tue12Dec17 at 0900 hrs.

-RB expressed a number of concerns:

- the working party was too narrow, as day time meeting were difficult for those who worked.
- community engagement should have been done sooner

- RB asked for a statement to be minuted as follows – “I am not happy with the deadline set by the working group chairman, as it is unnecessary and counter-productive”

- The Parish Council voted as follows:

The Parish Council wished to continue with the neighbour planning process

Proposed: DL, Seconded: PH, 5 votes in favour, 1 vote against

The Parish Council would apply for further funds from the Locality grant pot of £7000.00 for 2018

Proposed: DB, Seconded: DL, Unanimous

The Parish Council should meet the consultant a.s.a.p.

Proposed: PB, Seconded: RB, 3 votes in favour, 3 votes against, the chairpersons used her casting vote in favour. Cllrs queried if the vote was valid as three Cllrs had declared an interest in this topic.

FH would seek advice from YLCA. However, FH asked DB if it was expected that the consultant would attend the future Parish Council meeting, whilst attending the public consultation in Spring 2018. DB responded that he was sure this would be the case.

6. Major Events - Yorkshire Marathon – This item could now be removed

7. Communication-

- Website – PB reported that it should “go live” this month

- Newsletter – PH would draft an edition for December 2017/January 2018

18/91 To receive any matters raised by members of public:

None

18/92 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. 17/01867/FUL Little Hall)

2. 17/01868/LBC Little Hall)

Letter B: No Objections, Unanimous

3. 17/2434/FUL 35 Main Street

Letter B: No Objections, Unanimous

4. 17/02566/FUL Fir Tree Farm, Langwith Stray

Letter B: No Objections, Unanimous

18/93 To report planning decisions by City of York Council:

None

18/94 To receive reports from representatives of following outside bodies:

1. Ward Councillors – NTR

2. North Yorkshire Police – See report at end of minutes

3. Heslington East Community Forum - NTR

4. Good Neighbours Forum – PB/PH will attend meeting tomorrow evening

5. Ouse and Derwent Drainage Board – NTR

6. Sports Field – Bill McClean had emailed (21Nov17) a brief report as follows –

“The Sportsfield Management committee will next meet in January.

The ongoing problem is raising finance for maintenance of the play equipment.

Repairs to the Kompan unit have proved more complex than originally anticipated and instead of just costing £222; the latest quotation is £3710. The unit has been made safe but further consideration of the project will wait until the next meeting and the equipment may just remain in its current state. - still usable but to a lesser degree.

The safety surface around the playtower is in need of total replacement. The quotation for repairing 2 small areas has not been taken up as the committee anticipated that more areas would need patching in future years and this would be both expensive and unsatisfactory as patches tend to shrink and look unsightly. The best quotation for renewing all of the safety surfacing around the playtower with Resin Bound Mulch safety surfacing is £5688.00. The ward committee have advanced a grant of £2000.

The committee are applying to various community grant sources for the balance including Morrisons and Awards for All. To get this grant we need to show that we have involved the community. We will be grateful if the Parish Council will support our application and publicise the need for ongoing support from the community. Suggestions as to other funding sources are also welcome”.

7. York Environment Forum- DL reported there was a meeting last week and the local plan was discussed. The Forum has responded covering York generally, with no specific comments regarding Heslington. Some members of the Forum had responded as individuals and on behalf of groups to which they are members and these were discussed for interest.

8. Alms Houses – ZR reported there had been a break-in at Memorial Cottages.

9. The Meeting Room – DL reported a ward grant had been received for painting the kitchen, which had now been done. A new clock and external mailbox had been installed.

10. Fulford & Heslington Ward – The next meeting was thought to be February 2018

18/95 To receive any new correspondence received by the council:
None

18/96 To receive matters raised by members:

- FH was asked to contact CYC to request top dressing and side cleaning of Common Lane, Long Lane and Langwith Stray.
- PB was chasing KA for a response regarding the drop in the road outside the Deramore Arms.

18/97 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 10th November 2017 with a balance of £31636.55 and an income & expenditure report

2. Budget/Precept/Reserves 2018-2019
FH presented a draft or Cllrs to discuss in preparation for approving at the December 2017 meeting. A copy is shown at the end of these Minutes.

3. Internal Control Checks
Due to the lateness of the evening, these were deferred, but was agreed that FH would meet PB and another Cllr outside of a meeting.

4. Property/Assets Checks
FH would draft a template for Cllrs to use and bring to next meeting.

4 | 10 Pages

Approved Chairman

Date.....

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

5.1 Transparency Code Funding

FH suggested the grant monies remain ring-fenced until actually needed, rather than buying equipment just to spend the monies. This decision could be reviewed if it became at risk from "use it or lose it".

5. To approve the following invoices for payment

5.1	Parish Clerk	Salary	£270.36	001726
5.2	Lengthsman	Salary	£325.05	001727
5.3	Mr D Blacketer	Planter fillings	£23.39	001728
5.4	Urban Vision	Consultant	£5272.80	001729

Cheque 001725 was cancelled

18/98 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

19 December 2017

16 January 2018 20 February 2018 20 March 2018

17 April 2018 15 May 2018 19 June 2018

17 July 2018 21 August 2018 18 September 2018

16 October 2018 20 November 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

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) Pollution Monitoring outside school:

As you know, we have undertaken monitoring of nitrogen dioxide concentrations on Heslington Main Street until 2015 when, due to a review of monitoring sites in the city, we discontinued monitoring at this site because concentrations were found to be well within health based standards. We would not expect ambient concentrations of this pollutant to be significantly different in other areas of the village. We review our monitoring network on an annual basis to ensure that we have good coverage of all areas of potential air quality concern.

Diffusion tube monitoring is not really suitable for monitoring short term changes in air quality (for example, as a result of school pick-ups/drop-offs etc) as tubes provide monthly average concentrations. Tubes are used elsewhere in the city for monitoring annual mean concentrations against health based annual objectives.

Whilst installing additional diffusion tubes in Heslington would not currently be a priority for our air quality management work for the reasons stated above, we would be prepared to undertake some monitoring if some of our costs could be covered. Perhaps the Parish Council or Ward Committee might be in a position to fund this additional monitoring? Indicative costs are outlined below:

Tube supply and laboratory analysis costs - £38.40 per location for 12 months

Tube exchange, paperwork and postage – we can amend our existing collection route to cover up to 3 additional sites and estimate this would take an extra 10 minutes per month. Based on our current hourly charge out rate this would be a total of £132.80 for 12 months monitoring.

We are happy to absorb any costs associated with the analysis and reporting of the results. Results would be reported annually in our Annual Status Report (reports are published here: <http://jorair.co.uk/data-downloads/reports/>). If you wish, we could also produce a specific report to cover these additional sites. I estimate this would take between 6 and 8 hours @ £66.40 per hour.

If idling vehicles are a particular concern for the school, we have an anti-idling banner we could lend to the school for a few months. I attach a photo of ones of these signs at the Hazel Court Eco Depot.

Please let me know how you would like proceed.

AIM to establish the use of the parking facility in Main Street, Heslington (opposite Hall Park).

OBJECT to determine the use/abuse of the 12 hour parking facility and make recommendations. To determine why this is the only 12 hours parking facility available in Heslington which includes reference to "Permit Holders R38".

METHOD to record those vehicles parked from 2nd to 17th November – a total of 12 working days.

The survey was generally undertaken between the period from 6.00am to 4.00pm – the main period of recording being from 6.00am to 9.00am. Later recordings/visits confirmed the length of stay of those recorded earlier in the day.

Details of the vehicles included registration numbers, make, colour and whether permits were displayed if appropriate. Where possible the drivers' eventual destination in Heslington was determined.

RESULTS – are available

SUMMARY

- A total of 36 cars used the parking bays
- The bay can accommodate a maximum of 11 cars
- Normally 9 or 10 vehicles occupy these spaces – depending on parking method and size of vehicles
- 5 cars regularly occupy these spaces, representing 35% of total available spaces
- During the second week these 5 cars occupied 47% of the spaces
- A further 4 vehicles used 10% of the remaining space.
- Parking commenced at 6.00am and the majority of spaces were occupied by 7.20am
- All other available spaces, usually 1 or 2 were filled before 8.00am
- 4 drivers walked to Heslington Hall – side entrance
- 3 drivers walked to the vicinity of Department of Chemistry/Café adjacent to road bridge on University Road
- 1 driver walked to the vicinity of Cucina (next to Heslington Hall)
- 1 driver walked to Heslington East Campus.

CONCLUSION

- Parking is used principally for the benefit of university employees or associates of the University for the majority of the day.
- Parking is based on a first come basis
- Only 1 vehicle on one day displayed a R38 Parking Permit

RECOMMENDATION

1. Reduce the 12 hour period of parking to a maximum of 2 hours in line with the other 2 parking areas which are in close proximity to Main Street. One is on University Road adjacent to Heslington Hall bus stop and the other by Heslington Church.
2. Ensure regular patrols are implemented to ensure this facility is not abused.
3. Undertake a major review of parking areas/restrictions in Heslington

FURTHER OBSERVATIONS

During the period the above mentioned parking facilities were monitored. The parking restriction displayed being for a maximum of 2 hours. This rule was abused by a number of drivers who subsequently received parking fines (5 in all).

When speaking with a Traffic Warden he commented that the 12 hour rule was not enforceable as employees only worked for 8 hours. Also that the "landscape" of parking had changed substantially – as is now evidenced in Melrosegate and Broadway.

The survey was initially prompted by residents of Walnut Close where residential parking is available under zone R38 – which is the same zone as the parking along the whole of Main Street. The residents have asked YCC to consider re-zoning this area as in the past couple of months the Close has been inundated with cars who also have zone R38 permits, but who are not residents of Walnut Close.

It is our understanding that, although there are spaces allocated for a resident of Main Street outside their own homes; Walnut Close has become the parking area of choice rather than using the spaces which are available but unused on Main Street. It would appear that the main abusers of the system are student residents in Spring Barn Cottage who "garage" their vehicles; without moving them; for up to 4 or 5 weeks at a time. It is my understanding that there are 8 students in this accommodation all of whom are considered to be temporary residents of Heslington and are entitled to a R38 Residents Parking Permit.

Accounting spreadsheet

Date	Payee/payer	Item	Income £		£ net spend	£ VAT	£ Total spend	Cash Bal £	Availabl e inc tax refund.
		opening Bal						0.00	
08/11/2016	Groundwork	Grant advance	4600.00					4600.00	
10/06/2016	Urban vision	Fees			1500.00	300.00	1800.00	2800.00	
		Expenses			162.60	0	162.60	2637.40	
01/04/2017	York print Co.	Printing			146.00	0	146.00	2491.40	
02.02.17	CYC grant	Grant advance	3000.00					5491.40	
28.03.17	Urban vision	Fees -			500.00	100.00	600.00	4891.40	
		Expenses			77.00		77.00	4814.40	
01.04.17	Groundwork	refund grant unspent	-2214.40				0.00	2600.00	
05.07.17	Focus4print	print business survey			150.00	30.00	180.00	2420.00	
17.07.17	Post office	Stamps			96.32		96.32	2323.68	
18.07.17	Groundwork	Grant advance	8000.00				0.00	10323.68	
30.10.17	Urban vision	Fees - 8.5 days			4250.00	850.00	5100.00	5223.68	
		Expenses			172.80	0.00	172.80	5050.88	
		sub total	13385.60		7054.72	1280.00	8334.72		6330.88

Forward Budget to 31 December 2017

		postage			30			
		printing for consultation			100			
		urban vision fees - 3.5 days			1750	350		
		urban vision exp.			150			
		website design ??			810	162		
		advertising			300			
		Total			3140	512	3652	
		Available as above			6330.88			
		Balance in reserve			3190.88			

Approved Chairman

Date.....

York North Information to Parish Councils – Heslington

DATE: 1st October – 31st October 2017

INCIDENTS OF NOTE:

<u>Incident Type</u>	<u>Details</u>	<u>Total</u>
Anti-Social Behaviour (ASB)	1	
Vehicle Crime	0	
Burglary	0	
Criminal Damage	0	
Drug Offences	0	
Theft	0	
Violence	0	

SAFER NEIGHBOURHOOD ENGAGEMENT EVENTS

Op CASBIA

<https://northyorkshire.police.uk/news/increased-police-presence-halloween-bonfire-celebrations/>

Next PCSO Pop-up Drop in Session

Coming soon

Update on any Crimes from Last Month

PARISH COUNCIL CONCERNS

Please add any concerns raised here and email back to SNAYorkNorth@northyorkshire.pnn.police.uk (please do not return to sender)

ACTIONS PARISH COUNCIL INTEND TO TAKE BASED ON THIS INFORMATION

Please add any actions here and email back to SNAYorkNorth@northyorkshire.pnn.police.uk (please do not return to sender)

Please find below some useful links

Crime Statistics

<https://www.police.uk/north-yorkshire/york-north/crime/>

Community speed Watch

<https://northyorkshire.police.uk/what-we-do/road-policing/community-speed-watch/>

HESLINGTON PARISH COUNCIL

Draft Budget 2018/2019

		2017/18	Diff
Income			
Precept	14943	14943	0
Grants			0
Double Taxation			0
VAT To Be Refunded	850	710	140
			0
			0
			0
Total Income	<u>15793</u>	<u>15653</u>	
Expenditure			
Clerk	4150	4080	70
Lengthsman	4750	4680	70
Tree Works	600	600	0
Subscriptions	550	515	35
Grants	500	500	0
Insurance	600	500	100
Grass Cutting	150	150	0
Audits	425	400	25
Clerks Expenses	150	150	0
Newsletter	250	200	50
Maintenance/Repairs	550	550	0
Local Plan/Neighbourhood Plan	1000	1000	0
Miscellaneous	250	250	0
Large Projects / Meeting Room	2000	2000	0
VAT Paid (To Reclaim)			0
			0
Total Expenditure	<u>15925</u>	<u>15575</u>	350
Surplus/(Deficit)	<u>-132</u>	<u>78</u>	

Ring Fence Unspent 2017/18 budget?

Earmarked Reserves?

General Reserve?

Current Parish Council Funds	30772.72
18 Months precept (Good Practice = 6-18 months)	22414.50
	<u>8358.22</u>