

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM

TUESDAY 21 MARCH 2023 AT 7.30PM

Councillors Present: David Blacketer Pauline Bramley
Richard Bramley John Garner
Bev Heap Rose Hilton
Tom Percy Zena Richards

In Attendance: CYC Ward Cllr Keith Aspden
Fiona Hill – Parish Clerk

Public Present: 3

Public session matters raised:

- Niall McTurk (Village Trust) advised that the proposal to adopt the phone box and install a defibrillator inside, was currently on hold, as OFCOM had tightened the rules regarding phone box adoption. Cllr Aspden would ask BT what was planned for this phone box. This matter would be discussed again if/when BT advised further.
- Nick Allen (Meeting Room Committee) spoke about the use of more Yorkshire Stone with the project to install a disabled access and his conversations with CYC. The Parish Council responded that they had resolved acceptance of a CYC option at their last meeting.
- Kate Ravilious (Labour Candidate) introduced herself and advised that she had contacted the NatWest about their proposed closure, as the Post Office, which was the suggested alternative, had access issues.

22/110 a) To receive apologies for absence given in advance of the meeting: None
b) To consider the approval of reasons given for absence: N/A

22/111 To record declarations of interest in items on the agenda: None.

22/112 To approve the minutes of the Parish Council meeting on 21 February 2023:
Resolved / Approved (Unanimous)

22/113 To discuss matters arising from previous minutes:

- Footpath sign (Outgang) – had been replaced
- Fly-tipping, Langwith Stray – CYC, Neighbourhood Enforcement Officer, had notified HPC that despite extensive enquiries they had been unable to locate the individual suspected of this offence. All the information and evidence will be kept on file.
- Village Trust Grant Application
Resolved / The Parish Council would give a grant of £1100.00 towards the Coronation Event, with the condition that the Parish Council was recognised as the sponsor of the event. (Unanimous)

Chairman's Signature

Date.....

22/114 To receive updates on long-standing matters:

- Active Travel Routes through Heslington Parish
Cllr Aspden advised that there would be no further information until approx. May/June

22/115 To receive report from Ward Councillor:

Cllr Aspden reported that all of the funding was fully committed. The only outstanding scheme was the meeting room disabled access. The money was 99% safe, with the only small (1%) risk is if the council administration changes and Ward Funding rules are amended.

22/116 To receive updates on the Neighbourhood Plan:

The remaining evidence had been forwarded to the consultant. A meeting has been arranged on Tuesday 18th April 2023 at 7.30p.m. with the consultant. Most Councillors would be in attendance. The Parish Council would request an agenda from the consultant, so they can prepare.

22/116 To receive updates on the City of York Council Local Plan:

The Parish Council thanked Cllrs R Bramley and Hilton for preparing the draft response, which Cllr Hilton, accompanied by Cllr Bramley, would submit tomorrow.

22/117 To report and make relevant recommendations on new planning applications:

23/00494/TCA – Fell 1no. Hawthorn; Crown thin 1no. Apple by 30% - tree works in a Conservation Area @ Lowfield House, Main Street
Resolved – Neutral (Unanimous), The Parish Council has No Objections, subject to the approval of the Conservation/Tree Officer.

22/118 To note planning decisions received:

- 22/02337/FUL	University Of York Sports Centre, James Way	Approved
- 22/02367/REM	York Institute For Safe Autonomy Lakeside Way	Approved
- 23/00150/TCA	5 Main Street	Consented
- 23/00153/TCA	University Of York, Home Farm, Main Street	Consented
- 23/00154/TCA	Courtyard Area, Edens Court	Consented
- 23/00180/TCA	University Of York, Heslington Hall	Consented

22/119 To discuss financial matters:

- Bookkeeping for current year to date/Internal Control Checks
Parish Councillors had received a bank reconciliation totalling £63746.04, along with linked Income & Expenditure reports.
Cllrs conducted the Internal Control Checks and found everything in order
- Policy Review/GDPR Data Audit
The Parish Clerk had conducted a review of the employment/personnel policies.
Statutory Required Policies:
Contract of Employment/ Written Statement of Particulars - Paper copies held by Chairman/Employee
Pensions Policy - See below wording of YLCA policy, which could be incorporated in the minutes of the APCM

Chairman's Signature

Date.....

Disciplinary & Grievance Procedure/Policy 2019 - Updated templates circulated, to be adopted at APCM

Best Practice Policies:

Equal Opportunities Policy - Updated template circulated, to be adopted at APCM

Sickness and Absence Policy - Updated template circulated, to be adopted at APCM

Annual Leave Policy - Template circulated, which is relevant to recent discussions, to be adopted at APCM

Training and Development Policy - Updated template circulated, to be adopted at APCM

Expenses Policy for Clerk - Template circulated, to be adopted at APCM

The Parish Clerk advised Parish Council did not requires these policies - Recruitment and Selection, Appraisal procedure, Expenses Policy, Lone Working Policy, Equality Policy 2015, Health and Safety (SR if more than 5 employees), Information and Information Technology, Mobile phone use, Bullying and Harassment/Dignity at Work, Workplace Alcohol and Drugs, Flexible working.

Xxxxxxxx PARISH COUNCIL PENSIONS POLICY

Introduction:

The Pensions Act 2008 requires all local councils to enrol “eligible jobholders” automatically into a qualifying pension scheme, to offer “non-eligible jobholders” (workers who are not eligible for automatic enrolment) the choice as to whether to opt into a qualifying scheme and “entitled workers” (workers who are entitled to join a non-contributory pension scheme) to request that the employer facilitates a non- contributory scheme.

In compliance with the above, this policy sets out the details of the pension arrangements for employees of Xxxxxxxx Parish Council:

The Parish Clerk had conducted the GDPR Data Audit, which had been circulated around Cllrs and held on file.

- Bike Stand @ Meeting Room – Ward Grant/Quotations

The Parish Council had requested and received two quotations.

Resolved / The Parish Council accepted the quotation from Simon Prince for £1120.00 including VAT (Unanimous)

- Payment Approval:

Parish Clerk	Salary	Bacs	£
Lengthsman	Salary	Bacs	£

Resolved / Approved (Unanimous)

22/120 To discuss correspondence received by the council:

- North Yorkshire Police Monthly Report – Circulated to Cllrs

- Sinclair Dalby Ltd – Proposed Telecommunications installation upgrade at CS11247925 – Outgang land at Low Lane – The Parish Council understood that this had already been approved (23/00423/TCOUT), so no comment would be made

Chairman’s Signature

Date.....

22/121 To receive matters raised by members:

- In light of the changes to coming into force 01 April 2023 regarding the management of HMOs, the Parish Council would ask CYC for a list of HMOs in the parish.
- The Parish Council would give general support to the implementation of Community Infrastructure Levy (CIL) Draft Charging Schedule.
- The public houses would be asked to site pedestal cigarette bins, during opening hours, at the front, to try and reduce the amount of cigarette stubs left on the floor, which the Lengthsman is sweeping up.
- The Chairman gave a summary of the Lengthsmans Appraisal.
- Cllr Aspden had informed the Parish Council that he would not be re-standing as CYC Cllrs at the elections in May 2023, so the Parish Council thanked him for all his work and wished him the very best for the future.

22/122 To confirm the details of the future meetings:

2023 – 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
ASB- Nuisance	Ron Cooke Hub 21/2	Drunk male causing issues and refusing to leave bus. Male left area	1
ASB- Personal			0
Burglary			0
Drugs			0
Vehicle	Field Lane 5/2 Goodricke College 27/2	Theft of Honda motorbike from carpark - broken lock left insitu Attempted theft of Lexmoto motorcycle	2
Theft	University of York 10/2 Sports Centre 20/2	Theft of bicycle from James block. Bike was unlocked Theft of bicycle from bike racks. Lock cut and left behind	2
Violence			0
Criminal Damage			0

Chairman's Signature

Date.....