

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM
TUESDAY 19 DECEMBER 2023 AT 7.30PM**

Councillors Present: David Blacketer Richard Bramley
John Garner Rose Hilton
Tom Percy

In Attendance: City of York Councillor Kate Ravilious*
Fiona Hill – Parish Clerk

Public Present: 1

*left early

Public session matters raised: University buses and the distress caused by the night buses

23/105 a) To receive apologies for absence given in advance of the meeting:

*Parish Councillors Pauline Bramley, Bev Heap, Caleb Pell and Zena Richards
Ellen Vipond, City of York Council

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

* Resolved / Approved (Unanimous)

23/106 To record declarations of interest in items on the agenda: None

23/107 To approve the minutes of the Parish Council meetings on 21 November 2023:
Resolved / Approved (Unanimous)

23/108 To discuss matters arising from previous minutes:

- Nature Recovery Area – Craig Ralston, Defra would attend the January 2024 meeting.
- Yorkshire Marathon – Anna Baxter, CYC was yet to respond
- FOI Request/City of York Council – HMOs

FOI to CYC re HMOs in Heslington Parish was exempted on grounds of information being accessible by other means which CYC gave detailed instructions for. We accessed list of licensed HMOs for that postcode where you can then access the address, No. of beds, Licence holder details and expiry dates for the HMO license.

Cllr Blacketer had drafted a spreadsheet of HMOs within the parish of Heslington, which was discussed and would be reviewed in six months time.

Internet banking - The forms had been hand-delivered to the York branch and a receipt obtained. The registration procedure was ongoing.

Sportsfield parking – NTR

YLCA survey regarding the introduction of 20MPH zones/sections

The Parish Council would respond to the survey that as the parish already had both and there were no plans for more at present.

Chairman's Signature

Date.....

23/109 To receive updates on long-standing matters:

- Meeting Room Disabled Access

As ongoing maintenance could not be agreed, CYC had withdrawn the project. After discussion it was decided to re-visit once further information had been gathered. Cllr Ravilious was asked if the Ward Funding could be transferred to the Parish Council, which could be partly used towards an accessibility consultation, which would inform future works.

- Meeting Room LBC

The application had been submitted to CYC.

- Meeting Room Roof

Some quotes had been requested and responses were expected in the New Year.

- Asbestos Management Plan

The plan and survey are now complete and will be added to the website in both Meeting Room and Policies pages.

- Fire Safety Assessment

The committee had completed their inspection, which would be checked by the fire service soon.

- Safer Crossing Outgang - Works were still outstanding. Cllr Hilton to follow up

- University of York - Student Buses, Antisocial Behaviour

This was discussed at length. A meeting with all stakeholders was to be arranged in January 2024.

23/110 To receive report from Ward Councillor:

Cllr Ravilious reported that -

- Blue badge access would reopen 04 January 2024
- Dial A Ride Service is finishing, but the drivers would move to York Wheels
- The issue of parking outside the care home had been passed to the public realm department.
- The Collapsed fencing on Main St/Low Lane had been reported to public realm department.
- There will be a Transport Strategy Consultation Drop In in the Meeting Room at 6.30 p.m. on 17 January 2024. Cllr Ravilious will forward a flyer to go on the parish website.
- A Ward Drop In at Browns on 20 March 2024

23/111 To receive updates on the Neighbourhood Plan:

Cllrs discussed progress on the actions agreed at the working group meeting on 22 November 2023. Another meeting would be arranged in January 2024. Cllr Hilton highlighted that current delays to adoption of Local Plan effected our budget for NP.

23/112 To receive updates on the City of York Council Local Plan:

The Parish Clerk had circulated news and updates as listed on the CYC website.

23/113 To report and make relevant recommendations on new planning applications:

None

Chairman's Signature

Date.....

23/114 To note planning decisions received:

- 23/00506/FULM - Erection of new student centre building with associated landscaping and enabling works, including works to the library footbridge following demolition of 3no. buildings and partial demolition of footbridge @ University Of York - Withdrawn
- 23/00507/LBC - Internal and external alterations including erection of new student centre building with associated landscaping enabling works, including works to the library footbridge, following demolition of 3no. buildings and partial demolition of footbridge @ University Of York - Withdrawn
- 23/01854/TCA - Fell 1 no. Plum and prune overhang branches of 1 no. Beech - trees in a conservation area @ Well House Well Garth – Consented
- 23/01855/TPO - Pruning of 1 no. Horse Chestnut tree protected by TPO CYC416 and 1 no. Sycamore trees in a Conservation Area @ Spring Barn, Main Street – No Objections
- 23/01863/TCA - Fell 1 no. Cherry - tree in a conservation area @ Lowfield House, Main Street – Consented
- 23/01976/TCA - Fell 1 no. Cherry and reduce/shape 1 no. Apple and 1 no. Laurel - trees in a conservation area @ Fold Barn Bridge Garth - Consented

23/115 To discuss financial matters:

- Bookkeeping for current year to date/Internal Control Checks:
Parish Councillors had received a bank reconciliation totalling £60311.02, along with linked Income & Expenditure reports.

- Budget 2024-2025

The Parish Council discussed the redrafted budget shown below and would confirm this at the January 2024 meeting.

- Double Taxation

The Parish Clerk reported that based on previous years calculations, the DT request would be:

Task	Amount of land – sq metres	2020/21 CYC rate per 1,000m	frequency	Payment £'s
Triple mower e.g. smaller spaces, play areas, highway verges	2,000	£ 10.12	10	202.40
Lengthsman (£8051.88 x 25%)				2012.97
Total payment				2215.37

CYC need to confirm the grass cutting rate and what evidence should be submitted for the payroll.

- Payment Approval:

Parish Clerk	Salary	Bacs	£
Lengthsman	Salary	Bacs	£
Jack Barber	Website Hosting	001980	£120.00
York Print	Newsletter	001981	£105.00
Gate & Bar	LBC Application	001982	£480.00
York Christmas Trees	Christmas Tree	001983	£286.00

Resolved / Approved (Unanimous)

Chairman's Signature

Date.....

23/116 To discuss correspondence received by the council:

- North Yorkshire Police Monthly Report – Circulated to Cllrs
- Clarke Telecom – Proposed upgrade to existing radio base station installation at Siwards Water Tower, Green Dyke Lane

The Parish Council noted the content of the email.

- CYC – Local Transport Strategy public consultation

The Parish Council noted the content of the email.

23/117 To receive matters raised by members:

- Maintenance of verges, trees and footpaths

The Parish Council had received reports of this causing the narrowing of footpaths, so the issue had been raised in the last newsletter. Parish Councillors would chat to residents and the newsletter article would be uploaded to the website under “News”. The Parish Council would contact Harvey Lawson, CYC to obtain a quote for him attending a site visit to assist with drafting a schedule of works for the trees along Main Street.

- Cllr Garner had been approached by a resident concerned about parking on the verge by the Care Home Main Street West. This issue had also been addressed in the Ward Councillor’s report.

23/118 To confirm the details of the future meetings:

2024 - 16 January, 20 February, 19 March, 16 April, 21 May, 18 June, 16 July, 20 August, 17 September, 15 October, 19 November, 17 December

Chairman’s Signature

Date.....

HESLINGTON PARISH COUNCIL MONTHLY FINANCE REPORT				BUDGET 2024/25 DRAFT						
Month:										
	2021/22 Actual	2022/23 Actual	2023/24 Budget	2023/24 Best Estimate *	INFLATION INCREASE %	DRAFT 2024/25 Budget	NOTES	Diff v Budget 2023/24	Diff v Estimate 2023/24	
Income (£)										
CYC Precept	17374	17374	18000	18000	10.00%	19800	1	-	-	
CYC Double Taxation/Grants	1920	15357		3750			2			
Local Plan										
VAT Refund ex HMRC	677	510		123		877	3			
Misc / Bank Interest / PLAQUE FEES	427	120					4			
Total Income (£)	20,398	33,361	18,000	21,873		20,677				
Expenditure (£)										
Parish Clerk wages	4492	4891	4793	4925	4.5%	5147	5	354	222	
Parish Clerk PAYE adjust (TBC)		42%		68%			69%			
Lengthsman wages (£10/hr)	468	6264	7083	8052	13.3%	9123	6	2,040	1,071	
Lengthsman PAYE adjust (TBC)										
Insurance	644	674	708	702	5.0%	737	7	29	35	
Grass Cutting		0	100	330		100		0	-230	
Subs / Membership Fees	257	251	251	255		255		4	0	
Neighbourhood Plan / Local Plan	2466	261		10000			8	0	-10,000	
Parish Clerk Expenses	189	240	150	150		150		0	0	
Pension scheme costs		187	351	857		535		184	-322	
Audits	300	320	320	320	5.0%	336		16	16	
Grants / XMAS tree / Other	680	286	500	1200		1200		700	0	
Newsletter	291	207	388	420	5.0%	441		53	21	
Miscellaneous / Sundry items	51	328	250	250		250		0	0	
Maintenance and General Repairs	1448	167	550	550		550		0	0	
Large Projects/Meeting Room	320	250	1900	3500		1900		0	-1,600	
VAT Paid (To Reclaim)	297			1000						
Total Expenditure (£)	11,904	14,326	17,344	32,511		20,724		3,380	-11,787	
Overspend/underspend (£)	8,494	19,035	656	(10,638)		(47)				
Notes to Draft Budget 2024/25	1	* Based on A/cs issued 24.10.23								
	2	No Grants and No Double Taxation award assumed for 2024/25.								
	3	VAT Refund for 2023/24 based on October 2023 accounts for VAT Paid.								
	4	No plaque/other payments from residents assumed for 2024/25.								
	5	The National Employers made a full and final offer on 23 February 2023, with effect from 1 April 2023, an increase of £1,925 (pro rata for part time employees) to be paid as a consolidated, permanent addition to all NJC pay points, and an increase of 3.88 per cent on all allowances. As at 25 October 2023, this has NOT BEEN AGREED nationally.								
	6	The Living Wage Foundation announced an increase in the voluntary 'Real Living' wage rate from £10.90 to £12.00/h for 2023-24 on the 24th October 2023. Employers will then have 6 months until May 1st to implement.								
	6	The Government-set National Living Wage increased to £10.42/h in April 2023. The Chancellor announced in October 2023, he planned to raise the statutory rate to at least £11 an hour from April 2024 following a recommendation from the Low Pay Commission, which is published in November 2023. Current Job Rate is £11.50/hr. FIONA, TO CONFIRM £11.50/h.								
	7	Insurance increase estimate = +5% TBC								
	8	Continuing Neighbourhood Plan costs costs funded from prior grants / reserves.								
	NOTE:	Consumer Prices Index (CPI) rose by 6.7%, RPI by 8.9% in the 12 months to Sep 2023							Next data released 15 November 2023.	

Chairman's Signature

Date.....

Type of Incident	Time and Location.	Heslington Report made and action taken by NYP	Total calls for Month
ASB- Nuisance	Innovation Way 5/11	Youths causing a nuisance in the area	
	Vanbrugh College 18/11	Male sleeping on site, possibly intoxicated/under influence. Staff have moved male on	6
	University Central Hall 26/11	Youths causing a nuisance in the area	
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	Wentworth Way 29/11	Youths causing a nuisance in the area	
	Alcuin College 20/11	Youths causing a nuisance in the area	
ASB- Personal			0
Burglary			0
Drugs			0
Vehicle	Alcuin College 20/11	Theft of KTM motorcycle, lock also taken. Possible CCTV	1
Theft	University of York 1/11	Theft of bicycle. Possible CCTV	
	Vanburgh College 2/11	Theft of bicycle from dining hall of Vanburgh CollegT	
	Janet Baker Court 7/11	Theft of bicycle from campus	
	Sally Baldwin Bld 8/11	Theft of bicycle from bike rack. Lock was left behind	
	University of York 9/11	Theft of bicycle from campus	
	Innovation Way 9/11	Theft of bicycle from bike rack outside Derwent Reception. Lock cut and left behind	
	Constatine College 16/11	Theft of 2 bicycles from bike sheds. 3 reports same crime	14
	David Kato College 18/11	Theft of bicycle from bike rack. Lock was left behind	
	Lister College 19/11	2 males reported attempting to steal bicycles. Search no gain	
	David Kato College 19/11	Theft of bicycle from locked bike store. Locks also taken	
	University of York 25/11	Theft of rucksack containing iphone, airpods, ID cards	
	Anne Lister College 25/11	Theft of bicycle sometime in the last few weeks	
	Alcuin College 29/11	Theft of electric bicycle locked outside library	
	Constatine College 29/11	Bike shed broken into and 2 bicycles stolen. Possible CCTV	
Violence	Lawrence Court 30/11	Group of students causing issues. Loud behaviour, drunk, camp security involved	1
Criminal Damage			0

Chairman's Signature

Date.....