

**HESLINGTON PARISH COUNCIL**

**MINUTES OF A MEETING HELD IN THE MEETING ROOM  
ON TUESDAY 17 MARCH 2020 AT 7.30PM**

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

**In Attendance:** Fiona Hill (FH) - Parish Clerk

**Public Present:** 0

**Public Session:** -

**19/245 To accept apologies for absence:** Tom Percy (TP)

**19/246 To record declarations of interest in items on the agenda:**  
20/00348/FUL – DB (Neighbour)

**19/247 To confirm the minutes of the Parish Council Meeting held on Tuesday 18 February 2020:**  
These minutes were approved and signed by the Chairman

**19/248 To discuss matters arising from previous minutes:** None

**19/249 To Discuss, if necessary, long-standing matters:**

1. Appearance of village –

- BT/Virgin Media Boxes – Both had given approval for the Parish Council to paint the boxes green.  
**ACTION FH** to contact painter, confirm acceptance of his estimate and ask to do the work at his earliest convenience.

- Cycle racks – lack of within parish – Still awaiting to hear from Andy Vose, CYC

1.1 Street Furniture

Memorial Bench Policy – the policy was unanimously approved, **ACTION FH** to send copy to the family who had requested one a while ago. **FH** would contact Glasdon to order two Westby benches and two paving slab fixing kits to be delivered to the Chairman’s address. **FH** to complete ward grant form asap

1.2 Verge outside the Lodge

**ACTION FH** would write to the Lodge reminding them of their earlier promise to carry out remedial work on a regular basis to repair verge damage resulting from their business activities.

1.3 Rowan Tree in the grass verge at front of Hesketh Almshouses

**ACTION FH** would contact Harvey Lowson, CYC to ask him to include this on his next inspection.

Chairman’s Signature .....

Date.....

2. Highway Matters

2.1 Cars blocking footpath – Main Street West

KA had responded to the resident directly as follows – “Parking services advise me that it looks as if there are yellow lines which seem to extend to the entrance to Spring Lane. If that is the case your best course of action is to ring the Parking hotline number on 0800 138 1119 and an on-call officer will attend as soon as possible. Alternatively, if you can let me know the times the vehicles are parking we can try and get a targeted patrol to the location”.

2.2 Lord Deramores School – nettles on verge along Field Lane

CYC had liaised with the school and a solution put into place.

3. City of York Council

3.1 Article 4 (2) Direction – NTR

3.2 Local Plan – NTR

4. University of York – is currently shut due to Covid19

4.1 Antisocial Behaviour – JG/BH reported some incidents last week.

5. Neighbourhood Planning – **DB reported that within five days a fact check report would be received from the examiner. When dealt with by the working group, a lengthy report is expected from the examiner, but due to COVID19, it is unclear when the next steps would progress.**

6. Communication: Website up to date with information provided. Thanks to PH for his work with the newsletter. **ACTION PH** to take to printers.

**19/250 To receive any matters raised by members of public: None**

**19/251 To report and make relevant recommendations on new planning applications:**

7.1 19/02593/FUL - Two storey side extension, 1no. light tube to front roofslope and 1no. light tube to rear roofslope @ 13 The Crescent  
This was dealt with at the previous meeting.

7.2 20/00051/ADV - Display of 1 no. internally illuminated fascia sign and 1no. internally illuminated projecting sign @ Unit 2 Kimberlow Hill Retail Park  
The Parish Council unanimously agreed a Neutral response, with comments as follows:

- The external lights should only be on during hours of operation.

7.3 20/00313/TPO - Fell 4no. Silver Birch trees protected by Tree Preservation Order no. 7/1986 @ 20 Walnut Close

The Parish Council unanimously agreed an Objection response, with comments as follows:

- There is no compelling evidence to work on this tree, which has a TPO, that will affect the aesthetics, so this should be referred to the CYC Tree Officer.

7.4 20/00386/LBC - External and internal alterations to facilitate building refurbishment @ University Central Hall

The Parish Council unanimously agreed a Neutral response, with comments as follows:

No Comments

7.5 20/00348/FUL - Two storey rear extension, single storey infill extensions to side and rear and changes to the ground floor to create separate studio @ 5 Bateson Close

The Parish Council unanimously agreed an Objection response, with comments as follows:

- The hedge is at risk of damage and an application should not do harm to another property directly or by default

- Windows overlooking the neighbours' property would result in a loss of privacy/amenity

Chairman's Signature .....

Date.....

Proposed: PB, Seconded: RH

7.6 20/00317/FUL - Erection of single storey electrical sub-station and covered cycle park @ Land Comprising Part Car Park South Of Physics Building Goodricke Way  
The Parish Council unanimously agreed a Neutral response, with comments as follows:  
No Comments

**19/252 To report planning decisions by City of York Council:**

- 8.1 19/02540/REMM - Reserved matters application for approval of siting, design, external appearance and landscaping of a research centre building with associated access, cycle parking and landscaping following outline permission @ Proposed Research Centre Lakeside Way – Approved
- 8.2 19/02537/FUL - Extension to dwelling to form first floor level above part of existing building @ 2 Granary Court, Main Street - Refused

**19/253 To receive reports from representatives of following outside bodies:**

- 1. Ward Councillors – NTR
- 2. North Yorkshire Police –Report shown at the end of these minutes
- 3. Heslington East Community Forums – BH/RB attended the meeting 25Feb20 and gave a summary of the proposed campus developments.
- 4. Good Neighbours Forum – NTR
- 5. Ouse and Derwent Drainage Board – NTR
- 6. Sports Field – ZR reported there was a meeting next week and she was asked to bring up parking.
- 7. York Environment Forum – RH had attended a meeting last week which celebrated International Women’s Week
- 8. Alms Houses – ZR reported there was a meeting last week, but she did not attend.
- 9. The Meeting Room – JG reported that the committee were dealing with an incident resulting from recent teenage birthday party.
- 10. Fulford & Heslington Ward – The Ward meeting planned for tomorrow is cancelled

**19/254 To receive any new correspondence received by the council:**

- 1. Barclays Bank – proposed branch closure  
**ACTION FH** was asked to write to express the Parish Council’s disappointment that the branch was to close as they had been much valued within the village and to ask if they would consider making a donation towards the upkeep of the Memorial Benches.

**19/255 To receive matters raised by members:**

- Car parking along School Lane/Low Lane – **ACTION PB** would speak to the University to ask if this area was included in their yearly traffic census and for advice on a way forward.
- Low Lane, No Access to Sports Village –**ACTION PB** would speak with the University for advice on a way forward.
- Coronavirus, Community Assistance – this was deferred to then end of this meeting, so Cllrs could discuss this separately from the Parish Council.

Chairman’s Signature .....

Date.....

**19/256 To discuss matters raised with/by Yorkshire Local Councils Association**

Guidance on how parish council can function during the Coronavirus had been circulated.  
An invoice totalling £782.00 had been received for the 2020-2021 subscription.

The Parish Council unanimously agreed to delegate decision making to Parish Clerk/Responsible Financial Officer, under the Local Government Act 1972, Section 101. This delegation should only be used during periods of National Emergencies (e.g. COVID19), when the Government had passed emergency legislation and orders a “Lock Down”, which prevents the Parish Council from meeting. The delegation is only to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. Before any decision is made, the details will be circulated to all Parish Councillors and consultation with the chairman in the decision making will be conducted but the Parish Councils acknowledged that it is the Parish Clerk that is the decision maker.

**19/257 To discuss matters raised by Parish Clerk/Responsible Financial Officer:**

1. Bookkeeping records for year ending 31 Mar 20 to date

FH circulated copies of a bank reconciliation, along with an income & expenditure report.

2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR  
Cllrs conducted internal controls and found everything in order.

3. To approve the following invoices for payment

3.1	Parish Clerk	Salary	£215.40	001852
3.2	Lengthsman	Salary	£266.40	001853
3.3	HMRC	PAYE	£481.80	001854
3.4	Parish Clerk	Expenses	£41.25	001855
3.5	Amazon	Inkjet Cartridge	£58.06	001856
3.6	Fiona Hill	Salary Underpayment	£72.30	001857
3.7	Lengthsman	Salary underpayment	£89.51	001858

**19/258 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting**

**Room as:** 21Apr20, 19May20, 16Jun20, 21Jul20, 18Aug20, 15Sep20, 20Oct20, 17Nov20, 15Dec20, 19Jan21, 16Feb21, 16Mar21, 20Apr21, 18May21, 15Jun21, 20Jul21, 17Aug21, 21Sep21, 19Oct21, 16Nov21, 21Dec21

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: <a href="mailto:hello@ardentuk.com">hello@ardentuk.com</a>	
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

Chairman’s Signature .....

Date.....

Type of Incident	Time and Location.	Heslington Report made and action taken by NYP
<b>ASB- Nuisance</b>	Wentworth College 4/2	Group of youths causing a nuisance
	York Sports Village 12/2	1 x incident
	University 13/2	3 alarm activations by persons over a 30 minute period - possible CCTV available
<b>ASB- Personal</b>		
<b>Burglary</b>		
<b>Drugs</b>		
<b>Vehicle</b>		
<b>Theft</b>	Edens Court 3/2	Theft of bicycle handle bars, also possible bicycle theft and parts from other bicycles
	St Lawrence Court 4/2	Theft of bicycle from cycle store - lock cut and left at the scene
	Ingram Court 4/2	Theft of bicycle from bike rack - lock taken
	Lindley Court 5/2	Theft of bicycle from bike rack - lock taken
	Nisa - Market Square	3 x incident
	Halifax College 7/2	Theft of bicycle
	James College 7/2	Theft of bicycle from bike racks - lock also taken
	University 11/2	Theft of bicycle
	Sports Centre 16/2	Mobile phone stolen - left in toilet area for a few minutes, when returned found it had gone.
	University 18/02/2020	Theft of Bicycle
	Derwent College 21/2	Theft of Bicycle
Biology Dept 25/2	Theft of Bicycle	
<b>Violence</b>	St Lawrence Court 5/2	Male threatening to harm himself and others with a knife - Crisis Team involved
	York University 8/2	Youth assaulted university security person
	Innovation Close 13/2	2 males fighting in car park - no complaints - dealt with by CRD
<b>Criminal Damage</b>		

Chairman's Signature .....

Date.....