

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM  
ON TUESDAY 19 SEPTEMBER 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:** 11

**Public Session:**

Jane Duke gave a presentation on behalf of the "Save Windmill Lane Playing Fields"  
The 5 members of the public left

**18/56 To accept apologies for absence:**

Parish Cllrs Paula Clements (PC) and Jeffrey Stern (JS)

**18/57 To record declarations of interest in items on the agenda:**

Local Plan – PB/RB/ZR  
Neighbourhood Plan – PB/RB/ZR  
Meeting Room - DL

**18/58 To confirm the minutes of the Parish Council Meeting held on Tuesday 21 August 2017:**

The Minutes were approved.

**18/59 To consider any applications received for the vacancy on the Parish Council:**

None received

**18/60 To discuss matters arising from previous minutes:**

1. Article 4 (2) Direction – Funding

It was agreed that the Parish Council would fund this, subject to Ward Funding confirmation.

Proposed: DL, Seconded: DB, five votes in favour, one vote against

**18/61 To Discuss, if necessary, long-standing matters:**

1. Appearance of village

PB reported that the Virgin cabinet would be painted green, but were awaiting the contractors. DB reported that work had been done to the verge on School Lane and he would keep a watching brief on this. PB reported that Dave Murray (lengthsman) had had a house fire, but would be at work next week.

1.1 Trees along Main Street –

PB had chased this up, but the team were busy grass cutting at this time of year. DB reminded Cllrs that the second weed treatment was due at £165 and this was unanimously agreed. FH was asked to contact BT about the phone box, which was in an unkempt state.

1.2 Main Street Footpath – NTR

1.3 Village Signs –

PB reported that these were in situ and it was unanimously agreed that they should be added to the Parish Council's asset register and insurance.

1.4 Dog Bin – Low Lane –

PB had met with CYC Officer at the site and location agreed. The householder was in agreement so the bin will be moved.

2. Highway Matters - NTR

3. City of York Council

3.1 Local Plan – FH had contacted KA to request a hard copy of the consultation documents

3.1.1 York St John Playing Fields, Windmill Lane

See Public Session – The Parish Council would discuss this as part of the Local Plan at the next meeting.

3.2 CYC Community Governance Review –

FH was asked to contact the CYC Chief Executive and no update had been received from Andrew Flecknor.

3.4 Rights of Way –

Cllrs agreed that the maps appeared to be correct, so this item could be removed from the agenda.

4. University of York

4.1 Antisocial Behaviour –

Neither University nor residents want a repeat of the last academic year student's behaviour.. Strategies put in place last term will remain and the University will continue to monitor.

Residents were asked to report any incidences to the University and PC

5. Neighbourhood Planning

DB circulated a financial report. DB gave a progress update. All surveys had been completed and the responses were being collated. The consultant has identified policies that would shape the template. The working group are currently looking for volunteers to write the draft. This would give a tangible document to which a public meeting could be arranged. The University would sit within the N.P., but will have their own policies. The themes and key issues would be available at the next Parish Council meeting, as the draft writing will be underway.

6. Major Events - Yorkshire Marathon – Sun08Oct17

The race begins/finishes at the University and most of the local roads would be closed. Residents should have been informed, but they had not. FH would contact the race committee to point this out.

7. Communication-

- Website – PB reported that this was progressing well and the draft had been circulated

- Newsletter – NTR

**18/62 To receive any matters raised by members of public:**

The Parish Council was presented with a petition with 121 signatures objecting to the planning application at Little Hall. FH would forward this to CYC.

**18/63 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 D: We object on the planning grounds set out overleaf

Proposed: RB, Seconded: DB, Unanimous

The Parish Council has no issues with the proposed conversion of the existing buildings to a 3-bed residence. Indeed it appears that this development is unlikely to be seen from the Main Street. However, the Parish Council has serious concerns about the proposal to establish a secondary access, by demolishing the boundary wall and hard landscaping Main Street grass verges.

The Parish Conservation Area is designated to protect Heslington's architectural quality and historical character. The Village Design Statement (VDS) specifically acknowledged the importance of Main Street [South], with its strong line of building frontages, and how its walls of clamp-fired dark red/brown brickwork underpin the historic built environment.

The Parish Council feel there is no justification to destroy a historic wall for secondary access to Little Hall, when shared-access entrances are a common feature throughout the village. Indeed the supporting documents confirm that all services to the barn conversion will be installed along the existing gravel driveway to the main house. So why not vehicular access also?

The proposed 3m wide driveway will open directly onto a popular footpath with risks to pedestrian traffic. The VDS explicitly refers to the fact that wide green verges in Heslington should be preserved and action taken to prohibit action that may damage them. Any driveway will compromise this essential characteristic of Main Street [South].

The Planning Application supporting reports suggest that "the creation of a new vehicular access to the rear will have a neutral impact on the site and the setting of the buildings...and the wide grass verge that adds to the rural character of the village will be only marginally affected." These statements show disregard for the conservation of the village and its historic built environment. Indeed the danger is that an important precedent could be set which would allow further incursions into the important green verges.

It is for the reasons above the Parish Council object to this application.

3. 17/01914/FUL Heslington Campus East  
Letter B: No Objection, Unanimous

4. 17/01915/ADV Heslington Campus East )  
5. 17/01918ADV Heslington Campus East )

Letter D: Objects to these applications due to light pollution, noise and loss of visual amenity,  
Unanimous

6. 17/02144/TCA East of Peel Close

Letter D: Objects to this application as the descriptions are incorrect and the logic is flawed.  
Unanimous

**18/64 To report planning decisions by City of York Council:**  
None

The rest of the members of the public left the meeting.

**18/65 To receive reports from representatives of following outside bodies:**

1. Ward Councillors – NTR (No report received)
2. North Yorkshire Police – NTR (No report received)
3. Heslington East Community Forum - NTR

4. Good Neighbours Forum - The University is updating the Master Plan and would like to meet with HPC Oct/ Nov. The NP working group could be invited. By 2020 hope to provide on campus accommodation for another 1000-1200 students.
5. Ouse and Derwent Drainage Board – NTR
6. Sports Field – NTR
7. York Environment Forum- NTR
8. Alms Houses - NTR
9. The Meeting Room - NTR.
10. Fulford & Heslington Ward - NTR

**18/66 To receive any new correspondence received by the council:**

1. Heslington Church – Grant Application

It was agreed to give a grant of 200.00, 5 votes in favour, 1 vote against

- Resignation – Mrs Paula Clements had written to resign from the Parish Council following her house move. DL was elected as vice-chairperson.

**18/67 To receive matters raised by members:**

None

**18/68 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 8<sup>th</sup> September 2017 with a balance of £24281.54 and an income & expenditure report

2. Internal Control Checks

These were conducted and the report is on file

3. Property/Assets Checks

These should be conducted throughout the year and Cllrs would discuss further

4. Internal/External Audit Report

FH reported that the Annual Return had been received back; there were not concerns, but a comment about risk management.

4. Matters raised with/by Yorkshire Local Councils Association (YLCA)

- 4.1 Internal Audit – FH listed matters raised in other audits, to be considered:

Internal Control Checks should be done more frequently and clearly evidenced

Council Interests should be linked via website to CYC website

Powers must be identified if General Power of Competence not adopted

Delegated Powers should be discussed and further advice had been received

Insurance annual review should evidence more than one quote

Reserves policy adopted but now actioned, so to be discussed when setting budget and precept

Payroll, all documents should be printed – payslips, P32s and P60s

Agenda copies should be held on file

Pension should be obtained regarding ongoing updates post Dec. of Comp.

Finance reports – bank balance should be recorded in the minutes

General Power of Competence – if adopted, compliance evidence should be on file

- 4.2 Standing Orders – The tailored draft was adopted and signed by the Chairperson

- 4.3 Risk Management

- 4.3.1 Financial Risk Assessment – This was adopted and signed by the Chairperson

- 4.4 Transparency Code Funding – FH reported that the amended application had been submitted.

Cllrs discussed purchases using the existing funding. FH had circulated some pricings. Cllrs agreed to go ahead and purchase a laptop (guide price £499.00). Cllrs felt the purchase of Office 365 Personal

(59.99pa) was unnecessary and the basic Microsoft Word/Excel would suffice. Support and virus protection would need to be discussed further.

4.5 Reserves Policy – Cllrs would discuss earmarked reserves and general reserves when discussing budget and precept.

5. To approve the following invoices for payment

5.1	Parish Clerk	Salary	£270.36	001718
5.2	Lengthsman	Salary	£325.05	001719
5.3	PKF Littlejohn LLP	External Audit	£120.00	001720

**18/69 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:**

17 October 2017*	21 November 2017	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

\*7.00-7.45 p.m. - Open Meeting to discuss the CYC Local Plan

7.45 p.m. – Parish Council Meeting

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