

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM, MAIN STREET
ON TUESDAY 20 SEPTEMBER 2016 AT 7.00PM

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
Richard Bramley (RB) Paula Clements (PC)
Peter Hall (PH) Lady Dorothy Lawton (DL)
Bill McClean (BM) Zena Richards (ZR)

In Attendance: Fiona Hill (FH) - Parish Clerk

Public Present: 1

Public Session - None

17/66 To accept apologies for absence:
CYC Ward Cllr Keith Aspden (KA)

17/67 To record declarations of interest in items on the agenda:
Local Plan – PB, RB, ZR
SSSI Dog Orders – PB, RB
Neighbourhood Plan – PB, RB, ZR
Sportsfield – BM
Meeting Room – DL

17/68 To confirm the minutes of the Parish Council Meeting held on Tuesday 16 August 2016:
The Minutes were approved/signed, along with Minutes of the Extra-Ordinary Meeting held in September 2016.

17/69 To discuss matters arising from previous minutes:

1. Village Signs
BM reported that the oak had been delivered about two weeks ago and the six students had been selected to make the signs. The signs may have to be made in addition to and not part of their studies, so a completion date was currently unavailable.
2. University Road/Cycle Track
NTR
3. City of York Local Plan
The consultation response had been submitted and a verbal receipt had been received. A written receipt was yet to be received.
4. Neighbourhood Planning
BM had emailed Cllrs with a report of the meeting with the University, along with a draft letter to be sent to CYC. It was agreed that the Chair would sign the letter applying for the whole of the Parish be included in the N.P. and BM would submit to CYC in the next 2-3 weeks.
5. Article 4 (2) Direction
NTR

1 | 6 Pages

Approved Chairman Date.....

6. CYC Community Governance Review

FH had exchanged emails with Andrew Flecknor, CYC and he advised – *“I haven’t had any objection to dewarding by the LGBCE of Heslington, given the support from the parish council it is a recommendation for the next report that the parish be dewarded. The changes require a Local Order once the Gambling, Licensing and Regulatory Committee and full council agree to the recommendation and any changes will come in to force at the next full elections. It will probably be the Committee meeting on 07 November, as the October meeting has been cancelled.*

7. Parish Council Vacancy

NTR

17/70

To Discuss, if necessary, long-standing matters:

1. Appearance of village

DB had met with Community Payback about footpath edging works along Main Street, but was awaiting a final response, so FH would chase this up. Toilet and washing facilities need to be provided and this could be done at the Meeting Room. It was not possible for them to remove arisings, so DB/RB would do this using builder bags.

FH had written to Greene King, as requested, regarding the Deramore Arms. The option of Community Assets was discussed and PH would contact CAMRA about this

PB/KA were keeping an eye of the Natwest “shed”

PB reported that BT Openreach does not have a maintenance programme for trees. FH was asked to write back to CYC, with the previous comment, but omitting those about BT wires, requesting a site visit, so a scope of works could be agreed.

1.1 Litter/Dog Bin

This was now in situ, but was overflowing, as it was not emptied regularly. FH was asked to email CYC as this was a Health & Safety issue, the bin was well used and it would be helpful to know the specific day the bin will be emptied.

1.2 Bench – Hesketh Almshouses

DB advised that the renovation work would cost £250.00, so he would apply for Ward grant funding for £200.00. ZR would find out if the Heaketh Arms Trust 1999 would be able to offer a donation. FH would try to contact the Derwent Lions to request a contribution.

2. Rights of way – NTR, it was agreed this item could be removed

3. SSSI Dog Orders – NTR, it was agreed this item could be removed

4. Highway Matters – Heslington Lane Speed Limit

On behalf of the PC, BM had exchanged emails with Ben Potter (BP) about reducing the speed limit from 40MPH to 30MPH between Broadway and the chicane on safety grounds. CYC did not agree. FH was asked to email BP and ask for this correspondence to be kept on file.

5. Major Events - Yorkshire Marathon (Sun09Oct16)/Tour de Yorkshire –

Notices were on the board and website

6. University of York - NTR

7. HMOs – NTR, it was agreed this item could be removed

8. Elvington – NTR, it was agreed this item could be removed

9. Communication-

- Website – this was current and up to date
- Newsletter – BM had drafted the next edition
- Broadband – NTR, it was agreed this item could be removed
- Notice board – NTR, it was agreed this item could be removed

17/71 To receive any matters raised by members of public:
- Large vehicles travelling over the hump in the road along Main Street caused noise/vibration to nearby properties. Affected residents were advised to contact KA, to request the removal the hump.

17/72 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
The Parish Council discussed these planning applications and FH was asked to respond as follows:
1. 16/01956/TPO 2 Granary Court, Main Street
Letter D – Unanimous
The Parish Council discussed this application and wished to make the observations as follows:
- The trees are within the Conservation Area and should presumably have been subject to a higher level of scrutiny, which failed to happen, because both the applicant and the tree specialist both incorrectly state in the application that the trees are NOT in the Conservation Area.
- No map was provided with the documentation, which would have helped with the identification of trees.
- It is understood that no planning notice has been displayed outside the property

17/73 To report planning decisions by City of York Council:
None

17/74 To receive reports from representatives of following outside bodies:
1. Ward Councillors
KA had sent a written report by email, which FH had circulated around Cllrs –
Local Plan
The first stage of consultation on the Council's new draft Local Plan closed on Monday 12th September. Council officers will now examine all of the responses, before a further round of consultation takes place later this year.
I submitted a consultation response as the local councillor, where I highlighted that the National Planning Policy Framework currently constrains York by over-inflating the need for housing. Within this context I welcomed the amendments made to sites ST27 and ST15 to reduce them in size and amend their location to protect the character of the existing area. Happy to go through this in more detail with you - but thank you to the residents and parish councillors that attended the Ward Committee meeting in Heslington on the Local Plan.
As you know, the priority for the joint administration has been to establish a solid evidence base for the Local Plan, to reduce the scale of green belt development, and to protect the setting and character of York.
Local issues
I am often out and about in Heslington picking up street-level issues that need action by the Council. I was pleased to see the new street sign in The Crescent, a clean up of some signs in Main Street and a refresh of the yellow lines on Main Street, which had become quite faded, following Ward Committee support.
Recently I've been made aware of the poor road surface outside Heslington Hall, for example. If there is anything similar that you are aware of, drop me an email and I will take it up.
Bins

I was pleased to see that the Council have now installed the new joint bin on the Outgang, removed the old one, and confirmed that there will be regular collections by CYC.

ACV status

I am following up with council officers the questions for Bill about possible ACV status or an Article 4 direction in relation to the Deramore. My understanding is that ACV status would entail some of the planning protections also covered by an Article 4, in addition to the 'Community right to bid'. I will be in touch with more information when I have it confirmed.

NatWest, Main Street

As Pauline will know, on the 'shed' I've just had a reply stating that the contractor Styles & Wood have now taken this over from Currie & Brown. I don't know why - but I have now followed it up with the new contractor and I will pass on their reply!

Ward Committee

Again thanks to all who attended the most recent Ward Committee in Heslington. Funding applications from local groups are very welcome, so please do encourage applications from any that you know of that may need support. Your Parish Council ward team representatives will have been invited to the next ward team meeting on the afternoon of the 2nd of November, when we will be taking a look at the latest applications

2. North Yorkshire Police:

NTR

3. Heslington East Community Forum

NTR

4. Good Neighbours Forum (Next Meeting Mon05Sep16)

PB/PH had attended the meeting on Mon05Sep16 and had circulated their notes via email –

4. Noise Issues

YUSU are enforcing to new /returning students Community Responsibility. University will take a tough line with re-offenders.

5. Parking & Traffic

Cyclists- Campaign for lights, not riding on the footpath, encourage using University Rd cycle path. Police also said that they would clamp down on illegal use of bicycles from end of October- £60 fine for no lights or riding on pavement. The Council are providing some free equipment and help

Parking – Will be reminded not to use Outgang for overnight parking. Nick Allen said cars parked overnight at the Outgang had previously been vandalised

Re offenders of student/staff car parking causing an obstruction contact David Duncan, Registrar's office- they will directly contact the person

Church Car Park

Rory Dalgleish, Heslington Church, said he had being discussing with Kevin Whelan, closing the Church field car park after school opening/finishing times- making the school responsible for doing so. Reason he gave was over use and difficulty for some Church activities. PB said it would be a shame if that happened as local residents, particularly the elderly, use it when visiting relative's graves.

6. Fresher's Week- start 24 Sept 16

All will be on Heslington West as building on Hes East.

PH asked if all events end in drinking alcohol. Answer- every event had an alternative that didn't involve drinking.

7. Any other Business

The Master Plan, for the next 15 yrs is still being revised and should then be available. In the next 12 months the Piazza, medical centre and retail are expected to be built.

No significant increase in student numbers over the next 5 years

8. Date of future meeting

06 Feb 2017

5. Ouse and Derwent Drainage Board

NTR

6. Sports Field

NTR

7. York Environment Forum

DL reported that there was a meeting last Tuesday and the Local Plan was discussed.

8. Alms Houses

NTR

9. The Meeting Room

NTR

10. Fulford & Heslington Ward Team Meeting

Future meeting dates 02Nov16 and 28Feb17

17/75 To receive any new correspondence received by the council:

1. Email from resident regarding traffic issues

The Parish Council discussed this at length and unanimously agreed that FH should respond as follows – “The Parish Council has its own concerns over some of the issues, but your email has been forwarded to the CYC Ward Cllr Keith Aspden, who is in a better position to comment”.

2. Email from resident regarding Boss Lane

The Parish Council discussed this at length and unanimously agreed that FH should write to CYC Chief Executive as follows – “Due to the level of concern felt by parishioners, the Parish Council felt it was appropriate to write to you directly, so that you could ensure that urgent action is taken. The Parish Council are horrified that this medieval hedge, within the Conservation Area has been removed. The removal of any hedge and/or tree within the Conservation Area requires planning permission and this was clearly not sought. The Parish Council supports the comments made by the Heslington Village Trust and the number of parishioners, who have written to the Parish Council. Finally, the newly constructed fencing materials and construction are not in keeping. The Parish Council would urge officers to visit the site to ensure a remedial action plan is put in place as a matter of urgency.

17/76 To receive matters raised by members:

- It was unanimously agreed that BM could spend up to £25.00 on plants for the planter.
- Cllrs noted that the Lloyds Bank building and flat above were for sale.
- Cllrs had a general discussion about public sessions and declarations of interest.
- Sinclares Estate Agents had moved temporarily to Bank House, whilst improvements were made to their offices.

17/77 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for year ending 31 Mar 16 to date

The financial report was circulated around Cllrs and there was some amendments/addition, which DB/FH would deal with

2. Internal Control Check(s)

See completed/signed sheet in finance file

3. Internal Audit

3.1 Risk management

FH advised this was still WIP

3.4 Information Commissioner Office

FH advised this was still WIP

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

FH advised that a draft Reserves Policy had been circulated, which would be forwarded to Cllrs. This could be discussed whilst setting budget for next year, when a General Reserve along with Ring-fenced funding could be set aside, to help justify balances.

4.1 Developing Capacity In Smaller Councils Survey

FH was asked to write to YLCA to seek advice about this survey, as the questions were unclear

4. Work Place Pensions

NTR

5. To approve the following invoices for payment

6.1	Parish Clerk	Salary	£268.35	001664
6.2	Lengthsman	Salary	£312.00	001665

17/78 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

18 October 2016	15 November 2016	20 December 2016
17 January 2017	21 February 2017	21 March 2017
18 April 2017	16 May 2017	20 June 2017
18 July 2017	15 August 2017	19 September 2017
17 October 2017	21 November 2017	19 December 2017

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 have 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 – To Do

This must be done on the Staging Date

4. Write to your staff – To Do

This must be done within six weeks after the Staging Date

5. Declare your compliance – To Do

This must be done within five months after the Staging Date.