

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM
ON TUESDAY 16 APRIL 2019 AT 7.30PM**

Councillors Present: David Blacketer (DB) Pauline Bramley (PB)
Richard Bramley (RB) John Garner (JG)
Peter Hall (PH) Beverley Heap (BH)
Lady Dorothy Lawton (DL) Zena Richards (ZR)

In Attendance: CYC Cllr Keith Aspden (KA)
PCSO Simon Hall
Fiona Hill (FH) - Parish Clerk

Public Present: 4

Public Session:

- PCSO Simon Hall introduced himself, gave details of his route and talked through his plans for addressing the issues with anti-social behaviour by students
- Family and friends of Ella Batters, who died in 2017, requested a memorial bench.

19/140 To accept apologies for absence:
Parish Councillor Rose Hilton (RH)

19/141 To record declarations of interest in items on the agenda:
DL – who had written a letter of objection to 19/00436/TCA

19/142 To confirm the minutes of the Parish Council Meeting held on Tuesday 19 March 2019:
These minutes were approved, with one amendment and were signed by the Chairperson.
19th February minutes were signed

19/143 To discuss matters arising from previous minutes:

PB/BH met with PCSO Simon Hall to discuss ways forward with educating students on acceptable behaviour when living in the Community. See public session

Virgin Media Boxes - Requested: paint green

KA reported that he emails the Virgin Chief Executive fortnightly and he promises that they still intend to paint them. **Action KA** would provide Chief Exec's contact, so **FH** could write in addition on behalf of Parish Council. The locations of the boxes to paint were – Holmefield Lane, Low Lane/School Lane, The Crescent and Church Lane - Lakeside Way by traffic lights.

Cycle racks – lack of within parish

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Approved

Chairman

Date.....

KA reported that CYC would support/fund this, but were aware the Village Trust had objected to the proposed installation of cycle racks in the past. CYC would attend a site visit providing the Village Trust withdrew their objection. **Action PB** would contact Nick Allan, Village Trust. Locations were discussed, but no decision made.

Dog fouling/Tally Alley - Requested: costings for 3 new signs
Action PB would speak to Cindy Benton, CYC to progress the Ward application

Play Area Child Sign - Sign remains in wrong situ.
RH reported that the sign had been moved but not to the requested place. **Action KA** would speak again to CYC

Collapsed Man Hole/Main Street West - JG reported this was still not done. **Action KA** would investigate

Yorkshire Water - School Lane, The Crescent and Low Lane
The further update had been received by email (16Apr19 -
Please find below the feedback for the investigations undertaken since 23 February 2019.

2 April 2019

22697838 - Customer Investigation Internal

- Attended site.
- Lifted lids downstream from the manhole opposite 7 School Lane down to junction with the Junction of Low Lane
- No signs of any surcharge, all flowing fine.
- Found a restriction in the manhole near 7 Low Lane.
- Further work raised.
- Checked the Network down Low Lane to the Sewage Pumping Station, No other issues on the rest of the network.

4 April 2019

22752185 - Vactor

- Attended site.
- Sumped out some debris from the manhole in front of garden number 7 Low Lane.
- Flushed and jetted all lines using auxiliary hose.
- All running fine.

All work complete.

Thanks for your patience in this matter. If you have any issues in future please call us on 0345 1 24 24 24.

If you wish to discuss this further, please call me on 0333 222 4310 quoting ref: T276716-1.

Action FH would write to thank them for the excellent work and emailed updates with this matter.

All works completed so can be removed from watching brief

Action KA would ask CYC about the gutter cleaning rota, as this reduces the amount of street litter ending up in the pipework.

Potholes/Road surface Hall Park Holburns Croft - DL reported that these had been repaired reasonably well.

University Rd.opp Heslington Hall bus stop - the path will be diverted to church field. Funding is in place for this and the work is planned for August 2019

University of York/University Road/Road safety concerns - Requested: review master plan. No further update

Damaged road sign for Low Lane, School Lane/ Crescent –CYC placed an order for repair to the sign.

New University Development Forum PB reported this would be arranged by the University for May/June 2019 and the developers will attend

Broken fence at the Outgang – Not yet repaired

Julian Sturdy – invite to attend Parish Council Meeting

Thank you for getting in touch with Julian inviting him to attend one of the Parish Council meetings this year to discuss the Local Plan.

Julian would be delighted to do so however because all of the dates except the 7th September are a Tuesday he will be required to be in Parliament I do apologise.

The MP's recess dates have not been released from April onwards yet for the next few months and they will not be until towards the end of April, I do hope it would be okay if I get back to you once I know if Julian will be in York on any of the Tuesday dates in early May?

Action FH would write back asking for convenient dates when either an extra-ordinary meeting or a surgery could be arranged.

19/144 To Discuss, if necessary, long-standing matters:

1. Appearance of village –

Action Cllrs would research business signage within the parish, as the sign above the door of Sinclairs appeared out of keeping.

2. Highway Matters –

5.2.1 Proposed amendments to the Traffic Regulation Order

The Parish Council welcome and support the proposed amendment of the existing R38 resident parking area with 12 hours parking for no-permit holders to change allowance for no-permit holders to 2 hours, no return within one hour.

The Parish Council have No Comment to the proposed no waiting at any time waiting restrictions (double yellow lines) at junction of Barby Avenue and Heslington Lane.

Action FH would submit these responses

3. City of York Council

3.1 Article 4 (2) Direction - NTR

3.2 Local Plan – KA reported that he assumes the public hearings will be after the May 2019 elections.

4. University of York

4.1 Antisocial Behaviour – due to University holidays there had been no incidents reported.

4.2 Latte Levy

York University had written as follows – “Since the start of the new year, the University has been levying a 20p charge on coffee served in disposable cups from its catering outlets. The amount of money currently sitting in the fund is now several thousand pounds and we are looking for initiatives that the money can be spent on and which have an environmental/sustainable element to them. During discussions it was suggested that we might ask the Parish Council if it had any projects along these lines that it would like to do and that would benefit from additional funding that might be able to be

provided by the University via the levy? If this is the case, then do please let me know and I will take it forward. Alternatively, if the Parish Council wanted to consider this offer and maybe think of some things it might like to do that would be fine, although the money currently sitting in the fund has to be spent by the end of July. In any case let me know what you think”. The Parish Council were a little unsure of what schemes to prioritise, without any guidance, costings etc. However, as all suggested schemes, fulfilled the requirement for sustainability they would be submitted:

*Promotion of Boss Lane as a nature, quiet area.

*Replace existing blue waste-bin for full compartmentalised recycling facility bin- Norwegian centre car park, Main St

*Repair/ replace soft play surface area- Sportsfield

*Replacements for dying trees - Sportsfield boundary hedgerow **Action PB** would reply to Gordon Eastham, York University

5. Neighbourhood Planning – DB reported the Working Group are continuing its review of all responses. The Environment Agency had now responded and has no objection to the Draft Plan, which they considered would have no significant impact on the environment. A response from Natural England was still awaited. The Working Group agreed that no major alterations were required which might have resulted in the need for a second Pre-Submission consultation. DB summarised the key changes and advised the target is still to seek Parish Council approval at the June 2019 meeting. Regarding finances, Groundworks had agreed to the unspent monies been carried forward, as long as spending in line with submission.

6. Communication: The next edition of the newsletter had been circulated by PH and the Parish Council approved it, **Action PH** would forward to FH. **Action FH** forward to printers and ask for confirmation received.

19/145 To receive any matters raised by members of public: None

19/146 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. 19/00299/FUL Maple Cottage, Main Street

The Parish Council do not have any concerns with the dwelling conversion, but are concerned about the gates. If there must be gates, they should be set back and not on the road side. The material described in the application are not in keeping and should be sympathetic to the neighbouring properties e.g. wrought iron.

2. 19/00436/TCA Laston House, 14 Hall Park

The Parish Council are very disappointed that they did not have an opportunity to comment before the tree was removed and would like to know if the Conservation Officer inspected the tree.

Action FH would submit these responses via the CYC planning portal

19/147 To report planning decisions by City of York Council:

1.	18/0075/FUL	Fulford Golf Course	Approved
2.	18/01713/ADV	University of York	Approved
3.	18/02661/FUL	41 Main Street	Approved

19/148 To receive reports from representatives of following outside bodies:

1. Ward Councillors – Updates given within the minutes
2. North Yorkshire Police – Report for Mar19 emailed to Cllrs and attached to minutes. PCSO confirmed that the reports could be recorded in the newsletter.
3. Heslington East Community Forums - NTR
4. Good Neighbours Forum – PB had emailed to Cllrs the minutes from meeting on 21Feb19
5. Ouse and Derwent Drainage Board – NTR
6. Sports Field – ZR recorded thanks to Halifax Charitable Trust and Sinclair Properties for their donations to the children’s play surface
7. York Environment Forum – NTR
8. Alms Houses – NTR
9. The Meeting Room – DL reported that the lobby has been decorated and next the toilets would be refurbished. The Meeting Room Committee intend to submit a Ward funding application
10. Fulford & Heslington Ward – KA reported that the ward funding for 2019-2020 had been released and to date no applications had been received from Heslington. CYC can supply HPC with Anti-graffiti wipes and training on use.. **Action PB** to speak with Lengthsman to ask if he would be willing to undergo training. **Action KA** To place an order with CYC

19/149 To receive any new correspondence received by the council:

1. CYC – Public footpath York 392 and Public footpath Heslington 18 Modification Order 2019
The Parish Council had already written to CYC in support of this
2. Parishioner – School Crossing Area
A parishioner had emailed PB as follows – “I wish to draw attention to the traffic/pollution problems at the entrance to the school which in my opinion are worsened by the parking bays and traffic lights. The children along with the crossing patrol person are surrounded by fume belching stationary vehicles especially in the mornings. Perhaps the lights could be synchronised to improve traffic flow away from Heslington at least this may reduce the amount of pollution away from the children many or which are at exhaust pipe level.
PB had responded as follows – “Thank you for your email. We have a Parish Council meeting on Tuesday at 7.30pm. I will ensure that Cllrs receive your comments. Our local Ward Cllr should also be there. CYC have recently proposed changes to that area “Safe Routes to School Scheme”. The PC has responded to the consultation. We are not aware of a decision. You are most welcome to come along on Tuesday and speak to the Council direct”.
The Parish Council unanimously agreed to monitor the situation, but take no further action at this stage.

19/150 To receive matters raised by members:

Street Furniture – in light of the recent requests, the Parish Council would draft guidelines for this

19/151 To discuss matters raised by Parish Clerk/Responsible Financial Officer:

1. Bookkeeping records for year ending 31 Mar 19 to date
FH circulated copies of a bank reconciliation dated 10 April 2019, along with an income & expenditure report.
2. Financial management - Internal Controls, Property/Asset Checks, Internal/External Audits, GDPR

2.1 To review budget 2019-2020

DB would update the finance report for the forthcoming year, **Action DB** will circulate to Cllrs and forward to FH.

3. Matters raised with/by Yorkshire Local Councils Association (YLCA) - Info/updates emailed to Cllrs. **Action KA** to ask if CYC charges CIL (Community Infrastructure Levy)

3.1 Membership 01Apr19-31Mar19

YLCA had requested the electoral register figure not including students, which she was struggling to provide, so KA offered to assist

4. To approve the following invoices for payment

4.1	David Murray	Salary	£339.33	001796
4.2	Parish Clerk	Salary	£280.33	001797
4.3	PKF Littlejohn LLP	External Audit YE 31 Mar 18	£240.00	001798

19/152 To confirm the dates of the future meeting(s) on Tuesdays at 7.30 p.m. in the Meeting Room as:

21May19	7.00 p.m.	Annual Parish Meeting
	7.15 p.m.	Annual Parish Council Meeting
	7.30 p.m.	Parish Council Meeting

18Jun19, 16Jul19, 20Aug19, 07Sep19, 15Oct19, 19Nov19, 17Dec19

Please Note: The Parish Council is keeping a watching brief on items reported, but awaiting intervention and will include on the agenda as and when specific information to report:

1. City of York Council/Ward Cllr Keith Aspden

- Virgin Media Boxes Requested: paint green
KA has written to Virgin Chief Executive requesting a site visit with Area Manager. FH also written
- Dog fouling/Tally Alley Requested: costings for 3 new signs In process
- Play Area Child Sign Sign remains in wrong situ. KA asked to follow up with CYC
- Collapsed Man Hole/Main Street West Requested: repair Marked but no repair work done
- Local Plan The public hearings will be after the May 2019 elections.
- Main Street parking bays 12hr to 2hr Is being advertised
- Villages benches On hold. For further discussion
- Cycle racks Site visit to be arranged with CYC
- Potholes/Road surface Common Lane/Long Lane/Langwith Stray Requested: repair
KA had reported and CYC advised these would be repaired when they reached intervention levels

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Approved Chairman Date.....

- Footpath on University Road. University Rd.opp Heslington Hall bus stop - the path will be diverted to church field. Funding is in place for this and the work is planned for August 2019

- University of York/University Road/Road safety concerns Requested: review master plan NFR

- Damaged road sign for Low Lane, School Lane/ Crescent- CYC placed an order for repair of the sign on 02/03/2019.

Police Report March

Type of Incident	Time and Location.	Report made and action taken by NYP	Total calls for Month
ASB-Nuisance			0
ASB-Personal			0
Burglary	02/03/2019 Deramore Lane	Money stolen from purse in students room.	1
Drugs	University	Small bag believed to contain drugs found in Exhibition Centre	1
Vehicle			0
Theft	07/03/2019 Deramore Lane	Guitar amp with wires taken from room.	1
Violence	University	1 x Incident – Sextortion	
	University	1 x incident - staff aware	3
	University	1 x stalking/harrassment	
Criminal Damage			0

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:

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 Done

4. Write to your staff Done

5. Declare your compliance Done