

HESLINGTON PARISH COUNCIL

MINUTES OF A MEETING HELD IN THE MEETING ROOM

TUESDAY 15 OCTOBER 2024 AT 7.30PM

Councillors Present: David Blacketer Pauline Bramley
Richard Bramley John Garner
Bev Heap Caleb Pell
Zena Richards

In Attendance: Fiona Hill – Parish Clerk

Public Present: 1

Public session matters raised: None

24/233 a) To receive apologies for absence given in advance of the meeting:

*Parish Councillor Rose Hilton and Tom Percy
City of York Councillor Kate Ravilious

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

*Resolved / Approved - (Unanimous)

24/234 To record declarations of interest in items on the agenda: None

24/235 To approve the minutes of the Parish Council meetings of 17 September 2024

Resolved / Approved (Unanimous)

24/236 To discuss matters arising from previous minutes:

- Yorkshire Marathon – The Parish Council had now received contact details for emergencies on the day.

- Double Taxation – Cindy Benton, Community Officer, CYC emailed as follows – “I have spoken to Dave Meigh and he said that this is consistent with previous years – its looks like the first claim for the lengthsman was in 2020. 25% will have been an estimate of the time spent looking after the parish green space / play area (the Outgang), time spent outside of the green space is not claimable e.g. litter picking around streets. I will be sending out the claim form for this years Double Taxation in the next week so hopefully that helps. Happy to discuss further with Dave Meigh if needed”.

Resolved / The Parish Council would take no further action (Unanimous)

- Tree Maintenance – Main Street – The Parish Council had contacted three contractors:

Lewis Tree Surgery £530.00 plus VAT to work on specified five trees

Jackdaw Trees £1600.00 plus VAT to work on all ten trees

Adam Forster Did not quote

Resolved / The Parish Council would ask Lewis Tree Surgery to quote for all ten trees (Unanimous)

24/237 To receive updates on long-standing matters:

- Meeting Room - Roof works – Project Management – Start Date

Resolved / The start date is not within the Parish Councils control, without sight of existing bookings, but the preference would be Monday 04th November 2024. (Unanimous)

The Parish Council would ask the Meeting Room Committee for the current booking 04th November 2024 for three months.

Chairman’s Signature

Date.....

- Meeting Room - Roof works – Project Management – Phased
Resolved / The Parish Council did not want the work to be phased, so the slate and pantile roofs could be done at the same time. (Unanimous)
- Meeting Room - Roof works – Project Management – Tile Selection
Resolved / The Parish Council chose Natural as its first choice, but if rejected by CYC the second choice would be Victorian. (Unanimous)
- Meeting Room - Roof works – Project Management – Conditions
Resolved / Cllr Blacketer would seek approval from CYC regarding the method of discharge. (Unanimous)
- Meeting Room - Roof works – Project Management – Access/Services
Resolved / The Parish Council would obtain a key from the Management Committee for use by the contractor. (Unanimous)
- Meeting Room - Roof works – Project Management – Neighbours/Stakeholders
Resolved / The Parish Council would now write to all neighbours/stakeholders. (Unanimous)
- Meeting Room - Roof works – Project Management – Building Control Inspection
Resolved / The Parish Council accepted a quotation of £400.00 plus VAT from Yorkshire Building Control. (Unanimous)
- Meeting Room – Driveway – Surfacing, Car parking
To be discussed with Village Hall Management Committee at the November 2024 meeting.
- Meeting Room – Accessibility Audit – Outstanding issues
To be discussed with Village Hall Management Committee at the November 2024 meeting.
- Safer Crossing Outgang – NTR
- University of York – Student Buses, Antisocial Behaviour
At the Good Neighbours meeting (22Nov24) the Parish Council will seek updates on the scout hut, noise control and buses
The Parish Council would write to First Bus and Cllr Ravilious to express their dismay at the renaming changes of 66/ 67 to U1/U2 buses. (Cllr Heap to draft)
- Nature Recovery Areas – Future Plan – NTR
- Yorkshire Water – work planned for January 2025
- Quickline - NTR

24/238 To receive report from Ward Councillor:

Becky Eades, Head of Planning and Development Services, CYC had advised Cllr Ravilious as follows – “Section106 contributions can only be used to mitigate impacts of developments, this can be things such a contributions towards open space, education and highway measures. A new roof for a meeting room wouldn’t be considered as a mitigation need as part of new housing development”.

24/239 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.

24/240 To receive updates on the Neighbourhood Plan:

The Parish Council had forwarded the updated quotation from Mike Dando, Directions to Locality.

Chairman’s Signature

Date.....

24/241 To report and make relevant recommendations on new planning applications:

- 24/01377/FULM - Change of use of offices (use class E) to 34no. bed purpose-built student accommodation, erection of a two and single storey extension, associated internal and external works, installation of 1no.roof light and air vents to The Hive, 5 Main Street and 5A Main Street.

Resolved / Objection, Comments below (6 in favour, 1 vote against)

1. Conversion of 5/5A Main Street to PBSA denies a conversion to a return to local family residential use in an area that sorely needs it. A missed opportunity to support the local community needs for housing close to (walking distance) schools, employment opportunities, good bus travel links and green space. NOT MORE HMOs please.

2. This proposal is not consistent with the latest emerging York Local Plan

2.1 "Policy H7 (Off-Campus Purpose Built Student Housing Policy) makes clear that the strategy is to direct the majority of student accommodation to on-campus locations in the first instance. ...whilst limiting the development of off-campus PBSA in general across the city."

2.2 Any development proposal within or affecting the setting of a conservation area must be designed to preserve the special character and where possible enhance that conservation area's special qualities. In addition, the proposal should maintain the character and significance of any listed building and its relation to those around it.

2.3 Any benefits from this development of a listed building (HE Ref. 1148530) set in a Conservation Area DO NOT outweigh the substantial harm that this development, of these properties, in this location will cause. The proposal should be refused.

2.4 This development conflicts with the Heslington Village Design Statement

2.5 This development conflicts with the DRAFT Heslington Parish Neighbourhood Plan: Development of purpose-built student residential accommodation is expected to take place within the defined development boundaries of the University of York campuses, in the first instance. Any proposal for development off campus must demonstrate:-

a) the inability to provide accommodation within defined campuses;

b) a proven need for such accommodation and for provision within the Heslington Village Area; and

c) the appropriateness of the proposal location, on the amenity of nearby residents and the provisions of Local Plan Policy H7 (Off Campus Purpose Built Student Housing Policy).

3. If this development were unfortunately considered as acceptable, then a Property Management Plan (PMP) should be secured for the conversion of The Hive building to purpose-built student accommodation.

The PMP should be tailored to mitigate any adverse effects of the development resulting from:

- noise (particularly late at night);
- anti-social behaviour;
- parking controls;
- waste storage & litter management;
- negative impacts on the residential amenities of neighbouring properties;
- property appearance & maintenance controls consistent with the Listed Building and Conservation Area status, inter alia

This is not an exclusive list.

3.1 An annual report on the effectiveness of the PMP should be submitted annually by the applicant to CYC and other stakeholders detailing any issues and setting out corrective actions.

Chairman's Signature

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3.2 This change of use should be conditioned to include an ongoing annual contribution to Heslington Parish's Lengthsman costs at 20%.

- 24/01378/LBC - Internal and external alterations to facilitate change of use of offices (use class E) to purpose-built student accommodation, including extensions, rooflight, air vents and associated external works @ 5 Main Street

Resolved / Objection, Comments below (6 in favour, 1 vote against)

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- 24/01571/FUL - Change of use of former bank to dental practice including a single storey rear extension @ Barclays, 11 - 12 Main Street

Resolved / Objection, Comments below (Unanimous)

1. Any development proposal within or affecting the setting of a conservation area must be designed to preserve the special character and where possible enhance that conservation area's special qualities.

This application shows that the existing red cladding tiles on the front elevation are to be replaced with 'Timber cladding - Spec tbc'. It is unprecedented to have timber cladding on Main Street. Brick slips, sympathetic to the brickwork of surrounding buildings could be an option.

The application should be withdrawn and re-submitted with materials that are fully specified and that are consistent with the rest of this street in an Article 4 Conservation Area. This will allow local stakeholders to better understand what is being proposed.

2. There is no patient parking at the property. The property is fronted by ResPark [R13] bays. There is no unrestricted on-street parking nearby. This change of use will impact on the traffic and parking requirements in a quiet rural street. An impact assessment, with any remedial steps required, should be conditioned.

- 24/01691/FUL - Erection of compounds for air source heat pump and associated plant room following demolition of existing structures @ Skippko Arts Team, 1 Innovation Close
Resolved / Neutral, No Comments (Unanimous)

- 24/01735/TCA - Fell 1no. Spruce (side garden adj to Hall Park) - tree in a conservation area @ Highfields, 11 Hall Park

Resolved / Neutral, subject to guidance from the City of York Council Tree Officer (Unanimous)

- 24/01783/ADV - Display of 2no. fascia signs @ Barclays, 11 - 12 Main Street

Resolved / Neutral, As long as the signage is not illuminated (Unanimous)

- 24/01795/FUL - One and a half storey side/rear extension following demolition of existing single storey side projection @ 4 The Crescent

Resolved / Neutral, No Comments (Unanimous)

24/242 To note planning decisions received: None

24/243 To discuss financial matters:

- Bookkeeping for current year to date:

Parish Councillors had received a bank reconciliation totalling £66345.60, along with linked income and expenditure.

- Bank Account / Savings:

The Parish Clerk had attempted to open such an account online and was awaiting the outcome.

- Signatories / Online Access:

Cllrs Heap and Pell were in the process of been added as authorised signatories on the accounts.

Chairman's Signature

Date.....

- Budget 2025-2026

The first draft was presented to the Parish Council, as shown below. Comments for the Parish Council to consider were:

The total of employment costs and insurance now represent approximately 75% of our total expenditure. With the balance of other expenditure broadly discretionary. Consequently, the budget can be developed by reflecting the best information we have on wage inflation and following the precedence for previous years for the other cost areas. A general provision for inflation could also be included, if required.

The Parish Council has already set the principle that we would expect to increase the Lengthsman's wages in line with inflation guidance from The Real Living Wage Foundation, once this is published for 2025.

The Parish Clerk's wage rates are set in line with the National Joint Council recommendations for Local Government Services. Agreement to a new increased rate is rarely achieved before the start of our financial year. General wage increase forecasts for 2025/26 are forecast to be in the range 2.5-4.5%. 3.5% used where necessary below.

The budget discussion by the Parish Council can therefore be simplified to:

1. Do we continue to use the RLW data to set Lengthsman wages? And
2. Do we decide to 'balance' the draft budget such that 'Precept Income = Expenditure'?

Or ADD/SUBTRACT to 'Reserves'?

3. Consider whether a general provision for inflation is required?

As monies accruing from 'double taxation' and HMRC income tax refunds are not within the Parish Councils direct control, so have continued the practice from previous years and excluded.

The Parish Council would discuss this further at the next meeting.

- Payment Approval: None

24/244 To discuss correspondence received by the council:

- North Yorkshire Police Monthly Report – Noted
- Christmas Tree (Up to £300) – joint purchase with Sinclair Properties/Village Trust
Resolved / Approved (Unanimous)

24/245 To receive matters raised by members:

- YLCA Meeting – Cllrs Bramley, Garner and Hilton attended the meeting and topics included: the Local Transport Strategy, 20 mph Zones, reduction of YLCA meetings to one per year, none member Councils.
- Talley Alley/Overgrown hedges – The Parish Council would ask City of York Council to assist with this.

24/246 To confirm the details of the future meetings:

2024 - 19 November, 17 December

2025 – 21 January, 18 February, 18 March, 15 April, 20 May, 17 June, 15 July, 19 August, 16 September, 21 October, 18 November, 16 December

Important Dates:

Asset of Community Value, The Deramore Arms Public House, Renewed 12 October 2023, Expires 11 October 2028

Chairman's Signature

Date.....

	BUDGET 2024/25	BUDGET 2025/26	
-			
Income (£)			
CYC Precept	19170		
CYC Double Taxation/Grants	2000		
Donations towards Christmas tree			
VAT Refund	877		
Misc / Bank Interest			
NP Grant			
Total Income (£)	20,047		
Expenditure (£)			
Parish Clerk wages	5147	5327	Includes 3.5% inflation vs 2024/25 BUDGET
Parish Clerk PAYE adjust (TBC)			
Lengthsman wages	9123	9123	To be inflated once guidance on RLW data available
Lengthsman PAYE adjust (TBC)			
Insurance	737	749	Includes 3.5% inflation vs 2024/25 actual £724.
Tree Works			
Grass Cutting	100	100	
Subs / Membership Fees	255	265	As per 2024/25 Actual
Neighbourhood Plan / Local Plan			
Parish Clerk Expenses	150	150	
Pension scheme costs	535	535	
Audits	336	336	
Grants	1200	1200	
Newsletter	441	441	
Miscellaneous / Sundry items	250	250	
Maintenance and General Repairs	550	550	
Large Projects/Meeting Room	1900	1900	
VAT Paid (To Reclaim)			
Website			
Total Expenditure (£)	20,724	20,926	
Overspend/underspend (£)			

Chairman's Signature

Date.....

North Yorkshire Police Report September 2024

Type of Incident	Time and Location.	Heslington Report made and action taken by NYP	Total calls for Month
ASB- Nuisance			0
ASB- Personal			0
Burglary			0
Drugs			0
Vehicle			0
Theft	Derwent College 10/9	Theft of bicycle from bike racks	
	Goodricke Lodge 10/9	Theft of chef knives from kitchen area - 13 knives in a leather roll	
	Innovation Way 12/9	Theft of bicycle from bike racks. Lock also taken	
	Freboys Lane 15/9	Theft of bicycle from bike racks - lengthy date range (July - Sept)	
	University Rd 17/9	Theft of bicycle from bike racks lock also taken	
	West Moor Lane 25/9	Theft of bicycle from bike racks, locks also taken	11
	Sports Centre 27/9	Theft of bag from outdoor football pitches containing wallet, phone, provisional licence, cash and cards, house keys. Cards used in 3 places	
	Ron Cooke Hub 28/9	Theft of bicycle from bike racks, CCTV available	
	Ron Cooke Hub 29/9	Theft of bicycle from bike racks	
	Derwent College 30/9	Theft of bicycle from bike racks	
	Freboys Lane 30/9	Theft of bicycle from bike racks	
Violence			0
Criminal Damage			0

Chairman's Signature

Date.....