

HESLINGTON PARISH COUNCIL

**MINUTES OF A MEETING HELD IN THE MEETING ROOM
TUESDAY 21 OCTOBER 2025 AT 7.00PM**

Councillors Present: David Blacketer Pauline Bramley
John Garner Bev Heap
David Pulford Zena Richards

In Attendance: Fiona Hill - Parish Clerk
City of York Councillor Kate Ravilious

Public Present: 5

Public session matters raised: None

Lucy South, Heritage Events and Engagement Manager, PJ Livesey Group gave a presentation on the development of The Retreat.

- 24/392 a) To receive apologies for absence given in advance of the meeting:**
Parish Councillors Richard Bramley and Tom Percy
b) To consider the approval of reasons given for absence:
Resolved /Approved (Unanimous)
- 24/393 To record declarations of interest in items on the agenda:** None
- 24/394 To approve the minutes of the Parish Council meetings of 16 September 2025**
Resolved / Approved (Unanimous)
- 24/395 a) To discuss the casual vacancy:** NTR
b) To elect a Vice-Chairman and Y.L.C.A. Second Representative
Cllr Richards agreed to be the second YLCA representative, but a Vice-Chairman was not elected.
- 24/396 To discuss matters arising from previous minutes:**
- Village Welcome Signs – The Village Trust had emailed as follows -
“Thank you for raising this issue with us and for the various photos. We have now discussed it at our Executive committee meeting and have a proposal. We agree that the solution of putting bars down either side of the signs is not optimal as it will restrict the footpath. We propose that a single vertical steel bar (4cm x 10cm section) is screwed to the post and located centrally at the rear of the sign part. This post can be powder coated an ivory colour. Together with high strength waterproof exterior wood glue and screws, this should be robust. We are obtaining prices for this proposed solution and will come back to you when we have more information. Thank you for following this up with us”.
- University of York – Cllrs reported a slight deterioration in behaviour and would raise the lack of security at the next Good Neighbours meeting.

Chairman's Signature

Date.....

24/397 To receive report from Ward Councillor:

Cllr Ravilious reported as follows:

- Quickline – Connection available to eligible properties. Final property to be connected December
- Licensing – No applications within the parish.
- Ward funding – Sam Watling is the new officer and the Parish Council was saddened to hear of the death of Cindy Benton.
- Flags – CYC had started removing them
- Post Office – Confident of a solution
- Hull Road resurfacing – completed
- Boundary Review- submissions made by each political party and there would be a consultation based on the recommendation

24/398 To receive updates on the City of York Council Local Plan 2017:

Nothing to report

24/399 To receive updates on the Neighbourhood Plan:

Directions wish to update the Contract for the work required to prepare for the Regulation 14 Consultation in January 2026 - Parish Council would obtain a quote

Mike Dando, Directions would update the document and obtain the mapping from CYC.

24/400 To report and make relevant recommendations on new planning applications:

- 25/01832/LBC – Internal and external alterations to improve energy efficiency (including MVHR, secondary glazing and wall insulation) and redecoration @ 5 Main Street
Resolved / Neutral, No Comment (Unanimous)

24/401 To note planning decisions received:

- 25/00934/FUL - Demolition and re-building of part of existing garage @ 7 School Lane - Approved
- 25/00935/LBC - Internal and external alterations including the demolition and re-building of part of existing garage, and remedial work to roof and walls of house, garage and outbuildings - 7 School Lane - Approved
- 25/01361/TPO - Crown reduce 1no. Lime tree (T1) up to 30% and crown raise 1no. Walnut (T2) to 3m above ground level - trees protected by Tree Preservation Order 7/1989 @ Dalham House, Main Street – No Objections
- 25/01538/ADV - Display of 1no. internally illuminated fascia sign and 1no. internally illuminated projecting sign – retrospective @ Wgif (Jersey) Trustee I Ltd And Wgif (Jersey) Trustee Ii Unit 2 Kimberlow Hill Retail Park – Approved

Chairman's Signature

Date.....

24/402 To discuss financial matters:

- Bookkeeping for current year to date -

A bank reconciliation totalling £29637.39, along with an income and expenditure report was circulated around Cllrs.

- Financial Management – Budget/Precept 2026/27

Cllr Blacketer had drafted a budget and the information is shown at the end of these minutes.

This was discussed and the Parish Council agreed the following:

- Yes, the LWF data should continue to guide the Lengthsman’s wage adjustments and this would be published shortly.
- Yes, longer term reserves would be included in future budgets, when sums of monies would be put aside.
- Yes, budgets would be balanced so that the Precept = Expenditure

Payment Approval:

Parish Clerk/Lengthsman	Salary/PAYE	
PKF Littlejohn LLP	External Audit	£252.00
Christmas Tree	Parish Council to fund one-third of cost	

Resolved / Adopted (Unanimous)

The Meeting Room Committee had paid a £1500.00 donation towards the roof works.

24/403 To discuss correspondence received by the council:

- YLCA information – Circulated to Cllrs The Chairman highlighted whole council training.

- North Yorkshire Police Report September 2025 – Report not received

- YLCA – Business Continuity Plan – The template sent would be populated as required.

- City of York Council – TPO CYC 467 – Charles XII Inn., Main Street, Heslington, York (2025) (LCS1.4222) – The Parish Council would respond as follows:

Resolved - The Parish Council believes that the site owner should be required to take all necessary steps to ensure the long-term health and amenity value of these trees, with guidance from CYC’s Tree Officer, such that they can continue to make a positive contribution to the appearance and character of the Heslington Conservation Area and the wider York green infrastructure. (Unanimous)

- Resident – Road safety concerns Heslington Main Street/Common Lane

Resolved – The Parish Council would await the police report resulting from the collision.

24/404 To receive matters raised by members: None

24/405 To confirm the details of the future meetings:

2025 – 18 November, 16 December

2026 – 20 January, 17 February, 17 March, 21 April, 19 May, 16 June, 21 July, 18 August,

15 September, 20 October, 17 November, 15 December

Important Dates:

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

Chairman’s Signature

Date.....

NOTES 2026/27 - BUDGET / PRECEPT SETTING

(see detailed workings below)

Employment costs and insurance continue to represent around 75% of total expenditure, leaving the remaining costs largely discretionary.

The budget/precept can therefore be prepared using:

- Latest inflation data, and
- Established precedents for other cost areas.

Employment Costs

- Lengthsman – In line with previous practice, wages will be reviewed against The Living Wage Foundation (LWF)* wage inflation guidance, expected in November 2025.
- Clerk – April 2026 salary increase follows National Joint Council (NJC) recommendations. The new rate is rarely agreed before the start of our financial year.

Key Budget/Precept Questions

The Parish Council need only decide:

1. Should LWF data continue to guide the Lengthsman's wage adjustment?
2. What should our longer term accruals/reserves include?
3. Should the draft budget be balanced so that Precept = Expenditure?

VAT Refund

A one-off VAT refund of £6,979 is anticipated from HMRC for the roof replacement project. It is recommended that this sum be transferred to long-term reserves for future building maintenance/other Parish priorities.

Kind regards,
David

* <https://www.livingwage.org.uk/>

Chairman's Signature

Date.....

	BUDGET 2024/25	BUDGET 2025/26	BUDGET 2026/27	
Income (£)				
CYC Precept	19,170	21,369	22,437 22,938	+ 5% inflation vs 2025/26 PRECEPT = £22,437 + 7.3% inflation = £22,938 [i.e. balanced].
CYC Double Taxation/Grants				
Donations towards christmas tree, etc				
VAT Refund	877		6,979	Claim back of Meeting Room roof VAT
Misc / Bank Interest				
NP Grant				
Total Income (£)	20,047	21,239	-	
Expenditure (£)				
Parish Clerk wages	5147	5327	5,513	Includes 3.5% inflation vs 2025/26 BUDGET
Parish Clerk PAYE adjust (TBC)				
Lengthsman wages	9123	9123	9,442	Includes inflation guidance once LWF data available. Assume 3.5%
Lengthsman PAYE adjust (TBC)				
Insurance	737	749	623	Includes 3.5% inflation vs 2025/26 actual
Tree Works				
Grass Cutting	100	100	100	
Subs / Membership Fees	255	265	295	As per 2025/26 actual + 3.5%
Neighbourhood Plan / Local Plan				
Parish Clerk Expenses	150	150	150	
Pension scheme costs	535	535	535	
Audits	336	336	435	As per 2025/26 actual + 3.5%
Grants / long term accruals/ repairs	1200	1200	2,400	Increased for long term reserves, Sportsfield
Newsletter	441	441	345	
Miscellaneous / Sundry items	250	250	250	
Maintenance and General Repairs	550	550	550	
Large Projects/Meeting Room	1900	1900	1,900	
VAT Paid (To Reclaim)				
Website			400	
Total Expenditure (£)	20,724	20,926	22,938	
Overspend/underspend (£)		443		

Chairman's Signature

Date.....