

## **HESSAY PARISH COUNCIL**

### **MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30PM IN THE CHAPEL SCHOOLROOM, HESSAY, ON THURSDAY 20 MARCH 2008**

**Present:** Cllrs Roger Hildreth, Mark Barrett, Amanda Carlyle, and Scott Jefferson. Also present were four members of the public and the Clerk, James Mackman.

In the absence of a Chairman, Councillor Hildreth took the Chair and conducted the meeting.

#### **PUBLIC PARTICIPATION**

None.

#### **08.016 – TO WELCOME THE NEWLY ELECTED COUNCILLOR AND CONFIRM HIS SIGNING OF THE DECLARATION OF OFFICE**

Councillor Hildreth welcomed Mark Barratt as a Parish Councillor, Mr Barratt having been elected in the by-election held on 13 May. The Clerk confirmed that Councillor Barratt had signed his Declaration of Office.

#### **08.017 - DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

None.

#### **08.018 - TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Nick Booth.

#### **08.019 - TO CONFIRM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10 JANUARY 2008**

The minutes of the meeting held on 10 January 2008, having been circulated and read, were accepted and signed as a true record.

#### **08.020 - TO RECEIVE THE CITY OF YORK COUNCILLOR'S REPORT – FOR INFORMATION ONLY**

City Councillor Ian Gillies reported

- The 30mph limit in Shirbutt Lane has been agreed by the City Council
- Money has been provided in the City Council's budget for a Vehicle Activated Sign in Hessay. The exact location will be the subject of a traffic survey and a decision by the Parish Council.
- The rubbish in the hedgerows along the A59 is to be removed by City Council workers
- The legality of the "Wilkinsons" sign on the trailer in a field by the A59 is being investigated
- The value of bus tokens being issued in 2008-09 has been reduced from £40.00 to £20.00. From 1 April 2008 Senior Citizens will be able to travel free on local bus routes at most times of the day. For people not on bus routes the City Council are working on the idea of increasing the dial-a-ride service by utilising the school-run mini-buses outside school times
- The existing Manor School can take 150 pupils a year. The new Manor School will be able to take 180 pupils a year when it is built. To cover the academic year 2008-09 temporary accommodation is being built at the School so that 30 pupils can start and continue their education at the Manor School.

## 08.021 - PLANNING APPLICATIONS

(a) To consider the following Planning Applications

Ref: 08/00127/FUL – Erection of 2no. storage buildings following demolition of existing buildings (resubmission) at Mizpah Cottage, Shirbutt Lane by Mr & Mrs Craggs.	The Parish Council wishes to make the following comments.  1. There is a change of use from agriculture to domestic for storage of own vehicles.  2. Is there an agricultural tie on the farmhouse?  The Parish Council wishes to seek the following safeguard:- The reference point for the apex of the roof should be no more than the three metres shown on the plans.
Ref: 08/00456/HRN – Removal of hedgerows to facilitate pipelaying from Hessay to Acomb Ings by Brent Eastell.	No objections

(b) To note Local Authority Planning Decisions

It was noted that the Local Planning Authority had approved the following two applications:

Ref: 07/02698/FUL – Two-storey pitched roof side extension at Oat House, Main Street by Mr & Mrs Doeg.

Ref: 07/02771/FUL – Replacement pitched roof double garage, single-storey porch to front and raising of part of roof of existing two-storey extension at Hollyhocks, Shirbutt Lane by Mr & Mrs Stones.

## 08.022 - TO RECEIVE A REPORT ON THE WARD COMMITTEE MEETING HELD ON 29 JANUARY

Councillor Hildreth reported on the Ward Committee meeting held on 29 January

- The police have offered to follow up reports of excessive speeding if the car registration number is known. The police also mentioned ABC orders (Acceptable Behaviour Contracts) given to children causing issues. These are a civil agreement between child, parent and police. The orders last for six months the onus being on the parents to control their children.
- The City Councillors explained the funding for the list of Ward schemes.
- Also present with displays were: - Affordable housing, York's World Heritage, Play Schemes, York Rotters, Recycling Initiatives etc.

Councillor Hildreth suggested that the Parish Councillors deliver future Ward Committee Newsletters and that the Parish Council be paid the going rate by the City Council for the deliveries. It was agreed that this idea be followed up with the City Council. **(Action Clerk)**

## **08.023 – TO RECEIVE A REPORT ON THE VILLAGE QUESTIONNAIRE ON**

### *(a) Parish Land*

Councillor Carlyle reported that 26 questionnaires had been completed. The results had been analysed and summarised. It was agreed that the results should be given to all residents by way of a mail-shot delivered to all the houses in the village.

### *(b) Cycle routes*

Councillor Booth was unable to attend the meeting but tabled a report on the actions he had taken and the involvement of the City Council.

- The City Council (CYC) is going through transport funding for all transport methods, including park and ride, cycle routes etc
- As part of the Local Development Framework (LDF) there is a North West Action Plan. Part of the Plan includes an initiative to develop a route linking the Holgate Road Railway site to Wyevale, along with a proposed park and ride facility. Included is a cycle route from York to outer York and CYC is hopeful of attracting Sustrans funding.
- The Hessay cycle route initiative fits with North West Action plan.
- There are a number of route options for a cycle path between Hessay and York though nothing has been agreed as yet.
- Councillor Booth has personally responded to a survey by CYC as part of their bid to become a cycling city.

Councillor Booth asked two questions in his report.

1. Is anyone (it does not have to be a Parish Councillor) willing to commit time to the CYC campaign? It was agreed that Councillor Booth be asked to be the Parish Council lead in the campaign.
2. Does the Parish Council agree that we should offer written support for the CYC campaign? This was agreed. (**Action Clerk**)

## **08.024 - PARISH COUNCIL LAND**

### *To discuss the future use of Parish Council land*

Councillor Hildreth explained that he had taken legal advice with regards to the existing tenancies of Parish Council land. As there are no tenancy agreements all the tenancies are deemed to be “pre-1986 tenancies”. This means that the tenanted plots cannot be split without tenants’ agreement and that the Parish Council cannot terminate any tenancy providing that the annual rent is paid. It was agreed that the subject of the future use of Parish Council land would be looked at as and when a tenancy was given up.

It was agreed that the resident who had asked to buy some Parish Council land be advised that the land cannot be sold and that there is no will by the Parish Council to progress this subject.

It was agreed to maintain the status quo on all the other parcels of Parish Council land.

## **08.025 - TO DISCUSS CONTINUING IMPROVEMENTS TO COMMUNICATION**

Councillor Carlyle outlined the survey results. It was agreed that residents be advised of the current usage of Parish Council land. Councillor Carlyle agreed to draft a note for residents and

to circulate it to the Councillors prior to it being printed. Included in the draft will be a note of Councillor Mark Barratt's election. **(Action Councillor Carlyle)**

One of the points that came out of the survey is a demand for equipment in the play area for the "under 5s". Councillor Carlyle agreed to consult with City Council over the possibility of acquiring appropriate equipment. **(Action Councillor Carlyle)**

The Clerk gave Councillor Carlyle the key for the notice board that he had had cut.

It was agreed that the Parish Council acquires a book for recording the names of residents attending future Parish Council meetings. **(Action Clerk)**

#### **08.026 - TO DISCUSS PROTECTION FOR THE HESSAY/UPPER POPPLETON BOUNDARY STONE**

The Clerk reported that Upper Poppleton Parish Council had discussed the boundary stone when a Councillor had said that the boundary stone came under the auspices of the YAT (York Archaeological Trust) and it was agreed that Upper Poppleton Parish Council take no action on this subject. It was agreed that the Clerk ask for advice from the relevant authority that looks after ancient monuments. **(Action Clerk)**

#### **08.027 – TO DISCUSS THE CITY COUNCIL'S THOUGHTS ON THE 30MPH LIMIT IN SHIRBUTT LANE**

City Councillor Gillies had reported that the City Council had agreed to extend the 30mph limit along the whole of Shirbutt Lane subject to the required public consultation. The Councillors expressed their delight over the City Council's decision.

Councillor Jefferson reported that he had written to many companies who manufacture satnavs to point out the error in their programming which sends vehicles down Shirbutt Lane.

#### **08.028 – TO AGREE ARRANGEMENTS FOR THE ANNUAL PARISH MEETING**

It was agreed that the Annual Parish meeting would be held at 7.00pm on Thursday 8 May. The form will be similar to last year's meeting. Tea and coffee will be provided for all attending. Less time will be allocated to the residents' open forum as most of the items raised at last year's meeting have been done.

#### **08.029 - FINANCE**

##### *(a) To receive a financial statement*

The Clerk presented a detailed report showing the actual income and expenditure for the year for the period to 20 March 2008. The report reflected the receipts and payments (net of VAT) below. The bank balances at 20 March were:

Current Account	£200.00
Business Money Manager Account	£3,853.06

##### *(b) To agree accounts for payment (net of VAT);*

20	Peter Turpin Associates	Map for newsletter	£36.00
21	James Mackman	Clerk's expenses	£32.17
21	James Mackman	SLCC subscription contribution	£16.21
22	James Mackman	Clerk's salary net – January to March	£366.40
23	Post Office Ltd	Income Tax	£103.40

(c) *To receive a report on income received*

HSBC	Bank interest	£22.46
HM Customs & Revenue	Refund of income tax overpaid	£39.56

(d) *To agree the Internal audit review procedure*

The procedure for Internal Audits has been amended. Section 2, Box 6 of the Annual Return now reads “We have maintained throughout the year an adequate and effective system of internal audit of the council’s accounting records and control systems **and carried out a review of its effectiveness.**” For the Parish Council to agree with this statement it must have “Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council **and reviewed the impact of this work.**”

The Clerk reported that he had produced a suggested letter to be given to an Internal Auditor laying down the criteria to be followed to enable the Parish Councillors to be satisfied that the Parish Council meets the new requirements. The Clerk also produced a document showing the ten key control tests shown in Appendix 8 of the Practitioners’ Guide and a schedule of the Parish Council’s document that an Internal Auditor would be expected to look at. Councillor Carlyle confirmed that she had read the documents and was happy to recommend that they be adopted by the Parish Council. The Councillors agreed that the three documents were acceptable and should be given to the Internal Auditor.

(e) *To consider City Council’s revised proposals with regards to double taxation*

The City Council had sent a schedule of items for which Parish Councils across the City have successfully claimed a double taxation allowance. Items included in the list, but not previously claimed by Hessay Parish Council, are seats, fences, hedges and gates all of which the Parish Council has on its land. The Clerk was authorised to claim for these items on the Double Taxation Claim Form provided by the City Council. **(Action Clerk)**

(f) *To reappoint the Internal Auditor*

It was agreed that Linda Cariss be re-appointed the Parish Council’s Internal Auditor.

(g) *To sign a new bank mandate*

It was agreed that all Councillors and then Clerk be signatories to the bank mandate and the Clerk produced a mandate to be completed.

**08.030 - CLERK'S REPORT:**

(a) *Progress on the “No Access to the Industrial Park” signs at the end of Mill Lane (Min. 08.011a) - (Sep 07)*

It was reported that the new signs are in place and that there appears to be a reduction in the number of heavy vehicles travelling through the village.

(b) *Progress on the consideration of a draft Contract of Employment for the Clerk (Min 08.011b) - (Sep 07)*

No progress.

(c) *Progress on the refurbishment of the No Through Road sign in Shirbutt Lane (Min. 08.011c) - (Sep 07)*

The Clerk reported that the City Council has said that the new sign will be provided in the new financial year when funds will be available.

**08.031 - TO NOTE CORRESPONDENCE RECEIVED BY THE CLERK**

*08.031.1 - The Clerk read or referred to the following items of correspondence*

- (a) A letter from the Audit Commission notifying the re-appointment of Mazars, the external auditors, for another five years
- (b) YAT - Grandparents go free posters

*08.031.2 - It was agreed that the correspondence received since the January Parish Council meeting, as listed below, be circulated to the Councillors*

- (a) Clerk & Councils Direct - Local Councils Update - March 2008
- (b) Clerk & Councils Direct - March 2008, Issue 56
- (c) Communities & Local Government - Consultation document
- (d) CYC - Band D property change of information
- (e) Enjoy England - St George's Day Celebration
- (f) HBC - Local Development Framework stuff inc Disc
- (g) NYCC - Minerals & Waste Development Framework video
- (h) NYCC - North Yorkshire Minerals etc - CD
- (i) NYCC - Winter Service Leaflets 2007/08
- (j) YCVS - Voluntary Voice, February 2008
- (k) YCVS - Voluntary Voice, March 2008
- (l) YLCA - York Branch information

**08.032 - TO CONSIDER MINOR MATTERS AND ITEMS FOR THE NEXT AGENDA**

None.

**08.033 - TO AGREE THE DATE OF NEXT MEETING AS THURSDAY 8 MAY 2008**

The It was agreed that the next meeting be held at 8.00pm on Thursday 8 May 2008 immediately after the Annual Parish Meeting.

There being no more business the meeting was formally closed at 9.20 pm.

Chairman.....2008

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