



**Heworth Without Parish Council**  
Gayle Enion-Farrington (Clerk to Parish Council)  
1 Allington Drive, Appletree Village, Heworth,  
YORK YO31 0NL  
Tel: 07422961495  
E-mail: [clerk.hwpc@gmail.com](mailto:clerk.hwpc@gmail.com)  
[www.heworthwithout.org.uk](http://www.heworthwithout.org.uk)

**Minutes of the Meeting of Heworth Without Parish Council held 16<sup>th</sup> November 2020; held remotely using Zoom electronic platform**

**Present:**

Councillor R. Clayton (Chairman), Councillor R. Cook, Councillor A Garbutt, Councillor M. Starkey, Councillor M. Wells, Councillor P.Wells, Councillor S. Whitmore, Councillor N. Ayre, S Shooter (Tang Hall Big Local) and Gayle Enion-Farrington (Clerk / RFO)

**To be approved at HWPC meeting to be held 21/12/2020**

**84/2020. Apologies:**

a. To Note Apologies and Approve Reasons for Absence  
Councillor A. Thomas's third recorded absence was noted.

**85/2020. To Note any Declarations of Interest:**

a. To Approve Dispensation Requests

**None**

b. To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

**None**

**86/2020. Public Participation:**

**Members of the public who wish to speak regarding an item within the remit of the Parish Council may do so.**

**PLEASE NOTE: Total time limit for this item is 30 minutes, each speaker limited to a 5-minute slot.**

**87/2020. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Nothing has really changed regarding COVID apart from the official lockdown 2, and there is now more financial support for all businesses and you can apply through the Council (CYC), over the next 18 months. There is a discretionary element of the grant for businesses which were not eligible under the first scheme ie self employed or those that don't have business rates, supply chain businesses etc.

Under Covid York is now significantly lower than other areas

Devolution – Possible – North Yorkshire or East West split - York, Selby, Malton and Scarborough and one unitary authority. Nigel to get a presentation to the parish

Day time burglaries are now spiking in the area

Highways – Bad Bargain Lane completed and a new Bus Shelter on Stockton Lane

Highways officer can now do ward walkabouts. We asked to join the next in our area.

Playarea Nigel to send dates for a meeting to discuss a s a p regarding costs and priorities, ideally next week. Clerk to arrange it.

Speed watch – Cllr M Starkey to send contact detail to Cllr N. Ayre to chase on our behalf.

Sue Shooter – she has visited our park twice already. Visiting once or twice per week. Usually it's offered at Tang Hall and Burnholme near the library. It is very tough for young people at the moment, especially during lockdown.

Discussed the option of liaising with local residents who have concerns.

Sue has agreed to send the parish a monthly report and will continue to liaise with our young parishioners. The Parish is very grateful to have made this valuable – very useful – connection.

**Advisory note: In our agendas the term 'to consider' is ordinarily to be taken to mean to consider and, if possible, to decide upon the matter referred to.**

#### **88/2020. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 19/10/2020  
**It was resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 19/10/20.
- b. To publish – noticeboards, website, facebook, newsletter – a notice to the effect that councillors and public are welcome – indeed urged – to attend all council meetings, during this Covid 19 period, by zoom or phone. Contact the Clerk for details.  
**It was resolved** that Cllr P Wells will put a notice on facebook and Clerk to see to the others.

#### **89/2020. Councillor Vacancy**

- a. To set and approve an interview date for all co-option applicants. Closing date for Co-option applicants is 18<sup>th</sup> November 2020.  
**It was resolved** that Monday 23<sup>rd</sup> November 2020 at 7pm would be put aside for interviews for all candidates. However, if after the 18<sup>th</sup> November 2020 we only have 1 candidate, as we do now, no interviews will be required, as this candidate has already been interviewed and can be co-opted at our December meeting.

#### **90/2020. Planning:**

- a. To Consider planning applications received - None this month
- b. To Consider any other planning related issues – None this month
- c. To Consider any planning enforcement issues – None this month

#### **91/2020. Finance:**

- a. To Approve payments as detailed in Appendix 1  
**It was resolved** to approve all following payments

### **APPENDIX 1**

#### **INVOICES TO BE PRESENTED FOR PAYMENT 16/11/2020**

Invoices to be paid 16/11/2020 APPENDIX 1

		£
Clerk Payroll	wages	£324.24
	Home working allowance	£15.00
		<b>£339.24</b>
Clerk Expenses	zoom	£14.39
	Plusnet monthly SIM charge	£6.00
	Amazon Hi Viz Vest for Littler picking	£37.91
	Amazon Hoops for Litter picking	£38.95
	Amazon Litter Picker	£124.19
	Amazon Hammerite Black Smooth Paint for Groundmans to finish off railings	£66.56
		<b>£288.00</b>
Groundsman	wages	<b>£162.60</b>

Total of expenses

Playscheme	Annual Inspection and issue report .Completed 04.11.2020	<b>£354.00</b>
Autella Payroll Services	Payroll - July, August, September, October	<b>£64.32</b>
SLCC	ILCA Fees : Gayle Enion-Farrington	<b>£118.80</b>
PFKLittle John Auditors	AGAR	<b>£240.00</b>
YLCA	Invoice for Clerks Nimble Training on GDPR	<b>£15.00</b>
YLCA	Broadening your Planning System knowledge 22/10/20 GEF & AG	<b>£45.00</b>
YLCA	Parkinson Partnership remote training Introduction to VAT 26/11/20	<b>£30.00</b>
<b>TOTAL</b>		<b>£1,611.96</b>

#### **INCOME the previous month**

New plot holder & deposit 8/10	New plot holder & deposit 8/10	£35.00
Blakemore 16/10/20	SPAR Donation for playarea	£200.00
<b>TOTAL</b>		<b>£235.00</b>

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 31 October 2020  
***It was resolved to*** approve the Cash Book & Income and Expenditure to 31 October 2020
- c. To Approve Bank Reconciliation Statement to 31 October 2020  
***It was resolved to*** approve the Bank Reconciliation Statement to 31 October 2020
- d. To Note the AGAR for 19-20 has been successfully audited, although there was acknowledgment of a delay to the rights of inspection due to change of Clerk / RFO and COVID19. Next year's regulations for 20-21 state that "The inspection period must include the first 10 working days of July 2021, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised: at the earliest, between Thursday 3 June and Wednesday 14 July 2021; and at the latest, between Thursday 1 July and Wednesday 11 August 2021.  
***It was resolved*** to adhere to, and to publicise, the inspection period between Thursday 3 June and Wednesday 14 July 2021 if at all possible, and no later than 11<sup>th</sup> August 2021.
- e. To Approve a reasonable sum for parishioners to access obtain a copy of the AGAR if requested.  
***It was resolved*** to charge £5 admin fee

#### **92/2020. Heworth Without Parish Council Administration:**

- a. To update progress with Vision ICT upgrading HWPC website to adhere to Web Accessibility Guidelines and be WAG Compliant.  
***It was reported*** that the company have done as much as they can. In appendix 1 the parish has approved the first payment. Once paid they will complete the second part of the task.
- b. To discuss the Double Taxation application submitted by the Clerk  
***It was resolved*** that HWPC are now able to claim for costs for work undertaken by the parish through Double Taxation and the amount has been increased by £6414 for this year. Included in this is Grass cutting 2% increase from April 2020 in wages due - to be discussed next month. The Clerk was congratulated on the unparalleled success of her applications.
- c. To Consider newsletter contents for the new year.  
***It was resolved*** to postpone to January 2021 but for all Cllrs to be involved in its contents this time
- d. To note that the litter picking equipment is now in stock and distributed to relevant parties.  
***It was noted***
- e. To Consider – in conjunction with the motion, 'That the HWPC should meet half the costs of the maintenance of the defibrillator' - all correspondence from Heworth Without community centre regarding the defibrillator on Battery replacement (£160 + VAT), New Electrode Pads (£32.50+VAT) Defibsafe AED Cabinet for external use replacement (£395 + VAT). To also consider ownership, location and accessibility of the Defibrillator for the Parish.

**It was resolved** that we need to have a meeting with the committee of the community centre via zoom to discuss location and accessibility, and also equipment renewal, before we can agree to this motion. We expressed our hope that we could provide a defib. guardian when the issue of accessibility has been resolved.

- f. To Approve that until COVID 19 is over, the complete minutes are to be placed on the notice board outside the Community Centre only (but in a large type font to make them easier to see) as other notice boards are too small for 6 pages + and on the website as always.  
**It was resolved** to have notices on the smaller notice boards, referring parishioners to the larger one by the community centre which is to display in full print the minutes of the parish meetings and a notices to contact the clerk for a copy, should they wish. (This is already done for some parishioners)
- g. To Approve that with immediate effect all notice boards are to display the agenda for parish meetings with a larger font size. The font size has not changed in size for years, but recent comments are that it is too small and especially when they are high up, so we will try to position them across the bottom of the noticeboards  
**It was resolved** that with immediate effect all notice boards are to display the agenda for parish meetings with a larger font size. To note the provision in standing orders for the conduct of meetings with reference to motions on the agenda.  
**It was noted**
- h. To note that all Standing Orders from 2019 remain valid and will be reviewed if there is a need, change in circumstances or change in legislation  
**It was resolved** that Cllr P Wells will review HWPC standing orders to ensure that they all are relevant to our Parish and are properly expressed and organised.

## **93/2020. To Consider Issues Relating to Parish Assets and Open Spaces**

### **a. Stray Road play area**

- i) To provide a review of the annual playground inspection report and consider and approve any actions required should the quotes be submitted prior to the parish meeting.  
**It was resolved** for the clerk to get Playscheme to undertake all the repairs quoted, and to require 'Move It' to do the cleaning to remove algae and mud.
- ii) To update the Council further on attending a zoom meeting with Cindy Benton, Community Involvement Officer; Communities & Equalities Team for our ward, regarding engaging the youth to reduce any social behaviour, on 9<sup>th</sup> November 2020.  
**It was resolved** to liaise with Tang Hall Big Local and help promote what they have to offer to the young people of our parish - on the notice boards, and with info to the SPAR (for their noticeboard) and promotion on facebook – Cllr M Starkey to follow up to get literature. Sue Shooter came and offered help at the meeting also. (see above)
- iii) To Report progress on the future investigations and quotes for the play area equipment  
**It was noted** that a discussion ensued regarding tarmac v artificial grass – Cllr N Ayre stated that we had to make things permeable and to ensure that we do not cause a run off of water. It might be necessary to go through planning.
- iv) To Accept the recommendations of the Working Party on Play and Fitness Equipment  
**It was resolved** to accept the recommendations of the five areas and pieces of equipment in order of priority. Basketball area, inclusive swing seats, Climbing rocks, Outdoor fitness equipment, Accessible roundabout, with path for access. We are now to have a zoom meeting with Cllr Nigel Ayre and Cindy Benton to push this along.
- v) To note that the new signage explaining why 'no parking' outside the play area is so important, has been installed.  
**It was resolved** to make enquiries about demarcating the area for no parking. Ask highways to put yellow lines in front of the gates. Ward Councillor to be approached for assistance on this.
- vi) To note that all waste placed in our in the public litter bin within the play area is sorted and processed for recycling at Allerton. If over time the parish felt that an additional bin was

required, one would have to be moved from elsewhere within the Parish and relocated in the playarea, as we have a set number allowed per parish / area.

**It was resolved** to purchase an adhesive sign for the waste bin to explain that all waste will get sorted and recycled.

**b. Stray Road Playing field, Jubilee wood and wildflower meadow**

- i) To Consider the vandalism of trees within Jubilee Wood.

**It was noted** that Tree Vandalism has occurred on the goat willow tree, so we will coppice it to manage the tree.

- ii) To Report on the work completed by 'Good Gym' within the Wildlife area on Wednesday 4<sup>th</sup> November 2020

**It was resolved** that the Parish is very grateful to the work of Good Gym; and we thanked Councillor Cook for arranging this, and for expressing our continuing gratitude to Good Gym.

- ii) To Report on matters relating to Playing field, Jubilee wood and wildflower meadow

**None**

**c. Open Spaces and other assets**

- i) To Report progress refurbishing the condition of the parish noticeboards.

**It was resolved** to continue trialling Beans Way notice board for another month

- ii) Salt/Grit bins: HWPC to inform Clerk the locations of all Parish Salt bins and to audit grit levels. To approve Clerk to inform CYC Ward Team which bins require refill as soon as possible.

**It was resolved** that we have salt bins on Larchfield, Beckwith Close, Beans Way, Junction of Stockton Lane & Ashley Park Road, Stray Road Playarea, and Burnholme Avenue and for the clerk to arrange for them to get refilled for the winter.

**d. HWPC Allotments**

- i) To report a new tenant on Stray Road allotments, thus all plots are occupied and there is a waiting list.

**It was resolved** that we have a new tenant (Plot 13 which was vacated last month).

**94/2020. Employment and Training:**

- a. To note that litter picking training run by Iain Dunn, CYC takes place on Thursday 10<sup>th</sup> December 2020 (Clerk, Cllr R Clayton, Cllr P Wells, Cllr S Whitmore, Cllr M Starkey will be in attendance). New litter pickers, hoops and Hi Viz vests are now in circulation for all existing councillors. A new hoop and litter picker will need to be ordered for any future new councillors joining the team, as they come in different heights.

**It was noted** that the above training is taking place.

- b. To note that once trained by the council on litter picking, the Clerk can train within the Parish as and when needed. Refresher training will take place at a later date for Cllr M Wells who cannot attend the training on 10<sup>th</sup> December.

**It was noted**

- c. To note the Clerk / RFO will be taking the Introduction to Local Councils Administration (ILCA) course; and to approve payment of £118.80 (£99+VAT).

**It was resolved** to pay for the Clerks ILCA course.

- d. Update from Cllr A Garbutt and the Clerk on a recently attended course on Planning Systems Knowledge

**Planning Training**

Pro's – I was given a handbook before the webinar so that I could look through the details beforehand.

Negatives – Not all people's questions were answered. It would have been useful to highlight how planning applications are found on the City of York website. Cllr Starkey has agreed to show me how to use it.

With the handbook I've now got a comprehensive user guide to follow when I'm considering any planning application, so I am well prepared coming to a parish council meeting.

We have the problem that the CYC have not agreed the Local Plan so it seems planning is happening as and when at the moment. I found it useful to note the role of the councillor:

come prepared, avoid bias, consider implications of the wider community, only take into account material planning considerations, community v applicant, be consistent. The new planning system talked about Growth, Renewal and Protection. The new nationally set single infrastructure levy will replace section 106 agreements and community infrastructure levy.

- e. Update from the Clerk further to completing a GDPR on line course, via Nimble and how Nimble works.

***It was reported*** that Nimble is a user friendly online course. All encouraged to use if needed.

- f. To Consider any current employment/training related issues

***It was resolved*** to review next month the Clerks 6 month period of probation and salary and to review the Groundsman's salary.

**95/2020. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

Cllr A Garbutt updated the Parish Council on the above course - see item 94d

**96/2020. To Consider Highway/Transport Issues:**

- a. To Receive update re: HWPC involvement in Community Speed Watch initiative

***It was resolved*** that Cllr Nigel Ayre ought to follow this up on our behalf, as we cannot get a response.

- b. To Note any further highway issues.

***None***

**97/2020. Policing and Security Matters:**

- a. To Consider Neighbourhood Policing Team Report

***It was resolved*** that since there appear to be a number of police call outs for minor, even trivial, matters this situation should be reviewed next month with a motion on the agenda.

- b. To Consider any further policing and/or security related issues

***None***

**98/2020. Correspondence:**

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda

***None***

**99/2020. To Note matters for Information and items for next monthly meeting agenda**

We agreed to invite Treemendous to talk to us about tree planting possibilities within the parish

We noted that the precept needs to be debated and submitted by January. To be discussed in December.

We resolved to replace FRONT OF GATES notice with THIS AREA notice if we cannot get chevrons.

Newsletter contents for January 2021 agenda item

**100/2020. To Confirm date and time of next meeting**

To Confirm date, time and venue for the next ordinary Meeting of Heworth Without Parish Council as Monday 21<sup>st</sup> December 2020 at 7pm via zoom platform.

**This was agreed**