



Heworth Without Parish Council
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Minutes of the Meeting of Heworth Without Parish Council held 21st December 2020; held remotely using Zoom electronic platform

Present:

Councillor R. Clayton (Chairman), Councillor R. Cook, Councillor A Garbutt, Councillor D Gibbon, Councillor M. Starkey, Councillor M. Wells, Councillor P.Wells, Councillor S. Whitmore, Councillor N. Ayre, Martin and Joyce Grant (Public), Iain (Public) and Gayle Enion-Farrington (Clerk / RFO)

To be approved at HWPC meeting to be held 18/01/202

101/2020. Apologies:

- a. To Note Apologies and Approve Reasons for Absence

Councillor A. Thomas's fourth recorded absence was noted.

- b. To formally welcome Councillor David Gibbon to HWPC, who was co-opted and appointed in November 2020

Cllr David Gibbon was welcomed

102/2020. 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

103/2020. 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.

Iain from No 5 Algarth Rise wished to discuss his planning application. Although the property is just outside the parish we were aware of neighbours' concerns and resolved to review and discuss this application at our next meeting.

104/2020. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Council Budget is now live, council tax is capped at 1.99% and can add an additional adult social care precept on top. Meetings are Feb 2021 and Cllr Nigel Ayre will send info to put on the notice boards to promote awareness of CYC's and the parish's budgetary situation.

Community stadium is now open (swimming pool, gym etc). First sports match is middle of January 2021

Still awaiting ward highway budget meeting – delayed due to COVID19

Left turn at Hopgrove is still under discussion

Cllr N Ayre was questioned about our proposed basketball court and ward money options. He expressed concerns about its location's possible impact on neighbouring residents – about which there have been (historical) complaints. It was agreed to meet on the playing-field on 29th December 2020 to show Cllr Nigel Ayre the exact proposals and discuss them in situ.

It was agreed that an extra ordinary meeting early in the new year would be needed in order to proceed with the playing field developments, after the above meeting.

105/2020. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 16/11/2020 & Ex Ord Meeting held on 30/11/2020
It was resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 16/11/20. And the Ex Ord Meeting on 30/11/2020.

106/2020. Planning:

- a. To Consider planning applications received

CYC Reference	Address	Description
20/02254/FUL	Rondor Stockton Lane York YO32 9UA	Single storey rear extension following demolition of existing conservatory and garage. – application approved
20/02226/FUL	8 Whitby Drive York YO31 1EX	Two storey rear extension, dormer to front, creation of new entrance door and alterations to existing fenestration. – The Parish has objections due to overdevelopment and size and we endorse Mr Finnerty's list of objections
20/01123/FUL	3 Algarth Rise York YO31 1HD	Dormer to front (revised) - Application approved

- b. To Consider any other planning related issues
 NOTE - 5 Algarth Rise has arrived today for review, but it's just out of our parish but impacts on residents within the Parish – see item 103/2020
- c. To Consider any planning enforcement issues
None

107/2020. Finance:

- a. To Approve payments as detailed in Appendix 1

INVOICES TO BE PRESENTED FOR PAYMENT 21/12/2020

Invoices to be paid 21/12/2020 APPENDIX 1		£	Payroll is NET pay
Clerk Payroll	wages	£486.36	
	Home working allowance	£15.00	
		£501.36	Total Payroll
Clerk Expenses	zoom	£14.39	inc VAT
	Plusnet monthly SIM charge	£6.00	inc VAT
Amazon	Printer Ink	£45.98	inc VAT
Amazon	Stationary - envelopes	£8.14	inc VAT

McAfee Laptop Security	Clerk Laptop Anti - Virus Package for 2 years	£54.99		
		£129.50	Total of expenses	
Groundsman	wages	£162.40		
PAYE	PAYE	£122.00		
ICO - Direct Debit set up	ICO annual Fee	£35.00	Direct Debit set up	
Signs Express	Various signs for Play area and community centre gates	£57.60	inc VAT	
VisionICT	Website upgrade - already paid	£390.00	inc VAT	already paid
YLCA	Parkinson Partnership remote training Budgeting 3 December 2020	£30.00		
Gala Signs	Plaque for bus stop bench	£20.00	no VAT	
Movelt	Deep Cleaning of Play area further to annual inspection	£350.00	no VAT	already paid
Playscheme	Repairs further to annual inspection	£2,676.00		
TOTAL		£4,473.86	Total	

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 30 November 2020
It was resolved to approve the Cash Book & Income and Expenditure to 30 November 2020
- c. To Approve Bank Reconciliation Statement to 30 November 2020
It was resolved to approve the Bank Reconciliation Statement to 30 November 2020
- d. To Approve VAT application and additional hours worked by the Clerk in consequence.
It was resolved to approve the VAT application and additional hours worked by the Clerk in consequence.
- e. To note (for consideration and decision at our January meeting) drafts of the HWPC budget for the fiscal year 2021/2022, and of our precept demand to CYC for fiscal year 2021/2022 (see attached)
It was resolved for all councillors must scrutinise the above documents in advance of the January meeting.
It was noted that our projected application for support from the CYC play area improvement fund requires us to have made provision for matching funds in our budget, and that we needed to demonstrate that we have so provided when we apply for it.
- f. To note that it is not beneficial for HWPC to charge more than £1 ground rent – due to VAT implications.
It was noted and was viewed as a positive move.

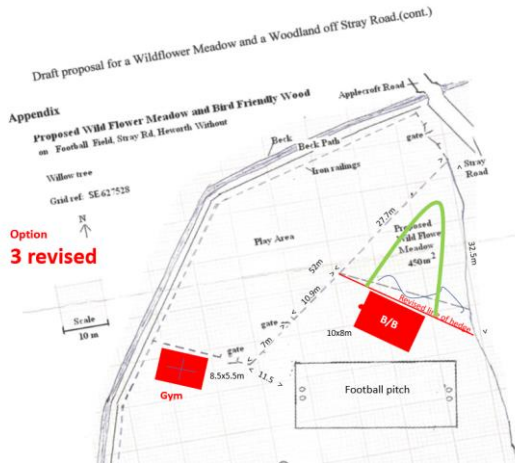
108/2020. Heworth Without Parish Council Administration:

- a. To update progress with Vision ICT upgrading HWPC website to adhere to Web Accessibility Guidelines and be WAG Compliant.
It was noted that we should have a new website up and running in the new year as payment was processed earlier in the month.
- b. To Consider newsletter contents for the new year.
It was resolved to review the contents in January as items such as the Precept and play area developments still needed finalising. All Councillors and Clerk are urged to email Cllr Peter Wells articles and photos.
- c. To report the outcome of a recent meeting with the Community centre committee, regarding the Defibrillator:
It was resolved to install a sign - Turn and Lift Lever – on the Centre's gates. Cllr Roger Cook has taken over the weekly checks of the defibrillator.
- d. To appoint a committee to review the Clerk/RFO's probationary period and to fix an appropriate level of remuneration; and also to review the appropriate level of the Groundsman's remuneration
It was resolved to appoint Cllr R Clayton, Cllr P Wells and Cllr M Starkey accordingly.
- e. **It was resolved** to approve the reduction of ground rent for the Heworth Community Centre from £5 p.a. to £1 p.a., effective from 1st April 2021

109/2020. To Consider Issues Relating to Parish Assets and Open Spaces

a. Stray Road play area

- i) To Report repairs and maintenance carried out further to the annual playground inspection report
It was resolved that although works took place last week, we need to call back Playscheme in the New Year to lubricate the zip wire, roundabout and Toddler swings as they are not smooth running.
- ii) To Authorise the Clerk to order the agreed Fitness Equipment from Caloo totalling £16000 and to aim for installation in March 2021 when it should be drier and less damaging to the grass area
It was resolved to authorise the clerk to order this equipment immediately to take advantage of the 30% discount and request a March 2021 installation
- iii) To Approve the purchase of two inclusive swing seats from MacVenture by the clerk (replacing 2 existing swing seats).
This decision has been postponed until a meeting on Tuesday 29th December 2020 at 10am to discuss on site.
- iv) To approve the exact location of the Basketball area and hoop positioning.
Also postponed until meeting on 29th at 10am



- v) To decide whether to remain with our decision to use artificial grass for the basketball area or to consider another surface in the light of new information about artificial grass.
Also postponed until meeting on 29th at 10am
- vi) To decide which play equipment company to use for the basketball area surface.
Also postponed until meeting on 29th at 10am
- vii) To apply for funding from Sport England and from CYCs Play Area Improvements Fund.
Also postponed until meeting on 29th at 10am
- viii) To consider the purchase of climbing rocks from Sutcliffe.
Also postponed until meeting on 29th at 10am



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

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

None to report

ii) To Report on matters relating to Playing field, Jubilee wood and wildflower meadow
It was reported that items from the allotments are getting scattered on the jubilee wood area. Goat Willows have been cut back and need good maintenance each year. The crack willow (bright yellow) is being managed to maintain new shoots.

c. Open Spaces and other assets

- i) To Report progress refurbishing the condition of the parish noticeboards.
It was agreed to postpone the review until we have drier weather.

d. HWPC Allotments

- i) To report that all plots are occupied. Invoices have been issued for renewals in January 2020 for £10 per annum.
It was reported that 5 tenants have already paid their £10 renewals. 1 x tenant is giving up and the next of the waiting list has been contacted.
- ii) To Report on the welfare of the bee hive
It was reported that the Bee Hive has been moved further under the trees for now, but may be moved permanently in the spring due to people tampering with the plastic safety box of the hive. The tenant is still happy with her allotment and has renewed for next year.

110/2020. Employment and Training:

- a. To report that litter picking training went ahead with Iain Dunn, CYC on 10th December 2020. New litter pickers, hoops and Hi Viz vests are now in circulation for all existing councillors and the clerk has litter pickers, gloves and volunteer waste bags if any more are required.
It was noted
- b. To note that the clerk is now able to train anyone who missed the training on the 10th Dec or new councillors in the future.
It was resolved that training will take place on 29th December 2020 after the 10am meeting at Stray Road Play area with Cllr M Wells and Cllr S Whitmore, but any other councillors can join (all to be mindful of social distancing)
- c. To Consider any current employment/training related issues
None

111/2020. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

112/2020. To Consider Highway/Transport Issues:

- a. To Receive update re: HWPC involvement in Community Speed Watch initiative
It was noted that we have had correspondence but all is on hold due to COVID19
- b. To Note any further highway issues.

113/2020. Policing and Security Matters:

- a. To Consider Neighbourhood Policing Team Report
Nothing received
- b. To Consider any further policing and/or security related issues -
It was noted that Sue Shooter detachment worker has made a number of visits at different times to our play area but so far hasn't seen anyone. She will continue to try and engage with users of the play area.

114/2020. Correspondence:

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda
It was resolved to approve Cllr Peter Wells to produce a new revised Parish Standing Orders and ensure they are in line with the MODEL STANDING ORDERS 2018 (ENGLAND) (from NALC).

115/2020. To Note matters for Information and items for next monthly meeting agenda

To Approve the purchase of two inclusive swing seats from MacVenture by the clerk (replacing 2 existing swing seats).

To approve the exact location of the Basketball area and hoop positioning.
To decide whether to remain with our decision to use artificial grass for the basketball area or to consider another surface in the light of new information about artificial grass.
To decide which play equipment company to use for the basketball area surface.
To apply for funding from Sport England and from CYCs Play Area Improvements Fund.
To consider the purchase of climbing rocks from Sutcliffe.
To Consider newsletter contents for the new year.
To set Budget for 2021/2022 and Precept.
To consider planning matters – specifically, so far, 5 Whitby Drive

116/2020. 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 18th January 2021 at 7pm via zoom platform.

This was agreed