



**Heworth Without Parish Council**  
Nicola Moorcroft (Clerk to Parish Council)  
83 Broome Close, Huntington, YORK YO32  
Tel: 07410 976367  
E-mail: [clerk.hwpc@gmail.com](mailto:clerk.hwpc@gmail.com)  
[www.heworthwithout.org.uk](http://www.heworthwithout.org.uk)

**DRAFT Minutes of the meeting of Heworth Without Parish Council held 16 April 2018 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**

***To be approved at Annual Meeting of Heworth Without Parish Council to be held 21 May 2018.***

**Present:**

Councillor R. Clayton (Chairman), Councillor A. Thomas, Councillor C. Perrett, Councillor P. Wells, Councillor I. Cage, Councillor N. Denton, Councillor M. Wells and Nicola Moorcroft (Clerk)

**165/2018 Apologies:**

a. To Note Apologies and Approve Reasons for Absence  
Councillor S. Whitmore  
Councillor R. Cook

***It was resolved to*** note all apologies and approve all reasons for absence

**166/2018 To Note any Declarations of Interest:**

a. To Approve Dispensation Requests  
None received.

b. To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests  
No further declarations made.

**167/2018 Public Participation:**

There were no members of the public present at this meeting.

**168/2018 Meeting 19/03/2018**

a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 19/03/2018

***It was resolved to*** approve said minutes as a true and accurate record of the ordinary meeting held 19/03/2018; signed and dated by the Chairman

b. To Update members on matters raised at meeting held 19/03/2018 not specifically dealt with in this agenda

Clerk and Councillor S. Whitmore had compiled a report on potholes in the parish; report submitted to CYC through pothole reporting porthole.

**169/2018 Planning:**

a. To Consider planning applications received (Appendix 3)

*Heworth Without Parish Council considered the under-mentioned applications, received from City of York Council and reached the decision shown:*

CYC Reference	Address / Description	Heworth Without Parish Council decision:
18/00682/FUL	13 Algarth Road York YO31 1EZ  Single storey rear extension and conversion of garage roof into habitable room with rooflights to front and rear	<b>Heworth Without Parish Council has no objections to this planning application.</b>
18/00694/FUL	7 Ashley Park Road York YO31 1HP  Hip to gable extension with 2no. flat roof rear dormers to front, flat roof dormer to rear, single storey rear extension and porch to side (revised scheme) render to existing dwelling, hip to gable and rear single storey	<b>Heworth Without Parish Council has no objections to this planning application.</b>
18/00665/FUL	1 Beans Way York YO31 1HT  2no. dormer windows to north and south elevations.	<b>Heworth Without Parish Council has no objections to this planning application.</b>

b. To Consider any other planning related issues

***CYC Planning Decision Notices:***

**Application at:** 35 Burnholme Avenue York YO31 0NA

**For:** Single storey side and rear extension

**Application Ref No:** 18/00108/FUL

***Approved***

**Application at:** 14 Hazel Garth York YO31 1HR

**For:** Hip to Gable roof extension, dormer to rear and 3no. rooflights to front (revised details)

**Application Ref No:** 18/00215/FUL

***Approved***

**Application at:** 23 Hill View York YO31 1HZ

**For:** Variation of condition 4 of permitted application 3/61/282/PA to restrict use of stables as ancillary to the domestic use of 23 Hill View instead of 21 Hill View

**Application Ref No:** 18/00183/FUL

***Approved***

c. To Consider any planning enforcement issues

None raised.

**170/2018 Finance:**

a. To Approve payments as detailed in Appendix 2 (a)

**INVOICES TO BE PRESENTED FOR PAYMENT 16/04/2018**

Clerk	Wages	341.52
	Mileage (37 miles@0.45 per mile)	16.65
	Home office Allowance	15
	monthly SIM charge	5
	parking - banking	4.4
Litter Picker	Wages	67.82
	Training events - 3x planning+ 2xGDPR	435
YLCA	Annual subs	563
Autela	payroll services	46.08
HWC Centre	room hire x 12	120
<b>TOTAL</b>		<b>1614.47</b>

**INCOME**

allotment rent x 1	10
bank Interest to 31/03/2018	1.49
<b>TOTAL</b>	<b>£10.00</b>

***It was resolved to*** settle all above accounts with immediate effect.

Invoices checked and approved by Councillor I. Cage

Bank statement and savings account book checked against bank reconciliation statement by Councillor N. Denton

b. To Note budget situation as detailed in Appendix 2 (b)

List of Income and Expenditure to end of fiscal year, month 12 noted.

c. To Approve Bank Reconciliation Statement to 31 March 2018

***It was resolved to*** approve the bank reconciliation statement to 31 March 2018

d. To Confirm gross annual turn-over for financial year 2017/2018 and exemption from external audit.

Heworth Without Parish Council confirmed its gross annual turnover as £19,491.51 and its exemption from external audit.

The Certificate of Exemption form External Audit was signed and dated by The Chairman and Clerk

d. To Approve installation of additional noticeboard(s) within the parish.

***It was resolved to*** approve the installation of an additional noticeboard at the corner of Bad Bargain Lane and Stray Road – Clerk to report costings at May meeting of the council

e. To Approve appointment of a DPO/DPO service for 2018/19

***It was resolved,*** in principle, to utilise the DPO service offered by Yorkshire Local Councils Associations (YLCA). This matter to be given further consideration when additional information (costs, etc) are available

**171/2018 Policing and Security Matters:**

a. To Consider Neighbourhood Policing Team Report

Neighbourhood Policing Team Report for March 2018 noted.

b. To Consider any Policing and/or Security Related Issues

None raised.

**172/2018 To Consider Highway/Transport Issues:**

a. To Consider highway issues and approve action required.

**173/2018 Clerk's Report: (Appendix 4)**

a. To Receive update re: installation of bench at Stray Road bus stop

All documentation forwarded to Councillor Ayre to allow him to pursue this matter with CYC.

b. To Consider response Yorkshire marathon event organisers.

No further information available.

c. To Receive update re: drainage work on playing field.

***It was resolved to*** meet contractor at Stray Road Play area on Friday 20 April for a site visit.

d. To Receive update re: HWPC preparation for GDPR

***It was resolved to*** present all required documentation and policies for approval at May meeting of the council.

**174/2018 To Consider Issues Relating to Parish Assets and Open Spaces**

a. Stray Road play area

***i) To Consider any matters relating to Stray Road play area and approve necessary action(s)***

***It was resolved that*** grass in play area (and playing field) be cut by a contractor whilst the council wait for employment of new groundsman to commence.

***ii) To Consider further information for installation of new equipment***

***It was resolved to*** approve the revised quote of £1755.03 for the installation of the new equipment ('chin -up' bars) and associated safety surface from Sutcliffe play – installation to be undertaken as soon as possible.

b. Stray Road Playing field, Jubilee wood and wild flower meadow

***i) To Consider matters relating to Playing field, Jubilee wood and wild flower meadow and approve necessary action(s)***

None raised.

c. Stray Road allotment site

***i) To Approve application(s) for allotment plot at Stray Road allotment site.***  
No further applications received.

***ii) To Consider any matters relating to Stray Road allotment site and approve necessary action(s)***  
None raised.

d. Open Spaces

***i) To Consider any matters relating to open spaces within the parish and approve necessary***

There were various suggestions regarding areas for additional planting within the parish – ***it was resolved that*** this be given consideration at the next meeting at which Councillor Cook is present.

**175/2018 Employment Issues:**

**a. To Receive update – re: Groundsman position and approve action required.**

- Council insurance providers confirmed that provided the council considers the employee competent to undertake the role (i.e. had proper instruction how to use) and a risk assessment had been undertaken, employee could commence work before completing 'ride on mower' course.
- Awaiting service on ride on mower.
- Once service complete, former groundsman to offer instruction to new groundsman.

**b. To Consider action re: advertising for vacant litter picker role.**

***It was resolved to*** advertise this vacant post as soon as possible; councillors to undertake litter picking on a rota basis whilst post is vacant.

**c. To Consider any further employment related issues**

None raised.

**176/2018 To Note Correspondence Received and Approve action required:**

No further correspondence received; all information/correspondence circulated electronically prior to this meeting.

**177/ 2018 Councillor Activities:**

**a. To Receive Reports from Councillors who have attended meetings of outside bodies and training.**

***GDPR Training - Councillor I Cage and Councillor P. Wells:***

Gave an in-depth report on the training received, highlighting the obligations and responsibilities of the council to meet compliance with GDPR (see agenda item 173/2018 (d))

**178/2018 To Note matters for Information and items for next monthly meeting agenda**

- Local post office on Bad Bargain Lane, not yet open.

**179/2018 To Confirm date and time of next meeting**

Annual Meeting of Heworth Without Parish Council to be held on **Monday 21 May 2018** commencing at 7pm in Heworth Without Community Centre, Applecroft Road.

***Meeting closed at 9.15pm***