



Heworth Without Parish Council
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Minutes of the meeting of Heworth Without Parish Council held 17 February 2020 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG

Present:

Councillor R. Clayton (Chairman), Councillor A. Thomas, Councillor M. Starkey, Councillor S. Whitmore, Councillor P. Wells, Councillor R. Cook, Councillor N. Denton, Councillor M. Wells, Ward Councillor Nigel Ayre and Nicola Moorcroft (Clerk)

148/2020. Apologies:

a. To Note Apologies and Approve Reasons for Absence

All members present at the meeting.

b. To Receive resignation of Ian Cage

With regret, ***it was resolved to*** receive the resignation of Ian Cage as a HWPC Parish Councillor

c. To Receive information from CYC regarding this casual vacancy

CYC advised that 19 February is the deadline set for calling of a by-election; if no such call is received, HWPC must co-opt to this vacant seat.

149/2020. To Note any Declarations of Interest:

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

No further declarations made.

b. To Approve Dispensation Requests

None received.

150/2020. Public Participation:

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

151/2020. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor:

Councillor Ayre provided a verbal report on the following:

CYC Budget for 2020/21:

Increase of 2.9% plus 2% for adult social care, approved by Executive Committee, to be submitted to CYC full council this week.

Highways:

Ward Team highways scheme to assess repair of pothole provision and extensions of double yellow lines at junction of Whitby Avenue/Stockton Lane.

Reconstitution of Ward Committee/Ward Team meetings:

Consideration to be given to reintroducing Ward Team meetings after discussions with Team members as to most effective format for information and decisions making.

152/2020. Minutes:

a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 20/01/2020

It was resolved to approve said minutes as a true and accurate record of the ordinary meeting held 20/01/2020; signed and dated by meeting Chairman

153/2020. Planning:

a. To Consider planning applications received:

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:
20/00088/FUL	37 Galtres Road York YO31 1JP Single storey side extension, formation of new entrance to side with access ramp and erection of detached building to form office space following demolition of existing porch and detached garage	Heworth Without Parish Council has no objections to this planning application
20/00110/FUL	Cow Moor House, Stockton Lane York YO32 9UB Single storey rear extension	Heworth Without Parish Council has no objections to this planning application
19/02525/FUL	11 Ashley Park Road York YO31 1HP Dormers to front and rear, single storey rear extension and fenestration alterations to front elevation	Heworth Without Parish Council has no objections to this planning application

b. To Consider any other planning related issues

None raised

c. To Consider any planning enforcement issues

None raised

154/2020. Finance:

a. To Approve new signatory for Barclays bank account

It was resolved that Councillor Peter Wells be new signatory for Barclays bank account.

b. To Approve payments and note income received as detailed in Appendix 2

Clerk	Wages	355.28
	Mileage (37 miles@0.45 per mile)	16.65
	Home office Allowance	15
	monthly SIM charge	5.25
Groundsman	wages	162.6
	gloves	3.83
CYC	annual and rent in advance	328
NSALG	annual membership	66
N Moorcroft	Councillor training 25/01/2020	100
TOTAL		1052.61

INCOME

VAT Refund	1/04/2019-31/12/2019	855.09
Ward Committee Grant	swing unit	850
TOTAL		£1,705.09

Invoices checked and approved by Councillor M. Wells and Councillor S. Whitmore

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

Cheques signed by Councillor R Clayton and, countersigned by N. Moorcroft

c. To Note budget situation as detailed in Appendix 3

List of income and expenditure as against budget figures, to end of month 10 (January) noted.

d. To Approve Bank Reconciliation Statement to 31 January 2020

It was resolved to approve the bank reconciliation statement to 31 January 2020; bank statement and savings account book checked against bank reconciliation statement by Councillors P. Wells and N. Denton

e. To Note Internal Controls undertaken 17/02/2020

Internal Controls undertaken prior to this meeting by Councillor N. Denton and Councillor P. Wells (see attached)

f. To Confirm councillors to undertake internal controls in March 2020

It was resolved that Councillor Starkey and Councillor Whitmore undertake internal controls checks prior to the March meeting of HWPC

g. To Receive information re: closure of Yorkshire bank accounts

All cheques written now presented to this account – account closure letter to be submitted as soon as possible and balances transferred to Barclays account.

155/2020. Heworth Without Parish Council Administration:

a. To Receive information from CYC re: appointment to YCDB

No further information available.

b. To Approve the use of allotment holder's personal data by councillors (i.e. after acquiring consent)

It was resolved that HWPC did not intend to use the allotment holder's personal data for any purpose which required a consent form to be completed.

c. To Consider the appointment of an Allotments Committee

It was resolved that with recommendations from HWPC RAWG management of the allotment site be undertaken by HWPC

d. To Appoint new HWPC representation for the following (due to Councillor Cage's resignation):

- i) YLCA York Branch
It was resolved that Councillor M. Wells be appointed as HWPC voting representative to YLCA York branch.
- ii) HWPC Employment Panel
It was resolved that Councillor N. Denton be appointed to HWPC Employment Panel

156/2020. To Consider Issues Relating to Parish Assets and Open Spaces

a. Stray Road play area

- i) **To Approve quote for remedial work to outdoor gym equipment**
No quote available, no contractor sourced to undertake necessary repairs/installation of new legs for seated rower.
- ii) **To Approve quote for work to trees in the play area**
Three quotes not yet received despite contact/site visits with 4 tree surgeons which are members of the Arboricultural Society

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

- i) **To Consider matters relating to Playing field, Jubilee wood and wildflower meadow**
None raised.

c. Open Spaces and other assets

- i) **To Consider CYC correspondence re: Environmental maintenance of The Beck**
Councillor Cook provide a report on discussions with CYC regarding 'in stream vegetation' in the Beck and its ecological and environmental benefits – it was resolved that this information in the next HWPC newsletter and HWPC Facebook Page.
- ii) **To Note any matters relating to open spaces and other assets within the parish**
None raised

d. HWPC Allotments

- i) **To Consider applications for allotment plot at Stray Road allotment site and note waiting list**
It was resolved that the allotment application received be added to the current waiting list (now 4)
- ii) **To Consider report from HWPC Recreational Areas working Group**
Councillor Clayton provided a verbal report on the activities of the RAWG; including the investigation of replacement surfaces for football goal mouths, area surrounding playing field gate and underneath large rotating swing.
- iii) **To Approve the demarcation of allotment plots and associated costs**
It was resolved that this be undertaken at a meeting of the allotment holders – to be convened as soon as is practicable.
- iv) **To Approve additional hours for groundsman re: work to allotment site**
It was resolved that the Groundsman be allocated 10 additional hours, to assist with the work to HWPC allotment site, to be used at his discretion, by the end of March 2020; HWPC to review allocated hours after this date.
- v) **To Note any further allotment related matters**
None raised.

157/2020. Employment and Training:

a. To Approve arrangements for Clerk's annual appraisals

It was resolved that this now be undertaken as an 'exit interview'

b. To Approve HWPC revised Disciplinary and Grievance Policies/Procedures

It was resolved to adopt the revised Disciplinary and Grievance Policies/Procedures As circulated to all members prior to this meeting.

c. To Note any current employment/training related matters

None raised.

158/2020. Councillor Activities -To Receive Reports from Councillors who have attended training events and meetings of outside bodies

a. To Consider report from YLCA York branch meeting 06/02/2020

Councillor Whitmore provided a verbal report from the YLCA York Branch meeting held 06/02/2020; highlighting the issues raised with Neil Ferris (CYC Corporate Director of Economy and Place).

159/2020. To Consider Highway/Transport Issues:

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

No further information available.

b. To Receive correspondence from other parish councils affected by Yorkshire marathon route for 2020 and approve any action necessary

Clerk contacted the following parish councils along the marathon route; Murton, Osbaldwick, Heslington, Stockton the Forest and Dunnington.

Dunnington Parish Council is happy to enter into discussions and consider support to HWPC

It was resolved that HWPC takes no further action with regards to marathon route and ensures that residents are informed as to the route and possible disruptions and diversions.

b. To Note any further highway issues.

None raised.

160/2020. Policing and Security Matters:

a. To Consider Neighbourhood Policing Team Report

Neighbourhood Policing Team Report and additional information for January 2020 noted.

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

None raised.

161/2020. Correspondence:

a. To Note Correspondence received not specifically dealt with on this agenda

- 3x YLCA White Rose Update E-Bulletin
- Emails from Public Health England and CYC regarding Corona Virus
- Emails from CYC regarding storm Dennis/flood level' information

162/2020. To Note matters for Information and items for next monthly meeting agenda

Matters for information:

- Clerk's resignation; meeting of the Employment Panel to be convened as soon as possible.

163/2020. To Confirm date and time of next meeting

It was resolved that the next ordinary Meeting of Heworth Without Parish Council as Monday 16 March 2020 at 7pm in Heworth Without Community Centre.

Meeting closed at 9.35pm