



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
www.heworthwithout.org.uk

Minutes of the meeting of Heworth Without Parish Council held 17 June 2019 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG

Present:

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

24/2019. Apologies:

a. To Note Apologies and Approve Reasons for Absence
Councillor I Cage

b. To Note resignation of Councillor C. Perrett and receive information regarding this casual vacancy

Chairman explained Mr Perrett's resignation as a parish councillor due to ill health. Clerk advised notification to CYC, poll claim period to end on 24 June.

25/2019. 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.

26/2019. Public Participation:

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

27/2019. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

See attached

28/2019. Minutes

a. To Approve Minutes of the Annual Meeting of Heworth Without Parish Council held 20/05/2019

It was resolved to approve said minutes as a true and accurate record of the annual meeting held 20/05/2019; signed and dated by the Chairman

b. To Approve Minutes of Ordinary meeting of Heworth Without Parish Council held 29/05/2019

It was resolved to approve said minutes as a true and accurate record of the ordinary meeting held 20/05/2019; signed and dated by the Chairman

29/2019. Planning:

a. To Consider planning applications received (Appendix 1)

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:
19/00380/FUL	290 Stockton Lane Raise ridge height, two storey and single storey rear extension, single storey side extension and render finish.	Heworth Without Parish Council does not object to this planning application however it has the following concerns: <ul style="list-style-type: none"> • The intended roof ridge height being out of character with similar development in the area
19/00505/FUL	290 Stockton Lane York YO31 1JJ Erection of 1no. detached dwelling to rear	Heworth Without Parish Council does not object to this planning application however it has the following concerns: <ul style="list-style-type: none"> • Overlooking of property at 288 Stockton Lane • Access and egress onto busy road.

b. To Consider any other planning related issues

City of York Council Planning Decision Notices:

Application at: 61 Galtres Road York YO31 1JP

For: Single storey rear extension (part retrospective)

Application Ref No: 19/00709/FUL

Application approved

Application at: 21 Hill View York YO31 1HZ

For: Erection of two storey side extension to form double garage with accommodation above and new basement below. Two storey front extension and single storey extension to rear.

Application Ref No: 19/00034/FUL

Application approved

Application at: 80 Bramley Garth York YO31 0PG

For: Single storey rear and side extension

Application Ref No: 19/00514/FUL

Application approved

c. To Consider any planning enforcement issues

None raised.

30/2019. Finance:

a. To Approve payments as detailed in Appendix 2

INVOICES TO BE PRESENTED FOR PAYMENT 17/06/2019

Clerk	Wages	355.28
	Mileage (37 miles@0.45 per mile)	16.65
	Home office Allowance	15
	monthly SIM charge	5
Groundsman	wages	162.6
Autela	Payroll services Q1	39.23
HMRC	PAYE+NI April- Jun	388.2
Garden & Estate Machinery	Parts + repairs to ride on mower	197.72
TOTAL		1179.68

INCOME

VAT REFUND	484.32
TOTAL	£484.32

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

Invoices checked and approved by Councillor S. Whitmore

b. To Note budget situation as detailed in Appendix 3

List of income and expenditure as against budget figures, to end of month 2 noted.

c. To Approve Bank Reconciliation Statement to 31 May 2019

It was resolved to approve the bank reconciliation statement to 31 May 2019; Bank statement and savings account book checked against bank reconciliation statement by Councillor N. Denton

d. To Note Internal Controls undertaken 17/06/2019

No internal controls undertaken prior to this meeting.

31/2019. Heworth Without Parish Council Administration:

a. To Consider application for Local Council Award Scheme (LCAS) Foundation Level;

It was resolved that HWPC work towards Foundation Level of LCAS, clerk to produce checklist for criteria for consideration at meetings (regular agenda item).

b. To review the following documents/policies:

It was resolved that:

i) ***Standing Orders*** – reviewed and approved without any amendments

ii) ***Financial Regulations***

That the following be included at 10.6 of the HWPC Financial regulations:

In respect of all orders for goods and services, two councillors shall be appointed to oversee (with the guidance and assistance of the clerk) the commissioning process; obtaining copies of all quotations, e-mails and related correspondence. Further – to

this, on approval of the quote by the council, meetings with the contractor and ensuring work has been completed to a satisfactory standard.

- iii) ***Freedom of Information Publication Scheme***– reviewed and approved without any amendments
- iv) ***HWPC Complaints Procedure***– reviewed and approved without any amendments
- v) ***General Privacy Notice***– reviewed and approved without any amendments
- vi) ***Document Retention and Disposal Policy***– reviewed and approved without any amendments

32/2019. To Consider Issues Relating to Parish Assets and Open Spaces

a. Stray Road play area

- i) To Consider provision of MUGA on playing field
No further information available from Councillor Ayre.
- ii) To Consider matters related to dogs on the play area and action required
It was resolved that a simple 'no dogs' be sourced and costed for consideration at the July meeting of HWPC
- iii) To Receive update on matter related to self-closing mechanism on playing field gate
Noted: defence to claim submitted.
- iv) To Consider safety mechanism for entrance gate for play area
It was resolved to investigate alternative self- closing mechanism (at other play sites) and report to HWPC with findings

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.
- ii) To Consider additional gate to rear of playing field/play area
It was resolved to source costings and information regarding the installation for additional gate and report to HWPC with findings

c. Open Spaces and other assets

- i) To Consider any matters relating to open spaces and other assets within the parish and approve necessary
None raised.
- ii) To Consider action regarding ownership of certain trees within the parish
It was resolved to pass this matter, initially to Councillor Ayre, prior to HWPC taking any action

d. HWPC Allotments

- i) To Consider recommendations from Mr Gommersall re: revitalisation of allotment site (report submitted to HWPC meeting 20/05/2019)
It was resolved to invite all allotment holders to a meeting as soon as possible to discuss these recommendations
- ii) To Consider any further allotment related matters
None raised

- iii) To Consider applications for allotment plot at Stray Road allotment site
No applications submitted.
- iv) To Consider request from resident for access to allotment site
Council aware that despite request for permission; such access has been acquired by resident by unlawful driving of a motorised vehicle along the becks side path and trespass onto the allotment site.

33/2019. Employment and Training:

a. To Approve attendance of Councillors, Clerk or Groundsman on any relevant training course(s) requested.

It was resolved that Councillor P. Wells and Councillor M. Wells attend the YLCA play area training event to be held 25 July 2019

b. To Consider any further employment related issues

Noted – clerk on annual leave Friday 28 June 2019 – Sunday 7 July (inclusive; returning to work Monday 8 July 2019

34/2019. To Note Correspondence received not specifically dealt with on this agenda:

None received.

35/2019. To Note matters for Information and items for next monthly meeting agenda

No such matters raised

36. /2019 To Confirm date and time of next meeting

It was resolved that the next ordinary meeting of HWPC be held on Monday 22 July 2019 at 7pm in Heworth Without Community Centre

Meeting closed at 9.15pm