



**Heworth Without Parish Council**  
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**Minutes of the meeting of Heworth Without Parish Council held 19 March 2018  
in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD,  
HEWORTH YO31 0HG**

**Present:**

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

**150/2018. Apologies:**

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

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

**151/2018. 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.

**152/2018. Public Participation:**

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

**153/2018. Meeting 19/02/2018**

a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held  
19/02/2018

***It was resolved to*** approve said minutes as a true and accurate record of the  
ordinary meeting held 19/02/2018; signed and dated by the Chairman

b. To Update members on matters raised at meeting held 19/02/2018 not specifically  
dealt with in this agenda  
None raised.

**154/2018. 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:*

<b>CYC Reference</b>	<b>Address/ Description</b>	<b>Heworth Without Parish Council decision:</b>
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18/00215/FUL	14 Hazel Garth York YO31 1HR  Hip to Gable roof extension, dormer to rear and 3no. rooflights to front	<b>Heworth Without Parish Council has no objections to this planning application.</b>
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b. To Consider any other planning related issues

None raised

c. To Consider any planning enforcement issues

None raised

d. To Consider RPC response to CYC Local Plan Publication Draft 2018

**It was resolved to** make no further submissions to the CYC Local Plan Publication

**155/2018. Finance:**

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

**INVOICES TO BE PRESENTED FOR PAYMENT 19/03/2018**

Clerk	Wages	308.06
	Mileage (37 miles@0.45 per mile)	16.65
	Home office Allowance	15
	monthly SIM charge	5
	Envelopes	1.5
Litter Picker	Wages	120
M4UK	Noticeboard 'glass' replacement	108
HMRC	PAYE +NI Jan - March	321
<b>TOTAL</b>		<b><u>895.21</u></b>

**INCOME**

allotment rent x3	30
<b>TOTAL</b>	<b><u>£30.00</u></b>

Invoices checked and approved by Councillor S. Whitmore

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

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

Cheques signed by Councillor A. Thomas counter-signed by C. Perrett

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

List of income and expenditure as against the budget situation for Month 11 noted

c. To Approve Bank Reconciliation Statement to 28 February 2018

Bank Reconciliation Statement to 28 February 2018 noted and approved.

d. To Approve installation of additional noticeboard at junction of Stockton Lane/Ashley Park Road

**It was resolved to** defer this item until such time as members have considered the adequacy of notice board provision within the parish council

**156/2018. Policing and Security Matters:**

a. To Consider Neighbourhood Policing Team Report

Neighbourhood Policing Team Report for February 2018 noted.

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

None raised.

**157/2018. To Consider Highway/Transport Issues:**

a. To Consider highway issues and approve action required.

Members highlighted a considerable number of large potholes within the parish which constituted a safety risk.

**It was resolved that** Clerk report these to CYC Highways Dept through the online portal.

**158/2018. Clerk's Report: (Appendix 4)**

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

- Despite a number of e-mails – no further information available.

b. To Consider response Yorkshire marathon event organisers.

- Written to both CYC and event organisers (as per meeting minutes 19/02/18) – no further information available

**It was resolved that** the Chairman speak to Councillor N. Ayre regarding this issue, given his new appointment as executive Member for Culture.

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

- Further information available from Cllr Cook and Cllr Perrett
- Sleightholm Landscapes happy to undertake site visit

**It was resolved that** Sleightholm Landscape undertake a site visit as soon as possible.

d. To Receive update re: HWPC preparation for GDPR and consider action necessary for the appointment of a DPO

- NALC GDPR Toolkit circulated to all members
- Data/information audit for HWPC complete
- Required consent and privacy notices need to be formulated.  
**It was resolved that** the clerk use NALC Toolkit proformas to meet this obligation.
- Members need to understand/ attend training regarding GDPR and importance of compliance.

***It was resolved that*** two members would attend a suitable training event to ensure council is aware of its obligations regarding compliance with GDPR

- Appointment of Data Protection Officer (DPO):
  - CYC have stated (to YLCA) they will not act as DPO for town and parish councils in the area.
  - Local Councils Public Advisory Service (LCPAS) are offering such a service for £150 per annum
  - YLCA has requested parish councils wait to hear if they/NALC are able to source other DPO service(s).
  - ***It was resolved that*** approval the appointment of DPO service be an agenda item
  - for the April meeting of Heworth Without Parish Council.

#### **e. To Consider promotion of annual parish meeting to be held 16 April 2018**

Annual Parish Meeting:

- To be held between end of March and June each year (statutory requirement)
- Is **not** a parish council meeting but a meeting where the electors of the parish are invited to raise issues which are important to them (residents can only attend this meeting if they are on the electoral roll for the parish) – specifically ‘an effective forum for Local Government electors of the parish to discuss matters specific to the parish’
- Facilitated by the parish council – Chairman to Chair, Clerk to clerk (HWPC Standing Orders apply)
- Opportunity to get more residents interested in the activities off the area – can you think of a speaker, topic which we could advertise which may grab their attention?
- ***It was resolved that*** Ms Alex Benjamin be invited to present a talk on dogs.
- ***It was resolved that*** the agenda includes items to correspond with the above topic.
- ***It was resolved to provide refreshments at this meeting.***

#### **159/2018. 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)***

Repairs to rowing machine – Councillor Perrett and Councillor Cage examined the equipment and are of the opinion that that it can be repaired; a second opinion to be sought from Minster Engineering.

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

***It was resolved to*** defer consideration of this item, until the next meeting of Heworth Without Parish Council, when councillor I Cage is present.

##### **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)***

Councillor Roger Cook provided a brief verbal report on the growth of the wild flower meadow and detailed his planting of bog plants on the playing field as a means of creating a ‘wetlands area’.

##### **c. Stray Road allotment site**

***i) To Approve application(s) for allotment plot at Stray Road allotment site.***

No applications received.

***ii) To Consider any matters relating to Stray Road allotment site and approve necessary action(s)***

All invoices for 2018/19 rent sent to plot holders (to be paid by 31 March 2018).

**d. Open Spaces**

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

None raised.

***ii) To Reschedule arrangements for Big Spring Clean***

***It was resolved to*** reschedule this event for Saturday 24 March 2018 at 10am.

**160/2018. Employment Issues:**

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

One application received – ***it was resolved to*** meet with this applicant to discuss the role, Chairman to arrange a meeting with former grass cutter and applicant and consideration of appointment to be deferred until April meeting of the parish Council

**b. To Receive resignation from litter picker and consider further action with regards to this role**

Letter of resignation received on 11 March – it was considered that some of this role may be incorporated into the Groundsman's duties; advertisement for permanent litter picker to be considered at April meeting of the parish council.

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

None raised.

**161/2018. To Note Correspondence Received and Approve action required:**

- Invitation to Y&NYPRA event 28 March 2018 (Received)
- City of York council Local Plan – Publication draft (February 2018) Consultation (Received)

**162/2018. Councillor Activities:**

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

Councillor C. Perret – provided a verbal update on the progress of filling the vacancy on CYC Joint Standards Committee.

Heworth Without Parish Council noted that due to the lack of progress with this matter Councillor Perrett has resigned as a member of CYC Joint Standards Committee.

CYC Joint Standards Committee information evening – Wednesday 21 March 2018 at west Offices.

**163/2018. To Note matters for Information and items for next monthly meeting agenda**

For information:

- Mobile library additional stop confirmed at Heworth Without Community centre; commencing Thursday 22 March 2018 between 3.30pm- 5.30pm
- Post Office reopens Friday 23 March 2048

**164. To Confirm date and time of next meeting**

Annual Parish Meeting followed by Ordinary meeting of Heworth Without Parish Council to be held on **Monday 16 April 2018** commencing at 7pm in Heworth Without Community Centre, Applecroft Road.

***Meeting closed at 9.15pm***