



Heworth Without Parish Council
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Minutes of the meeting of Heworth Without Parish Council held 20 January 2020 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG

Present:

Councillor R. Clayton (Chairman), Councillor I Cage, Councillor A. Thomas, Councillor M. Starkey, Councillor S. Whitmore, Councillor P. Wells, Councillor N. Denton, Councillor M. Wells, PCSO Katie Lowther and Nicola Moorcroft (Clerk)

132/2020. Apologies:

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

It was resolved to approve all reasons for absence.

133/2020. 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.

134/2020. Public Participation:

No members of the public present at this meeting.

135/2020. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor:

No report available.

136/2020. Minutes:

a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 16/12/2019

It was resolved to approve said minutes as a true and accurate record of the ordinary meeting held 16/12/2019; signed and dated by meeting Chairman

137/2020. Planning:

a. To Consider planning applications received
No relevant planning applications received.

b. To Consider any other planning related issues

CYC Decision Notices:

Application at: 11 Hilbeck Grove York YO31 0NF

For: First floor side extension and single storey rear extension

Application Ref No: 19/02287/FUL

Application approved

c. To Consider any planning enforcement issues

None raised.

138/2020. Finance:

a. To Approve transfer of funds from Yorkshire bank to Barclays account

It was resolved to transfer £20,000.00 from Community Account with Yorkshire Bank to new Barclays current account.

b. To Approve payments as detailed in Appendix 2

INVOICES TO BE PRESENTED FOR PAYMENT 20/01/2020

Clerk	Wages	355.28
	Mileage (37 miles@0.45 per mile)	16.65
	Home office Allowance	15
	monthly SIM charge	5.25
Groundsman	wages	162.4
Viking Direct	ink cartridges	113.93
TOTAL		668.51

INCOME

CYC DT claim 2019/20	9080
TOTAL	£9,080.00

Invoices checked and approved by Councillor P. Wells

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

Cheques signed by Councillor A. Thomas, countersigned by Councillor N. Denton.

c. To Note budget situation as detailed in Appendix 3

List of income and expenditure as against budget figures, to end of month 9 (December) noted.

d. To Approve Bank Reconciliation Statement to 31 December 2019

It was resolved to approve the bank reconciliation statement to 31 December 2019;

bank statement and savings account book checked against bank reconciliation statement by Councillor I. Cage

e. To Note Internal Controls undertaken 20/01/2020

Internal Controls undertaken prior to this meeting by Councillor Clayton and Councillor M. Wells (see attached)

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

It was resolved that Councillor Denton and Councillor P. Wells undertake internal controls checks prior to the February meeting of HWPC

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

Clerk notified HWPC that some cheques had not been presented for payment in December, accounts remain open.

h. To Consider and Approve HWPC budget for fiscal year 2020/21

It was resolved to approve the HWPC budget circulated prior to this meeting.

i. To Approve precept demand to CYC for fiscal year 2020/21

Budget and financial planning document, with precept options for financial year 2020/21 circulated to all members prior to this meeting. ***It was resolved that*** the precept demand to City of York Council for 2020/21 be £21,390 (no increase in precept demand from 2019/20)

139/2020. Heworth Without Parish Council Administration:

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

No further information available.

b. To Approve registration for LCAS Foundation award

It was resolved that HWPC register for Foundation level accreditation with LCAS; clerk to complete paperwork and registration fee to be authorised at February meeting of HWPC.

c. To Review the following GDPR/Data Protection documents:

- i) Data audit
- ii) Privacy statement(s)
- iii) Document retention and disposal policy
- iv) Security incident policy

It was resolved to approve all suggested amendments; documents to be reviewed January 2021

140/2020. 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***
Clerk received quote for replacement parts, seeking contractor to install parts.

- ii) To Approve quote for work to trees in the play area***
Further quotes required to comply with HWPC Financial Regulations.

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 (including cost implications) adoption and maintenance of certain 'ownerless' trees within the parish**

After considerable discussion, **it was resolved** not to 'adopt' certain ownerless trees within the parish. Chairman to provide an explanation to local residents.

- ii) **To Receive information from CYC re: football pitch goal mouth 'repair'**

Information from CYC circulated; **it was resolved that** the RAWG explore the various options, contact and meet with recommended contractors.

- iii) **To Note any further 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.**

No applications received; currently 3 on waiting list.

- ii) **To Consider report from HWPC Recreational Areas Working Group (RAWG)**

No report available.

- iii) **To Note any further allotment related matters**

None raised.

To consider exclusion of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed (agenda item 141 only)

It was resolved to exclude the press and public from this meeting due to the confidential nature of agenda item 141/2020 only

141/2020. Employment and Training:

a. To Consider matters arising from for HWPC employee annual appraisals
Clerk's appraisal not yet completed; no further consideration given to this item.

b. To Approve HWPC revised Disciplinary and grievance Policies/Procedures
It was resolved that this be deferred for consideration at the February meeting of HWPC.

c. To Consider any current employment/training related issues
None raised.

142/2020. Councillor Activities -To Receive Reports from Councillors who have attended training events and meetings of outside bodies

a. To Consider Councillor S. Whitmore's report from YLCA Conference 2019

Councillor Whitmore gave a verbal explanation of her written report.

143/2020. To Consider Highway/Transport Issues:

a. To Receive update re: HWPC involvement in Community Speed Watch initiative
No further information available; Councillor Cage to follow up

b. To Receive information re: marathon route for 2020 and approve any action necessary

Information received from CYC Highways considered; **it was resolved to** contact other parishes affected by road closures during the York marathon to see if they might work with HWPC to put pressure on marathon organisers to change its current working practices prior to and during the event.

c. To Note any further highway issues.

None raised.

144/2020. Policing and Security Matters:

a. To Consider Neighbourhood Policing Team Report

Neighbourhood Policing Team Report and additional information for December 2019 noted.

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

PCSO Katie Lowther gave a brief verbal report on issues in the area, highlighted 'Operation Liberate' which intended to address ASB.

145/2020. Correspondence:

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

- Letter from CYC Definitive Map Officer re: Determination of DMMO200803 Bad Bargain Lane to Burnholme Avenue footpath.
- YLCA White Rose Update E-Bulletin (10 and 17 January)
- Clerks and Councils Direct December 2019 Issue

146/2020. To Note matters for Information and items for next monthly meeting agenda

Items for next monthly agenda:

- Management of allotment site

Matters for information:

- Gym at Burnholme site now open

147/2020. To Confirm date and time of next meeting

It was resolved that the next ordinary Meeting of Heworth Without Parish Council be held on Monday 17 February 2020 at 7pm in Heworth Without Community Centre.

Meeting closed at 8.45pm