



**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)

**Minutes of the Annual Meeting of Heworth Without Parish Council held 21 May 2018 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**

**Present:**

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

**1/2018. Election of Chairman**

**a. To Approve Election of Chairman**

***It was resolved that*** Councillor R. Clayton be elected as Chairman of Heworth Without Parish Council

**b. Appointed Chairman to sign Declaration of Acceptance of Office.**

Elected Chairman duly completed and signed the required declaration of acceptance of office form

**c. To Approve Appointment of Vice Chair**

***It was resolved that*** Councillor I. Cage be appointed as Vice Chairman of Heworth Without Parish Council

**2/2018. Apologies:**

**a. To Note Apologies and Approve Reasons for Absence**

Councillor P. Wells

Councillor A. Thomas

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

**3/2018. 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.

**4/2018. Public Participation:**

No members of the public present at this meeting.

**5/2018. Minutes**

**a. To Approve Minutes of Heworth Without Parish Council Meeting held 16/04/2018**

***It was resolved to*** approve said minutes as a true and accurate record of the ordinary meeting held 16/04/2018; signed and dated by the Chairman

b. To Update members on matters raised at meeting held 16/04/2018 not specifically dealt with in this agenda

None raised.

**6/2018. To Appoint of Parish Representatives to Outside Bodies.**

***It was resolved that*** the following Councillors were appointed as representatives to the following bodies:

a. The Foss Internal Drainage Board (1 representative)

Councillor C. Perrett

b. YLCA (2 representatives):

Councillor I. Cage and Councillor S. Whitmore

c. To Consider Councillor nominations for CYC Joint Standards Committee

No nominations received.

**7/2018. To Appoint members to Employment Panel (3 members)**

Councillor C. Perrett, Councillor N. Denton and Councillor R. Clayton

**8/2018. To Review Strategic Documents of Heworth Without Parish Council.**

a. Standing Orders

***It was resolved that*** RPC Standing Orders be re-drafted to reflect NALC new model – to be presented for consideration and approval at June meeting of HWPC.

b. Financial Regulations

***It was resolved that*** this document be reviewed and approved without further amendment.

c. Freedom of Information Publication Scheme

***It was resolved that*** this document be reviewed and approved without further amendment.

d. RPC Complaints Procedure

***It was resolved that*** this document be reviewed and approved without further amendment.

**9/2018. Planning:**

a. To Consider planning applications received (Appendix 3)

*Parish Council considered the under-mentioned application, 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>
18/00991/FUL	76 Burnholme Avenue York YO31 0NB  Conversion of garage/store to 1no. dwelling with associated bike/bins store.	<b>Heworth Without Parish Council does not object to this planning application but has the following reservations regarding such a development:</b>

		<ul style="list-style-type: none"> <li>• The property building is too small for viable residential use.</li> <li>• Its location is such that access to it (by emergency services, etc ) is too restricted</li> </ul>
18/00710/FUL	26 Allington Drive York YO31 0NN  Two storey side and single storey rear extension.	<b>Heworth Without Parish Council has no objections to this planning application.</b>

b. To Consider any other planning related issues

**City of York Council Planning Decision Notices:**

**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.

**10/2018. Finance:**

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

Clerk	Wages	355
	Mileage (37 miles@0.45 per mile)	16.65
	Home office Allowance	15
	monthly SIM charge	5
Graden Estate & Machinery Services	Ride on mower service	161.57
Marshalls street furniture	2 x benches	1094
Sleightholm Landscapes	grass cuts x2	552
Mr I Smithson	HWPC Internal Audit 2017/18	109.5
Came and Company	HWPC insurance 208/19	1244.15
<b>TOTAL</b>		<b>3552.87</b>

**INCOME**

Precept 1st installment	9300
Bank interest 01/04/2018	
2x allotment rents	20
written in U/P cheque	40.8

TOTAL

---

---

£9,300.00

---

---

***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 as against budget figures, to end of month 1 noted.

c. To Approve Bank Reconciliation Statement to 30 April 2018

Bank Reconciliation Statement to 30 April 2018 noted and approved.

d. To Approve Annual Governance Statement for Annual return 2017/2018

***It was resolved to*** approve Section 1 of the Annual Return 2017/2018- Annual Governance Statement; signed and dated by Chairman and Clerk

e. To Approve Statement of Accounts for Annual Return 2017/2018

***It was resolved to*** approve Section 2 of the Annual Return 2016/2017- Statement of Accounts signed and dated by Chairman and RFO/Clerk

f. To Approve Dates for Exercise of Electors Rights 2018

***It was resolved that*** the dates set for the period of elector's rights are – commencing Monday 4 June and ending on 13 July 2018

g. To Approve Heworth Without Parish Council Insurance Premium for 2018/2019

***It was resolved to*** approve quote provided by Came and Company for insurance provision for 2018/2019 (see report attached).

h. To Consider quote for drainage work on play area /playing field.

***It was resolved to*** approve the quote from Sleightholm Landscapes for drainage work (slotting/slicing) on play area /playing field.

i. To Consider quote for work for removal of cutting back of allotment vegetation

***It was resolved to*** approve the quote from Sleightholm Landscapes for the removal of cutting back of allotment vegetation on the provision that all arisings are removed or burned on site.

j. To Consider quote for new noticeboard

HWPC requested that new noticeboard be of a similar design to existing; contractor currently having difficulty sourcing one of similar design – Clerk to seek alternatives if such is not available.

#### **11/2018. GDPR**

a. To Approve appointment of a competent DPO

***It was resolved that*** RPC give due consideration to the appointment of a DPO when Data Protection Bill has received Royal Assent

b. To Discuss completion of Data/information audit

Data/information audit for Heworth Without Parish Council circulated to all members prior to this meeting; policies highlighted to be drafted for consideration and approval at June meeting of HWPC.

c. To Approve Heworth Without Parish Council Privacy Notice

***It was resolved that*** the HWPC General Privacy Notice, circulated to all members prior to this meeting, be adopted for immediate use.

**12/2018. To Consider Highway/Transport Issues:**

a. To Consider proposal from CYC re: reinstatement of Stockton Lane VAS

***It was resolved that:***

- The matter for purchasing a new VAS for Stockton lane be discussed at the next Ward Team meeting
- That HWPC request 30mph signs are painted along Stockton Lane in conjunction with other measures to reduce speed in the area – Clerk to make this request to the relevant CYC Officer.

b. To Receive update re: Yorkshire Marathon route through Heworth Without Parish.  
Councillor Cage provided the following information:

- Run for All will provide an article for HWPC summer newsletter – to include information about road closures, times, etc

c. To Consider any further highway issues and approve action required.

None raised.

**13/2018. Policing and Security Matters:**

a. To Consider Neighbourhood Policing Team Report

Neighbourhood Policing Team Report for April 2018 noted.

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

None raised.

**14/2018. Clerk's Report: (Appendix 4)**

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

Permission form CYC Highways received; order for 2 benches will be processed once cheque is received, approximately 5 week lead time, 1 week notice of delivery date to be provided

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

Nothing further to report – see Item 10/2018 (h) above.

**15/2018. 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)***

None raised.

***ii) To Receive update re: installation of new equipment***

Councillor Cage informed members that the new equipment is to be installed on 30 May.

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 Cook informed members that The Good Gym have been engaged to undertake weeding, etc on Monday 28 May.

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)***

None raised.

d. Open Spaces

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

None raised.

**16/2018. Employment Issues:**

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

- Mower serviced
- Instruction undertaken with former grass cutter
- Appointment to be formalised at June meeting of HWPC

b. To Receive update re: vacant litter picker role

No further information available.

c. To Note NJC pay award for all employees.

NJC Pay award noted; see attached report

d. To Consider any further employment related issues

None raised.

**17/2018. To Note Correspondence Received and Approve action required:**

- Invitation to consultation on improvements to Hopgrove Roundabout at West Offices, Tuesday 22 May - Councillor Cage to attend.

**18/2018. Councillor Activities:**

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

Councillor N. Denton and Councillor M. Wells provided a brief verbal report of the YLCA planning training events attended.

**19/2018. To Note matters for Information and items for next monthly meeting agenda**

None raised.

**20/2018. To Confirm date and time of next meeting**

a. To Confirm date, time and venue for the next Ordinary Meeting of Heworth Without Parish Council

As the Clerk is unavailable 18 June, ***it was resolved that*** the next monthly meeting of Heworth Without Parish Council be held on Monday 25 June 2018 at 7 pm in Heworth Without

***Meeting closed at 9.15pm***