



**Heworth Without Parish Council**  
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**Minutes of the meeting of Heworth Without Parish Council (HWPC) held 21 October 2019 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**

**Present:**

Councillor I Cage, Councillor A. Thomas, Councillor M. Starkey, Councillor S. Whitmore, Councillor R. Cook, Councillor N. Denton, Councillor M. Wells, 1 member of the public and Nicola Moorcroft (Clerk)

***Councillor I Cage chaired this meeting in the absence of Councillor R. Clayton***

**84/2019. Apologies:**

a. To Note Apologies and Approve Reasons for Absence

Councillor P. Wells

Councillor R. Clayton

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

**85/2019. 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.

**86/2019. Public Participation:**

Resident concerned overgrowth of vegetation on becks side pathway; contacted CYC, some work undertaken but no in area close to HWPC play area.

HWPC explained that CYC responsible for this land; neither HWPC insurance nor groundsman contract cover work on this area (see Item 95/2019 (b))

**87/2019. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

No report available.

**88/2019. Minutes**

a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 16/09/2019

***It was resolved to*** approve said minutes as a true and accurate record of the ordinary meeting held 16/09/2019; signed and dated by meeting Chairman

**89/2019. 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:*

<b>CYC Reference</b>	<b>Address / Description</b>	<b>Heworth without Parish Council Decision:</b>
19/02041/FUL	2 Hazel Garth, York YO31 1HR  Two storey side extension, single storey rear extension, re-positioning of existing front dormer and addition of 1no. dormer and 2no. rooflights to front and 1no. dormer to rear	<b>Heworth Without Parish Council has no objections to this planning application</b>
19/01715/FUL	43 Ashley Park Road, YO31 1JX  Rear extension and raising of front gable roof	<b>Heworth Without Parish Council has no objections to this planning application</b>
19/00505/FUL	290 Stockton Lane York YO31 1JJ  Erection of 1no. detached dwelling to rear (revised plans)	<b>Heworth Without Parish Council has no further objections to this planning application</b>

b. To Consider any other planning related issues

**CYC Decision Notices:**

**Application at:** 302 Stockton Lane York YO31 1JW

**For:** Two storey front and side extension following partial demolition of two storey entrance hall/landing.

**Application Ref No:** 19/01613/FUL

**Application approved**

Application at: Ashleigh Stockton Lane York YO32 9UA

For: Single storey side extension and loft conversion with dormer to rear

Application Ref No: 19/01367/FUL

**Application approved**

c. To Consider any planning enforcement issues

None raised.

d. To Consider HWPC response to Huntington Parish Council Neighbourhood Plan submission

**It was resolved that** HWPC had no comments to submit on the Huntington Parish Council Neighbourhood Plan

e. To Consider HWPC response to CYC – application to record footpath (DMMO Ref: 200803)

**It was resolved that** HWPC respond as follows:

- It supports the application
- The footpath is well used by residents

**90/2019. Finance:**

a. To Approve payments as detailed in Appendix 2

**INVOICES TO BE PRESENTED FOR PAYMENT 21/10/2019**

Clerk	Wages	355.28
	Mileage (37 miles@0.45 per mile)	16.65
	Home office Allowance	15
	monthly SIM charge	5.25
	delivery charge (gate closer)	8.34
	bus fare - banking	4.5
Groundsman	wages	162.6
RoSPA playsafety	annual play area safety inspection	128.4
<b>TOTAL</b>		<b><u>696.02</u></b>

**INCOME**

2nd instalment	Precept	10695
<b>TOTAL</b>		<b><u>£10,695.00</u></b>

Invoices checked and approved by Councillor I. Cage

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

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

b. To Note budget situation as detailed in Appendix 3

List of income and expenditure as against budget figures, to end of month 6 noted.

c. To Approve Bank Reconciliation Statement to 30 September 2019

**It was resolved to** approve the bank reconciliation statement to 30 September 2019;

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

d. To Note Internal Controls undertaken 21/10/2019

Internal control checks not completed – **it was resolved to** allocate two members to undertake these checks at each HWPC meeting.

**It was resolved that** Councillor Starkey and Councillor Denton undertake internal controls checks prior to the November meeting of HWPC

e. To Consider information re: internet banking and higher interest/easy access bank accounts

Councillor Cage presented an evaluation of the banking providers sourced; **it was resolved that** HWPC make arrangements to open both a current and savings account with Barclays bank.

f. To Consider costings for bench provision/repair in play area

Costings for removal of existing and installation of new bench; **it was resolved that:**

- 2 new (academy seats) be installed at the play area to (as replacement for existing).
- Application is made to the Ward Committee for cost of benches
- HWPC meets the cost of installation and removal of existing

g. To Approve appointment of HWPC internal auditor for 2019/20

Clerk provided quotes from 3 independent and competent internal auditors; **it was resolved to** appoint Mr Ian Scott as the internal auditor for HWPC for fiscal year 2019/20.

h. To Receive update - alternative local council insurance for HWPC

Councillor M. Wells provided details of quotes obtained; **it was resolved that:**

- HWPC contact YLCA to request information from member councils with regards to insurance providers.
- A report be presented at the next meeting as to the various providers sourced.

i. To Consider suggestions for items to include for HWPC budget 2020/21

The following suggestions were made:

- Installation of a gate to the rear of playing field/ play area
- Public benches at sites within the parish
- Large board games/activity panels for play area

See also, Item 92/2019 (c) (ii)

**It was resolved to** consider these items with the draft budget at the next meeting of HWPC.

j. To Note VAT reclamation for previous 6 months deferred until end of next quarter (31/12/2019)

VAT incurred under £100, reclamation for previous 6 months deferred until 31/12/2019

**91/2019. Heworth Without Parish Council Administration:**

a. To Consider action required for Foundation Level of LCAS

Clerk provided report on items requiring attention prior to application for Foundation level of LCAS; **it was resolved that:**

Document/activity:	Action:
Review of HWPC Complaints Policy	Clerk to draft in line with NALC LTN 9 and present to HWPC for approval
Staff and Councillor training policy	Clerk and present to HWPC for approval
Evidence of community engagement; Facebook, newsletters, noticeboard, website, petition, etc	HWPC to collate and present to HWPC for approval
HWPC Action plan for 2020/21	HWPC to draft and present to HWPC for approval

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

No further information available.

c. To Consider timetable for HWPC risk assessments

**It was resolved that** the Clerk produce a list of items to be risk assessed to be risk assessed; HWPC to populate with dates/times at next meeting of HWPC

**92/2019. To Consider Issues Relating to Parish Assets and Open Spaces**

a. Stray Road play area

- i) To Consider provision of MUGA on playing field**  
**It was resolved to** explore basketball/netball hoop with hard standing surface only with Councillor Ayre.
- ii) To Consider existing roundabout provision as an amenity for HWPC play area and alternatives**  
**It was resolved to** undertake simple remedial work (oil and possible new bearing) prior to consideration of replacement roundabout.
- iii) To Receive annual safety inspection report from RoSPA Playsafety and approve necessary action.**  
**It was resolved to** receive the report and approve the required painting of outdoor gym equipment to be undertaken by the Groundsman.

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

- i) To Consider matters relating to Playing field, Jubilee wood and wildflower meadow**  
Councillor Cook provided the following information:
  - Strimming of the wildflower meadow was complete
  - The Good Gym completed transfer of cutting to Jubilee Wood.

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 information received re: regarding ownership/maintenance of certain trees within the parish and any action required by HWPC**

***It was resolved that*** the adoption and maintenance of certain trees within the parish be considered as an additional budget item for 2020/21

d. HWPC Allotments

- i) To Consider applications for allotment plot at Stray Road allotment site  
It was resolved that the application received from applicant living outside the parish be approved.
- ii) To Consider report from HWPC Recreational Areas Working Group  
Councillor Cook provided a verbal report on the various issues considered by the RAWG.
- iii) ***To Consider any further allotment related matters***  
None raised.

**93/2019. Employment and Training:**

a. To Consider any current employment/training related issues

None raised

b. To Confirm date for Councillor training session

***It was resolved to*** hold Councillor training session Saturday 25 January 2020 9.30pm – 12.30pm at Heworth Without Community Centre.

c. To Approve arrangements for HWPC employee annual appraisals

***It was resolved that*** these be arranged with staff members as soon as possible.

d. To Note Clerk's annual leave dates as 4/11/2019 – 11/11/2019 inclusive

***It was resolved to*** note the Clerk's annual leave dates as 4/11/2019 – 11/11/2019 inclusive

**94/2019. Councillor Activities -To Receive Reports from Councillors who have attended training events and meetings of outside bodies**

a. To Receive a report from Councillor Cage and Councillor Whitmore re: YLCA York Branch meeting

Councillor Cage and Councillor Whitmore gave a brief verbal report on YLCA York Branch meeting

**95/2019. To Consider Highway/Transport Issues:**

a. To Receive update re: HWPC involvement in Community Speed Watch initiative  
Councillor cage provide a verbal report on the progress of this HWPC initiative; initial investigation undertaken by NY police, approximately 5 week wait for training of volunteers.

b. To Consider action regarding overgrown vegetation on backside cycle/pedestrian path

***It was resolved to*** approach CYC with regards to request permission and funds to undertake the regular cutting back of vegetation along becks side pathway.

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

***It was resolved that*** – councillors to forward such information as to potholes, weeds in concrete/pathways, blocked gully, etc. for the clerk to report to CYC for action

**96/2019. Policing and Security Matters:**

a. To Consider Neighbourhood Policing Team Report

Neighbourhood Policing Team Report for September 2019 considered and noted.

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

None raised.

**97/2019. Correspondence:**

a. To Consider Friends of the Earth Climate Emergency information and HWPC action

***It was resolved to*** defer consideration of this matter to next meeting of HWPC

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

There were no additional items of correspondence.

**98/2019. To Note matters for Information and items for next monthly meeting agenda**

No further matters raised.

**99/2019. 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 18 November 2019 at 7pm in Heworth Without Community Centre.

***Meeting closed at 9.15pm***