



Heworth Without Parish Council
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Minutes of the meeting of Heworth Without Parish Council held 25 June 2018 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG

Present:

Councillor I Cage, Councillor A. Thomas, Councillor C. Perrett, Councillor S. Whitmore, Councillor R. Cook, Councillor N. Denton, and Nicola Moorcroft (Clerk)

Councillor I Cage chaired this meeting in Councillor Clayton's absence

21/2018. Apologies:

a. To Note Apologies and Approve Reasons for Absence

Councillor M. Wells
Councillor R. Clayton
Councillor P. Wells

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

22/2018. 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.

23/2018. Public Participation:

Resident raised query through Councillor Cook regarding the layout of the meeting room and his experience when attending as a member of the public.

24/2018. Minutes

a. To Approve Minutes of Annual Meeting of Heworth Without Parish Council held 21/05/2018

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 21/05/2018 not specifically dealt with in this agenda

Benches for Stray Road bus stop ordered; lead time 5 weeks from date payment received (mid -July)

25/2018. To Review and Approve Strategic Documents of Heworth Without Parish Council and GDPR Policies:

a. Standing Orders

It was resolved that Standing Orders be revised when the NALC updated revised model is available.

b. Document Retention and Disposal Policy

Draft document circulated prior to this meeting; **it was resolved to** approve the document.

Clerk to circulate approved policy to all members.

c. GDPR - Security Incident Policy

Clerk circulated SIP checklist to all members prior to this meeting; **it was resolved to** source a more relevant model document which the council can adapt to suit its requirements.

26/2018. Planning:

a. To Consider planning applications received (Appendix 3)

Heworth Without Parish Council considered the under-mentioned application, received from City of York Council and reached the decision shown:

CYC Reference	Address / Description	Heworth Without Parish Council Decision:
18/01082/FUL	24 Bramley Garth York YO31 0NG Single storey front extension	Heworth Without Parish Council has no objections to this planning application.

b. To Consider any other planning related issues

City of York Council Planning Decision Notices:

Application at: 26 Allington Drive York YO31 0NN
For: Two storey side and single storey rear extension.
Ref No: 18/00710/FUL
Approved

Application Ref No.: 18/00694/FUL
Application at: 7 Ashley Park Road York YO31 1HP
For: Hip to gable extension with 2no. flat roof rear dormers to front, flat roof dormer to rear, single storey rear extension and porch to side (revised scheme) render to existing dwelling, hip to gable and rear single storey
Approved

Application Ref No: 18/00682/FUL
Application at: 13 Algarth Road York YO31 1EZ
For: Single storey rear extension and conversion of garage roof into habitable room with rooflights to front and rear.

Approved

c. To Consider any planning enforcement issues

None raised.

27/2018. Finance:

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

Clerk	Wages	348.26
	Mileage (37 miles@0.45 per mile)	16.65
	Home office Allowance	15
	monthly SIM charge	5
	memory sticks x2	19.98
Groundsman	wages	202.19
	reimbursement -groundsman	
Cllr R. Clayton	workwear	49.70
HMRC	Apr- Jun PAYE+NI	328.2
Garden Estate & Machinery Services		200.90
Marshalls street furniture	VAT	218.8
Sutcliffe Play	chin up bars+installation	2106.04
Autela Ltd	payroll services Qu1	46.80
Cllr C. Perret	reimbursement for timber	14.15
Park lane playgrounds	inspection +report	36
TOTAL		3607.67
<u>INCOME</u>		
VAT REFUND		188.48
TOTAL		£188.48

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 2 noted.

c. To Approve Bank Reconciliation Statement to 31 May 2018

Bank Reconciliation Statement to 31 May 2018 noted and approved

d. To Consider Report from Internal Auditor 2017/18 and consider action(s) required.
Internal Auditor's report considered; **it was resolved that:**

- Undertake additional internal control measures at 6.30pm every month at Heworth without Community Centre.
- Risk assessment and management document be circulated for comment and consideration for approval at July meeting of Heworth Without Parish Council

e. To Consider quote for new noticeboard

The contractor, used to provide and install existing noticeboards unable to source same product for additional HWPC noticeboard.

It was resolved to purchase a similar one from The Noticeboard Company at a cost of £548+VAT plus installation

f. To Consider quote for additional work to Jubilee Wood, etc

It was resolved that the additional work for Jubilee Wood would be undertaken by HWPC Groundsman.

g. To Approve Councillor Training Requests

As HWPC training budget for 2018/19 exceeded **it was resolved that** Clerk delivers training on councillor skills and finance.

28/2018. To Consider Highway/Transport Issues:

a. To Consider response from CYC re: 30mph speed restriction painted on road.

Response from CYC – painting of speed limits on road prohibited by law due to the location (i.e. streetlighted area which clearly denotes speed limit).

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

- Trees blocking sightlines on Stockton Lane – Clerk to forward concerns to CYC Tree Officer (Harvey Lowson)
- School drop off/pick up times – cars blocking driveways and general lack of consideration for residents; **it was resolved to** inform residents (newsletter) that if driveway is blocked residents must call 999.

29/2018. Policing and Security Matters:

a. To Consider Neighbourhood Policing Team Report

Neighbourhood Policing Team Report for May 2018 noted

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

Comments invited from Police and Crime Commissioner for North Yorkshire regarding Neighbourhood Policing - www.telljulia.com

30/2018. 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)

- Councillor I. Cage provided quote for repair of rower (outdoor gym equipment) - **it was resolved to** source further quotes for said work.
- Fire damage to wooden picnic tables – **it was resolved to** monitor the situation regarding table and bench provision

ii) To Receive update re: installation of new equipment

Chin up bar equipment installed.

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)

None raised.

c. Stray Road allotment site

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

No applications available for consideration.

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.

31/2018. Employment Issues:

a. To Approve appointment of Mr D. Morrod as Groundsman and determine any outstanding terms and conditions of employment.

- ***It was resolved to*** appoint Mr D. Morrod as groundsman for Heworth Without Parish Council.
- ***It was resolved that*** the rate of pay - pay point scale 9 on the Local Government Employment salary scales.
- ***It was resolved that*** the allocated hours for this role – 20 hours for each month
- ***It was resolved that*** the groundsman be allocated an additional 10 hours for July and August (30 per month in total) to enable him to complete work required to playing field and Jubilee Wood.

b. To Consider any further employment related issues

None raised.

32/2018. To Note Correspondence Received and Approve action required:

- Invitation from YLCA to the Joint Annual Meeting of the Associations to be held 14 July 2018.
- YLCA Annual Review 2017/18

33/2018. Councillor Activities:

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

Councillor Cage and Councillor Whitmore – YLCA York Branch Meeting; highlighted the current issues being discussed by parish/town councils in York. Brief outline of nominees for CYC Standards Committee provided and consideration of compliance with GDPR

b. To Consider arrangements for Councillor training

See item 27/2018 (g) above.

c. To Note Councillor nominations to CYC Joint Standards Committee

Councillor Chambers (Strensall with Towthorpe Parish Council) and Councillor Cleaver (Rawcliffe Parish Council) nominated by HWPC to CYC Joint Standards Committee noted.

YLCA provided information as to ballot results – Councillor E, Thornton (Rawcliffe Parish Council) and Councillor C. Chambers (Strensall with Towthorpe Parish Council) were successful in receiving the nominations from York parish/town councils.

34. To Note matters for Information and items for next monthly meeting agenda

- Progress; re holding of Heworth Without Ward Team Meeting.

35. 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 16 July 2018** commencing at 7pm in Heworth Without Community Centre, Applecroft Road

Meeting closed at 8.55pm