



Heworth Without Parish Council
Gayle Enion-Farrington (Clerk to Parish Council)
1 Allington Drive, Appletree Village, Heworth, YORK, YO310NL
Tel: 07422961495
E-mail: clerk.hwpc@gmail.com
www.heworthwithout.org.uk

NOTICE IS HEREBY GIVEN that the ORDINARY MEETING of Heworth Without Parish Council will be held on MONDAY 15th NOVEMBER 2021 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth

It is recommended that for the safety of all those attending the meeting, taking personal responsibility and carrying out a lateral flow test before arrival and wearing a face mask whilst indoors (if unable to maintain social distancing), will be encouraged, **regardless of vaccination status.**

You can collect such test kits **Boots the Chemist, Heworth Village** and **Boots the Chemist, East Parade** – both just have them next to the till. Or you can order them on line [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](#)

It is encouraged to wear a face mask, and use the hand sanitiser upon entering the community centre if social distancing cannot be maintained, in line with their COVID19 risk assessment and for the protection of those who are unable to wear face coverings.

Members of the public and press are invited to attend and may address members of the Council during the item set aside for public participation – **Item 150/2021 'Public Participation'**

Protocol on audio/visual recording and photography at meetings: Recording is allowed at Parish Council Meetings; subject to: (i) Compliance with the Council's protocol on audio/visual recording and photography at meetings ii) Any recording should be clearly visible to anyone at the meeting and be non disruptive. Agenda for said meeting is shown below.

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R.D. Clayton

8th November 2021 (Date of Posting)

Cllr R Clayton
(Chairman)

AGENDA

148/2021. Apologies:

- a. To Note Apologies and Approve Reasons for Absence
- b. To approve the Co-option interview outcome

149/2021. To Note any Declarations of Interest:

- a. To Approve Dispensation Requests
- b. To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

150/2021. Public Participation:

Members of the public who wish to speak regarding an item within the remit of the Parish Council may do so. PLEASE NOTE: Total time limit for this item is 30 minutes, each speaker limited to a 5-minute slot.

151/2021. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

152/2021. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 18/10/2021

153/2021. Planning:

- a. To Consider planning applications received
- b. To Consider any other planning related issues
- c. To Consider any planning enforcement issues

154/2021. Finance:

- a. To Approve payments as detailed in Appendix 1
- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 31st October 2021
- c. To Approve Bank Reconciliation Statement to 31st October 2021
- d. To Approve Budget Monitoring of Income and Expenditure up to 31st October 2021, against this year's budget.

155/2021. Heworth Without Parish Council Administration:

- a. To review and approve the following policies. Note - The Members Code of Conduct has had a complete review due to legislation updates and Committee Terms and Reference requires updating. All other policies are to review and content has not changed, but formatting has been reviewed for a more professional image.
 - i. Members Code of Conduct 2021 (Mandatory)
 - ii. Co-option Policy and Procedures (Best Practice)
 - iii. Committee Terms and Reference - STAFFING/EMPLOYMENT PANEL etc
 - iv. HWPC Rules for the Effective Management of Recording at local council and Parish Meetings (Best Practice)
 - v. Records Management Policy (Best Practice to enable the council to demonstrate compliance with GDPR & DPA)
 - vi. Policy for Use of Facebook (Best Practice)
 - vii. Digital Media Policy (Best Practice)
 - viii. HWPC Equality and Diversity Policy (Best Practice)
 - ix. HWPC Disciplinary and Grievance Policy (Best Practice)
 - x. HWPC Training and Development Policy (Best Practice)
 - xi. HWPC Complaints Policy/Procedure (Mandatory)
 - xii. HWPC / ICO Model Publications Scheme 2014 (Mandatory)
 - xiii. HWPC Privacy notice policy – General (Mandatory)
 - xiv. HWPC Privacy notice policy – employees, councillors role holders and volunteers (Mandatory)
- b. To approve that a standard agenda is added to subsequent monthly meetings to ensure that policies are reviewed in a timely manner.
- c. To approve delegated powers to the clerk to update policies and those on the website, as and when necessary, without presenting to Full Council, when NO CONTENT change is being made to the policy.
- d. To follow up the ordering of ID badges for Councillors and Clerk to wear when conducting parish work, through City of York Council via Cllr Nigel Ayre
- e. To consider next parish Newsletter

156/2021. To Consider Issues Relating to Parish Assets and Open Spaces

- a. Stray Road play area
 - b. To update on the installation date of the Waltzer roundabout and works to make the access gateway more accessible.
 - c. To update on the installation of the cycle and scooter racks by Move It.
 - d. To report on the annual Playarea Inspection and approve any repairs required.
- b. Stray Road Playing field, Jubilee wood and wildflower meadow
 - i) To consider the details of the hedging at the top of the playing-field
 - ii) To consider a report from Cllr G Murphy after further meetings with the head teacher at Hempland Primary school - item 124.
 - iii) To consider WildYork correspondence update

- iv) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow

c. Open Spaces and other assets

- i) To report on the progress of Beans Way and Stockton Lane noticeboards which are being repaired using Signarama
- ii) To report on the progress of the replacement seat on the corner of Stockton Lane and Stray Rd.
- iii) Salt/Grit bins - To appoint a Councillor to be responsible for salt bins within the Parish. Audit them all (each November) and report to the Clerk which ones need refilling for the winter.
- iv) To consider any necessary tree-surgery and benches etc within the parish over the next fiscal year, which should be included in our Double Taxation Claim.
- v) To report matters relating to our open spaces and assets.

d. HWPC Allotments

- i) To report on the progress with digging a small ditch along the side of Stray Road Allotment to reduce future flooding, and also on sealing up cut-throughs, leaving only one near the edge of the beck side path.

157/2021. Employment and Training:

- a. To Consider any current employment/training related issues

158/2021. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

- a. To consider the Report on YLCA Meeting which took place 21st October 2021 (Cllr M Wells and Cllr P Wells).
- b. To consider the Report from a Councillors discussion forum which took place 4th November 2021 (Cllr D Harrison)
- c. To note 12th & 13th Jan 2022 Flying Start course for new Councillors

159/2021. To Consider Highway/Transport Issues:

- a. To Report progress with HWPC's involvement in the Community Speed Watch initiative
- b. To report that HWPC has purchased the Radar speed gun and related equipment, however as yet the grant from HW Ward has not yet been received.
- c. To Note any further highway issues.

160/2021. Policing and Security Matters:

- a. To Consider Neighbourhood Policing Team Report
- b. To Consider any further policing and/or security related issues

161/2021. Correspondence:

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda

162/2021. To Note matters for Information and items for next monthly meeting agenda

- a. To consider if signage is required now that the cycle racks are installed - signage to prevent bikes getting propped up against the newly adapted access gates, as it is affecting the groundsman and those with wheelchairs and pushchairs seeking access. Or possible review of all signage so multiple signs can be combined into one.

163/2021. To Confirm date and time of next meeting

To Confirm date, time and venue for the next ordinary Meeting of Heworth Without Parish Council as Monday 20th December 2021 at 7pm.