



**Heworth Without Parish Council**  
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## **Minutes of the Meeting of Heworth Without Parish Council held 15<sup>th</sup> February 2021; held remotely using Zoom electronic platform**

### **Present:**

Councillor R. Clayton (Chairman), Councillor R. Cook, Councillor A Garbutt, Councillor M. Starkey, Councillor M. Wells, Councillor P. Wells, Councillor S. Whitmore, Councillor N. Ayre, Martin and Joyce Grant (Public) and Gayle Enion-Farrington (Clerk / RFO)

### **To be approved at HWPC meeting to be held 15/03/2021**

#### **17/2021. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence

**Councillor A. Thomas's sixth recorded absence was noted. Automatic Resignation. It was resolved** to advertise the vacancy . CYC will be notified on 16<sup>th</sup> February 2021, and should it not receive a request for a by-election, signed by 10 parishioners, by 9<sup>th</sup> March 2021, we will go through a co-option process again.

- b. To Approve Councillor D Gibbons' sabbatical due to personal reasons

**It was resolved** to approve Cllr D Gibbons' sabbatical. Cllr R Clayton will conduct bi monthly checks to update.

#### **18/2021. To Note any Declarations of Interest:**

- a. To Approve Dispensation Requests

**None**

- b. To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interest.

**None**

#### **19/2021. 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.**

#### **20/2021. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Cllr. Ayre summarised the current state of the Local Plan negotiations, and answered questions from councillors.

## 21/2021. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 18/01/2021

**It was resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 18/01/2021.

## 22/2021. Planning:

- a. To Consider planning applications received

CYC Reference	Address	Description
21/00021/FUL	85 Bramley Garth York YO31 0PQ	Change of use of dwelling (use class C3) to House in Multiple Occupation (use class C4) Approved with a comment regarding parking
21/00035/FUL	19 Hill View York YO31 1HZ	Single storey side and rear extension with solar panels to roof Approved; with a note about the charging point.

- b. To Consider any other planning related issues  
**It was noted** that 62 Burnholme Ave was approved
- c. To Consider any planning enforcement issues  
**None**

## 23/2021. Finance:

- a. To Approve payments as detailed in Appendix 1

### APPENDIX 1

### HEWORTH WITHOUT PARISH COUNCIL

#### INVOICES TO BE PRESENTED FOR PAYMENT 15/02/2021

Invoices to be paid 15/02/2021 APPENDIX 1	INVOICE DATE		£
Clerk Payroll	25/02/2021	wages	£357.60
		Home working allowance	£20.00
			<b>£377.60</b>
Clerk Expenses	15/02/2021	zoom	£14.39
	25/01/2021	Plusnet monthly SIM charge	£6.00
	09/02/2021	Lamination Pouches for Noticeboards	£8.50
	08/02/2021	Noticeboard pins	£4.99
	08/02/2021	Noticeboard Map pins	£3.09
			<b>£36.97</b>
Groundsman	25/02/2021	wages	<b>£180.80</b>

NSALG Membership	03/02/2021	NSALG Annual Membership	<b>£66.00</b>
YLCA	21/01/2021	Off to a Flying Start - Cllr A Garbutt	<b>£48.00</b>
Playscheme	09/02/2021	Quarterly Operational inspection of playarea	<b>£300.00</b>
CYC	01/02/2021	CYC Burnholme Play field Land Rent	<b>£328.00</b>
<b>TOTAL</b>			<b>£1,337.37</b>

**It was resolved to** settle all above accounts with immediate effect.  
Invoices checked and approved by Councillor R. Clayton

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 31 January 2021  
**It was resolved** to approve the Cash Book & Income and Expenditure to 31 January 2021
- c. To Approve Bank Reconciliation Statement to 31 January 2021  
**It was resolved** to approve the Bank Reconciliation Statement to 31 January 2021
- d. To note that the proceeds of the Parish's VAT application have been deposited into our bank account in full - £929.31.  
**It was noted**
- e. To Approve the VAT application Dec 2020 – Feb 2021 and for the Clerk / RFO to submit.  
**It was resolved** to submit the parish's next VAT application
- f. To Approve the clerk to book an Internal Auditor and accountant to do the AGAR for 2020/2021  
**It was resolved** to appoint Janet Bennett from Yorkshire Internal Audit Services based in Easingwold, York.

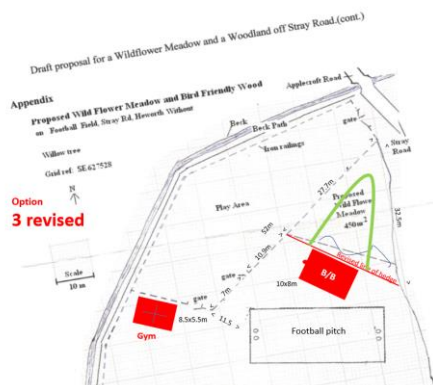
**24/2021. Heworth Without Parish Council Administration:**

- a. To Approve HWPC Schedule of Assets register 2021.  
**It was resolved** that it appeared to be complete and correct.
- b. To Consider newsletter contents and agree a deadline for distribution.  
**It was resolved** that council members should send in the next week items to be included in the newsletter which will be electronically distributed, this time, due to COVID19. Approved by next meeting as we need to consult with the local residents on the Playing field proposals, in conjunction with Cllr Nigel Ayre.
- c. To Consider HWPC updated Standing Orders  
**It was resolved** that Cllr P Wells & Cllr R Clayton will review again and get them approved at the next meeting.
- d. To Approve One Candidate to act as a PARISH REPRESENTATIVE TO THE CITY OF YORK JOINT STANDARDS COMMITTEE (Mark L Guilford, Haxby Town Council, Susan Jacqueline Nunn, Strensall with Towthorpe Parish Council, Mark Kelsall Waudby, Rawcliffe Parish Council. Council's selection must be submitted by 5.00pm on Friday, 19 February 2021, by the Clerk.  
**It was resolved** that Mark L Guilford, Haxby Town Council had the majority vote for HWPC and for the clerk to submit.
- e. To consider arrangements for parish council elections in May 2021  
**It was resolved** that there being no current update, elections are apparently still planned for May 2021 but polling stations may not be able to use Schools. Agreed to proceed with advertising the Cllr vacancy: see item 17a
- f. To update progress with Vision ICT upgrading HWPC website to adhere to Web Accessibility Guidelines and be WAG Compliant  
**It was noted** that the Clerk will inform the Chair if Vision ICT continues to remain uncontactable for yet another week.

## 25/2021. To Consider Issues Relating to Parish Assets and Open Spaces

### a. Stray Road play area

- i) To note that due to increased use, during lockdown, and heavy rain the play area has had flooding issues. Groundsman D Morrod is making a sterling effort to keep the area accessible by creating drainage routes.  
**It was noted**
- ii) To consider groundworks by Playscheme for Gate and Circular swing, to extend usage over the winter months totalling £1,920.50 + VAT  
**It was resolved** to go ahead with Playscheme.
- iii) To review the quarterly operational playground inspection report and consider and approve any actions required should the quotes be submitted prior to the parish meeting. **see attached: Nothing to repair except works specified in item 25/2021 aii above.**
- iv) To note that we have been successful in obtaining ward funding for 50% of the cost of a set of climbing rocks, totalling £6,500.  
**It was noted.**
- v) To approve purchase of set of climbing rocks from Sutcliffe Play as per the quote.  
**It was resolved** to purchase of set of climbing rocks from Sutcliffe Play as per the quote.
- vi) To consider installation and timing implications and approve an installation schedule. (Gym equipment is installed prior to climbing rocks, or vice versa?)  
**It was resolved** that the gym equipment should be first and the rocks 2<sup>nd</sup>, as soon as possible thereafter.
- vii) To report that the liaisons and correspondence between the Clerk and Applefields school have proved fruitful and we have a letter of support and £200 sponsorship towards the new Roundabout / Waltzer & inclusive swings.  
**It was noted** and thanks have been sent to Applefields School.
- viii) To report that funding from CYC Play Area Improvement Fund was applied for on 5<sup>th</sup> Feb 2021 by Cllr R Clayton and Cllr M Wells, to allow the purchase and installation of a pair of inclusive swings and a fully inclusive roundabout (Waltzer) and accessible adaptations to the gates and entrance. We await the outcome.  
**It was noted** and thanks to Cllr M Wells who did the work for this submission.
- ix) To approve the size of the path which will allow access from the gates on Stray Rd to the new inclusive roundabout: to be extended from 2mx4.7m (original quote) to 2.5m x4.7m (new quote) and also to accommodate contractors' vans.  
**It was resolved** to increase the accessible entrance to 2.5m x 4.7m.
- x) To approve the preferred location of the Basketball area and hoop positioning.  
**It was resolved** to have the hoop positioned at the playground end of the area, furthest away from the (already distant) houses. See diagram (small red dot).



- xi) To consider and approve the surface of the preferred basketball area in the light of new information about artificial grass and mixed surfaces.  
**It was resolved** to have a porous permeable surface / SUDS surface with bounce.
- xii) To decide which play equipment company to use for the basketball area surface.  
**This was postponed** until we have further clarification on the difference between porous tarmac and SUDS as both final companies in the running have quoted different options.

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

- i) To Report on matters relating to Playing field, Jubilee wood and wildflower meadow  
**It was resolved** that there was nothing worrying. Children are currently making stick dens with tree pruning cuttings, but it is entertaining them during lockdown and doing no long term harm.

**c. Open Spaces and other assets**

- i) To Report on matters relating to our open spaces and assets.  
**None to report**

**d. HWPC Allotments**

- i) To report on the on matters relating to Stray Road Allotments.  
**It was noted** that 2 tenants have yet to pay and have been sent follow- up emails. The clerk also attended the AGM of the National Allotment Society and our plot tenants have been sent the latest e-magazine.

**26/2021. Employment and Training:**

- a. To Consider any current employment/training related issues  
**It was reported** that Cllr Andrew Garbutt attended Off to a Flying Start – What councillors need to know Specifically aimed at new councillors, and he reported that he found it very useful.

**27/2021. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

**It was reported** that YLCA meeting was attended by Cllr S Whitmore and Cllr M Wells. The next meeting in April (2 day conferences) is open to all, not just reps with 32 different 1 hour sessions. It is £40 for the 2 days. *Its programme will be circulated.* YLCA's next quarterly meetings are 10<sup>th</sup> June and 14<sup>th</sup> October 2021.

**28/2021. To Consider Highway/Transport Issues:**

- a. To Receive update re: HWPC involvement in Community Speed Watch initiative  
**Nothing to report**
- b. To Consider charging points for electro vehicles/environment within the Parish  
**It was resolved** to investigate further inc e-scooter charging points within the community. There is currently a charging point at Burnholme Library – just outside the Parish, but within the community. Cllr N. Ayre to investigate with the sustainability officer. 4 x points are soon available at Vangarde.
- c. To Note any further highway issues  
**Nothing to report**

**29/2021. Policing and Security Matters:**

- a. To Consider Neighbourhood Policing Team Report  
**It was reported** that there had been 1 incident within the parish in the month of January 2021

- b. To Consider any further policing and/or security related issues  
***Nothing to report***

**30/2021. Correspondence:**

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda  
It was reported that the Clerk has had an increase in email queries about road surfaces, footpaths, road crossings etc but they have not actually been in the parish. To resolve this, the Map of the Parish has been posted on Facebook and residents are directed to the parish website. She has replied to each email, sent the map and explained whom they did need to get in touch with. All replied positively.

**31/2021. To Note matters for Information and items for next monthly meeting agenda**

Parish Newsletter

**32/2021. 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 15<sup>th</sup> March 2021 at 7pm via zoom platform.

**This was agreed.**

*P. D. Clayton*

**Minutes approved on 15/3/2021**