



**Heworth Without Parish Council**  
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## **DRAFT Minutes of the Meeting of Heworth Without Parish Council held 19<sup>th</sup> July 2021; in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**

To be approved at HWPC meeting to be held 20/09/2021

### **Present:**

Councillor R. Clayton (Chairman), Councillor R. Cook, Councillor A Garbutt, Councillor D Harrison, Councillor G Murphy, Councillor M. Starkey, Councillor P. Wells, Councillor M. Wells and Gayle Enion-Farrington (Clerk / RFO)  
Public – PCSO Ollie Maskell

### **100/2021. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence

Cllr David Gibbon has retired, and the council recorded its thanks for his services.

**It was resolved** to advertise the vacancy via Co-option. Clerk to advertise with CYC from 16<sup>th</sup> August 2021, so that it can be advertised by HWPC in September 2021

**It was noted** that we will need to replace litter picking on a Friday

**It was resolved** that Cllr G Murphy and Cllr D Harrison will cover it between them – Clerk to arrange Litter picking training and equipment

**It was noted** that we will need a replacement YLCA rep – agreed to make appointment at September meeting

Cllr N Ayre from Heworth Without Ward sent his apologies but has submitted a report – see 103/2021

### **101/2021. 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 Interests

**None**

### **102/2021. 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.**

PCSO Ollie Maskell gave a detailed update regarding his regular visits to the Play Area and has visited local residents who were having issues with the play area at night. Increased patrols will remain over the summer holidays.

Questions were asked of PCSO Ollie Maskell regarding signs concerning noise - nothing about the noise can really be actioned prior to 11pm, but behaviour can and will be addressed by the police.

Thanks were given to PCSO Ollie Maskell and his co-workers for their support in this matter

### **103/2021. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Sent by email in his absence

Cllr N Ayre has found a suitable 'No Horses' sign for the side of the beck on Stray Road ('no cycles' needs to be removed from the sign).

**It was resolved** for Cllr Nigel Ayre to order this sign and install.

Pedestrian Crossing – still waiting for a costing

Speed activated sign – private evidence shows a 3mph reduction in average speeds since our trial started. **It was reported** that police letters have been sent out to all those driving at 36 and over.

Cycle provision outside of park. Cllr N Ayre was looking to see if we could get something a little more visually interesting given the prominence of the site – and also something that would deter parking:-

<https://www.cyclehoop.com/product/racks/car-bike-port/>

**The general view** of the Councillors was to have traditional bike racks that blended into the surroundings; however a subcommittee was set up to explore the pros and cons on this and would report back in September 2021 – Cllr G Murphy, Cllr D Harrison and Cllr A Garbutt.

### **104/2021. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 21/06/2021

**It was resolved** to amend and approve the following:

- b.4.i and b.4.ii - misstated Cllr. Cook's proposals and our resolutions consequent upon them. We should adjust the provisional record of our Minutes to read thus: b.4.i - 'It was agreed to ask a) the Pay-back team if they could dig out the blockage in the drainage ditch; and b) Good Gym if they could build an embankment - a berm or dyke - using the

resultant spoil and the nearby piles of earth to protect the adjacent allotment plots.' And b. 4.ii - 'To consider Woodland Trust's offer of free packs of tree saplings for planting in commemoration of the Queen's Platinum Jubilee - It was resolved to obtain a report from Cll. Roger Cook on the trees we might order, and then we can apply to CYC to obtain permission for such trees to be planted in such locations as we determine and CYC permits.'

**105/2021. Planning:**

- a. To Consider planning applications received

CYC Reference	Address	Description
21/01402/FUL	25 Burnholme Avenue York YO31 0NA	Single storey side and rear extension <a href="#">Approved</a>
21/01488/FUL	9 Beckwith Close York YO31 1HX	Single storey side extension, single storey rear extension, dormer to rear and porch to front <a href="#">Approved, so long as a HMO is not envisaged</a>

- b. To Consider any other planning related issues  
**It was noted** that 4 Springfield Way has been approved
- c. To Consider any planning enforcement issues  
**None**

**106/2021. Finance:**

- a. To Approve payments as detailed in Appendix 1

**INVOICES TO BE PRESENTED FOR PAYMENT 19/07/2021**

Invoices to be paid after 19/07/2021	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	23/07/2021		wages	£467.95	
			Home working allowance	£20.00	
				<b>£487.95</b>	Total Payroll
Clerk Expenses	15/07/2021	GB373142903	zoom	£14.39	inc VAT
	25/06/2021	245719348	Plusnet monthly SIM charge	£6.00	inc VAT
				<b>£20.39</b>	Total of expenses
Groundsman	23/07/2021		wages	<b>£180.80</b>	
YLCA	23/06/2021		Off to a Flying start Cllr course David Gibbon Part 1	<b>£30.00</b>	no VAT
YLCA	23/06/2021		Off to a Flying start Cllr course David Gibbon Part 2	<b>£30.00</b>	no VAT

next month onwards it will be DD from HWPC account

YLCA	12/07/2021		Off to a Flying start Cllr course Greg Murphy Part 1	£30.00	no VAT
YLCA	12/07/2021		Off to a Flying start Cllr course Greg Murphy Part 2	£30.00	no VAT
Autella Payroll	05/07/2021	326597472	Autella Payroll April - Jun 2021	£53.56	inc VAT
Sutcliffe Play	01/07/2021	GB464207457	Rock Stack	£15,039.90	inc VAT
Amazon	14/07/2021		A4 Copier Paper	£17.93	inc VAT
Amazon	14/07/2021		Black Printer Ink	£20.99	inc VAT
Amazon	14/07/2021		A4 Lamination pouches	£11.90	inc VAT
MacVenture	16/07/2021	338935855	2 Inclusive swings	£2,148.00	inc VAT
<b>TOTAL</b>				<b>£17,593.08</b>	Total

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

Also note that Playscheme have had to increase their quarterly inspections by £25 per quarter due to additional equipment. Quote tabled for approval for next 12 months.

**It was resolved** to continue using Playscheme for the next 12 months.

**It was noted** that the Employment sub committee will be reviewing the Clerk's pay in due course.

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 30<sup>th</sup> June 2021  
**It was resolved** to approve the Cash Book & Income and Expenditure to 30<sup>th</sup> June 2021
- c. To Approve Bank Reconciliation Statement to 30<sup>th</sup> June 2021  
**It was resolved** to approve the Bank Reconciliation Statement to 30<sup>th</sup> June 2021
- d. To Approve Budget Monitoring of Income and Expenditure up to 30<sup>th</sup> June 2021, against this year's budget.  
**It was resolved** to approve the Budget Monitoring of Income and Expenditure to 30<sup>th</sup> June 2021  
**Cllr R Clayton signed these off at the meeting**
- e. To Approve the RFO to pay the invoices and wages in August 2021 and report at the September meeting.  
**It was resolved** the RFO to pay the invoices and wages in August 2021 and report at the September meeting.

#### **107/2021. Heworth Without Parish Council Administration:**

- a. To Approve HWPC Financial regulations June 2021  
**It was resolved** to approve the Financial Regulations now dated as July 2021
- b. To report that the Notice of Public Rights and Publication of Unaudited AGAR has been available for inspection between Monday 7<sup>th</sup> June 2021 – Sunday 18<sup>th</sup> July 2021.  
**It was noted**
- c. To Consider social distancing, mask wearing and safety at meetings and Parish events after 19<sup>th</sup> July 2021, with the Delta variant still being prevalent.  
**It was resolved** to continue as we are wearing facemasks (for those that can) until seated and to keep the room well ventilated.

#### **108/2021. To Consider Issues Relating to Parish Assets and Open Spaces**

##### a. Stray Road play area

- i) To report progress on the installation of the 2 Inclusive swings within the existing 4 swings bay.  
**It was noted and resolved** that they were installed on Friday 16<sup>th</sup> July 2021 and are already very popular, with some great feedback from users.
- ii) To report a minor modification to layout for the Waltzer. At the Operational Plan stage an error was flagged - the installation of the Waltzer in the same space as the existing roundabout overlaps with the clearances of the Springers that are currently installed nearby. The Wetpour area will need to be extended slightly, in order for the new Waltzer to

fit in this space. Caloo accept this is their mistake and have confirmed that they are willing to cover the costs of the additional base works and the Wetpour required, in order to extend the area.

**It was noted and agreed.**

- iii) To report progress on the installation of the Waltzer – currently looking at w/c 20<sup>th</sup> September 2021

**It was noted**

- iv) To approve a contractor to adapt the double gates to make them accessible with a RADAR padlock and key, with immediate effect.

**It was resolved** to go with Quote 2 'Move it' at a cost of £400 and Cllr D Harrison and Cllr M or P Wells (depending upon availability) will oversee the works.

- v) To consider ways of monitoring access to the play park after the installation of the RADAR system for the main gates.

**It was resolved** to obtain a sign 'Please lock this gate immediately after use'. Clerk to obtain sign and install.

- vi) To consider the viability of a set of cycle racks at Stray Road Park and possible locations of the adult, children and toddler (scooters) racks. This would enable the accessible double gates to be free of bikes getting propped up against them, at busy times.

**It was resolved** to set up a working party to review all options of cycle racks including the offer from Cllr Nigel Ayre. The subcommittee - see item 103/2021 above - is to explore the pros and cons of both options and report back to the Parish Council at the September Meeting—Cllr G Murphy (to lead), Cllr D Harrison and Cllr A Garbutt.

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

- i) To consider arranging an on-site meeting of the Parish Council to agree possible locations for the trees we might order from Woodland Trust and then we can apply to CYC to obtain permission for such trees to be planted in such and such locations.

**It was resolved** to have a meeting of councillors after Cllr R Clayton liaises with the Landlord on whether a double hedgerow would be permitted.

- ii) To arrange a meeting with Hillbeck Grove and some Burnholme Avenue residents to discuss the possibility of creating a natural barrier by residents' fences with trees and wildlife areas

**It was resolved** to arrange a future meeting, subsequent to (i) above, with Hillbeck Grove and some Burnholme Avenue residents to discuss the possibility of creating a natural barrier by residents' fences with trees and wildlife areas.

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

It was reported that there have been a few concerns raised about the small cut - through gate that allotment holders put in. There's been an opening there for years. The allotment tenants in the last 2 years have changed it in various ways. Parish council in the past have intimated but never formally agreed to maybe make it a formal pathway through to the allotments so that the public can walk around them. However, some people were concerned that young children could get into the allotments unsupervised, so the Groundsman wired it closed on Saturday 17<sup>th</sup> July 2021 - that night it was dismantled.

The police are also aware of this gate as an escape route for the youths and they have been checking it out most nights.

**It was resolved** to repair it as and when necessary and to organise a meeting with allotment holders on accessibility via the allotments to the Park and the beckside path in August 2021. Clerk to organise.

**c. Open Spaces and other assets**

- i) To consider an outdoor (COVID SAFE) parish consultation surgery to gather views of the public with regards to a bus shelter being installed at Stray Road / Applecroft Road Bus Stop.

**It was resolved** to create a survey for all councillors to use throughout the month of August asking local residents their views on a bus shelter. Would they be prepared to pay for it through their precept? Clerk to action. All Cllrs to report back at September's meeting.

- ii) To report that the large notice board outside the Community Centre notice board was repaired on Tuesday 6<sup>th</sup> July 2021.

**It was noted**

- iii) To report matters relating to our open spaces and assets.

**None**

- iv) To consider running a series of workshops and talks for the Parish on environmental and sustainable issues.

**It was resolved** to arrange the following

**In Partnership with Hempland Lane Allotments: Tuesday 20<sup>th</sup> July- Wildlife Gardening Workshop and Amphibian training** at 10.30am.

**Tuesday 27<sup>th</sup> July & Monday 16<sup>th</sup> August 2021 Froggy Fun Day** (aimed at families & children), all held at The Haven, Hempland Lane Allotments (pre booking is essential). – See Hempland Lane Allotments Website for more information

**Talk on Composting and Rainwater Harvesting** by Ivana Jakubkova, Sustainability Officer, St Nicks (a Charitable Incorporated Organisation registered as Friends of St Nicholas Fields, charity number 1153739) Cost £50

**It was resolved** to book Ivana and the community Centre for **Monday 13<sup>th</sup> September 2021**. Suitable for Allotmenters and all Households.

**d. HWPC Allotments**

- i) To report on matters relating to Stray Road Allotments.

**It was resolved** to meet up in August (potentially Monday 9<sup>th</sup> August 201 at 7pm) to agree the work for the Pay-back team to do – possibly to dig out the blockage in the drainage ditch. Cllr R Cook to organise

**It was reported** that Plot 14 tenant has finished and will need their £25 deposit refunding. A new tenant has already started and paid rent and deposit.

**It was resolved** to process the £25 returnable deposit this month. NB. Tenant reported that they did not need a refund as they started when deposits were not taken. NFA required.

**109/2021. Employment and Training:**

- a. To report that Cllr D Gibbon and Cllr G Murphy have both attended "Off to a Flying Start" courses  
It was noted.
- b. To Consider any current employment/training related issues  
**None**

**110/2021. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings** **It was reported** that the 'Off to a Flying Start' course was successful and informative but lengthy and arduous by zoom.

**111/2021. To Consider Highway/Transport Issues:**

- a. To Report progress with HWPC's involvement in the Community Speed Watch initiative  
**It was reported** that this is successful, and cars are slowing down; more sessions are planned. Cllr G Murphy is to be trained by Cllr M Starkey at a date to be organised between themselves. Cllrs. Harrison and Starkey were particularly thanked and commended for launching and organising this venture.
- b. To Note any further highway issues.  
**None**

**112/2021. Policing and Security Matters:**

- a. To Consider Neighbourhood Policing Team Report  
**It was reported** that PCSO Ollie Maskell remains in close contact with the Parish and attended tonight's meeting which was greatly appreciated.  
**It was reported** that that were 3 incidents in June - the first 2 were discussed at the meeting on 21<sup>st</sup> June 2021, and 1 subsequently regarding youths on stray road play area causing a lot of noise and nuisance, playing loud music from a speaker
- b. To Consider any further policing and/or security related issues  
**None**

**113/2021. Correspondence:**

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda  
**None**

**114/2021. To Note matters for Information and items for next monthly meeting agenda**

**Litter Picking training and equipment for Cllr G Murphy and Cllr D Harrison**

Appoint a YLCA rep

Review of Play area over the summer

Pros and cons on both Cycle racks options and report back in September – Cllr G Murphy, Cllr D Harrison and Cllr A Garbutt.

Overview of August and September Invoices

Woodland Trust – Tree requirement updates

Report on meeting with Hillbeck Grove and some Burnholme Avenue residents to discuss the possibility of creating a natural barrier by residents' fences with trees and wildlife areas

Report on meeting with allotment holders on accessibility via the allotments

All Cllrs to report back regarding views on the desirability of a bus shelter at Stray Road / Applecroft Road

**115/2021. 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 20<sup>th</sup> September 2021 at 7pm.

**It was agreed and meeting closed at 9.30pm**