



**Heworth Without Parish Council**  
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## **Minutes of the Meeting of Heworth Without Parish Council held 20<sup>th</sup> September 2021; in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**

To be approved at HWPC meeting to be held 18/10/2021

### **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, Councillor N Ayre and Gayle Enion-Farrington (Clerk / RFO), Mrs S Starkey (Public)

### **116/2021. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence  
**None**

### **117/2021. 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**

### **118/2021. 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.**

Ms S Starkey wished to discuss the proposed hedgerow at the top of the playing field and expressed a wish for continued use of the wet pour within the play area, as a safe and practical surface. She was informed that the wet pour by the 4 bay swings was to be repaired on Wednesday 22<sup>nd</sup> September 2021 and also new accessible entrance way (Double gates with RADAR padlock) will be changed to a tarmac and wetpour surface to accommodate the Inclusive Waltzer within the next month.

### **119/2021. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

- Heworth Without Ward has funding to do footpath repairs in Beans Way area
- Council asked who is responsible for the land near the Beans way Parish noticeboard due to it getting overgrown? Could a bin be installed nearby due to rubbish being left in front of the notice board?
- Discussion between HWPC and Heworth Ward to install cycle racks and possible flower tubs either side.
- Formal recognition and mapping of a public footpath from Bad Bargain Lane to Burnholme Avenue beside the Spar is being considered. Representations to oppose or support the order must be sent in writing to the Rights of Way Officer, City of York Council, West Offices, Station Rise, York, YO1 6GA or emailed to [rightsofway@york.gov.uk](mailto:rightsofway@york.gov.uk) **between 26 August 2021 and 8 October 2021**. They must reach the council no later than 8 October 2021. It was suggested that a letter from HW Parish Council to support the public right of way would be appropriate.
- It was raised that Elmfield Avenue may benefit from a rubbish bin, within Heworth Without Ward and Cllr N Ayre will investigate.
- Requested follow up action for Cllr N Ayre – to install the 'No Horses' sign for the side of the beck on Stray Road ('no cycles' needs to be removed from the sign) which needs to be added to the existing signpost.

### **120/2021. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 19/07/2021  
**It was resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 19/07/2021

**121/2021. Planning:**

- a. To Consider planning applications received

**Planning applications for consideration:**

CYC Reference	Address	Description
21/01446/FUL	17 Allington Drive York YO31 0NL	Two storey side extension, single storey rear extension and canopy porch to front <a href="#">Approved</a>
21/01659/FUL	24 Ashley Park Crescent York YO31 1HH	Single storey extension to side and rear following demolition of existing conservatory <a href="#">Approved</a>

- b. To Consider any other planning related issues  
A public footpath from Bad Bargain Lane to Burnholme Avenue beside the Spar is being considered. Representations to oppose or support the order must be made in writing to the Rights of Way Officer, City of York Council, West Offices, Station Rise, York, YO1 6GA or emailed to [rightsofway@york.gov.uk](mailto:rightsofway@york.gov.uk) **between 26 August 2021 and 8 October 2021**. It must reach the council no later than 8 October 2021.  
**It was resolved** for the Clerk to submit a supporting email on behalf of HWPC.
- c. To Consider any planning enforcement issues  
**None**

**122/2021. Finance:**

- a. To Approve payments as detailed in Appendix 1 August

**INVOICES TO BE PRESENTED FOR PAYMENT 18/08/2021**

Invoices to be paid after 18/08/2021 but approved 20/9/21	INVOICE DATE	SUPPLIERS VAT REGISTRATIO N NUMBER		£	Payroll is NET pay	
Clerk Payroll	25/08/2021		wages	£354.80		
Clerk Home Working	18/08/2021		Home working allowance	£20.00		
Clerk Expenses	15/08/2021	GB373142903	zoom	£14.39	inc VAT	Paid together at £34.39 under zoom and H/W
Clerk Mobile	25/07/2021	245719348	Plusnet monthly SIM charge Now by DD	£6.00	inc VAT	Paid with HWPC DD 6/8/2021
Groundsman	23/07/2021		wages	£180.80		
YLCA	13/08/2021		Planning course - Greg Murphy	£22.50	no VAT	
Yorkshire & The Humber Regional Training Partnership	11/08/2021		CILCA course fee for Clerk	£325.00		
Playscheme	13/08/2021	991261114	Operational Inspection Quarterly	£300.00	inc VAT	
Playscheme	13/08/2021	991261114	Zip Wire repairs	£150.00	inc VAT	
Valli Hull Road (shell garage)	27/07/2021	780571712	Fuel for Groundsman Lawnmower	£53.39	inc VAT	Paid with HWPC BC

KJM Heels			Playground equipment repairs	<b>£89.80</b>		processed on 3/8/2021
Move It -Martin Gadsby	29/07/2021		Play area gate repairs	<b>£400.00</b>		processed on 2/8/2021
PKF Littlejohn	29/07/2021	GB440498250	External Auditor	<b>£240.00</b>	inc VAT	processed on 3/8/2021
<b>TOTAL</b>				<b>£2,156.68</b>	Total	

### CASH BOOK MONTH 4 JULY 2021-2022

#### **INCOME**

DATE / Explanation	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPE N SPACES	GEN. ADMIN.	TOTAL
<b>B/FWD</b>	<b>3112.75</b>	<b>10.00</b>	<b>0.00</b>	<b>0.00</b>	11333.50	14456.25
VAT REFUND	<b>0.00</b>					0.00
Allotment deposit					25.00	25.00
Allotment Rent		10.00				10.00
<b>TOTALS</b>	<b>0.00</b>				25.00	35.00
<b>C/FWD</b>	<b>3112.75</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11358.50</b>	<b>14491.25</b>

Note There are two payments into the account £160.80 & £60, but these were to rectify overpayments to balance out the accounts again.

September 2021

### INVOICES TO BE PRESENTED FOR PAYMENT 20/09/2021

Invoices to be paid after 20/9/21	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay	
Clerk Payroll	24/09/2021		wages	£354.80		
Clerk Home Working	20/09/2021		Home working allowance	£20.00		
Clerk Expenses	15/09/2021	GB373142903	zoom	£14.39	inc VAT	
Clerk Mobile	25/08/2021	245719348	Plusnet monthly SIM charge Now by DD	£6.00	inc VAT	<b>Paid by HWPC DD</b>
Groundsman	24/09/2021		wages	£180.80		
Microsoft 365 subscription	21/08/2021		Microsoft 365 annual subscription	£59.99		<b>Paid with HWPC BC 21/08/2021</b>
Vision ICT	01/08/2021	GB785375777	Annual renewal for Website	£150.00	inc VAT	

PAYE	09/09/2021		PAYE Jul - Sept 2021	<b>£172.40</b>	No VAT
SLCC membership	15/09/2021		SLCC membership	<b>£120.00</b>	No VAT
SLCC Bookshop	15/09/2021		CiLCA Resources	<b>£123.80</b>	inc VAT
St Nicks	awaiting invoice		Composting and Rainwater Harvesting talk	<b>£50.00</b>	no VAT
Playscheme	awaiting invoice	99261114	Repairs to wetpour surface	<b>£150.00</b>	inc VAT
<b>TOTAL</b>				<b>£1,402.18</b>	Total

## CASH BOOK MONTH 5 AUGUST 2021-2022

### INCOME

DATE / Explanation	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
B/FWD	<b>3112.75</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11333.50</b>	<b>14491.25</b>
VAT REFUND	<b>3335.08</b>					3335.08
Allotment deposit						0.00
Allotment Rent						0.00
<b>TOTALS</b>	<b>3335.08</b>				0.00	3335.08
C/FWD	<b>6447.83</b>	<b>20.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11333.50</b>	<b>17826.33</b>

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

- b. To report that the latest VAT claim of £3335.08 has been paid into the HWPC Bank Account.

**It was noted**

To Approve Financial Accounts in Cash Book & Income and Expenditure to 31st July 2021 & 31st August 2021

**It was resolved** to approve the Cash Book & Income and Expenditure to 31st July 2021 & 31st August 2021

- c. To Approve Bank Reconciliation Statement to 31st July 2021 & 31st August 2021

**It was resolved** to approve the Bank Reconciliation Statement to 31st July 2021 & 31st August 2021

- d. To Approve Budget Monitoring of Income and Expenditure up to 31st July 2021 & 31st August 2021, against this year's budget.

**It was resolved** to approve the Budget Monitoring of Income and Expenditure to 31st July 2021 & 31st August 2021.

**Cllr R Clayton signed these off at the meeting**

### **123/2021. Heworth Without Parish Council Administration:**

- a. To report that the Councillor vacancy has been approved to be advertised via co-option and the deadline for applying is Thursday 23<sup>rd</sup> September 2021 midnight. To consider an interview date for potential candidates.

**It was resolved** for the Clerk to promote it on the front page of website, as well as the dedicated councillor vacancy sub heading and all Councillors to seek candidates and encourage them to apply. It was also resolved that if no one applies by the closing date, the Clerk is to readvertise.

- b. To report that HWPC was chosen randomly to be audited by HMRC and has completed an Employment Duties Questionnaire and provided detailed information.

**It was reported** that HMRC were satisfied with HWPC procedures and has provided the council with an outcome letter. No further action needs to be taken. The Clerk is to pursue getting a mobile account in HWPC's name only and not jointly as the clerk and HWPC, but current company law does not allow this – and HMRC are not concerned due to the small amount of £6 p/m.

- c. To consider purchasing ID badges for Councillors and Clerk to wear when conducting parish work, such as at Meetings, conducting surveys, hosting community talks, play area and allotment inspections etc

**It was resolved** to investigate further before making a final decision. Clerk to ask if any parish councils are doing this already and see if they suggest suppliers.

Cllr N. Ayre to ask CYC if they can provide the parish with ID badges. **To Report back at next meeting**

- d. To consider a recommendation from the Employment committee in respect of the Parish Clerk's salary.

**It was resolved**, after the said committee had rebooted its collective memory, to raise her salary from Point 24 to Point 27, this to be retrospective to and including 1<sup>st</sup> July 2021. There will be a further review once the CiLCA qualification is completed.

## **124/2021. To Consider Issues Relating to Parish Assets and Open Spaces**

### **a. Stray Road play area**

- i) To report the completion of adapting the double gates to make them accessible with a RADAR padlock and key.  
**It was noted** and is being used.
- ii) To report that the Play Area Grant from CYC of £5900 is now in HWPC Bank account ready for the Waltzer installation.  
**It was noted**
- iii) To update on the installation date of the Waltzer roundabout and works to make the access gate more accessible.  
**It was reported** that Caloo are aiming for the 2<sup>nd</sup> week in October, but no definitive date as yet. Delayed due to COVID.
- iv) To approve the recommendations of the working party with regards to the installation of cycle and scooter racks and related costs.  
**It was resolved** to agree with the HWPC Working Party report's recommendations and install the Sheffield Rail Adult cycle rack provided Free of Charge by CYC and that the parish would purchase scooter and children's bike racks. HWPC was granted permission to install by CYC on 20<sup>th</sup> September 2021 by Mr G Morgan (Transport Planner – Active Travel). The cost for all to be installed now needs exploring and the clerk was instructed to get quotes to compare against the CYC quote of £1470 for the adult rack only.
- v) To consider signage to prevent bikes getting propped up against the newly adapted access gates, as it is inconveniencing the groundsman and those with wheelchairs and pushchairs access. Or possibly review all signage so multiple signs can be combined into one.  
**It was resolved** for all councillors to review/suggest appropriate wording and for the next meeting to settle on a consolidated wording for one comprehensive sign.
- vi) To approve a repair of wet pour at the 4 bay swings by our nominated provider Playscheme for £125 + VAT, to be completed 22<sup>nd</sup> September 2021  
**It was resolved** to repair the wet pour with Playscheme.

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

- i) To consider a report on Cllr R Clayton's liaisons with the Ward Councillor (representing our landlord) and relevant householders regarding a proposed double hedgerow at the top of the playing-field and on the outcome of an on-site meeting of the Parish Council to discuss possible locations for the trees we might order from Woodland Trust.  
**It has been postponed** until the next meeting in order to gather and confirm opinion.
- ii) To report on liaising with all local primary and secondary schools due to recent damage to trees within Jubilee wood and surrounding area; to review a proposed letter from the Council to the former; and to consider sending a comparable letter to the latter.  
**It was reported** that a letter and PowerPoint have gone to all relevant schools and that councillors should think about the content of any future correspondence required and send suggestions to the Chairman.
- iii) To nominate a representative of the Parish council, who is a parent of children at Hempland School, to liaise with a teacher or the head on sharing some of the learning resources they use at this school; and to consider appointing someone to write a short article for one of their weekly newsletters on a term basis.  
**It was resolved** for Cllr G Murphy to liaise with the head teacher at Hempland Primary school to see how best we can move forward in working together. He will report back at the next meeting.
- v) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow  
**It was resolved** to order 30 saplings for the in – filling within Jubilee wood from the Woodland Trust  
**It was also resolved** that at the beginning of October 2021 HWPC Groundsman D Morrod should strim the meadow and engage GoodGym to clear the grass afterwards. – **It was resolved** for Cllr R Cook to liaise with the Groundsman and GoodGym to get this completed.

### **c. Open Spaces and other assets**

- i) To report on the outcome of the August survey whereby all councillors asked local residents their views on a bus shelter being installed at Stray Road / Applecroft Road Bus Stop.  
**It was reported** that the clerk had only received one report so far and for all councillors to submit findings to the clerk, but there appears to be an interest in the installation of a bus shelter.  
**It was resolved** for the Clerk to liaise with police on installation of a bus shelter and obtain their views on the matter
- ii) To report matters relating to our open spaces and assets.
- iii) To report on the series of workshops and talks for the Parish on environmental and sustainable issues.  
**In Partnership with Hempland Lane Allotments: Tuesday 20<sup>th</sup> July- Wildlife Gardening Workshop and Amphibian training**  
**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  
**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)  
**Monday 13<sup>th</sup> September 2021.**  
**It was reported** that the families' events were full and very popular.
- iv) To consider if any more workshops or talks should be arranged.  
**It was resolved** that all councillors should research possible future talks and workshops that HWPC can support and promote in the future. Maybe from Easter to summer for Families and targeting other audiences around suitable times. All to report options at next meeting.

#### d. HWPC Allotments

- i) To report on matters relating to Stray Road Allotments, including the outcome of the meetings on Monday 9<sup>th</sup> August 2021 (with Councillors). To approve any further actions from this report to prevent flooding and trespass concerns.  
**It was reported** that the suggestions from this meeting were put to tenants of Stray Road Allotments on 13<sup>th</sup> September at a face-to-face meeting and via email after the presentation so that all were consulted.
- ii) To approve final action after consultation with Stray Road allotment tenants on 13<sup>th</sup> September 2021 to aid drainage and prevent future flooding on the site and address trespass concerns.  
**It was resolved to** reinstate the ditch, making it slightly deeper and not adding any brushwood or a pipe at this stage. If water ponded at the end so be it (this is a lower section than any allotment plot). Ditch to be wide enough, so as not to be a tripping hazard.  
**It was resolved to** seal up gaps in the tree line (near plot 7) and further down with reclaimed fencing. It was thought that a prickly hedgerow may not flourish under the trees.  
It was resolved that the Clerk would engage the Community Payback Team to carry out this work, after a short meeting with Cllr R Clayton and Cllr R Cook on the exact width of the gap etc.  
It was agreed that the suggestion of a welcome sign for the allotment site, information about the site and guidance on how to respect it whilst passing through, should be deferred to a later meeting, once the above issues are resolved.
- iii) To consider making the Stray Road Allotments site permanently accessible to Jubilee Wood and the Play Area.  
It was resolved to wait upon events.

#### **125/2021. Employment and Training:**

- a. To report that the Clerk has commenced her CiLCA qualification.  
**It was noted**
- b. To Consider any current employment/training related issues  
**None**

#### **126/2021. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

**It was reported** that Cllr G Murphy attended Planning Training. He gave positive feedback on its content

#### **127/2021. To Consider Highway/Transport Issues:**

- a. To Report progress with HWPC's involvement in the Community Speed Watch initiative  
**It was reported** that the HWPC team is operating fortnightly at varying hours and is deemed successful.
- b. To consider and approve the purchase of a Radar speed gun for the sole use of HWPC for the cost of £169.
- c. **It was resolved to** purchase a Radar speed gun and tally counters. Cllr N Ayre kindly agreed to fund it through Heworth Without Ward funding and will purchase.
- d. To Note any further highway issues.  
**None**

#### **128/2021. Policing and Security Matters:**

- a. To Consider Neighbourhood Policing Team Report  
**It was noted** that crime was in general low within the parish and it was pleasing to see that there were no reports during the summer holidays regarding Stray Road Play Area. The continued PCSO presence appears to be working.
- b. To Consider any further policing and/or security related issues  
**None**

#### **129/2021. Correspondence:**

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda  
**It was resolved to** appoint Cllr P Wells as the second YLCA rep as the next YLCA meeting is before the next HWPC meeting.

#### **130/2021. To Note matters for Information and items for next monthly meeting agenda**

Assess requirements for Beans Way notice board. Canvass opinion on Beans way about the use of the notice board? 'There is a notice board on Beans Way, do you use it? Would you like to keep it? If you want it to remain, please contact this number text or email. – Cllr R Clayton to deliver; plus an actual notice on board. Newsletter, and to discuss the desirability of a bus shelter at Stray Road / Applecroft Road  
Review Councillor vacancy  
Cycle racks installation  
a proposed double hedgerow at the top of the playing-field  
Report for Cllr G Murphy after liaising with the head teacher at Hempland Primary school item 124, biii  
Review views on a bus shelter being installed at Stray Road / Applecroft Road Bus Stop

#### **131/2021. 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 18<sup>th</sup> October 2021 at 7pm.

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

*R. D. Clayton*

Minutes approved on 18/10/2021