



**Heworth Without Parish Council**  
Gayle Enion-Farrington (Clerk to Parish Council)  
1 Allington Drive, Appletree Village, Heworth, YORK,  
YO310NL  
Tel: 07422961495  
E-mail: [clerk@heworthwithoutparishcouncil.gov.uk](mailto:clerk@heworthwithoutparishcouncil.gov.uk)

**DRAFT Minutes of the ORDINARY MEETING of Heworth Without Parish Council, held on MONDAY 17<sup>th</sup> NOVEMBER 2025 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth. To be approved at HWPC meeting to be held 15/12/2025.**

**Present:**

Councillor M Starkey (Chair), Councillor A Basu (Deputy), Councillor E Hardy Councillor (left 20.30), A Garbutt, Councillor K Last, Councillor M Ward and Gayle Enion-Farrington (Clerk / RFO). Members of the public were Mr J Corkill (Public) and Ms V Caddie (Public)

**165/2025. Apologies:**

- a. To Receive Apologies and Note Reasons for Absence.

**Apologies were received and noted** Councillor N Ayre, Councillor S Phoenix and Councillor M Taylor. Councillor E Hardy stated that she needed to leave at 8.30pm as was involved in the Employment Panel Appraisal today from 6pm.

**166/2025. To Note any Declarations of Interest:**

- a. To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests.

**None**

- b. To receive, consider and decide upon any applications for dispensation.

**None**

**167/2025. 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.**

J Corkill and V Caddie came to seek guidance regarding a potential planning application at 15 Stray Road.

Planning Officer, Cllr A Garbutt offered to visit their property and discuss further and guide on the planning application process, but ultimately it needs to go through CYC planning department.

J Corkill raised another matter but this was in Heworth Ward and he will liaise directly with them.

**168/2025. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

**The following statement was submitted in advance of the meeting**

**Hopgrove.** I have been unable to get a response from the Chair of the Playing Fields Association since the last meeting. As soon as I am able to make contact I shall seek to set up a meeting with myself and invite Matt to join us.

**Council Budget.** Consultation has begun via Facebook videos. I have only seen one so far which outlines the general pressures. The council's communications team are monitoring comments. There are still no specific details on any proposals as yet. Estimates are that government funding will reduce by £15m over three years as a result of the ongoing review of local government funding which will add further to the council's financial pressure. Final confirmation of this won't be known until December.

**Boundary Commission review.** We expect to hear back from the commission tomorrow regarding the number of councillors for the whole city.

**Green waste collection.** This was announced as £52 at the November Executive but was subsequently withdrawn. Previously the charge was agreed in November 2024 to allow the necessary time to market and encourage sign up ready for the collections to start in March. A paper has been added to the December executive regarding green waste so it is anticipated that the charge will be announced then giving people a shorter window to sign up if they wish.

No further information has been received about when Neighbourhood caretakers will visit the ward.

I've received notification this afternoon that Taylor Wimpey have appealed the refusal of housing on Stockton Lane. There will be a 6 day public inquiry most likely in the new year. I think Cllr Garbutt was logged as commenting on behalf of himself rather than for the Parish so he should have a copy of the letter with all the relevant details to share with the parish.

**HWPC commented** that the first objection was logged by Cllr Garbutt using the previous system in January 2025, but since then he now logs comments on behalf of HWPC, but still using his home address as this address is officially registered as the Planning Officer for HWPC, as guided by CYC Planning department.

#### 169/2025. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 20/10/2025.  
**It was Resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 20/10/2025.

#### 170/2025. Planning:

- a. To Consider and decide upon the planning applications received since the last HWPC meeting.

CYC Reference	Address	Description
25/02086/FUL Eastings 462783 Northings 452638	145 Bad Bargain Lane York YO31 0PF	First floor side extension and hip to gable roof extension with rear dormer <b>Approved</b>
24/02302/OUTM <b>Appeal Reference:</b> APP/C2741/W/25/3 375090	Land To The South Of Sugar Hill Farm Stockton Lane York	Outline application for up to 380 dwellings (use class C3), local community use (use class F2) and associated works with access from Stockton Lane. <b>Comments By: 15 December 2025</b> It was Resolved for Cllr A Garbutt (Planning Officer) to stated that, the position of HWPC has not changed and still wish community infrastructure to be included. Resubmit previous concerns from January 2025 and include suggestion of Mountain Bike track / pump track that they said they may consider.

- b. To Receive the following planning decision/information  
**None**
- c. To Consider and decide upon any other planning related issues  
**It was Reported** that CYC have given notice to exercise of powers under Sections 1, 2, 4, 32, 35, 45, 46, 53 and Schedule 9 of the Road Traffic Regulation Act, 1984 ("the Act") to implement a 'No Waiting at any time' restrictions in Whitby Avenue, Heworth without, on both sides, between the projected north western property boundary line of No. 37 Whitby Avenue and the projected north eastern property boundary line of No. 39 Whitby Avenue.  
**It was noted** that HWPC feel this will support challenges that the residents are facing, but should residents wish to comment objection or representation an email should be sent to [highway.regulation@york.gov.uk](mailto:highway.regulation@york.gov.uk) no later than 21<sup>st</sup> November 2025.
- d. To Consider and decide upon any planning enforcement issues  
**None**

#### 171/2025. Finance:

- a. To Approve payments as detailed in Appendix 1

#### APPENDIX 1

##### INVOICES TO BE PRESENTED FOR PAYMENT November 2025

Invoices TO BE PRESENTED FOR PAYMENT November 2025	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/11/2025		wages	£713.29	
Clerk Home Working	25/11/2025		Home working allowance	£32.00	Paid together
Clerk Mobile	03/11/2025	GB569953277	Vodafone monthly SIM charge Now by DD	£18.75	inc VAT Paid DD
Groundsman	25/11/2025		wages	£280.37	
PAYE	25/11/2025		PAYE November 2025	£229.44	
Amazon	22/10/2025	GB727255821	Amazon Doodle Paper, Crafts and lights for Halloween & Christmas	£121.82	inc VAT
MooFree		awaiting invoice	MooFree Dairy Free selection boxes for Santa Event	£134.73	inc VAT
Sainsburys			Tea / Coffee / Milk and childrens snacks and drinks for Halloween disco event	£84.45	no VAT
Sam Turner and Sons	29/10/2025	GB2575055159	Sam Turner and Sons - Ride on Lawnmower service and repairs	£516.93	inc VAT

Deans Garden Centre	15/11/2025	Deans Garden Centre Compost for Community Planters	£61.99	inc VAT
Community Centre Meeting Room Hire	15/11/2025	Community Centre Meeting Room Hire	£120.00	no VAT
<b>TOTAL</b>			<b>£2,313.77</b>	Total

#### **CASH BOOK MONTH 7 OCTOBER 2025-2026**

#### **INCOME**

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	2653.13	10.00	0.00	0.00	10933.50	24504.13
Donations / Grants / Funding					500.00	500.00
VAT REFUND	0.00					0.00
<b>TOTALS</b>	<b>0.00</b>	0.00	0.00	0.00	500.00	500.00
C/FWD	2653.13	10.00	0.00	0.00	11433.50	25004.13

B  
B

**It was Resolved** to settle November's payments with immediate effect. In line with current financial regs all invoices and payments were checked and approved by **Cllr A Basu** and **Cllr K Last** signed off on the accounts and Cllr M Starkey and all other councillors approved at the meeting. Cllr M Starkey was appointed to approve all online banking payments this month and finish training with Cllr E Hardy.

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure from 1<sup>st</sup> October to 31<sup>st</sup> October 2025.

**It was Resolved** to Approve Financial Accounts in Cash Book & Income and Expenditure from 1<sup>st</sup> October to 31<sup>st</sup> October 2025.

- c. To Approve Bank Reconciliation Statement from 1<sup>st</sup> October to 31<sup>st</sup> October 2025.

**It was Resolved** to Approve Bank Reconciliation Statement from 1<sup>st</sup> October to 31<sup>st</sup> October 2025.

- d. To Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> October 2025, against this year's budget.

**It was Resolved** to Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> October 2025, against this year's budget.

- e. To Approve 7.5hrs OT for Clerk due to additional hours worked in the preparation for the Halloween Discos.

**It was Resolved** to Approve the 7.5hrs as detailed in this month's Payroll Summary.

#### **172/2025. Heworth Without Parish Council Administration**

- a. To Report progress with the initial application for HWPC Neighbourhood Plan.

**It was Resolved** to hold a meeting on Monday 8<sup>th</sup> December 2025 7-8pm at the Community Centre to invite residents to discuss the application of a Neighbourhood Plan with the HWPC Neighbourhood Plan Working Group. Clerk to arrange advertising (Noticeboards, Facebook and local school), book meeting room and to invite the 3 members of the public who are on the Working Group.

- b. To Report on the migration of HWPC emails to a new system within Vision ICT which took place between Friday 24<sup>th</sup> October 2025 and Wednesday 29<sup>th</sup> October 2025.

**It was Reported** that it went smoothly, just took longer than expected to come back on line.

- c. To Report that the Clerk Laptop screen has had accidental damage and is under warranty.

**It was Reported** that it was currently being repaired and should be returned this week.

- d. To receive and consider an update from Cllr N Ayre and Cllr M Ward regarding Hopgrove Playing field needs, requirements and how HWPC may be able to support.

**It was Reported** in Cllr N Ayre's Ward update that he has been unable to make contact. Cllr M Ward offered to make contact, if Cllr N Ayre could share the contact details. Carried forward to Decembers meeting.

- e. To Receive, consider and decide on information regarding developing a CRM – Digitalise customer database to improve our capability of events and have a mailing list / GDPR protection.

**It was Reported** that more needs to be found out about the demographics of HWPC and if they think it's a suitable way forward. Need to consider a cost based package or free excel style, but this would need time to implement and manage. All Cllrs keen to progress this to bring own research to Decembers meeting.

- f. To receive, consider and decide upon Clerk/RFO annual review held on 17<sup>th</sup> November 2025 by HWPC Employment Panel.

**Clerk and members of the public** were asked to leave at this time so that a confidential discussion could take place.

**It was Resolved** and Approved for the Clerk to remain on current pay grade as previously agreed. It was Noted that she has already received NALC the cost of living increase backdated to April 2025 in line with current T&Cs. In conclusion the Employment Panel reviewed the Clerks work as a whole for the year and found that the duties fitted within the 'Outstanding' range and the panel proposed a £1p/h worked bonus for 2025. (to be processed in December 2025). Plus a £100 bonus payment to the Groundsman which the Clerk will manage during his appraisal.

### **173/2025. Events:**

- a. To Receive, consider and decide upon the feedback from the HWPC Children's Halloween Discos which took place on Saturday 1<sup>st</sup> November 2025 and consider it as an annual event with 3 sessions moving forward (EY & Y1, Y2 & Y3 and Y4, Y5 & Y6).  
**It was Reported** to be a great success and **It was Resolved** to Approve to repeat next year with 3 sessions as detailed above.
- b. To consider and approve Friday 30<sup>th</sup> October 2026 for next year's Halloween Discos and to book Hay-Jays and Community Centre before they get booked up.  
**It was Resolved** approve Friday 30<sup>th</sup> October 2026 for next year's Halloween Discos and to accept all detailed in the Events Working Group minutes 12<sup>th</sup> November 2025. It was Approved for Clerk to book for next year.
- c. To Report progress with the Christmas Festival Event on Saturday 6<sup>th</sup> December 2025 and approve final arrangements from the Events working group.  
**It was Resolved** to accept all detailed in the Events Working Group minutes 12<sup>th</sup> November 2025
- d. To Receive, Consider and decide upon the updated proposal; of HWPC 12-month schedule of engagement with our community, by the Events working group.  
**It was Resolved** to accept all detailed in the Events Working Group minutes 12<sup>th</sup> November 2025

### **174/2025. Heworth Without Parish Council Policies and Documentation**

- a. To Approve the following HWPC Policies and Documentation  
**It was Resolved** to Approve the following policies.  
Data Protection Policy, Retention and Disposal of Documents Policy, Information Security Incident policy, HWPC Audio Recordings policy (accepted May 2025 policy to avoid duplication), Policy for Use of Facebook, Digital Media Policy, HWPC Complaints Policy/Procedure, Records Management Policy, HWPC Equality, Diversity and Inclusion Policy and has adopted SLCC model, Lone Worker Policy (approved but added the a personal attack alarm to all workers and volunteers for HWPC should they required one), HWPC Disciplinary & Grievance Policy, HWPC Training and Development Policy, Code of Conduct (Now under Behaviour and Respect Policy valid until June 2027), Co-Option Policy (Clerk reviewed and included a section provided by CYC Electoral Services in 2025) and the Committee Terms and Reference (Employment Panel) new dates of review.

### **175/2025. To Consider Issues Relating to Parish Assets and Open Spaces**

- a. Stray Road play area
  - i) To Report matters relating to Stray Road Play Area  
**None**
  - ii) To Report that Sutcliffe Play installed the somersault bars that require repair, and they are believed to be under warranty as installed in 2018 and Playscheme have submitted measuring photographs of the cracks, to support our claim. Clerk is awaiting a response, but they are currently deemed safe to use.  
**It was Reported** that Sutcliffe Play have now agreed to replace the damaged beam for free but will not install it. They are delivering it to Playscheme and Playscheme have quoted their minimum visit cost £250+VAT to install. **It was Resolved** to Approve this installation fee to get the matter resolved. Clerk to action.
  - iii) To Report progress with the installation of the RADAR accessible swing gate by Ryedale Landscapes (appointed by CYC).  
**It was Reported** that there is still no update. **It was Resolved** for Clerk to chase D Meigh.
  - iv) To Report that the new main entrance gate is completed and working well.  
**Noted**
  - v) To Consider and decide suggestions and quote from Playscheme regarding the grass matting surface section, either side and in-between the cut through gate between the play area and the playing field at Stray Road. Addressing the dip to reduce the water ponding in the gate way.  
**Deferred to next month as still awaiting information**
- b. Stray Road Playing field, Jubilee wood and wildflower meadow
  - i) To Report on any recent ASB and Vandalism activities.  
**There were no ASB issues reported**
  - ii) To Report on Good Gyms volunteer work on the Wildlife area on Friday 14<sup>th</sup> November 2025.  
**It was Reported** that 9 stalwart GoodGymmers doing their usual excellent job, transported mowings from the Wildflower Meadow to Jubilee Wood despite the awfully wet conditions. They even found time to spread some wood chippings at the bottom corner of the site over some paths. Former Cllr, Roger Cook who oversaw the proceeding felt they all deserved medals for turning out in such weather. Huge thanks from HWPC.
  - iii) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow  
**None**

c. Open Spaces and other assets

- i) To Report progress of the installation of two drainage grates on the beck footpath by CYC, behind the large swings.  
**It was Reported** that there is still no update. **It was Resolved** for Clerk to call and email D Meigh and explain that rain, snow and ice will make the matter worse.
- ii) To Report progress with the spring bulb planting scheme for the community planters this autumn  
**It was Reported** that this task was completed by the Clerk and a post was put on Facebook.
- iii) To Report matters relating to our open spaces and assets.  
**None**

d. HWPC Allotments

- i) To Report progress with Bramble hedgerow after Cllr K Last and Cllr M Ward confirmed to the Clerk on the amount to order. (max £600 was approved). To be planted between Jubilee wood and Stray Road Allotments to prevent individuals cutting through.  
**It was Reported** that Cllr K Last and Cllr M Ward still need to visit the site and calculate how many brambles are required. Once ordered by the Clerk, Cllr K Last and Cllr M Ward agreed to plant the brambles, which need to be completed between now and February 2026.
- ii) To Report on any other matters relating to Stray Road Allotments.  
**None**

**176/2025. Employment and Training:**

- a. Consider and decide upon any current employment/training related issues within HWPC.  
**It was Resolved** for Litter picking training (Clerk to sort) and speed watch training (Cllr M Starkey to sort) for new Councillors by January 2026.
- b. To Consider and decide upon training costs for Clerk to complete training with VisionICT.  
**It was Reported** that we are still awaiting costs and to consider next month.

**177/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**  
**None**

**178/2025. To Consider Highway/Transport Issues:**

- a. To Receive and consider a report on HWPC's involvement in the Community Speed Watch initiative by the Speed Watch working group (Cllr M Starkey).  
**None this month**
- b. To Note any further highway issues.  
**It was Reported** that HWPC and HW Ward had received correspondence regarding some potholes on Burnholme Avenue (on the edge of the Parish but in the Ward). **It was Resolved** that Cllr N Ayre is handling the matter and has forwarded the matter onto CYC

**179/2025. Policing and Security Matters:**

- a. To Consider and decide upon the latest Neighbourhood Policing Team Report  
**No report this month**
- b. Note any further policing and security issues.  
**None**

**180/2025. Correspondence:**

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda  
**It was Reported** that HWPC received correspondence from Ian Hoult (CYC) regarding the Dog Waste bin on Bramley Garth. HWPC approved the 'Alternative' location as the preferred location but would like CYC to consult with the residents next to the proposed alternative location to ensure the problem is not just getting moved to another resident. Clerk to email CYC and confirm this.

**181/2025. To Note matters for Information and items for next monthly meeting agenda**

Review Asset Register for 2026  
Budget Planning meeting date  
Clerk to add goal posts to playing field in Jan meeting  
Review Christmas Festival

**182/2025. To Confirm date and time of next meeting**

To Confirm date, time and venue for the Ordinary Parish Council Meeting of Heworth Without Parish Council as Monday 15<sup>th</sup> December 2025 at 7pm in the Community Centre on Applecroft Road, Heworth

**It was agreed.**

**Meeting closed 20.55**