



**Heworth Without Parish Council**  
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**NOTICE IS HEREBY GIVEN that the ANNUAL MEETING of Heworth Without Parish Council will be held on MONDAY 16<sup>th</sup> MAY 2022 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth**

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 73/2022 '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*

9<sup>th</sup> May 2022 (Date of Posting)

**Cllr Ron Clayton  
(CHAIRMAN)**

# **AGENDA**

***You are reminded that Heworth Without Parish Council has made a commitment to adhere to the following principles; to treat everyone equally, with fairness and respect; striving to champion the parish to make it vibrant, diverse, fair and safe.***

## **AM 1. Election of Chairman**

- a. To Approve Election of Chairman
- b. Appointed Chairman to sign Declaration of Acceptance of Office.
- c. To Approve Appointment of Vice Chair

## **AM 2. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence

## **AM 3. 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

## **AM 4. To Approve Co-option of suitable qualifying candidates to Heworth Without Parish Council**

## **AM 5. To Appoint members to Employment Panel/Committee (3 members)**

## **AM 6. To Appoint of Parish Representatives to Outside Bodies.**

- a. YLCA (2 representatives)

## **AM 7. To Appoint a Digital Media Councillor**

## **ORDINARY MEETING**

### **71/2022. Apologies:**

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

### **72/2022. 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

### **73/2022. 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.**

### **74/2022. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

### **75/2022. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 18/04/2022

### **76/2021. Councillor Vacancy**

- a. To report that 1 outstanding councillor vacancy is currently advertised via co-option. To approve interview dates and times.
- b. To confirm the councillor vacancies to replace Cllr P Wells and the up and coming vacancy of Cllr R Cook were advertised on Wednesday 11th May 2022 with CYC, the deadline for objections to co-option will be 31st May 2022. Then we can hopefully advertise for co-option with a deadline of around 22nd June 2022. Interviews can then take place end of June or beginning of July for both vacancies.

### **77/2022. Planning:**

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

### **78/2022. Finance:**

- a. To Approve payments as detailed in Appendix 1

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 30<sup>th</sup> April 2022
- c. To Approve Bank Reconciliation Statement to 31<sup>st</sup> March 2022
- d. To Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> March 2022, against this year's budget.
- e. To report progress with the Barclays Bank Mandate change in order to add Cllr A Basu to the authorised signatory list. And Cllr M Starkey gaining access to online banking authorisation.
- f. To report on the outcome of the Annual Internal Audit and consider any recommendations made in the report.
- g. To approve 8hrs overtime worked by the Clerk for the Annual Internal Audit day 6<sup>th</sup> May 2022 (including preparation for the day).
- h. To sign off and approve the Unaudited AGAR 2021/2022.
- i. To approve the Notice of Public Rights and Publication of Unaudited AGAR and its announcement (noticeboards and website) and that it will be available for inspection between Monday 6<sup>th</sup> June 2022 – Friday 15<sup>th</sup> July 2022.

**79/2022. Heworth Without Parish Council Administration / Events:**

- a. To approve the renewal of the HWPC Insurance Protection Policy with CAS for £855.57 – renewal date 31/5/2022
- b. To approve the plans for York Knights Event on the Playing Fields 30<sup>th</sup> May 2022 and cost of £200 for HWPC with HW Ward also contributing £200 as we split the cost 50/50, to create a free event for the community with inflatable fun during the May Half Term holidays.
- c. To approve, if required, for York Knights to use Stray Road Park Playing Fields as a venue on other dates (31<sup>st</sup> May and 1<sup>st</sup> June) for other Wards.
- d. To approve the plans for York City Football Club Event on the Playing Fields during the summer holidays for 3 sessions (dates tbc) at a cost of £1479 for 3 half days for HWPC and HW Ward to split the cost 50/50 to create this community children's sport event during the summer holidays. Should this prove successful we can budget for 5 or 6 next year.
- e. To report that sadly after the success of the Easter Event, the Women's Institute are unable to run the café for the Jubilee Sunday Picnic event Sunday 5<sup>th</sup> June 2022 due to being unable to secure a team of volunteers.
- f. To approve final plans and promotion for the Jubilee Sunday Picnic event Sunday 5<sup>th</sup> June 2022 2-6pm at Stray Road Playarea and fields.
- g. To investigate how we get more HW parish residents following our facebook page, before we conduct future surveys
- h. To report progress on the Heworth Local History project proposed by Councillor Asha Basu.
- i. To approve the quote and visual proof of "Caution Pedestrians" signage for the Community Centre entrance.

**80/2022. Heworth Without Parish Council Policies and Documentation**

- a. To Consider any other Heworth Without Parish Council Policies and Documentation issues
- b. To approve HWPC Annual Review of HWPC Standing Orders 2022  
Note item 22c, in 'Relations with Press/Media' should read as follows: 'Notwithstanding any directions made hereinabove or in the existing Policies/Guidelines, any Press release (including any statement released on any Social Media) must be approved by an Administrator, and the Clerk should be informed of any Administrator's actions. This condition shall not apply, however, to statements approved at Council Meetings, Information forwarded from any Statutory Body, Public Libraries, community organisations &c. or emergency announcements pertaining to health and safety measures.'
- c. To approve Digital Media Policy to comply with the Standing order change noted in agenda item 80/2022b 1. as is; but henceforth 1a. Then - the adjustment, or addition - ' 1b The Council will authorise its Clerk/RFO to make full and free use of all and any Social Media for all official Council business.' And ensure it is renumbered accordingly.

**81/2022. To Consider Issues Relating to Parish Assets and Open Spaces**

- a. Stray Road play area
  - i) To report that Stray Road Play is not 'in Trust' status to prevent it from ever becoming housing. City of York Council have confirmed it is not something they see a need to do. Its status (protect) is green space within the York Local Plan (subject to Govnt approval).
  - ii) To report that the HWPC Ride on lawnmower is becoming unpredictable and requires replacing (purchased 2016) and soon will be no longer fit for purpose. Upon investigations CYC have no suitable replacements and Dave Meigh (CYC) has confirmed that should we purchase a replacement this financial year, it can be added to our double taxation claim for next year as a legitimate expense.
  - iii) To consider questions to ask Cllr Nigel Ayre regarding the imminent MUGA proposal.
  - iv) To report matters relating to Stray Road Play Area
- b. Stray Road Playing field, Jubilee wood and wildflower meadow
  - i) To Report that the 30 saplings planted last month with such glee by Y5 Hempland Primary School children have been destroyed, most of them taken away, a few just left uprooted - they are unlikely to survive.
  - ii) To consider suitable replacements of the saplings and what to do moving forward.

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

**c. Open Spaces and other assets**

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

**d. HWPC Allotments**

i) To report that at least 1 plot at Stray Road Allotment appears to be being targeted with minor vandalism that is effecting the tenants enjoyment and progress of allotmenting. It has been reported to the police from 1<sup>st</sup> May 2022 onwards.

ii) To report matters relating to Stray Road Allotments.

**82/2022. Employment and Training:**

a. To Consider any current employment/training related issues

**83/2022. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

**84/2022. To Consider Highway/Transport Issues:**

a. To Report progress with HWPC's involvement in the Community Speed Watch initiative.

b. To Note any further highway issues.

**85/2022. Policing and Security Matters:**

a. To Consider Neighbourhood Policing Team Report

b. To appoint a councillor/s to attend the North Yorkshire Police, Fire and Crime Commissioner meeting 26 May 2022 6.30pm - 7.45pm

c. To Consider any further policing and/or security related issues

**86/2022. Correspondence:**

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

**87/2022. To Note matters for Information and items for next monthly meeting agenda**

**88/2022. To Confirm date and time of next meeting**

To Confirm date, time and venue for the Annual Council Meeting of Heworth Without Parish Council and followed by the next ordinary Meeting of Heworth Without Parish Council as Monday 20<sup>th</sup> June 2022 at 7pm.