



Heworth Without Parish Council

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NOTICE IS HEREBY GIVEN that the ANNUAL MEETING of Heworth Without Parish Council, followed by the Ordinary Parish Meeting, followed by the Ordinary Parish Meeting, which will be held on MONDAY 19th MAY 2025 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 76/2025 '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.

MK Starkey

12th May 2025 (Date of Posting)
Cllr Melanie Starkey
(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 1/2025. 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 2/2025. Apologies:

- a. To Note Apologies and Approve Reasons for Absence
- b. To announce that Cllr A Harrison and Cllr D Harrison have resigned.

AM 3/2025. 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.
- b. To receive, consider and decide upon any applications for dispensation

AM 4/2025. To Appoint members to Employment Panel/Committee (4 members)

AM 5/2025. To Appoint a Planning Officer

AM 6/2025. To Appoint a Digital Media Councillor

AM 7/2025. To Appoint an Allotment Councillor and Deputy Allotment Councillor

AM 8/2025. To Appoint of Parish Representatives to Outside Bodies.

- a. YLCA (2 representatives)

AM 9/2025. To Appoint Working Groups within HWPC.

- a. Events Working Group (min 3 representatives)
- b. Recreational (Playing field / Playarea) Working Group (min 3 representatives)

AM 10/2025. General Power of Competence (GPC):

- a. **To Confirm eligibility criteria for use of General Power of Competence for Heworth Without Parish Council**
(as determined by (SI 2012/965) Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

- Clerk holds the required sector specific qualifications and
- Councillors elected, equals or exceed two thirds of the total number of Councillors

The criteria for eligibility must be reaffirmed every at every relevant meeting of the council; i.e. annual meeting of the council after local elections. The Parish has not had local elections (next due May 2027) but wished to reconfirm its position.

ORDINARY MEETING

74/2025. Apologies:

- a. To Note Apologies and Approve Reasons for Absence.
- b. To announce that Cllr A Harrison and Cllr D Harrison have resigned (for purposes of HWPC ordinary meeting).

75/2025. 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.
- b. To receive, consider and decide upon any applications for dispensation.

76/2025. 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.

77/2025. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

78/2025. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 29/04/2025.

79/2025. Planning:

- a. To Consider and decide upon the planning applications received since the last HWPC meeting.
- b. To Receive the following planning decision/information.
- c. To Consider and decide upon any other planning related issues
- d. To Consider and decide upon any planning enforcement issues

80/2025. Finance:

- a. To Approve payments as detailed in Appendix 1
- b. To Approve Financial Accounts in Cash Book & Income and Expenditure from 1st April to 30th April 2025.
- c. To Approve Bank Reconciliation Statement from 1st April to 30th April 2025 and year end accounts.
- d. To Approve Budget Monitoring of Income and Expenditure up to 30th April 2025, against this year's budget.
- e. 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 Tuesday 3 June – Monday 14 July 2025 and notice to be signed by the Chair.
- f. To Approve 7hrs overtime for the Clerk / RFO for additional hours worked for the Internal Auditor in April & May 2024 to be paid in June.

81/2025. Councillor Vacancy

- a. To report that the initial advertisements for 2 councillor vacancies was posted on 7th May 2025 and CYC were informed (these are for vacancies created by Cllr A Harrison and Cllr D Harrison). Should no such notice requesting by-election be submitted to the returning officer by 28th May 2025, HWPC will fill the vacancy by co- option.
- b. To consider and decide upon the advert to attract prospective councillors to HWPC, to enable the Clerk to post a Co-Option advert (if required) from 28th May 2025.

82/2025. Heworth Without Parish Council Administration

- a. To Consider and Approve the renewal quote for HWPC Insurance Protection Policy– renewal date 1/6/2025.
- b. To Receive and Consider and decide upon findings of HWPC's Internal audit with independent auditor Brian Brookes.
- c. To report that Invoice has been issued to Heworth Without Community Centre of annual peppercorn rent of £1.
- d. To Receive, Consider and decide upon guidance given by Ware and Kay Solicitors and James Reynolds of Stephenson's regarding Land Registry and latest surveyor request of Heworth Without Community Centre land.
- e. To Consider and Approve a Councillor to be added as an additional Bank signatory for HWPC Barclays account further to Cllr A Harrison resignation.
- f. To Report progress with all Councillor ROIs being updated for HWPC Website and submitted to CYC.
- g. To Consider and decide upon using a Planning Consultant to help create HWPC Neighbourhood Plan and to apply for funding.
- h. To Consider and decide upon purchasing weights for the new Gazebo. Metal weights from Hercules product code HEX50 £119.98 per set of 4x weights available in July 2025 or 4x Hercules Gazebo® Hex50 leg Water Weights (10kg each when filled) £39.99 for a set of 4.
- i. To consider and decide upon a new replacement laptop for the Clerk due to age and slow running of current laptop.

83/2025. Events:

- a. To Report on Spring Garden Competition and Sponsorship with Yorkshire Garden Centre - Deans held March / April 2025.
- b. To Receive, Consider and decide upon a Summer programme of activities for children
- c. To Receive, Consider and decide upon a Report / Minutes from the Events Working Group's recent meeting
- d. To Receive, Consider and decide upon the updated proposal; of HWPC 12 month schedule of engagement with our community, by the Event working group (Cllr S Phoenix and Cllr M Starkey).

84/2025. Heworth Without Parish Council Policies and Documentation

- a. To Approve HWPC Annual Review of HWPC Standing Orders 2025
- b. To Approve the updated HWPC Financial Regulations Policy 2025 in line with the new NALC format/
- c. To Approve HWPC Risk Management Policy May 2025
- d. To Approve HWPC Audio Recording Policy May 2025
- e. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal

85/2025. 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.
- ii) To Report progress with Stray Road Play area entrance installing a separate lower RADAR locked accessible swing gate. Salt bin will be re-sited approx. 1 metre left and entrance resurfaced from current playarea entrance, in front of double gates and to the new accessible entrance. Project managed and funded by CYC.

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

- i) To Report on any recent ASB and Vandalism activities.
- iii) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow

c. Open Spaces and other assets

- i) To Report on progress of the installation of two drainage grates on the beck footpath, behind the large swings
- ii) To Report progress on the possibility of the installation of a talking bench on the corner of Stray Road / Bad Bargain Lane. Highways would need to be involved and CYC guide on bench design.
- iii) To Report matters relating to our open spaces and assets.

d. HWPC Allotments

- i) To Report on any other matters relating to Stray Road Allotments.

86/2025. Employment and Training:

- a. To Consider and decide upon strategies to make the Clerk / RFO's workload more manageable, within 28hours per month.
- b. To Consider and decide upon setting of Clerks targets.
- c. To Consider and decide upon a date for 6 monthly employment appraisal for the Clerk / RFO (due June / July 2025)
- d. Consider and decide upon any current employment/training related issues within HWPC.

87/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

Cllr A Garbutt - Understanding Highway Regulations, together with practical guidance

88/2025. To Consider Highway/Transport Issues:

- a. To Receive and consider a report regarding progress with training dates and Speed Watch operations for HWPC's involvement in the Community Speed Watch initiative by the Speed Watch working group (Cllr M Starkey).
- b. To Note any further highway issues.

89/2025. Policing and Security Matters:

- a. To Consider and decide upon the latest Neighbourhood Policing Team Report
- b. Note any further policing and security issues.

90/2025. Correspondence:

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda

91/2025. To Note matters for Information and items for next monthly meeting agenda

92/2025. 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 16th June 2025 at 7pm in the Community Centre on Applecroft Road, Heworth.