



Heworth Without Parish Council
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NOTICE IS HEREBY GIVEN that the ORDINARY MEETING of Heworth Without Parish Council, will be held on MONDAY 17th NOVEMBER 2025 commencing at 7.00PM in the Community Centre at 38 Applecroft Road, Heworth, York.

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 167/2025 '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

10th November 2025 (Date of Posting)
Cllr Melanie Starkey
(CHAIRMAN)

AGENDA

165/2025. Apologies:

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

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

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.

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

169/2025. Minutes

- a. To Approve Minutes 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.
- 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

171/2025. Finance:

- a. To Approve payments as detailed in Appendix 1
- b. To Approve Financial Accounts in Cash Book & Income and Expenditure from 1st October to 31st October 2025.
- c. To Approve Bank Reconciliation Statement from 1st October to 31st October 2025.
- d. To Approve Budget Monitoring of Income and Expenditure up to 31st 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.

172/2025. Heworth Without Parish Council Administration

- a. To Report progress with the initial application for HWPC Neighbourhood Plan.
- b. To Report on the migration of HWPC emails to a new system within Vision ICT which took place between Friday 24th October 2025 and Wednesday 29th October 2025.
- c. To Report that the Clerk Laptop screen has had accidental damage and is under warranty.
- 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.
- 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.
- f. To receive, consider and decide upon Clerk/RFO annual review held on 17th November 2025 by HWPC Employment Panel.

173/2025. Events:

- a. To Receive, consider and decide upon the feedback from the HWPC Children's Halloween Discos which took place on Saturday 1st November 2025 and consider it as an annual event with 3 sessions moving forward (EY & Y1, Y2 & Y3 and Y4, Y5 & Y6).
- b. To consider and approve Friday 30th November 2025 for next years Halloween Discos and to book Hay-Jays and Community Centre before they get booked up.
- c. To Report progress with the Christmas Festival Event on Saturday 6th December 2025 and approve final arrangements from the Events working group.
- 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.

174/2025. Heworth Without Parish Council Policies and Documentation

- a. To Approve the following HWPC Policies and Documentation
Cllr A Basu - Data Protection Policy, Retention and Disposal of Documents Policy
Cllr M Ward - Information Security Incident policy, HWPC Rules for the Effective Mgt of Recording at LC and Parish meetings
Cllr E Hardy - Policy for Use of Facebook, Digital Media Policy, HWPC Complaints Policy/Procedure, Records Management Policy
Cllr A Garbutt - HWPC Equality and Diversity Policy, Lone Worker Policy

Cllr M Starkey - HWPC Disciplinary & Grievance Policy, HWPC Training and Development Policy
Cllr M Starkey & Cllr A Garbutt - Code of Conduct, Co-Option Policy and procedures.
Note - Committee Terms and Reference (Employment Panel) was agreed at last Committee Meeting and need approval.

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
 - 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.
 - iii) To Report progress with the installation of the RADAR accessible swing gate by Ryedale Landscapes (appointed by CYC).
 - iv) To Report that the new main entrance gate is completed and working well.
 - 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.
- b. Stray Road Playing field, Jubilee wood and wildflower meadow
 - i) To Report on any recent ASB and Vandalism activities.
 - ii) To Report on Good Gyms volunteer work on the Wildlife area on Friday 14th November 2025.
 - iii) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow
- 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.
 - ii) To Report progress with the spring bulb planting scheme for the community planters this autumn
 - iii) To Report matters relating to our open spaces and assets.
- 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.
 - ii) To Report on any other matters relating to Stray Road Allotments.

176/2025. Employment and Training:

- a. Consider and decide upon any current employment/training related issues within HWPC.
- b. To Consider and decide upon training costs for Clerk to complete training with VisionICT.

177/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

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).
- b. To Note any further highway issues.

179/2025. Policing and Security Matters:

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

180/2025. Correspondence:

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

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

Review Asset Register for 2026
Budget Planning meeting date

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 15th December 2025 at 7pm in the Community Centre on Applecroft Road, Heworth