



**Heworth Without Parish Council**  
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## **DRAFT Minutes of the Meeting of Heworth Without Parish Council held 17<sup>th</sup> January 2022; in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**

To be approved at HWPC meeting to be held 21/02/2022

### **Present:**

Councillor R. Clayton (Chairman), Councillor A Basu, Councillor R Cook, Councillor A Garbutt, Councillor G Murphy, Councillor M. Starkey, Councillor P. Wells, Councillor M. Wells, Councillor N. Ayre (Heworth Without Ward) and Gayle Enion-Farrington (Clerk / RFO)

### **1/2022. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence  
Apologies were received and reasons accepted for Councillor D Harrison

### **2/2022. 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

### **3/2022. 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.**

Concerned email from a local resident regarding the possibility of dogs maybe getting access to the playing field.

### **4/2022. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

CYC Budgets are getting finalised, Local plan getting finalised and the appeal for planning in Huntington is currently being referred to the Secretary of State, to see if greenbelt is to be protected.

Houses of Multiple Occupancy (HMO) are under review for possible restrictions.

### **5/2022. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 20/12/2022  
The following amendments were made  
**175/2021** No Clerk – How would the council manage? was the title of the course that 2 Councillors attended.

A report given by Cllr P Wells and Cllr M Wells was considered. It was referred to the employment panel to consider the report and propose any requisite action in 2022.

**176/2021. c was amended to** - To consider the 20's Plenty campaign - **it was reported** that The 20's Plenty scheme in York sadly will not happen – the NYCC is against it. The Ward Councillor wished it to be noted that 20 mph is already the prevailing speed restriction in the City of York, except for and on bus routes; which CYC supports.

**Once changes were made - It was resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 20/12/2021

### **6/2022. Planning:**

- a. To Consider planning applications received  
**None**
- b. To Consider any other planning related issues  
**Approved Planning** - 48 Whitby Avenue York YO31 1ET For: Loft conversion with front and rear dormers and single storey side extension By: Mr And Mrs Travis Waugh, Application Ref No: 21/02393/FUL  
**It was noted**  
Cllr R Clayton announced his resignation from the role of Planning Officer and Cllr M Wells was proposed to become HWPC the new Planning Officer.  
**It was resolved** that Cllr M Wells was approved
- c. To Consider any planning enforcement issues

### **7/2022. Finance:**

- a. To Approve payments as detailed in Appendix 1

## **APPENDIX 1**

## **HEWORTH WITHOUT PARISH COUNCIL**

**INVOICES TO BE PRESENTED FOR PAYMENT 17/01/2022**

Invoices to be paid after 17/01/2022	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£		
Clerk Payroll	25/01/2022		wages	£726.92		Payroll is NET pay inc overtime from Dec & hol pay
Clerk Home Working	25/01/2022		Home working allowance	£26.00		
Clerk Expenses	15/01/2022	GB373142903	zoom	£14.39		inc VAT
Clerk Mobile	25/12/2021	245719348	Plusnet monthly SIM charge Now by DD	£6.00		inc VAT
Groundsman	25/01/2022		wages	£240.95		inc holiday pay
ICO	16/01/2021		ICO renewal DD	£35.00		no VAT
YLCA	18/11/2021		No Clerk - how would the council manage webinar session on Wednesday, 17 November 2021	£45.00		no VAT
YLCA	14/01/2022		New Councillors A Basu - Off to a flying start webinar	£60.00		no VAT
Amazon	11/01/2022	GB727255821	Printer Ink Cartridges	£38.78		inc VAT
Move it	17/01/2022		Repairs further to Annual Play area Inspection report	£950.00		no VAT
Caloo	17/12/2021	918382014	Waltzer Project	£15,705.60		inc VAT
<b>TOTAL</b>				<b>£17,848.64</b>		Total

Paid by HWPC DD

Paid by HWPC DD

This was overlooked for payment in Dec 2021

Paid by HWPC DC

**CASH BOOK MONTH 9 DECEMBER 2021-2022**

**INCOME**

DATE / Explanation	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
<b>B/FWD</b>	<b>6447.83</b>	<b>20.00</b>	<b>0.00</b>	<b>5900.00</b>	<b>22241.00</b>	<b>34608.83</b>
VAT REFUND	553.98					553.98
Allotment deposit					25.00	25.00
Allotment Rent		60.00				60.00
HW Ward Grant (Speed Watch)					266.20	266.20
<b>TOTALS</b>	<b>553.98</b>	<b>60.00</b>			<b>291.20</b>	<b>905.18</b>
<b>C/FWD</b>	<b>7001.81</b>	<b>80.00</b>	<b>0.00</b>	<b>5900.00</b>	<b>22532.20</b>	<b>35514.01</b>

**It was resolved to** settle all above accounts with immediate effect. Invoices checked and approved by Councillor R. Clayton and Councillor M. Wells and all Councillors agreed. It was agreed that Cllr P Wells will be the second signatory with the bank payments.

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 31<sup>st</sup> December 2021  
**It was resolved** to approve Financial Accounts in Cash Book & Income and Expenditure to 31<sup>st</sup> December 2021
- c. To approve the Bank Reconciliation Statement to 31<sup>st</sup> December 2021  
**It was resolved** to approve the Bank Reconciliation Statement to 31<sup>st</sup> December 2021
- d. To Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> December 2021, against this year's budget.  
**It was resolved** to approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> December 2021, against this year's budget.
- e. To Approve the HWPC budget for the fiscal year 2022/2023, and our precept demand to CYC for fiscal year 2022/2023.  
**It was resolved** to approve the HWPC budget for the fiscal year 2022/2023, and of our precept demand to CYC for fiscal year 2022/2023. The HWPC will not request an increase in the precept this year. It will remain at £21,815.

**8/2022. Heworth Without Parish Council Administration:**

- a) To Report that the SSL Certification of the Parish Website is now in place and live.  
**It was noted**
- b) To Note 12<sup>th</sup> & 13<sup>th</sup> Jan 2022 Flying Start course for Councillor Asha Basu  
**It was noted**
- c) To Consider a report from the Employment Panel  
**It was reported** that the Clerk's home working allowance has been reviewed and it was proposed to increase it from £20 to £26 per month in line with HMRC rates, with effect from 1<sup>st</sup> January 2022.  
It was proposed to pay holiday pay to all HWPC employees on a monthly basis.  
It was proposed that in the future the Clerk's remuneration will increase from Point 27 to Point 34 once CiLCA Qualified in 2022.  
It was proposed that from 1<sup>st</sup> April 2022 the Clerk's working hours will be increased from 24 hours to 28 hours per month.  
It was proposed that the groundsman's remuneration will increase from Point 11 to either Point 13 or 14, once NALC has issued the new pay scales.  
**It was approved** that all the employment panel's proposals should be adopted.
- d) To Consider HWPC organising some events in 2022 including Easter Egg Hunt and a Jubilee Picnic  
It was reported that Cllr Asha Basu has contacted YCRC Foundation and Cllr N Ayre has provided contact details for YCRC Foundation.  
**It was resolved** to have a report ready of proposed events for the next meeting.  
**It was resolved** that in preparation for an Easter Egg Hunt the Clerk is to chase possible sponsorship and funding from SPAR and Red Move.

**9/2022. Heworth Without Parish Council Policies and Documentation**

- a. To Consider any other Heworth Without Parish Council Policies and Documentation issues  
**None this month**

**10/2022. To Consider Issues Relating to Parish Assets and Open Spaces**

- a. Stray Road play area
- i) To report that Caloo are returning to repair the flooring of the Waltzer in which an air pocket had been created during manufacturing – Free of charge  
**It was reported** that there is no date for repair as yet
- ii) To consider having a small plaque on/near the roundabout and / or Inclusive swings thanking our donors: Spar, Applefields School and local residents  
**It was resolved** that having regard to the possibility of future donors and benefactors, it would be more appropriate to create a recognised space on the HWPC website. All councillors to submit suggestions of wording to the Clerk and this to be on agenda for next month to approve wording.
- iii) To consider views of the current 'entrance way' surface in front of the Waltzer  
**It was noted** that this should remain under review for a few more months
- iv) To Report that the cycle rack has been donated to Heworth Without Community Centre and thanks to Cllrs N. Ayre and A Basu for delivering it.  
**It was noted**
- v) To consider if signage is required now the cycle racks are in situ - signage to prevent bikes getting propped up against the newly adapted access gates, as it is affecting the groundsman and those with wheelchairs and pushchairs seeking access. Or possible review of all signage so multiple signs can be combined into one.  
**It was resolved** to review in summer 2022 when the park is busier and the public's practices become evident.
- vi) To report on the actions made further to independent annual play area inspection and review anything outstanding.  
**It was noted** that Playscheme have been instructed to carry out £1780 of repairs to equipment. Move it have done all fence repairs and cleaning – invoice to be approved this month.
- vii) To report progress on a bench being installed in a more sheltered position within the play area, near the Seesaw.  
**It was reported** that Luke Gommersal quoted £910, Move it have quoted £750.  
**It was resolved** to instruct Move it to install the bench.

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

- i) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow  
**It was reported** that Woodland Trust are providing 30 saplings in March 2022. Cllr R Cook would like to involve Hempland School in the tree-planting process. Woodland Trust will provide children's educational resources.  
**It was resolved** for Cllr R Cook to contact the school and explore possibilities.  
**It was reported** that the Bee Boxes have been occupied by solitary wild bees.

**It was reported** that plans are being considered to spend some 106 money from the Hungate development. We need clearer details of specific proposals from Cllr N Ayre. Suggestions are to replace the current surface with an all-weather surface (as at Foxwood – Astroturf), with a MUGA Goal near the gym equipment and a basic goal mouth near the residential houses - a Football goal mouth only (not a MUGA goal mouth). If the whole pitch was AstroTurf there would need to be a reserve account for maintenance. This could be covered by section 106 money for the entire project. Ward funding could be made available for further developments to the playing-field, such as a basketball shooting practice area. The Council needs to formulate and detail any specific alternative proposals.

We need to know much more about public opinion, and to present these options to the parish in such a way as really to ascertain the weight and balance of parish opinion. It was suggested we might utilise Hempland Primary School's weekly letter to promote the options available.

**It was resolved** that Cllr N Ayre would provide more detailed plans and images of his proposal.

- ii) To consider the viability of dogs in the playing-field and the proper location of the gateway into the playing-field area.  
**It was noted** that the matter of an additional gate near the gym equipment area needs to be considered first. The matter of dogs would necessarily be part of that discussion. All Councillors to come prepared to discuss at next month's meeting.

c. Open Spaces and other assets

- i) To report progress regarding the bench for corner of Stockton Lane and Ashley Park Road, as it was handed over to CYC Highways Department  
**It was reported** that it has been repaired by CYC
- ii) To report matters relating to our open spaces and assets.  
**None**

d. HWPC Allotments

- i) To report on the renewal of tenancies, changes to plot holders and a review of the waiting list.  
**It was reported** that 13 out of the 14 tenants have paid their renewal fees for 2022 (deadline 31<sup>st</sup> March 2022). Plot 11 now has a new tenant and we no longer have a waiting list.  
**It was reported** that the Willow tree near front of the allotments needs pollarding – **It was resolved** for the Clerk to get quotes as it needs pollarding urgently

**11/2022. Employment and Training:**

- a. To Consider any current employment/training related issues  
**None**
- b. To report on the Flying Start course for Councillors attended by Cllr Asha Basu this month.  
**It was reported** that it was very useful.

**12/2022. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

**None**

**13/2022. To Consider Highway/Transport Issues:**

- a. To Report progress with HWPC's involvement in the Community Speed Watch initiative and possible mobile speed camera van.  
**No report this month**
- b. To Note any further highway issues.  
**None**

**14/2022. Policing and Security Matters:**

- a. To Consider Neighbourhood Policing Team Report  
**It was reported** that there have been no incidents reported to the police in December 2021 in HWPC Parish
- b. To Consider any further policing and/or security related issues  
**None**

**15/2022. Correspondence:**

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda  
**None**

**16/2022. To Note matters for Information and items for next monthly meeting agenda**

**It was noted** that YLCA's next meeting is on zoom on 17<sup>th</sup> February 2022 6.45pm. It is encouraged for all to attend.

**17/2022. 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 21<sup>st</sup> February 2022 at 7pm.

**Meeting ended 9.18pm**