



**Heworth Without Parish Council**  
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**Minutes of the Meeting of Heworth Without Parish Council held 21<sup>st</sup> February 2022; in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**

To be approved at HWPC meeting to be held 21/03/2022

**Present:**

Councillor R. Clayton (Chairman), Councillor R Cook, Councillor A Garbutt, Cllr David Harrison, Councillor M. Starkey, Councillor P. Wells, Councillor M. Wells, Mrs S Starkey (Public) and Gayle Enion-Farrington (Clerk / RFO)

**18/2022. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence  
Apologies were received and reasons accepted for Cllr Asha Basu and Cllr Greg Murphy.

**19/2022. To Note any Declarations of Interest:**

To Approve Dispensation Requests

**None**

To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests

**None**

**20/2022. 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.

We noted that Chris Perret used to be our liaison with Foss Drainage Board, but we have no representative there now. Has the beck been drained in the last 12 months? – Yes, but all levels are currently high.

Street light on corner of Stray Road and Bramley Garth is out – Clerk to report to CYC

Cllr Nigel Ayre in his last newsletter stated repairs had been made to Stray Road, but it is on Applecroft Road that they are needed and they are still not appropriate. The repair strips are incredibly bumpy. Cllr D Harrison has already logged it, but it needs relogging as it has been confirmed as addressed.

Positive feedback received that the minutes of meeting are now in larger font and positioned lower down on noticeboards

Positive reports received on the play area, which is enjoyed by all the children

**21/2022. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Cllr Nigel Ayre was on annual leave. No report was submitted. HWPC wished to discuss the options regarding the playing fields and for the March meeting we would like to see detailed plans of his proposal.

**22/2022. Minutes**

To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 17/01/2022

**It was resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 17/01/2022

**23/2022. Planning:**

- a. To Consider planning applications received  
**None this month**
- b. To Consider any other planning related issues  
**Planning has been approved for the following properties:**  
**326 Stockton Lane York YO31 1JW For:** Two storey side extension and single storey rear extension following demolition of garage By: Mr and Ms Smith and Walker, Application Ref No: 21/02617/FUL  
**9 Beckwith Close York YO31 1HX For:** Variation of condition 2 of permitted application 21/01488/FUL to render side and rear extension  
**8 Bramley Garth York YO31 0NG For:** Two storey side and single storey front and rear extension
- c. To report progress with handover for Cllr M Wells becoming HWPC's new Planning Officer.  
**It was reported** that no final handover can be concluded until we get some planning applications
- d. To Consider any planning enforcement issues  
**None**

**24/2022. Finance:**

To Approve payments as detailed in Appendix 1

**APPENDIX 1**

**HEWORTH WITHOUT PARISH COUNCIL**

**INVOICES TO BE PRESENTED FOR PAYMENT 21/02/2022**

Invoices to be paid after 21/02/2022	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/02/2022		wages	£525.43	
Clerk Home Working	25/02/2022		Home working allowance	£26.00	
Clerk Mobile	25/01/2022	245719348	Plusnet monthly SIM charge Now by DD	£6.00	inc VAT Paid by HWPC DD
Groundsman	25/02/2022		wages	£240.95	
Move It	29/01/2022		Installation of bench in Playarea	£700.00	no VAT
Amazon - Lanyards	30/01/2022	GB62308844	ID Lanyards HWPC	£63.25	inc VAT Paid by HWPC DC
NSALG	02/02/2022	GB121293014	Annual Allotment membership	£66.00	inc VAT
CYC	01/02/2022		Burnholme / Stray Road Playing fields Land rent	£328.00	no VAT
Vision ICT	07/02/2022	GB785375777	SSL certificates	£150.00	inc VAT
YLCA	07/02/2022		Planning webinar Cllr A Basu	£22.50	no VAT
Playscheme	09/02/2022	991261114	Final Repairs from Annual Inspection in Play area	£2,136.00	inc VAT
Jamie Ulliott Trees Services	16/02/2022		Emergency tree Work Jubilee Wood and Stray Rd Allotments	£610.00	no VAT
CYC	11/02/2022	GB647365022	HWPC ID Badges	£194.16	inc VAT
PC Revamp	14/02/2022	260254921	Laptop repair	£85.00	inc VAT Paid by HWPC DC
Playscheme	17/02/2022	991261114	Quarterly Operational Inspection in Play area	£330.00	inc VAT
<b>TOTAL</b>				<b>£5,483.29</b>	Total

**CASH BOOK MONTH 10 JANUARY 2021-2022**

**INCOME**

DATE / Explanation	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/O PEN SPACES	GEN. ADMIN.	TOTAL
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<b>B/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>
VAT REFUND						0.00
Allotment deposit					25.00	25.00
Allotment Rent		70.00				70.00
<b>TOTALS</b>	<b>0.00</b>	70.00			25.00	95.00
<b>C/FWD</b>	<b>7001.81</b>	<b>150.00</b>	<b>0.00</b>	<b>5900.00</b>	<b>22557.20</b>	<b>35609.01</b>

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

- a. To Approve Financial Accounts in Cash Book & Income and Expenditure to 31<sup>st</sup> January 2022  
**It was resolved** to approve Financial Accounts in Cash Book & Income and Expenditure to 31<sup>st</sup> January 2022
- b. To Approve Bank Reconciliation Statement to 31<sup>st</sup> January 2022  
**It was resolved** to approve Bank Reconciliation Statement to 31<sup>st</sup> January 2022
- c. To Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> January 2022, against this year's budget.  
**It was resolved** to approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> January 2022
- d. To Approve the Internal Auditor and accountant Janet Bennett (same as previous year) to complete HWPC Internal audit on Friday 6<sup>th</sup> May 2022 and sign the AGAR for 2021/2022. Costs will be £315, an increase of £15.  
**It was resolved** to approve the Internal Auditor and accountant Janet Bennett (same as previous year) to complete HWPC Internal audit on Friday 6<sup>th</sup> May 2022 and sign the AGAR for 2021/2022.
- e. To report progress with the Barclays Bank Mandate change in order to add Cllr M Starkey to the authorised signatory list.  
**It was reported** that Cllr M Starkey has completed all relevant documentation and will be going in within the next 7 days to get her identification approved at the Bank.
- f. To report that HWPC's Yorkshire Bank (YB) account is in process of being closed and monies transferred to HWPC now only community account, with Barclays Bank. The YB account was unused, did not have internet banking and the signatures were out of date. This process also makes auditing more straightforward in the future.  
**It was reported** that the second signatory for this account, Mr N Denton has signed the relevant paperwork and it will be closed in due course.
- g. To report that Zoom subscription for the clerk has been cancelled. Should HWPC require zoom again it will be restarted under HWPC business name, rather than the Clerk's personal details (for auditing purposes) and charged directly to HWPC bank details, rather than the clerk claiming expenses each month.  
**It was noted accordingly.**

#### **25/2022. Heworth Without Parish Council Administration:**

- a. To Consider a plan of events proposed by Cllr A Basu regarding HWPC organising some events in 2022 including Easter Egg Hunt and a Jubilee Picnic.  
**It was resolved** that a Committee be appointed to manage the Easter Egg Hunt and Cafe - It was agreed for Cllr A Basu to report from the committee - Cllr Ron Clayton, Cllr Margarete Wells and Cllr Melanie Starkey to move this forward. Heworth WI have kindly agreed to manage and run the drinks and cakes for the event.  
**It was resolved** that another committee be appointed to explore and organise the Jubilee event. It was agreed for Cllr D Harrison to report from the committee - Cllr Peter Wells, Cllr Greg Murphy, Cllr Roger Cook - to move this forward.  
**It was resolved** that all other prospective events would be considered in due course and that the above two were our present priority..
- b. To report progress with possible sponsorship and funding from SPAR and Red Move towards HWPC future events.  
**It was reported** that we are awaiting a reply from the SPAR for our request of £200's worth of easter eggs  
**It was reported** that Red Move are willing to support however they need more details on events and costs. They are Interested in Xmas Tree lights and can help with in- house printing – maybe easter egg hunt sheets.
- c. To Note that the April Parish Council Meeting will take place on Monday 18<sup>th</sup> April 2022 (Easter Monday), as agreed item 171/2021(b) . It may suit some working residents by holding a meeting on a Bank Holiday Monday and is worth a trial.  
**It was resolved** after some deliberation to leave it as Monday 18<sup>th</sup> April 2022.
- d. To consider whether to invite the local community to a talk/event for the annual parish meeting on 18<sup>th</sup> April 2022.  
**It was resolved** that due to its being Easter Monday and the difficulty of finding a speaker it was agreed to have a talk at the May meeting 6-7pm before the Parish Meeting. Cllr M Wells suggested one for new dog owners and also Burnholme Gardening club was suggested by the clerk. Both options are being explored.
- e. To consider a Heworth Local History project proposed by Councillor Asha Basu  
**It was proposed** to discuss this when Cllr A Basu returns from annual leave and to discuss it in March 2021.
- f. To report that all HWPC councillors and employees have been issued with an ID card and Lanyard to be worn when carrying our tasks within the parish or representing HWPC at events. The ID badges and Lanyards are the property of HWPC and to be returned to the clerk should a person leave.  
**It was noted**
- g. To approve fan repair to HWPC Clerk Laptop as it is very loud, when Central Processing Unit (CPU) has to work. Warranty ran out September 2021.

*It was approved retrospectively.* On 14/2/22 the Laptop went into PC revamp for an emergency replacement fan.

**26/2022. Heworth Without Parish Council Policies and Documentation**

- a. To consider a sign and noticeboard policy proposed by Councillor Peter Wells  
*It was resolved*, in response to a motion from Cllr P Wells, that in the future the wording of our signage should be notably courteous and advisory rather than directive and prohibitory.
- b. To Consider any other Heworth Without Parish Council Policies and Documentation issues  
**None**

**27/2022. To Consider Issues Relating to Parish Assets and Open Spaces**

- a. Stray Road play area
  - i) To report that Caloo returned to repair the flooring of the Waltzer (Jan 2022), which created a heat air pocket during manufacturing – Free of charge  
*It is noted*, however, that HWPC has contacted them to say some rivet ends are missing and they should visit again.
  - ii) To consider wording submitted by councillors to recognise donors and benefactors, on a dedicated space on the HWPC website.  
*It was resolved* to create a page on the website stating: “The Council is grateful for donations that have helped to improve facilities in our parish”. Then four columns: date, donor (including ‘anonymous’), amount, facility (what the money went to).
  - iii) To report that all recommended repairs have been addressed further to the independent annual play area inspection in November 2021.  
*It was noted*
  - iv) To report that the bench was installed by Move It within the play area, near the Seesaw. £50 was deducted from the invoice, as a gesture of goodwill, after 2 footprints were left in the wet cement after the contractors had departed. The area has been made good.  
*It was noted and appreciated*
  - v) To report on the quarterly play area inspection (due to take place 16<sup>th</sup> February 2022) by Playscheme, as part of their annual contract.  
*It was reported* that the inspection did take place on 16<sup>th</sup> Feb 2022 and nothing amiss was found – play area was given a clean bill of health as expected.
- b. Stray Road Playing field, Jubilee wood and wildflower meadow
  - i) To consider the viability of dogs in the playing-field and the proper location of the gateway into the playing-field area.  
*It was resolved* that having a gate with access to Jubilee Wood from the Beck footpath was not appropriate - after taking into consideration safety- and supervision- concerns from the local community. It was also concluded that permitting dogs in the playing-field was no longer a viable option, a view supported by a number of residents who corresponded with HWPC.
  - ii) To consider quotes for tree and hedgerow maintenance on Stray Road Play area, field, Jubilee Wood and Stray Road Allotments, further to a Tree survey being completed by 2 independent tree surgeons after concerns raised regarding the health and stability of some of our tree assets.  
*It was resolved* to give the contract to Jamie Ulliott - £1400 No VAT. Clerk to book.
  - iii) To report that the Community Centre would like their Willow tree doing at the same time, as it is rather unbalanced. They will pay for this and will be invoiced directly by the tree surgeon.
  - iv) To report on the progress and preparations of tree planting for the Queen Platinum Jubilee.  
*It was reported* that Cllr R Cook will liaise with Year 5 Hempland School to get the trees planted. Cllr R Cook to inform HWPC of the exact date so others can help. The date will be in March 2022
  - v) To consider the Queen’s Green Canopy project and approve purchase of a plaque as we are partaking in the ‘Plant a Tree for the Jubilee’ (A5- £119.99 and A4 -£129.99). Approve location of the plaque.  
*It was approved* to purchase two A4 signs so they can be viewed from the Beck side and from within the Wood. The exact locations will be agreed once they have arrived so fixings can be considered.
  - vi) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow  
**None**
- c. Open Spaces and other assets
  - i) To report matters relating to our open spaces and assets.  
**None**
- d. HWPC Allotments
  - i) To report that all 14 tenancy fees have been renewed via online banking before the end of January 2022. Prompt payment and using the efficient means of online banking is greatly appreciated by the Clerk/RFO.  
*It was reported* that in the end one payment failed and 1 was paid by cheque, but all are paid.
  - ii) To report that old carpet has been unearthed on Stray Road allotment site. This has been inherited from previous tenants and ideally needs removing to keep the site tidy and deter fly tipping  
*It was noted.*
  - iii) To Approve the removal of inherited waste carpet on plots at Stray Road Allotments and for the clerk to obtain quotes.  
*It was resolved* to approve the removal of inherited waste carpet on plots at Stray Road Allotments and for the clerk to obtain quotes once all the carpet has been lifted.

**28/2022. Employment and Training:**

- a) To report that the YLCA remote conference will take place on the 25 March 2022, commencing at 9.00am and ending at approximately 8.30pm. The cost for the conference is £40.00 for the full day and Councillors and clerk can pick and

choose the sessions that they attend. To approve who will be attending on behalf of HWPC and to report back in April's meeting.

**It was resolved** that Cllr D Harrison and Gayle Enion-Farrington – Clerk will attend as many as necessary and possible. Clerk to book both on to the conference.

- b) To Consider any current employment/training related issues

**It was noted** that the Clerk is making good progress on her CiLCA course.

**29/2022. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

A report was received from Cllr M Wells and Cllr P Wells who attended the YLCA Meeting

**It was resolved** that the following Key 5 points needed noting and future consideration.

1.Parish Charter

The final version of the Parish Charter was agreed.

2.Tendering thresholds updated

All standing orders and financial regulations should be updated accordingly - Clerk has this in hand due to her CiLCA course.

3. Platinum Jubilee

Road closures will be accepted without the usual fee (application still necessary).

4. Problem of Bullying by Councillors – n/a HWPC!

Councillors were strongly urged to lobby central government and to write to both the MPs (York Inner and Outer) as individuals (because numbers count) and as a group (template to follow). Current legislation needs to be amended to include sanctions which could be enforced.

5. Vandalism to young trees

Suggestion: Use a metal cage, but they are expensive.

**30/2022. To Consider Highway/Transport Issues:**

- a) To Report progress with HWPC's involvement in the Community Speed Watch initiative and mobile speed camera van.

**It was reported** that some speed sensors were on Stray Road for 1 month monitoring speed and the Police Mobile speed van was recording speeds on Stray Road on Monday 21<sup>st</sup> February 2022.

- b) To Note any further highway issues.

**None**

**31/2022. Policing and Security Matters:**

- a) To Consider Neighbourhood Policing Team Report

**It was reported** that there have been 2 incidents reported to the police in January 2022 in HWPC Parish

- b) To Consider any further policing and/or security related issues

**None**

**32/2022. Correspondence:**

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

**It was resolved** that in response to the CYC's tree canopy target. Galtres Road, near Stockton Lane and Stray Road will be put forward as HWPC submissions due to minimal trees in these areas and sufficient grass verges

**33/2022. To Note matters for Information and items for next monthly meeting agenda**

**Cllr Roger Cook - Great British Spring Clean 2022** – Roger would like to organise this annual event on Wednesday or a Thursday. March 30 or 31 or April 6 or 7.

**Cllr Peter Wells - Slotting** – Previously slotting on the boggy part of the playing area was done some time ago. Recently slotting on the bottom field at Heworth Rugby club has taken place, which means:

(1) they think it's worthwhile and

(2) there's at least one company that does it.

Would our council like to consider trying slotting again?

**North Yorkshire Police, Fire and Crime Commissioner meeting 26 May 2022 6.30pm - 7.45pm** – All North Yorkshire Branch representatives are invited to attend. If representatives are not available, any councillor may represent the council at this information giving meeting.

**34/2022. To Confirm date and time of next meeting**

**It was approved** that the date, time and venue for the next ordinary Meeting of Heworth Without Parish Council as Monday 21<sup>st</sup> March 2022 at 7pm.

**Meeting ended 9.45pm**

R. D. Clayton

Minutes approved on 21/03/2022