



Heworth Without Parish Council
Gayle Enion-Farrington (Clerk to Parish Council)
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**Minutes of the Ordinary Meeting of Heworth Without Parish Council held 15th January 2024 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG
To be approved at HWPC meeting to be held 19/02/2024.**

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy Chair), Councillor N Ayre (arrived 20.30 previously at a CYC meeting), Councillor A Garbutt, Councillor E Hardy, Councillor D Harrison, Councillor S Phoenix and Gayle Enion-Farrington (Clerk / RFO).

1/2024. Apologies:

- a. To Note Apologies and Approve Reasons for Absence

Apologies were received and reasons accepted for Cllr A Harrison is attending the 'Off to a Flying Start' Course with YLCA at the same time as our meeting and Councillor K Last submitted his apologies due to ill health.

2/2024. 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.

None

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

None

3/2024. 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.

No public present

4/2024. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

CYC budget comes out Wednesday 17th Jan 2024, possible charging for green bins and changes to waste collection schedule

Regarding possible changes to bus services – consultation runs to 17th January 2024 and decision has been put back until February 2024

Stray Road Playarea & Field - due to loss of funding CYC is unlikely to have enough funding for a full pitch MUGA, however the section 106 funding) could fund 2 x Multi Use goal areas (football, cricket, basketball type areas) with an artificial surface in the goal mouth only and all other grass would be maintained. This would not require planning permission and it would be a replacement of current goal mouths but making them more sustainable. A view to ensure accessibility was requested by HWPC.

Next stage is for Cllr N Ayres to arrange for CYC to meet with the HWPC Recreational Working party (Cllr A Harrison, Cllr D Harrison, Cllr E Hardy, Cllr S Phoenix, Cllr K Last and Cllr M Starkey) and the Clerk.

5/2024. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 18/12/2023

It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 18/12/2023.

6/2024. Planning:

- a. To Consider and decide upon the planning applications received since the last HWPC meeting.

CYC Reference	Address	Description

23/02375/FUL	Hempland Cp School Whitby Avenue York YO31 1ET	Variation of Condition 5 of permitted application 23/01514/FULM to alter the wording of this condition to require the condition to be approved prior to the commencement of demolition works. HWPC wish the build to happen but observations will be submitted on the least amount of disruption to school and residents. Cllr D Harrison to inform local residents of update via HWPC facebook.
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- b. To receive the following planning decision/information.
None
- c. To Consider and decide upon any other planning related issues
None
- d. To Consider and decide upon any planning enforcement issues
None

7/2024. Finance:

- a. To Approve payments as detailed in Appendix 1

APPENDIX 1

INVOICES TO BE PRESENTED FOR PAYMENT January 2024

Invoices to be paid after 15th January 2024	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/01/2024		wages	£551.04	
Clerk Home Working	25/01/2024		Home working allowance	£30.00	Paid together
Clerk Mobile	03/01/2024	GB569953277	Vodafone monthly SIM charge Now by DD	£8.42	inc VAT Paid by HWPC DD
Groundsman	25/01/2024		wages	£227.20	
Jade Patrick	15/01/2024		Refund of allotment deposit	£25.00	no VAT
Emma Russell	15/01/2024		Refund of allotment deposit	£25.00	no VAT
ICO	12/01/2024		ICO Renewal	£35.00	inc VAT check DD on 16th
CYC	21/12/2023	GB647365022	2 Community Speed Watch Signs on Stockton Lane	£450.00	inc VAT
Cllr Sammie Pheonix - Amazon Paper Various Purchases	29/11/2023		Refund Cllr S Pheonix for Xmas Crafting	£103.12	no VAT
Cllr Sammie Pheonix - Baker Ross	29/11/2023		Refund Cllr S Pheonix for Xmas Crafting	£46.20	no VAT
Autella Payroll Services	03/01/2024	326597472	Oct-Dec 2023 Autella Payroll Admin fees	£54.58	inc VAT
Envisage Agency Group	11/01/2024	136208922	Booking Santa for Xmas event on 7/12/24	£350.40	inc VAT
TOTAL				£1,905.96	Total

CASH BOOK MONTH 9 DECEMBER 2023-2024

INCOME

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
	1776.75	20.00	0.00	500.00	22368.25	24665.00
allotment rents		50.00				50.00
Allotment deposits						0.00
VAT REFUND	623.47					623.47

MK Sharkey

TOTALS	623.47	50.00	0.00	0.00	0.00	673.47
C/FWD	2400.22	70.00	0.00	500.00	22368.25	25338.47

It was Resolved to settle Januarys accounts with immediate effect. Invoices checked and approved by Cllr Emma Hardy and Cllr M Starkey and all other councillors at the meeting. Cllr M Starkey was appointed to approve all online banking payments this month.

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure from 1st December to 31st December 2023.

It was Resolved to approve Financial Accounts in Cash Book & Income and Expenditure from 1st December to 31st December 2023.

- c. To Approve Bank Reconciliation Statement from 1st December to 31st December 2023.

It was Resolved to approve Bank Reconciliation Statement from 1st December to 31st December 2023.

- d. To Approve Budget Monitoring of Income and Expenditure up to 31st December 2023, against this year's budget.

It was Resolved to approve Budget Monitoring of Income and Expenditure up to 31st December 2023, against this year's budget.

- e. To Approve the HWPC budget for the fiscal year 2024/2025, and of our precept demand to CYC for fiscal year 2024/2025

It was Resolved to approve the HWPC budget for the fiscal year 2024/2025 at £41,927, and of our precept demand to CYC for fiscal year 2024/2025 at £21,815 which has remained unchanged for the past 3 years.

8/2024. Heworth Without Parish Council Administration

- a. To Report on the progress of HWPC Solicitor from Ware & Kay recording the Land that Heworth Without Community Centre is located with Land Registry and what recommendations have been given regarding the drainage responsibility and lease.

It was Reported that terms have been signed on behalf of HWPC and Chair, and Clerk have submitted ID evidence on order to comply with Anti-Money Laundering Regulations. Deputy Chair still needs to present her information which will be completed within the next 2 weeks.

- b. To Report that James Reynolds MRICS, Commercial Property Manager from STEPHENSONS has been appointed to value to the land where the Community Centre is cited, as part of the Land Registry requirements. His Valuation is booked in for 15th January 2024. This is required in order to proceed with registering the land with Land registry.

It was Reported that terms have been signed on behalf of HWPC and a valuation was completed on 15th January 2024 and a report will be presented at the next meeting.

- c. To Approve the Internal Auditor Brian Brooks (as previous auditor has reduced workload) to complete HWPC Internal audit in April 2024 and sign the AGAR for 2023/2024. Costs will be £400, an increase of £65.

It was Resolved to approve Internal Auditor Brian Brooks to complete HWPC Internal audit in April 2024 and sign the AGAR for 2023/2024.

- d. To Consider a Spring Parish newsletter.

It was Resolved for Cllr E Hardy to draft newsletter for final approval on 19th Feb 2024. Newsletter to promote future events inc Spring litter picking (request for volunteers) Easter Egg Hunt, Easter Window Trail Good Friday – Easter Monday (due to success of Christmas Trial), Christmas Festival 2024. Also to include information on wood burning and smoke literature and IDAS, plus articles from Councillors to submit to Cllr E Hardy.

9/2024. Events:

- a. To Report on how the Christmas Trail Event 2023 went within HW Parish between 18th Dec 2023 to 1st January 2024

It was Reported as successful and now wish to do an Easter Window Display all finalised before Good Friday so that it can be promoted at the Easter Egg Hunt, which is hoped to be sponsored by the SPAR again.

- b. To Consider and decide upon York RLFC Foundation New Community Offer – 2024 and possible 50% contribution from Heworth Without ward budget if funds permit.

This has been postponed to February meeting as Cllr N Ayre had no further information on ward funding for 2024/2025 and HWPC do not wish the Stray Road Field to be used for an event in Feb Half Term hols and it could be too wet.

- c. 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 D Harrison, Cllr S Phoenix and Cllr M Starkey).

It was Resolved for the Events Working Group to continue with their great efforts in offering a wide range of activities. Lots to promote in the forthcoming newsletter.

10/2024. Heworth Without Parish Council Policies and Documentation

- a. To Consider and decide upon the following HWPC Policies and Documentation that are due for renewal
 HWPC Privacy notice policy - general
 HWPC Privacy notice policy – employees, councillors role holders and volunteer

It was Reported that these have yet to be reviewed. Cllr E Hardy offered to review for next meeting in Feb 2024

- b. To Consider and decide upon a new policy of 'HWPC Reserves policy 2024'.

It was Resolved to approve the HWPC Reserves policy 2024.

11/2024. 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.

It was Reported that the next Quarterly Operational inspection is booked for 22nd Feb 2024

- ii) To Report on progress from Playscheme to undertake some of the remedial repairs stated on the Annual Inspection in item 195/2023a (ii).

It was Reported that remedial repairs will take place on 1st February 2024

- iii) To Report on progress from Move It / York Services to undertake the deep clean and algae removal on surfaces within the Play area as stated on the Annual Inspection in item 195/2023a (ii).

It was Reported that work will take place mid February 2024

- iv) To Report progress on the requested change of the terms of the current Playing Field lease, recasting its description, and our obligations, to include sporting, recreational and communal activities and our obligation to preserve and maintain its central area as a sports-field.

It was Reported that there is no further updates – CYC have been chased numerous times.

- v) To Report progress liaising with CYC regarding Stray Road Play area entrance to change the current RADAR accessible gates to be lower, lighter in weight and split 2/3 and 1/3 with the 1/3 gate being more accessible to all (including to smoother footpath entrance), still using a RADAR key lock – awaiting design and costs from CYC

It was Reported that Dave Meigh from CYC has now been allocated to take the lead in this project.

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

- i) To Report on any recent ASB and Vandalism activities.

None

- ii) To Receive and updated from CYC regarding their plans for Stray Road playing field, so that HWPC and consider and decide if the installation of a pair of socketed aluminium goal posts, away from current location of posts, to allow current goal mouth surface to be repaired / levelled and re-seeded by groundsman, and to Consider and decide if a Basketball shooting area on the playing field would be beneficial / appropriate.

It was Reported by Cllr N Ayre that due to loss of funding CYC is unlikely to have enough funding for a full pitch MUGA, however the section 106 funding) could fund 2 x Multi Use goal areas (football, cricket, basketball type areas) with an artificial surface in the goal mouth only and all other grass would be maintained. This would not require planning permission and it would be a replacement of current goal mouths but making them more sustainable. A view to ensure accessibility was requested by HWPC.

It was Resolved that next stage is for Cllr N Ayres to arrange for CYC to meet with the HWPC Recreational Working party (Cllr A Harrison, Cllr D Harrison, Cllr E Hardy, Cllr S Phoenix, Cllr K Last and Cllr M Starkey) and the Clerk.

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

None

c. Open Spaces and other assets

- i) 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.

Nothing received

- ii) To Report Progress on Move it / York Services installing Planters and re-configuring the 4 car parking bays by 36 Applecroft Road, on the entrance to the Community Centre at 38 Applecroft Road, to prevent further damage to the dividing fence owned and maintained by 36 Applecroft Road.

It was Reported that work will take place mid February 2024

- iii) To Report matters relating to our open spaces and assets.

None

d. HWPC Allotments

- i) To Report progress on payment of invoices for annual renewal on allotment tenancies on Stray Road Allotments.

It was Reported that Plots 11 & 12 require a deposit refund of £25 each, 9 plot holders have renewed in full payment, 5 plot holders have been sent a reminder email on 11/1/2024. The next 2 on the waiting list are getting allocated plots 11 & 12

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

None

12/2024. Employment and Training:

- a. To Report on the process on the signing off of the Annual December Performance Appraisal with the Clerk/RFO (by Employment Panel).
It was Reported that the Annual December Performance Appraisal with the Clerk/RFO (by Employment Panel) was all signed off
- b. To Consider and decide upon any current employment/training related issues within HWPC.
None

13/2024. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings
None

14/2024. 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 D Harrison and Cllr M Starkey).
It was Reported that due to cold and wet weather none have recently by in operation.
- b. To Note any further highway issues.
It was Reported that bus stop information (Stockton Lane and Applecroft road bridge) is now provided 'real time' information. Another positive move for our community.

15/2024. Policing and Security Matters:

- a. To Consider and decide upon the Neighbourhood Policing Team Report
It was Reported that there was 1 incident of attempted theft within the Parish in December 2023.
- b. Note any further policing and security issues.
None

16/2024. Correspondence:

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda
It was Reported that correspondence between Councillors and Clerk / RFO have highlighted that VAT cannot be claimed on recent purchases made by Councillors. For VAT purposes the invoice needs to show the HWPC registered address (Clerks) and state c/o HWPC above the delivery address. We need this evidence on HWPC VAT returns.
It was Resolved for the Clerk to set up a Baker Ross online account and an annual Amazon prime account to aid with correct accounting procedures and future VAT claim, as well as reducing future postage costs.

17/2024. To Note matters for Information and items for next monthly meeting agenda

CYC Neighbourhood plan - CIL Community Infrastructure Levy - Attend next meeting – Feb 2024
To approve a residents questionnaire to discover possible future events, needs and wants within the parish

18/2024. To Confirm date and time of next meeting

To Confirm date, time and venue for the Ordinary Meeting of Heworth Without Parish Council as Monday 19th February 2024 at 7pm.

It was agreed.

Meeting ended 20.54

Minutes approved on 19th February 2024

MK Starkey

MK Starkey