



Heworth Without Parish Council
Gayle Enion-Farrington (Clerk to Parish Council)
1 Allington Drive, Appletree Village, Heworth, YORK,
YO310NL
Tel: 07422961495
E-mail: clerk.hwpc@gmail.com

Minutes of the Ordinary Meeting of Heworth Without Parish Council held 19th February 2024 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG
Approved at HWPC meeting 18/03/2024.

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy Chair), Councillor N Ayre, Councillor A Garbutt, Councillor E Hardy, Cllr A Harrison, Councillor D Harrison, Councillor K Last, Councillor S Phoenix, Alison Stockdale (CYC) and Gayle Enion-Farrington (Clerk / RFO).

19/2024. Apologies:

- a. To Note Apologies and Approve Reasons for Absence
None

20/2024. 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

21/2024. 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.

None

22/2024. City of York Council Updates

- a. **To Receive report from Alison Stockdale on current Neighbourhood Plans - CIL Community Infrastructure Levy**
A detailed presentation was received by full parish council and powerpoint slides were distributed to all Councillors.
- b. **To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**
None this month due to time

23/2024. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 15/01/2024
It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 15/01/2024.

24/2024. Planning:

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

CYC Reference	Address	Description
24/00076/FUL Eastings 462872 Northings 452952	41 Bramley Garth York YO31 0NQ	Subdivision of 1no. dwelling into 2no. flats (retrospective) <i>Approved</i>

- 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

25/2024. Finance:

- a. To Approve payments as detailed in Appendix 1

MK Starkey

APPENDIX 1

HEWORTH WITHOUT PARISH COUNCIL

INVOICES TO BE PRESENTED FOR PAYMENT February 2024

Invoices to be paid after 19th Feb 2024	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	23/02/2024		wages	£550.84	
Clerk Home Working	23/02/2024		Home working allowance	£30.00	Paid together
Clerk Mobile	03/02/2024	GB569953277	Vodafone monthly SIM charge Now by DD	£8.42	inc VAT Paid by HWPC DD
Groundsman	23/02/2024		wages	£227.40	
Stephenson	17/01/2024	170469262	Land Valuation of Community Centre (not building)	£600.00	inc VAT Paid 31/1/24
Sam Turner	12/10/2023	2575050159	Ride on mower service last October invoice sent to incorrect address	£294.66	no VAT
YLCA	16/01/2024		Off to a flying start cllr training - AH	£66.80	no VAT
Vision ICT	01/02/2024	GB785375777	SSL website licence	£60.00	inc VAT
NASLG	03/02/2024	121293014	Allotment annual membership	£66.00	inc VAT
CYC	01/02/2024		CYC Land Rent Burnholme / Stray Road Playing Fields	£328.00	no VAT
Root and Branch	06/02/2024		Emergency Tree Works on Stray Road Playing Field	£495.00	no VAT
Playscheme	05/02/2024	991261114	Repair works following annual inspection on Playarea	£624.00	inc VAT
Amazon	12/02/2024	727255821	Lamination Pouches for noticeboards and Easter egg hunt	£9.47	inc VAT Paid by DC
Amazon	12/02/2024	296501485	Grass Seed for grass after tree works	£27.98	inc VAT Paid by DC
Screwfix	13/02/2024	232555575	Gloves for Groundsman	£23.97	inc VAT Paid by DC
Screwfix	13/02/2024	232555575	Padlock for Playfield gate	£16.49	inc VAT Paid by DC
Valli York	13/02/2024	780571712	Unleaded fuel for lawnmower	£55.09	inc VAT Paid by DC
Ware & Kay Solicitors	19/02/2024	734276037	Registration of Unregistered Land (Community Centre Land)	£1,503.60	inc VAT Approved 20/2
TOTAL				£4,987.72	Total

CASH BOOK MONTH 10 JANUARY 2023-2024

MK Sharkey

INCOME

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
	2400.22	70.00	0.00	500.00	22368.25	25338.47
allotment rents						0.00
Allotment deposits		60.00				60.00
VAT REFUND						0.00
TOTALS	0.00	60.00	0.00	0.00	0.00	60.00
C/FWD	2400.22	130.00	0.00	500.00	22368.25	25398.47

It was Resolved to settle February's accounts with immediate effect. Invoices checked and approved by Cllr Emma Hardy and Cllr K Last 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 January to 31st January 2024.

It was Resolved to approve Financial Accounts in Cash Book & Income and Expenditure from 1st January to 31st January 2024.

- c. To Approve Bank Reconciliation Statement from 1st January to 31st January 2024

It was Resolved to approve Bank Reconciliation Statement from 1st January to 31st January 2024

- d. To Approve Budget Monitoring of Income and Expenditure up to 31st January 2024, against this year's budget.

It was Resolved to approve Budget Monitoring of Income and Expenditure up to 31st January 2024, against this year's budget.

26/2024. 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 Proof of ID from Cllr Melanie Starkey, Cllr Asha Basu and Clerk has been completed. Solicitors now have our valuation report on the land conducted by Stephenson's. Clerk made contact with Former Chair HWPC, Michael Bradley and now solicitor is arranging a statement of truth as some documentation needs evidence to prove legal status. **It was Reported** that we expect to pay for land registration shortly.

- b. To Report on the Community Centre land Valuation conducted by James Reynolds MRICS, Commercial Property Manager from STEPHENSONS, as part of the Land Registry requirements.

It was Reported that the Market Value of the Community Centre Land is £4,000 (four thousand pounds)

- c. To Approve HWPC Spring newsletter.

It was Resolved to approve the Spring Newsletter and for the Clerk to submit to printers for 1200 copies x A3 and pay the invoice for a quick turnaround. Thanks to Cllr E Hardy to creating the newsletter.

- d. To Receive, Consider and decide upon a residents questionnaire to discover possible future events, needs and wants within the parish.

It was Resolved for Cllr D Harrison and Cllr A Harrison to design a residents questionnaire and distribute to all councillors prior to next meeting on 15th March 2024 for approval and use at the Good Friday Easter Egg Hunt.

- e. To Consider and decide upon a topic for the Annual Parish Meeting Presentation at 6.30pm on Monday 15/04/24 preceding the HWPC Ordinary meeting at 7pm. The purpose of this section of the meeting is for the Parish Council to let local residents know what we have been doing over the past year. The meeting is also an opportunity for electors to have a say on anything they consider valuable to the people of the Parish.

It was Resolved for Clerk to approach Hempland School developers to come and present at 6.30pm on 15th April 2024.

27/2024. Events:

- a. To Report progress of the Good Friday 29th March 2024 Easter Egg Hunt 2024 10-12noon

It was Reported that Cllr A Garbutt, Cllr M Starkey, Cllr E Hardy, Cllr N Ayre, Cllr S Phoenix will be running the event on the day. Heworth WI and SPAR have confirmed attendance. **It was Resolved** for Clerk to create a sign up sign for volunteer for future events, speed watch and litter picking etc.

- b. To Approve Older Citizens Advocacy Yorks' (OCAY) involvement with our Easter Egg Hunt this Good Friday with a table inside the community centre. Spar will be doing a Charity Tombola as usual.

It was Resolved to permit Older Citizens Advocacy Yorks' (OCAY) involvement with our Easter Egg Hunt this Good Friday with a table inside the community centre

- c. To Report progress of an Easter Window Display all finalised before Good Friday so that it can be promoted at the Easter Egg Hunt.

It was Reported that it will be promoted in the Spring Newsletter which will be printed this week.

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

It was Reported that it is an on-going document and another Events Working Group is taking place this week.

28/2024. 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 volunteers
It was Resolved to approve both documents and Clerk to place on the HWPC website

29/2024. 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.
Nothing extra – all covered below
- ii) To Report that the remedial repairs stated on the Annual Inspection in item 195/2023a (ii) have been completed.
It was noted
- 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 Jet washing off the algae is taking place this week around 20th Feb 2024.
- iv) To report that HWPC have received land rent renewal invoice for 'Burnholme Playing field' (Stray Road), but still no change in wording of the lease.
Still nothing to report Cllr N Ayre to follow up
- v) 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.
Still nothing to report Cllr N Ayre to follow up
- vi) 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
Still nothing to report Cllr N Ayre to follow up

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

- i) To Report on any recent ASB and Vandalism activities.
Nothing to Report
- ii) To Receive a progress update on a meeting between CYC & 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), organised by Cllr N Ayre regarding plans for Stray Road Playarea & Field considering 2 x Multi Use goal areas (football, cricket, basketball type areas) with an artificial surface in the goal mouths only and all other grass would be maintained. A view to ensure accessibility was requested by HWPC.
Meeting has not yet taken place, Cllr N Ayre to chase
- iii) To Report that Emergency Tree works were required to be undertaken on 5th February 2024 in the corner of Jubilee Wood after storm damage
It was Reported that the resident has emailed the Clerk and is and very happy with the completed works.
- iv) To Report that due to winter weather and sodden ground, the playing field and some areas of the play area grass was churned up by vehicles during the emergency works in item 29/2024biii. To Consider and approve options for groundwork repairs by groundsman and costs involved.
It was Reported that Dave Morrod has flattened down the damage and hopes that's sowing some grass seed will resolve the areas damaged by tyres.
- v) 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.
Still nothing to report Cllr N Ayre to follow up through the CYC transport Strategy
- 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 is due to start this week and residents of No. 36 have been informed.
- iii) To Report matters relating to our open spaces and assets.
None

d. HWPC Allotments

- i) To Report on any other matters relating to Stray Road Allotments.
It was Reported that 2 x tenants have not renewed. Plots 11 & 12 have been taken up by those next on the waiting list.

30/2024. Employment and Training:

- a. To Consider and decide upon any current employment/training related issues within HWPC.
None

31/2024. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

It was Reported that Cllr M Starkey attended the YLCA meeting in Feb 2024 with Cllr D Douglas from CYC in attendance. A report will be provided.

32/2024. 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 Resolved that now weather have improved dates need to be set for this. Cllr D Harrison to arrange.
- b. To Note any further highway issues.
None

33/2024. Policing and Security Matters:

- a. To Consider and decide upon the Neighbourhood Policing Team Report
No report was received – this has been chased by the Clerk prior to the meeting.
- b. Note any further policing and security issues.
None

34/2024. Correspondence:

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda
None

35/2024. To Note matters for Information and items for next monthly meeting agenda

Neighbourhood Policing Team Report for Jan / Feb - due to recent reports of crimes in the media for the area.
A Way Forward for HWPC to create a Neighbourhood Plan

36/2024. 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 18th March 2024 at 7pm.

It was agreed.

Meeting ended 21.00

Minutes approved on 18th March 2024

MK Starkey

MK Starkey