



**Heworth Without Parish Council**  
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**DRAFT - Minutes of the Ordinary Meeting of Heworth Without Parish Council held 18<sup>th</sup> March 2024 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**  
**To be approved at HWPC meeting to be held 15/04/2024.**

**Present:**

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

**37/2024. Apologies:**

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

**38/2024. 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**

**39/2024. 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 attended**

**40/2024. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Cllr Nigel Ayre has contacted planning enforcement regarding the parking restrictions during Hempland School rebuild. Also enquiring about Blue Badge car parking arrangements. However, as yet has had no response.

Has requested when the charge for green bins will commence. Has been denied an answer at present, but is aware that residents who still have second green bins need to pay for them soon, but it's unclear when invoices will be issued for all (1<sup>st</sup>) green bins, but it's likely to be later in the year and pro-rated for the year.

Collection of unwanted green bins will need to be arranged.

Heworth Without Ward funding will be agreed in April 2024 - could be anywhere between £4,400 or £11,900 per annum.

**41/2024. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 19/02/2024.  
**It was Resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 19/02/2024.

**42/2024. Planning:**

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

CYC Reference	Address	Description
24/00290/FUL	12 Galtres Avenue York YO31 1JT	Hip to gable roof extension, dormer to rear, 1no. window opening to side and 2no. rooflights to front <b>Approved</b>

- b. To receive the following planning decision/information.  
**It was reported** that Bramley Garth, York, YO31 0NQ, Subdivision of 1no. dwelling into 2no. flats (retrospective 24/00076/FUL was refused).

**REASONS FOR REFUSAL:**

**1** The proposed subdivision has resulted in a first floor residential unit of insufficient size to provide an adequate level of amenity for current or future occupants. This unit does not have access to private outdoor amenity space and there are concerns with regard to noise disturbance resulting from the proximity of the first floor bedroom and the ground floor living space. The proposal is therefore considered to conflict with national guidance, in particular paragraphs 135 of the National Planning Policy Framework, parts U and H of the National Design Guide (2019), in particular paragraphs 119 and 123, policies D1 and D11 of the Draft Local Plan 2018, and guidance contained within the Council's Supplementary Planning Document 'House Extensions and Alterations' (Dec. 2012), in particular section vii.

**2** The proposal does not demonstrate adequate levels of cycle parking or suitable waste storage provision, and would therefore conflict with national guidance, in particular paragraphs 135 and 139 of the 24/00076/FUL Page 1 of 3 National Planning Policy Framework, and policies D1 and T1 of the Draft Local Plan 2018.

- c. To Consider and decide upon any other planning related issues  
**It was Reported** that ISG have done a leaflet drop to residents close to the School and parents of children attending the school have been informed of view parking
- d. To Consider and decide upon any planning enforcement issues  
**None**

**43/2024. Finance:**

- a. To Approve payments as detailed in Appendix 1

**INVOICES TO BE PRESENTED FOR PAYMENT March 2024**

Invoices to be paid after 18th March 2024	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/03/2024		wages	£551.04	
Clerk Home Working	25/03/2024		Home working allowance	£30.00	Paid together
Clerk Mobile	03/03/2024	GB569953277	Vodafone monthly SIM charge Now by DD	£8.42	inc VAT Paid by HWPC DD
Groundsman	25/03/2024		wages	£227.40	
PAYE	15/03/2024		PAYE Jan - March 2024	£326.20	
Playscheme	04/03/2023	991261114	Operational Inspection	£354.00	inc VAT
Hillingdon Greenprint Ltd	20/02/2024		Parish Spring Newsletter	£213.00	no VAT Paid 23 Feb 2024
Sainsburys	18/03/2024		13 x Dairy free easter eggs for Easter egg Hunt 29/3/2024	£48.75	no VAT purchased using BC
Garden & Estate Machinery Services K Heels	15/03/2024		Service Mountfields Rotary to Lawmower	£115.70	no VAT
Wickstead	awaiting invoice		Replacement Cradle seat strap and covers	£90.84	inc VAT expected amount to pay when invoice arrives
York Services Ltd	awaiting invoice		8 x Planters for Community Centre land Driveway and remarking of bays	£3,700.00	expected amount - been delayed due to materials / costs
York Services Ltd	awaiting invoice		Removal of Algae in Play area	£600.00	expected amount - been delayed due to wet weather
Playscheme or Playdale	awaiting invoice		Large timber pole delivered and installed on Climbing frame as per Inspection report repairs	£744.00	inc VAT awaiting invoice
<b>TOTAL</b>				<b>£7,009.35</b>	Total

**CASH BOOK MONTH 11 FEB 2023-2024**

**INCOME**

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/O PEN SPACES	GEN. ADMIN.	TOTAL
	<b>2400.22</b>	<b>130.00</b>	<b>0.00</b>	<b>500.00</b>	<b>22368.25</b>	<b>25398.47</b>
allotment rents		20.00				20.00
<b>Allotment deposits</b>					50.00	<b>50.00</b>
<b>Community Centre Rent</b>					1.00	

VAT REFUND						0.00	B
<b>TOTALS</b>	<b>0.00</b>	20.00	0.00	0.00	51.00	71.00	
C/FWD	2400.22	150.00	0.00	500.00	22419.25	25469.47	

**It was Resolved** to settle March'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 February to 29<sup>th</sup> February 2024.  
**It was Resolved** to approve Financial Accounts in Cash Book & Income and Expenditure from 1st February to 29<sup>th</sup> February 2024.
- c. To Approve Bank Reconciliation Statement from 1st February to 29<sup>th</sup> February 2024.  
**It was Resolved** to approve Bank Reconciliation Statement from 1st February to 29<sup>th</sup> February 2024.
- d. To Approve Budget Monitoring of Income and Expenditure up to 29<sup>th</sup> February 2024, against this year's budget.  
**It was Resolved** to approve Budget Monitoring of Income and Expenditure up to 29<sup>th</sup> February 2024, against this year's budget.
- e. To Approve the updated HWPC Asset Register for March 2024 including the value of Land at 38 Applecroft Road, ready for Insurance renewals in May 2024.  
**It was Resolved** to approve HWPC Asset Register for March 2024 including the value of Land at 38 Applecroft Road, ready for Insurance renewals in May 2024 and Clerk to place on HWPC website.

#### 44/2024. Heworth Without Parish Council Administration

- a. To Report Solicitor from Ware & Kay has registered the Land that Heworth Without Community Centre is located on with Land Registry. This could take 12 months to process.  
**It was noted**
- b. To Report progress on the distribution of HWPC Spring newsletter.  
**It was Reported** that all newsletters have been distributed except some streets, which Cllr N Ayre is in the process of delivering. Any spares to be given to the SPAR (Cllr A Basu) and others to be returned to the Clerk or brought to the Easter Egg Hunt for distribution.
- c. To Approve a residents questionnaire which can be used at the Easter Egg Hunt and onwards.  
**It was Resolved** to modify the questionnaire, as per Cllr S Phoenix suggestions and for the Clerk to resend to Chairperson for final approval. Then ask Redmove to kindly print for Easter Egg Hunt.
- d. To Report that Mr. Mark Gibson (Project Manager – ISG Construction Hempland Primary Schools new development will give a short presentation a for the Annual Parish Meeting Presentation at 6.30pm on Monday 15/04/24 preceding the HWPC Ordinary meeting at 7pm.  
**It was noted** and **it was Resolved** for Clerk to arrange Tea, Coffee and light refreshments.
- e. To Consider implications and decide upon all HWPC moving to gov.uk domain. Security and workload for changing all policies, websites, signs and administration which contains [clerk.hwpc@gmail.com](mailto:clerk.hwpc@gmail.com), all Councillors changing to use the domain and time frame.  
**It was Reported** that further to the Clerk attending a course it was recommended to start the process from September 2024 once our audits have taken place and domains are likely to be more affordable.  
**It was resolved** to review again in September 2024
- f. To Report progress of updating all Councillor ROI forms on Parish Website.  
**It was Reported** that all ROI forms are up to date except Cllr S Pheonix who needs to update hers and submit to the Clerk.

#### 45/2024. Events:

- a. To Report progress on the plans for the Good Friday Easter Egg Hunt 29<sup>th</sup> March 2024 10am-12noon.  
**It was Reported** that Spar are trying to see if they can get 250 easter eggs for £400 – so far it may be more like 150 as costs have gone up – or we may need to get some small sizes for toddlers etc. Currently Clerk has bought 13 x dairy free eggs so far for £50 budget and we have approx 30 none food gifts supplied by Cllr M Starkey and Cllr A Garbutt. Clerk to purchase more before the event if deemed necessary, so we have 250 prizes. Last year 200 children attended. Clerk to change logos on trail sheet making all sponsors at the bottom of the page with thanks.
- b. To Report progress on an Easter Window Display all finalised before Good Friday so that it can be promoted at the Easter Egg Hunt.  
**It was resolved** not to proceed this year due to no applications but will discuss with residents at Easter Egg Hunt.
- c. To Report that HWPC will take part in the Great Britain Litter Pick Spring Tidy event on Thursday 21st March 2024 @ 10am. All volunteers welcome and to meet outside the Community Centre at 10am for 1 to 2 hours volunteer time.  
**It was Reported** that Cllr M Starkey, Cllr A Garbutt, Cllr K Last and residents Roger & Janet Cook will be in attendance and hopefully more volunteers on the day.

**It was Resolved** that it may be suitable to include local schools next year – Clerk to write to Applefields and Hempland school.

- 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 Christchurch has offered to open the church after school (approx. 3:30pm) and offer activities for people (mostly young people) to take part in - craft activities, 'make your own beacon'. Ring the church bell at 6:30pm

**It was Resolved** for Clerk to accept Christchurch offer for them to run it and for HWPC to make a donation of £150 payable to Christchurch.

Clerk to cancel community centre and picnic in the park no longer going ahead – all to support at the Christ Church

#### **46/2024. Heworth Without Parish Council Policies and Documentation**

- a. To Consider and decide upon the following HWPC Policies and Documentation that are due for renewal  
**None**

#### **47/2024. 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 play area is still very wet but starting dry out and the groundsman has done first cut of grass in some areas.

- ii) To Report that the Quarterly Operational Inspection took place on 22<sup>nd</sup> Feb 2024 for Stray Road Play Area.

**It was noted**

- iii) To Consider and decide upon appropriate remedial works further to the Operational Inspection report and to approve contractor/s.

**It was Resolved** to order replacement supplies direct from Playdale as it was still under warranty and cheaper from them to install rather than Playscheme. Also Wickstead to supply replacement cradle seat parts.

- iv) 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 its was delayed again due to poor weather – rescheduled for this week

- 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**

**It was Resolved** for Clerk to draft a letter to CYC namely David Smith and David Meigh, to be signed by all councillors and send a letter of apology to local resident who is currently impacted by this delay.

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

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

**None**

- 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.

**Still nothing to report Cllr N Ayre to follow up**

- 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.

**Still nothing to report, Cllr N Ayre is to follow up regarding the Transport strategy and find out timeline**

- 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 the planters are in the process of being made - pressure treated timber 1.8m wide, 0.4m deep and 0.3m tall, due to challenges with material supplies

iii) To Consider and decide upon the areas of deteriorating tarmac on the Community Centre driveway and car park.

***It was Reported*** that Clerk was waiting quotes

iv) 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.

***None***

**48/2024. Employment and Training:**

a. To Consider and decide upon any current employment/training related issues within HWPC.

***None***

**49/2024. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

***None***

**50/2024. 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 one was done recently on Sat 2nd March 2024, Cllr M Starkey to plan another date.

b. To Note any further highway issues.

***None***

**51/2024. Policing and Security Matters:**

a. To Consider and decide upon the Neighbourhood Policing Team Report

***It was Reported*** that no reports but Kim Maguire is away and Tina Harris should be doing them so emailed both and asked for Jan and Feb reports 2024. – Clerk to ask who our PSCO is and ask inspector in charge how to get our reports.

c. Note any further policing and security issues.

***None***

**52/2024. Correspondence:**

a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda  
***It was Reported*** that the Clerk received a formal complaint about 2 house gardens within the parish. HWPC confirmed that they are not responsible for the upkeep of residents properties or gardens. If it was public health issue individual residents can contact City of York Council direct. HWPC are encouraging all residents to care for their front gardens by promoting Spring and Autumn garden competitions (as detailed in our recent newsletters over the past year and on facebook). Clerk to contact the complainant to encourage engagement with the local residents to see if greater understanding on all sides could be achieved.

**53/2024. To Note matters for Information and items for next monthly meeting agenda**

Events D-Day and Yorkshire Day

A Way Forward for HWPC to create a Neighbourhood Plan

**54/2024. To Confirm date and time of next meeting**

To Confirm date, time and venue for the Annual Parish Meeting of Heworth Without Parish Council as Monday 15<sup>th</sup> April 2024 at 7pm, with a presentation / Q&A from Mr. Mark Gibson (Project Manager – ISG Construction Hempland Primary Schools new development prior to this meeting at 6.30pm.

***It was agreed.***

***Meeting ended 21.11***