



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 Annual Parish Meeting of Heworth Without Parish Council held 15th April 2024 in HEWORTH WITHOUT COMMUNITY CENTRE, APPLECROFT ROAD, HEWORTH YO31 0HG
To be approved at HWPC meeting to be held 20/05/2024.**

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy Chair), Councillor N Ayre, Councillor A Garbutt, Cllr A Harrison, Councillor D Harrison, Councillor E Hardy, Councillor K Last, Councillor S Phoenix, Ann Norfolk (Public), Dave Norfolk (Public), Marie Doherty (Public) and Gayle Enion-Farrington (Clerk / RFO).

Presentation by Mark Gibson by ISG Construction

Introduced an attenuation tank to reduce flooding (caused by excess rain water) on site in the future

For every tree remove they are replacing by 1.5 trees in the future.

Over 1000 extra wagons have been over the easter holidays to remove waste / soil etc and the main start, but this will reduce over time.

School is getting the advantage of all the carbon initiative with solar, heat pumps etc, relies on nature ventilation and a Sport England graded pitch – grass seeded with underground drainage.

Aiming to finish school and hand over April 2025, then demolition of old school during Summer 2025, hand over car park August / September 2025 Completion October 2025.

Improvement of biodiversity in the landscaping

Existing MUGA on tarmac will be resurfaced.

Martin (Gate Man) is resident man point of contact, who can get messages to Mark Gibson.

Mats are going under the heavy lorries to protect the kerbs sides.

All contractor vehicles are informed to not come via Whitby Avenue, they are all instructed to come via Ashley Park Road and now signage is much better and include times that deliveries can be made. They then are issues a financial penalty.

Phase 3 is the last 30 weeks of the job with the demolition of the school. There will be asbestos but the removal will be managed correctly

Discussed Social Values of the Construction sites and working with T level students on placements and working with the local community.

Parents spoke about challenges with picking up children from school, so tight and short of space around the hoardings.

Residents who live on Whitby Avenue commented that 4 lorries comes down the road in the space of 10 mins.

Residents commented that Vehicles sit stationary on Ashley Park Road waiting to get into the school – Mark confirmed that they should be waiting on a lay by on the A64.

The work will also clash with Utilities work throughout the year.

Steel erection will take 3-5 weeks using a crane 35-50tonnes (around June 2024)

If the local roads / highways get damaged ISG will work with Highways but the responsibility of repair does sit with Highways. It was noted that Applecroft Road has only been resurfaced in the last 18 months.

Thankyou to local residents who attended and enjoyed the light refreshment provided by HWPC & ISG

Present:

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

55/2024. Apologies:

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

56/2024. 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

It was noted that further to the Internal Audit, should a Councillor is to be reimbursed expenses under Finance Appendix 1, they MUST declare an interest at that meeting.

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

None

57/2024. 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 - no public stayed after the presentation

58/2024. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

CYC Officers had a meeting with planning regarding the possible MUGA last week and now CYC have approved 2 separate goals, that are not connected with the same surface.

No news with Dave Meigh @ CYC regarding Stray Road play area accessible gate

It was reported that there was a small fire at Tang Hall Library, closed for one day due to damage in men's toilet
Maybe indicative of the rise in ASB in the area?

Ward committee funding maybe £5,500, awaiting finalisation

59/2024. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 18/03/2024.

It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 18/04/2024.

60/2024. Planning:

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

CYC Reference	Address	Description
24/00377/FUL	32 Allington Drive York YO31 0NN	Single storey rear extension following demolition of existing conservatory Approved

- 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

61/2024. Finance:

- a. To Approve payments as detailed in Appendix 1

HEWORTH WITHOUT PARISH COUNCIL

INVOICES TO BE PRESENTED FOR PAYMENT April 2024

Invoices to be paid after 15th April 2024	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/04/2024		wages	£551.04	
Clerk Home Working	25/04/2024		Home working allowance	£32.00	Paid together increased 1/4 as per budget
Clerk Mobile	03/04/2024	GB569953277	Vodafone monthly SIM charge Now by DD	£9.08	inc VAT Paid by HWPC DD
Groundsman	25/04/2024		wages	£227.40	
PAYE	10/04/2024		PAYE April 2024	£108.60	
Autela Payroll Services	11/04/2024	326597472	Autela Payroll Services Admin Jan- March 2024	£73.73	inc VAT
Amazon	10/04/2024	727255821	Printer Ink Cartridges & laminating Pouches	£73.23	inc VAT Paid by Card

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Amazon	09/04/2024	727255821	Copier paper for printer	£23.79	inc VAT	Paid by Card
Deans	28/03/2024	169114951	Planter Stakes for Easter egg hunt	£8.97	inc VAT	Paid by Card
Christchurch	15/04/2024		Section 137 monies £150 donation to Christchurch for D Day 80 celebrations and Crafting	£150.00		
B K Brooks	09/04/2024		Internal Audit by B K Brooks	£400.00	no VAT	
Screwfix	28/03/2024	232555575	Brush / Broom for park	£16.99	inc VAT	
Sainsburys	14/04/2024		Refreshments for Annual Parish Meeting	£72.92	no VAT	Paid by Card
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
Playdale	awaiting invoice		Large timber pole delivered and installed on Climbing frame as per Inspection report repairs	£744.00	inc VAT	awaiting invoice
TOTAL				£6,791.75	Total	

CASH BOOK MONTH 12 MARCH 2023-2024

INCOME

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
	2400.22	150.00	0.00	500.00	22419.25	25469.47
Double Taxation Refund 20/3/24				15256.54		15256.54
VAT REFUND						0.00
TOTALS	0.00	0.00	0.00	15256.54	0.00	15256.54
C/FWD	2400.22	150.00	0.00	15756.54	22419.25	40726.01

It was Resolved to settle April'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 March to 31st March 2024 and year end accounts.

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

- c. To Approve Bank Reconciliation Statement from 1st March to 31st March 2024 and year end accounts.

It was Resolved to approve Bank Reconciliation Statement from 1st March to 31st March 2024 and year end accounts.

- d. To Approve Budget Monitoring of Income and Expenditure up to 31st March 2024, against this year's budget which completes year end accounts.

- e. **It was Resolved** to approve Budget Monitoring of Income and Expenditure up to 31st March 2024, against this year's budget which completes year end accounts.

- f. To Report HWPC submitted their VAT claim for 1/12/2023 to 31/3/2024 for total sum of £833.46 on 2nd April 2024.

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It was Reported that the VAT claim for 1/12/2023 to 31/3/2024 for total sum of £833.46 on 2nd April 2024 is now in HWPC bank account and will be reflected in April's accounts.

- g. To Report progress with HWPC Internal audit with new auditor Brian Brookes

It was Reported that HWPC Internal Report has been completed along with page 3 of AGAR

All Financial documents were correct.

Recommend that copies of Risk Assessment, Method Statement (RAMS) & liability insurance, training and accreditation for operatives undertaking the work – Clerk was not asked for these and does do this for all play equipment installations and tree work and when using new contractors.

Reminder that when annual risk assessment is review that it is documented and minuted as per RA Policy Cllrs are advised to declare their interest when receiving reimbursements.

Electronic minutes to have each page consecutively numbered from the APCM per Council year from April 2024 - LGA 72 Sch 12. Para 41(2)

Asset register - Full Purchase date to be listed (future), Asset Register values are based on actual purchase cost less vat. Donated items are valued at nominal £1

Clerk Reported that she was very happy with audit and would like to recommend that we book the same IA again for next year, before he gets booked up. **This was approved.**

- h. To Approve (retrospectively) the amended HWPC Asset Register for March 2024 including the value of Land at 38 Applecroft Road, ready for Insurance renewals in May 2024, as per IA guidance.

It was Resolved to (retrospectively) approve the amended HWPC Asset Register for March 2024 including the value of Land at 38 Applecroft Road, ready for Insurance renewals in May 2024, as per IA guidance and Clerk to place on HWPC website.

- i. To Approve and sign HWPC AGAR for 2023/2024 (if finalised).

It was Resolved to Approve and sign the finalised HWPC AGAR for 2023/2024, which was signed by Cllr M Starkey, Chairperson at the meeting.

62/2024. Heworth Without Parish Council Administration

- a. To Approve new Contract of employment for Clerk and Groundsman as per NALC template.

It was Resolved To Approve new Contract of employment for Clerk and the Groundsmans will be issued by the Clerk, as per NALC template.

- b. To Report outcome of Mr. Mark Gibson (Project Manager – ISG Construction Hempland Primary Schools new development giving a short presentation a for the Annual Parish Meeting Presentation at 6.30pm prior to this meeting.

It was Reported that 3 residents plus full Parish Council listened to Mark Gibsons presentations and he answered questions as and when they arose. He also offered a TV for the Community Centre for their meeting room, as part of their community work. Also ISG may be able to offer support for HWPC Christmas Event.

- c. To Report progress of updating ROI form for Cllr S Pheonix on Parish Website.

It was Reported that Cllr S Pheonix is required to submit her amended ROI. Once submitted Clerk will post on HWPC website and forward to CYC Electoral Department.

- d. To Consider a Way Forward for HWPC to create a Neighbourhood Plan

It was Reported that extensive research has been undertaken by the Clerk obtaining information and feedback from other local parish councils.

HWPC would need to agree with the CYC Local Plan, which is not at its final stages.

It was Resolved that HWPC would need to find someone or a small group of individuals who would like to be involved in developing HWPC Local Plan in a voluntary role.

Would need to agree if it's the HWPC only or to include all of HW Ward.

We would need funding upfront

It was Resolved that Cllr N Ayre to draft an advert to approve for the next meeting.

63/2024. Events:

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

It was Reported that 225 children – plus parents and carers attended

Feedback that a quiz could be prepared for older children too.

Needed signs for parents to continue to supervise children within the community centre . Signs were outside Suggested signage to read - Please treat our hall with respect.

- b. To Report on the Great Britain Litter Pick Spring Tidy event that HWPC undertook on Thursday 21st March 2024 @ 10am.

It was Reported that 3 Councillors and 2 residents took part in the Great Britain Litter Pick Spring Tidy event on Thursday 21st March 2024. Clerk to email Applefields school, would they like to help with our litter picking.

- c. To Report outcome of the residents questionnaire which was used at the Easter Egg Hunt.

It was Reported that we had good useful feedback and for future questionnaires it would be useful to include an age bracket and postcode.

- d. To consider events for D-Day and Yorkshire Day with HWPC involvement.

It was Resolved that Christchurch will host an event between 3.30pm - 6.30pm on D-DAY 80 (6th June 2024) at Christchurch. Beacon crafts and a quiet reflection room will be available. HWPC will donate £150 towards the crafting costs and refreshments. Clerk to process payment this month.

It was Reported that for Yorkshire Day 1st August 2024, HWPC would like to offer a coach trip to senior friends – Clerk and Cllr D Harrison to investigate needs and possibilities.

- e. 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).

Not discussed at this meeting

64/2024. 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

65/2024. 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 it is slowly drying out – as is the rest of the UK and beyond!

- ii) 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 it is mostly done, then the pressure washer failed – oil sensor, then water was turned off by utilities on their second day – no invoice as yet

- iii) 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 still no news! Clerk to contact Pauline Stuchfield at CYC

- iv) 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 there is still no news! Clerk to contact Pauline Stuchfield with an email signed by Cllr M Starkey (Chair) and Cllr N Ayre (HW Ward).

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.

It was Reported that this meeting can now be arranged. Cllr N Ayre to action

- 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.

It was Reported that there is still no news! Clerk to contact Pauline Stuchfield at CYC

- 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 Installation should be w/c 22nd April 2024

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

It was Resolved for Move it / York Services to dig up any affected areas and tarmac with tar resin for a total of £470 at the same time as installing the planters and white lining car park bays (W/c 22nd April 2024).

- 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.

It was Reported that all plots are occupied and with 1 one the waiting list

66/2024. Employment and Training:

- a. To Consider and decide upon any current employment/training related issues within HWPC.
It was Reported that the Clerk is attending an Employment Update on 16th April 2023 and will update next meeting.

67/2024. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings
None

68/2024. 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 no further operations have taken place since the last meeting. Cllr D Harrison and Cllr M Starkey to organise some new dates.
- b. To Note any further highway issues.
It was Reported that multiple pot holes have been circled and highted across the parish recently and it is hoped they will be repaired soon, however the Parish Council have not been noticed as to when.

69/2024. Policing and Security Matters:

- a. To Consider and decide upon the Neighbourhood Policing Team Report
It was Reported that there were 3 incidences of violence and criminal damage within the Parish in Jan 2024.
It was Reported that there were 3 incidences of theft, 2 x violence and 1 relating to drugs within the Parish in Feb 2024.
It was Reported that there were 6 incidences of theft relating to bikes, cars and from a shop, 1 x ASB and 1 x Harassment case with no violence within the Parish in March 2024.
- b. Note any further policing and security issues.
None

70/2024. Correspondence:

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

71/2024. To Note matters for Information and items for next monthly meeting agenda

Septembers meeting - To Consider implications and decide upon all HWPC moving to gov.uk domain

72/2024. To Confirm date and time of next meeting

To Confirm date, time and venue for the Annual Council Meeting of Heworth Without Parish Council, followed by the Ordinary Parish Council Meeting as Monday 20th May 2024* at 7pm in the Community Centre on Applecroft Road, Heworth.

*LGA 1972 Schedule 12 part 2, s7 (2) - In a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within fourteen days after, the day on which the councillors elected at that election take office, and in any other year the annual meeting shall be held on such day in May as the parish council may determine.
There are no ordinary elections of parish councillors this year.

It was agreed.

Meeting ended 21.15

Minutes approved on 20th May 2024

MK Starkey

MK Starkey