



**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](mailto:clerk.hwpc@gmail.com)

**Minutes of the Annual Meeting of Heworth Without Parish Council held 20<sup>th</sup> May 2024 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG  
To be approved at HWPC meeting to be held 17/06/2024.**

***You are reminded that Heworth Without Parish Council has made a commitment to adhere to the following principles; to treat everyone equally, with fairness and respect; striving to champion the parish to make it vibrant, diverse, fair and safe.***

**Present:**

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

**AM 1/2024. Election of Chairman**

- a. To Approve Election of Chairman  
***It was resolved that*** Councillor Melanie Starkey be elected as Chairman of Heworth Without Parish Council.
- b. Appointed Chairman to sign Declaration of Acceptance of Office.  
***Elected Chairman*** M Starkey duly completed and signed the required declaration of acceptance of office form
- c. To Approve Appointment of Vice Chair  
***It was resolved that*** Councillor A Basu be elected as Deputy Chairperson of Heworth Without Parish Council.

**AM 2/2024. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence  
***It was resolved*** to note and approve Cllr N Ayre's reason for absence as currently in attendance of a CYC meeting, aims to attend shortly.

**AM 3/2024. 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***

**AM 4/2024. To Approve Co-option of suitable qualifying candidates to Heworth Without Parish Council (only if 9 seats are not filled)**

***It was noted*** that this was not required all members remained.

**AM 5/2024. To Appoint members to Employment Panel/Committee (3 members)**

***It was resolved that*** the following Councillors be appointed; Councillor A Basu, Councillor S Phoenix and Councillor M Starkey as members of the Employment Panel / Committee.

**AM 6/2024. To Appoint a Planning Officer**

***It was Resolved*** to appoint Cllr A Garbutt as Planning Officer

**AM 7/2024. To Appoint a Digital Media Councillor**

***It was resolved*** to appoint Cllr D Harrison as Digital Media Councillor.

**AM 8/2024. To Appoint an Allotment Councillor and Deputy Allotment Councillor**

***It was resolved*** to appoint Cllr K Last as Allotment Councillor and Cllr E Hardy as Deputy Allotment Councillor

**AM 9/2024. To Appoint of Parish Representatives to Outside Bodies.**

- a. YLCA (2 representatives)  
***It was resolved that*** the following Councillors were appointed as representatives to the following bodies: Councillor K Last and Councillor M Starkey as YLCA representatives.

**AM 10/2024. To Appoint Working Groups within HWPC.**

- a. Events Working Group (min 3 representatives)

**It was resolved** to appoint Councillor A Harrison, Councillor D Harrison, Cllr S Phoenix and Councillor M Starkey at the Events Working Group.

- b. Recreational (Playing field / Playarea) Working Group (min 3 representatives)

**It was resolved** to appoint all 9 HWPC Councillors onto the Recreational (Playing field / Playarea) Working Group.

**AM 11/2024. General Power of Competence (GPC):**

- a. **It was Resolved to Confirm eligibility criteria for use of General Power of Competence for Heworth Without Parish Council** (as determined by (SI 2012/965) Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

- Clerk holds the required sector specific qualifications and
- Councillors elected, equals or exceed two thirds of the total number of Councillors

The criteria for eligibility must be reaffirmed every at every relevant meeting of the council; i.e. annual meeting of the council after local elections. The Parish has not had local elections but some local elections (Mayor) have taken place in York therefore HWPC reaffirms that there has been no change to all 9 elected Councillors from 2023 and the same Clerk remains position with her CiLCA qualification.

**Meeting closed 7.13pm**

**HWPC ORDINARY MEETING - Started 7.14pm**

**Present:**

Councillor M Starkey (Chair), Councillor A Basu (Deputy Chair), Councillor N Ayre (arrived 19.56), Councillor A Garbutt, Cllr A Harrison, Councillor D Harrison, Councillor E Hardy, Councillor K Last, Councillor S Phoenix and Gayle Enion-Farrington (Clerk / RFO).

**73/2024. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence

**It was noted** that Cllr N Ayre would arrive shortly as currently at a CYC meeting

**74/2024. 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**

**75/2024. 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

**76/2024. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Cllr N Ayre reported that CYC has appointed Paul Forrest to oversee the MUGA - Costing of £50k budget and awaiting a meeting on to be arranged with HWPC.

**77/2024. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 15/04/2024.

**It was Resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 15/04/2024.

**78/2024. Planning:**

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

| CYC Reference | Address                               | Description  |
|---------------|---------------------------------------|--|
| 24/00729/FUL  | 153 Bad Bargain Lane<br>York YO31 0PF | Change of use from dwelling house (use Class C3) to House in Multiple Occupation (use Class C4)<br><b>HWPC propose to reject due to Material Considerations and work looks to have been completed prior to approval.</b> |

- b. To receive the following planning decision/information.

**Approved planning**

**12 Galtres Avenue York YO31 1JT** 24/00290/FUL - Hip to gable roof extension, dormer to rear, 1no. window opening to side and 2no. rooflights to front

**32 Allington Drive York YO31 ONN** 24/00377/FUL Single storey rear extension following demolition of existing conservatory

- c. To Consider and decide upon any other planning related issues

**None**

- d. To Consider and decide upon any planning enforcement issues

**None**

**79/2024. Finance:**

- a. To Approve payments as detailed in Appendix 1

**HEWORTH WITHOUT PARISH COUNCIL**

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

| Invoices to be paid after 20th May 2024 | INVOICE DATE | SUPPLIERS VAT REGISTRATION NUMBER |  | £                | Payroll is NET pay      |
|---|--------------|-----------------------------------|--|------------------|-------------------------|
| Clerk Payroll                           | 24/05/2024   |                                   | wages  | £628.33          |                         |
| Clerk Home Working                      | 24/05/2024   |                                   | Home working allowance   | £32.00           | Paid together           |
| Clerk Mobile                            | 03/05/2024   | GB569953277                       | Vodafone monthly SIM charge Now by DD  | £9.08            | inc VAT Paid by HWPC DD |
| Groundsman                              | 24/05/2024   |                                   | wages  | £227.40          |                         |
| Community Centre                        | 11/05/2024   |                                   | Community Centre room hire for meetings April 23-March 24  | £110.00          | no VAT                  |
| PAYE                                    | 07/05/2024   | 326597472                         | PAYE - May 2024  | £128.20          |                         |
| YLCA                                    | 02/04/2024   |                                   | YLCA Annual Membership   | £635.00          | no VAT                  |
| Screwfix                                | 29/04/2024   | 232555575                         | Rake   | £29.99           | inc VAT                 |
| Screwfix                                | 09/05/2024   | 232555575                         | WD40 for swings  | £9.49            | inc VAT                 |
| York Services Ltd                       | 18/05/2024   |                                   | 8 x Planters for Community Centre land Installation Driveway and remarking of bays and pot hole repair | £2,350.00        | no VAT                  |
| SELCO                                   | 14/05/2024   | 110412150                         | Soil and gravel for Planers  | £178.66          |                         |
| CAS Insurance                           | 17/05/2024   |                                   | Ansvar - Annual Insurance for HWPC   | £1,075.79        |                         |
| <b>TOTAL</b>                            |              |                                   |  | <b>£5,413.94</b> | Total                   |

**It was Resolved** to settle May's accounts with immediate effect. In line with the new financial regs all Invoices and payments were checked and approved by Cllr Emma Hardy and Cllr K Last and signed off on the accounts and Cllr M Starkey and all other councillors approved 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 April to 30<sup>th</sup> April 2024.  
**It was Resolved** to approve Financial Accounts in Cash Book & Income and Expenditure from 1st April to 30<sup>th</sup> April 2024.
- c. To Approve Bank Reconciliation Statement from 1st April to 30<sup>th</sup> April 2024.  
**It was Resolved** to Approve Bank Reconciliation Statement from 1st April to 30<sup>th</sup> April 2024
- d. To Approve Budget Monitoring of Income and Expenditure up to 30<sup>th</sup> April 2024, against this year's budget.  
**It was Resolved** to approve Budget Monitoring of Income and Expenditure up to 30<sup>th</sup> April 2024, against this year's budget.
- e. To Approve the Notice of Public Rights and Publication of Unaudited AGAR and its announcement (noticeboards and website) and that it will be available for inspection between Monday 3<sup>th</sup> June 2024 – Friday 12<sup>th</sup> July 2024 and notice to be signed by the Chair.

MK Starkey

**It was Resolved** to approve the Notice of Public Rights and Publication of Unaudited AGAR and its announcement (noticeboards and website) and that it will be available for inspection between Monday 3<sup>rd</sup> June 2024 – Friday 12<sup>th</sup> July 2024 and notice to be signed by the Chair.

- f. To Approve 4.5hrs overtime for the Clerk / RFO for additional hours worked for the Internal Auditor in April 2024.

**It was Resolved** to approve 4.5hrs overtime for the Clerk / RFO for additional hours worked for the Internal Auditor in April 2024.

#### **80/2024. Heworth Without Parish Council Administration**

- a. To Consider and Approve the renewal quote for HWPC Insurance Protection Policy– renewal date 1/6/2024  
**It was Resolved** to approve the renewal with CAS Insurance £1075.79.

- b. To Report all ROIs have been submitted and updated on the Parish Website and submitted to CYC.

**It was noted**

- c. To Approve an advert to recruit Volunteers to lead the Way Forward for HWPC to create a Neighbourhood Plan

**It was noted** that this was not completed and to be carried over to next month for Cllr N Ayre to draft an advert.

#### **81/2024. Events:**

- a. To Report the outcome of the Spring Garden competition 2024 within the Parish and Approve prizes.

**It was Reported** that there were 4 winners in 4 categories.

##### **Best Front Garden for Wildlife**

Mr Peter Goldthorpe, 8 Algarth Road

##### **Best Front Garden**

Mr Stephen Bottrill, 55 Whitby Avenue

##### **Best Front Door Pot Display**

Mrs Christine and Mr Howard Marshall, 23 Springfield Way

##### **Best Front Wall Display**

Mr Ken Brown, 35 Hazel Garth

**It was Resolved** to Approve the purchase of Deans Garden centre vouchers £30 for 2 first and £20 for pot and wall displays and Clerk to purchase and issue to the 4 winners.

Photos to be placed on facebook and in next newsletter

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

**It was Reported** that Cllr D Harrison is volunteering on behalf of Christchurch who are running the event.

**It was Resolved** that Christchurch were unable to do a bus trip on Yorkshire Day.

**It was Resolved** for Clerk to buy and put up Yorkshire Day bunting around the park and promote for people to enjoy as a picnic area. Clerk to put up information on what Yorkshire day is.

- c. To Consider and decide upon Events on the Playing Fields for May Half Term, Summer school holidays and / or October Half Term school holidays.

**It was Resolved** to book Ignite for the following sessions

Friday 31st May, (2 - 2.45pm | 5-8 year olds) (3-4pm | 9-12 year olds) £200

Friday 2nd August, (2 - 2.45pm | 5-8 year olds) (3-4pm | 9-12 year olds) £200

Friday 9th August, (2 - 2.45pm | 5-8 year olds) (3-4pm | 9-12 year olds) £200

Friday 16th August, (2 - 2.45pm | 5-8 year olds) (3-4pm | 9-12 year olds) £200

Friday 23rd August, (2 - 2.45pm | 5-8 year olds) (3-4pm | 9-12 year olds) £200

Total £1000.

NB. Will accept 4 years old if they are attending primary school.

£1 booking fee (non-refundable) includes a bottle of water on the day.

Clerk to book with Ignite and advertise on facebook.

- 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 Resolved** to run an event on Saturday 2<sup>nd</sup> November 2024 Community Centre is available to make Craft paper lanterns – using recyclable materials and refreshments by Heworth WI. Cllr D Harrison to book venue and to ask Heworth WI for costings for Drink and Hot Dogs – then they can be free for the Community but there can be a Pay as you feel option to fund future events

#### **82/2024. Heworth Without Parish Council Policies and Documentation**

- a. To approve HWPC Annual Review of HWPC Standing Orders 2024

**It was Resolved** to approve HWPC Annual Review of HWPC Standing Orders 2024

- b. To approve the updated HWPC Financial Regulations Policy 2024 in line with the new NALC format

**It was Resolved** HWPC Financial Regulations Policy 2024 in line with the new NALC format.

- c. To approve HWPC Risk Management Policy May 2024

**It was Resolved** HWPC Risk Management Policy May 2024

- d. To approve the updated HWPC Reserves Policy 2024

**It was Resolved** HWPC Reserves Policy 2024

- e. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal  
**It was Resolved** HWPC Data Information Audit 2024  
**It was Reported** that the HWPC Internal audit sign off by Cllr E Hardy and Cllr K Last April 2024.

**83/2024. 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 with all the rain over the winter, we have had damage to the playarea surfaces rising and causing tripping hazards. Clerk called out Playscheme and they repaired an area in front of the Large Slide this week FOC, and are quoting for the other repairs around the top part of the playground. Clerk has set up a trade account with SELCO so future orders can be placed over the phone and delivered for free.
- ii) To Report completion and payment of Move It / York Services undertaking 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 noted**
- 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 chase Nick Collins re addendum to the lease.
- 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 Resolved** for Cllr M Starkey and Cllr N Ayre to draft a letter to Dave Meigh as this has been on the agenda for more than 18 months

**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 (All HWPC councillors 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 CYC will be contacting HWPC to arrange a meeting shortly.
- 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 to Report**
- 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 this was completed on 17/5/2024 – Clerk ordered 2 tonnes of soil and gravel for the troughs but we may need more top soil before Steve from 36 Applecroft Road plants. Clerk to order 1 more tonne
- iii) To Consider and decide upon the areas of deteriorating tarmac on the Community Centre driveway and car park.  
**It was Reported** that this was an error on the agenda as it was approved in April's meeting to proceed and was completed last week and has been invoiced.
- 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 we have 4 on the waiting list.

**84/2024. Employment and Training:**

- a. To Consider and decide upon any current employment/training related issues within HWPC.  
**Nothing to Report**

**85/2024. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**  
***None this month***

**86/2024. 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 the last Community Speed watch was completed on a weekend morning. Another date will be arranged.
- b. To Note any further highway issues.  
**It was noted** that a discussion took place regarding road surface deterioration within the parish. Intervention level for pot holes and surface deterioration is set at 40mm within CYC. Need to keep reporting the pot holes.

**87/2024. Policing and Security Matters:**

- a. To Consider and decide upon the Neighbourhood Policing Team Report  
**It was Reported** that there were 2 incidences, 1 x ASB Nuisance and 1x ASB – Personal aggressive behaviour within the Parish in April 2024.
- b. Note any further policing and security issues.  
**None**

**88/2024. Correspondence:**

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda  
**It was Reported** that HWPC would like to nominate an Individual litter legend and former councillor Roger and his wife Janet Cook are to be put forward, Clerk to contact Iain Dunn for start date volunteering with CYC and submit nomination.

**89/2024. To Note matters for Information and items for next monthly meeting agenda**

June meeting - To Approve an advert to recruit Volunteers to lead the Way Forward for HWPC to create a Neighbourhood Plan

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

**90/2024. To Confirm date and time of next meeting**

To Confirm date, time and venue for the next Ordinary Parish Council Meeting as Monday 17<sup>th</sup> June 2024 at 7pm in the Community Centre on Applecroft Road, Heworth.

***It was agreed.***

***Meeting ended 20.40***

***Minutes approved on 17<sup>th</sup> June 2024***

MK Starkey