



Heworth Without Parish Council
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DRAFT - Minutes of the Ordinary Meeting of Heworth Without Parish Council held on 16th September 2024 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG
To be approved at HWPC meeting to be held 21/10/2024.

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy Chair), Councillor N Ayre, Councillor A Garbutt, Councillor E Hardy (arrived 19.10), Cllr A Harrison, Councillor D Harrison, Councillor K Last, Councillor S Phoenix, and Gayle Enion-Farrington (Clerk / RFO).

127/2024. Apologies:

- a. To Note Apologies and Approve Reasons for Absence
Apologies were received that Councillor E Hardy would be slightly late.

128/2024. 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.
Cllr E Hardy put forward a declaration of interest for the £25 bond return for Stray Road Allotments in 133/2024 a
- b. To receive, consider and decide upon any applications for dispensation.
None

129/2024. 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 present

130/2024. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Update on the MUGA – Did a consultation with Hempland school regarding on the MUGA. Favourite was to build a MUGA. Children from years 2-6 were included in the survey. Out of 233 responses the results were:
 As is – 0, Two separate areas - 30, Smaller full pitch – 70, Existing (30 x 12) full pitch - 133.

Biggest news is the imminent Local Plan, with high level confidence that the Local Plan will be approved this year. If the changes to the National Planning Policy Framework (NPPF) are agreed it immediately increases the base line to 1250 houses. So the figure could end up being 1500 homes per annum. Thus there is a possibility that Local Plan could go straight to a review as it would not be fit for purpose and most concerning could promote permitted development which may not benefit the local community.

131/2024. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 15/07/2024.
It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 15/07/2024

132/2024. Planning:

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

CYC Reference	Address	Description
24/01442/FUL Eastings 462872 Northings 452952	41 Bramley Garth York YO31 0NQ	Subdivision of 1no. dwelling into 2no. flats (retrospective) Approved
24/01492/FUL Eastings 462650 Northings 453051	9 Applecroft Road York YO31 0HF	Hip to gable roof extension with dormer to rear and 1no. rooflight to front and window to side Approved

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

Approved planning

24/01071/FUL - 82 Whitby Avenue York YO31 1ET Single storey rear extension and dormer to rear following demolition of existing conservatory

MK Starkey

24/01187/FUL - 5 The Glade York YO31 1LA Erection of garage to rear and render to bungalow

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

None

d. To Consider and decide upon any planning enforcement issues

None

133/2024. Finance:

a. To Approve payments as detailed in Appendix 1 for August and September 2024

APPENDIX 1

HEWORTH WITHOUT PARISH COUNCIL

INVOICES TO BE PRESENTED FOR PAYMENT September 2024

Invoices TO BE PRESENTED FOR PAYMENT September 2024	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay	
Playdale	30/07/2024	GB155625362	Playdale maintenance inspection for zip wire	£180.00	inc VAT	Paid by HWPC
Clerk Payroll	25/08/2024		wages	£551.04		Paid by HWPC
Clerk Home Working	25/08/2024		Home working allowance	£32.00	Paid together	Paid by HWPC
Clerk Mobile	03/08/2024	GB569953277	Vodafone monthly SIM charge Now by DD	£9.08	inc VAT	Paid by HWPC DD
Groundsman	25/08/2024		wages	£227.20		Paid by HWPC
PAYE	05/08/2024		PAYE - August 2024	£108.80		Paid by HWPC
Vison ICT	01/08/2024	GB785375777	Vision ICT annual hosting Oct 24 - Sept 25	£150.00	inc VAT	Paid by HWPC
PKF Littlejohn LLP - AGAR completion	07/08/2024	GB440498250	PKF Littlejohn LLP - AGAR completion	£252.00	inc VAT	Paid by HWPC
Clerk Payroll	25/09/2024		wages	£636.89		
Clerk Home Working	25/09/2024		Home working allowance	£32.00	Paid together	
Clerk Mobile	03/09/2024	GB569953277	Vodafone monthly SIM charge Now by DD	£9.08	inc VAT	Paid by HWPC DD
Groundsman	25/09/2024		wages	£227.40		
PAYE	05/09/2024		PAYE - Sep 2024	£108.80		
Amazon	01/08/2024	GB727255821	Black only Ink Cartridges	£22.49	inc VAT	Paid by HWPC BC
Amazon	01/08/2024	GB345075014	Colour Ink Cartridges	£52.47	inc VAT	Paid by HWPC BC
Playscheme	28/08/2024	GB991261114	Quarterly Operational Inspection of the Play area	£354.00	inc VAT	
iHasco,	03/09/2024	GB 931156542	iHasco Risk Assessment training (Clerk)	£33.00	inc VAT	Paid by HWPC BC
Amazon items for Lantern Parade	11/09/2024	GB727255821	Tea Lights for Lantern Parade 2/11	£18.45	inc VAT	Paid by HWPC BC
Amazon items for Lantern Parade	11/09/2024	GB727255821	Children's scissors for Lantern Parade 2/11	£7.29	inc VAT	Paid by HWPC BC
Amazon items for Lantern Parade	10/09/2024	GB403845606	Tissue Paper for Lantern Parade 2/11	£7.99	inc VAT	Paid by HWPC BC
Amazon items for Lantern Parade	11/09/2024	GB727255821	Cloakroom tickets for Lantern Parade 2/11	£1.37	inc VAT	Paid by HWPC BC
Amazon items for Lantern Parade	14/09/2024		Paper bags for Lantern Parade 2/11	£18.99	inc VAT	Paid by HWPC BC
Amazon items for Lantern Parade	11/09/2024	GB390363200	Glue sticks for Lantern Parade 2/11	£9.97	inc VAT	Paid by HWPC BC
E Hardy	12/09/2024		Allotment Plot deposit refund	£25.00		

MK Sharkey

Playscheme	11/09/2024	991261114	Swing seat replacement	£180.00	inc VAT	
Spar post office	13/09/2024		Postage for correspondence	£4.40	inc VAT	Paid by HWPC BC
Sam Turner	16/09/2024	awaiting VAT reg no.	Sam Turner annual service of Lawnmower	£485.31	inc VAT	Paid by HWPC BC
Deans Garden Centre			Gift Vouchers for Summer Garden Competition	£100.00		
Microsoft 653	awaiting invoice on subscription 15/09/2024		Microsoft 365 annual renewal	£59.99	inc VAT	Paid by HWPC DD
TOTAL				£3,905.01	Total	

CASH BOOK MONTH 4 JULY 2024-2025

INCOME

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/O PEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	833.46	0.00	0.00	0.00	10907.50	11740.96
Precept 2023/2024					0.00	0.00
Heworth Without Community Centre rent					0.00	0.00
Donations / Grants / Funding					0.00	0.00
allotment rents					0.00	0.00
Allotment deposits					0.00	0.00
VAT REFUND	0.00				0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00
C/FWD	833.46	0.00	0.00	0.00	10907.50	11740.96

CASH BOOK MONTH 5 AUGUST 2024-2025

INCOME

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/O PEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	833.46	0.00	0.00	0.00	10907.50	11740.96
Precept 2023/2024					0.00	0.00
Heworth Without Community Centre rent					0.00	0.00
Donations / Grants / Funding					0.00	0.00
allotment rents		30.00			0.00	30.00
Allotment deposits					25.00	25.00
VAT REFUND	554.24				0.00	554.24
TOTALS	554.24	30.00	0.00	0.00	25.00	609.24
C/FWD	1387.70	30.00	0.00	0.00	10932.50	12350.20

Note - Allotment rent plot 8 paid £10 twice so will not be invoiced for 2025 rent

It was Resolved to settle July and August 2024 accounts with immediate effect. In line with the new financial regs all Invoices and payments were checked and approved by **Cllr K Last** and **Cllr Nigel Ayre** (as Cllr E Hardys had declared a declaration of interest), 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 July to 31st August 2024.

It was Resolved to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st July to 31st August 2024.

c. To Approve Bank Reconciliation Statement from 1st July to 31st August 2024.

It was Resolved to Approve Bank Reconciliation Statement from 1st July to 31st August 2024.

d. To Approve Budget Monitoring of Income and Expenditure up to 31st August 2024, against this year's budget. **It was Resolved** to Approve Budget Monitoring of Income and Expenditure up to 31st August 2024, against this year's budget.

MK Starkey

- e. To Report HWPC submitted their VAT claim for 1/4/2024 to 31/7/2024 for total sum of £554.24 on 1st August 2024 and is shown in August income cashflow.
It was noted
- f. To Report PKF Littlejohn has completed the External audit on HWPC 2023-2024 with no questions and the 'Conclusion of ADUIT' was posted on HWPC website and noticeboards on 8th August 2024.
It was noted
- g. To Approve 5 hours RFO overtime worked in August 2024.
It was Resolved to Approve 5 hours RFO overtime worked in August 2024 and pay in September 2024, as per Appendix 1.
- h. To Approve and appoint 2 Councillors to conduct a 6 monthly audit on HWPC internal controls (due end of September 2024).
It was Resolved to appoint Cllr E Hardy and Cllr K Last
- i. To Consider and decide upon a grant application by Heworth WI for the Autumn event on 2nd November 2024 or to accept an invoice and treat as a supplier.
It was Resolved to treat as an invoice.

134/2024. Heworth Without Parish Council Administration

- a. To Consider implications and decide upon all HWPC moving to gov.uk domain
It was resolved to proceed and investigate HWPC moving to a gov.uk domain. Clerk to contact 3 companies from the recommended registrars list and report back next month.
- b. To Consider and decide upon HWPC Autumn Newsletter inc Summer gardening competition, Forthcoming Events in Halloween Trail (just for fun), Lantern Parade and Christmas Festival & Neighbourhood plan advert to recruit volunteers.
It was Resolved to included competed events such as Ignite, Summer gardening competition, Forthcoming Events & potentially Neighbourhood plan advert to recruit volunteers may get put on hold until Local Plan is finalised for CYC, so not essential for this newsletter if short of space. Clerk to print once content approved by HWPC.
- c. To note Clerk is to post Neighbourhood Plan advert on FB, Noticeboards etc in September 2024 once newsletters are being circulated.
It was Resolved to be promoted on Noticeboard and Facebook regardless of in newsletter

135/2024. Events:

- a. To Report on the Ignites Summer Sports activities which took place on Friday afternoons on 2nd, 9th, 16th and 23rd August 2024 for school aged children up to and including 12 years old.
It was Reported that all events were successful with just the last 1 hour session being quiet as it was a B/H weekend and many regular attending families confirmed they were away.
- b. To Report winners of the Summer Garden Competition and to approve prizes.
It was Reported that 5 gardens have been chosen for the categories and are currently being contacted regarding prize giving and permissions for photos. Clerk to buy 5 x £20 gift vouchers from Deans, although it has changed ownership it remains a Yorkshire Company.
- c. To Report on the Events Meeting which is due in September 2024, prior to this ordinary Parish Council meeting.
A Report was received from HWPC Event Planning Group on progress for the event on 2nd November 2024 and it has been named as a Lantern Parade. Start at 3pm, 3pm-4pm crafts and lantern making, 4pm-5pm food, 5pm lantern parade in park.
Saturday 7th December 2024 – Christmas Event, same timings as 2023
It was Resolved to instruct the Clerk to ask RedMove, ISG, Deans and Spar for possible funding for Christmas event
- d. To Report progress on Saturday 2nd November 2024 event in the Community Centre (Lantern Parade) to make Craft paper lanterns with bags that can be recycled and refreshments by Heworth WI.
It was Reported that the Events team have all arrangements in hand.
- 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 A Harrison, Cllr D Harrison, Cllr S Phoenix and Cllr M Starkey).
It was Resolved to accept the updated proposal of the HWPC 12 month schedule of engagement with our community, by the Event working group

136/2024. Heworth Without Parish Council Policies and Documentation

- a. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal
None

137/2024. To Consider Issues Relating to Parish Assets and Open Spaces

- a. Stray Road play area

MK Starkey

- i) To Report matters relating to Stray Road Play Area.
None
- ii) To Report the Zipwire could not be repaired by Playscheme and Playdale (Manufacturers and installers) will repair it. £180 for a maintenance visit was paid on 30th July 2024 to try and get it repaired for the summer, however Playdale confirmed they could not send a technician until September 2024. It is still safe to use in the meantime.
It was Reported that after an inspection by Playdale on 11/9/24, the track and line has been replaced at some point pre 2020, and is no longer Playdale equipment thus warranties are no longer valid. Playdale serviced it as part of the visit and raised the height of the zipline to meet regulations. It requires some cap covers which Playscheme can now provide free of charge.
- iii) To Report the Toddler Car Springer was damaged in August 2024. It was under warranty and Playscheme repaired it FOC on the same day.
It was noted and reported that since then the surface has deteriorated so this is in the hands of Playscheme.
- iv) To Report a Flat swing seat was damaged in August 2024. On 29th August 2024 an order was made to replace it for total cost of £150 including installation.
It was Reported that the flat swing seat was replaced 11/9/2024 and invoice is included in Appendix 1
- v) To Report surface deterioration around the Walter Roundabout, which has been reported to the installers 'Caloo', for further investigation on 5th September 2024 and decide next course of action.
It was Reported that Caloo repaired the surface area Free of Charge under warranty on 11th September 2024
- vi) To Consider and decide upon the Operations Inspection Report for Stray Road Play area which took place on 19th August 2024.
It was Resolved that Stray Road Play area equipment is all in a good state of repair but the concern are the surfaces which are deteriorating. As discussed in July 2024 HWPC have a quote from Playscheme for £12,019 +VAT for current surfaces. After no response from Dave Meigh CYC, Clerk has raised issue Cllr Michael Pavlovic who is Executive Member with responsibility for liaison with Parish Councils.
- vii) To Report Ride on Lawnmower was collected by Sam Turner, for its annual service on 4th September 2024.
It was Reported that the Lawnmower was serviced for the year, paid today and returned later this week.
- viii) To Consider and decide upon the 'Deed of Variation' relating to the lease of Stray Road Playing field issued by Capsticks Solicitors LLP on behalf of CYC, which now describes the area of land as it currently is, with a map and details Stray Road Play area, Wildlife Area, Playing field / fitness / Sports, Jubilee Wood and Stray Road Allotments.
It was Resolved to accept the Deed of Variation and Clerk to sign and return on behalf of HWPC.
- ix) 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 due to no communication from CYC, Clerk has now liaised with Cllr Michael Pavlovic who is Executive Member with responsibility for liaison with Parish Councils regarding this matter.
- x) To Report that Straylands (Nursery) on Malton Road contacted HWPC regarding their children using and loving Stray Road Play area. They stated "it is a lovely well-kept park and safe for all our range age of children". The Clerk assisted them in obtaining a RADAR key to make it easier for their double buggies and pushchairs as they enter as a group.
It was noted

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

- i) To Report on any recent ASB and Vandalism activities.
None
- ii) To Consider meeting CYC & HWPC Recreational working party (all 9 HWPC Councillors were invited and the Clerk), on 16th September 2024, regarding plans for Stray Road Playing Field to have a MUGA (Multi Use goal areas - football, cricket, basketball type areas) with an artificial surface – 3 possible options have been put forward by CYC and decide next steps.
It was Resolved for CYC take it to tender for the 30m x 12m MUGA, enabling HWPC to make a final decision whether to proceed once tenders are in.
- iii) To Report that the annual strimming for the wildlife area will take place late October 2024 and following that GoodGym will rake the cuttings away.
It was noted
- iv) To consider and decide upon permitting former Councillor Roger Cook to lead the Goodgym operation on our wildlife area in October 2024.
It was Resolved to approve former Councillor Roger Cook to lead the Goodgym operation on our wildlife.
- v) To Report that item 177/2023 (b iii) trees approved to be planted in the Jubilee wood will take place late October 2024. It was originally planned for spring 2024, but due to the poor wet weather conditions it was not possible. These are replacing those that have not survived or have been damaged.

It was noted

- vi) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow
None

c. Open Spaces and other assets

- i) To Report that St Nicks are working with the Environment Agency on a project called York Urban Becks. They have sent letters to the residents who have properties backing on to the beck through Heworth Holme. The letter outlines the project to make sure the residents are aware of the work and gives people the opportunity to get in touch if they have any questions or concerns. Initially we had hoped to do the work this autumn 2024, or Spring 2025, depending upon permits.
It was Noted
- ii) To Report a resident is concerned with an overgrown Willow tree on Beckwith Close. Cllr M Starkey, the Clerk and the resident have reported it to CYC, but on 3rd September 2024 we have been advised that CYC do not have any Willow Trees in the area.
It was Reported that from previous investigations by Cllr N Ayre that this land was never adopted by CYC, from the developer. However, CYC did cut back the overgrown Willow tree at the beginning of September.
- iii) To Report that the damaged Bramley Garth / Bad Bargain Lane Noticeboard was removed.
It was noted
- iv) 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 due to no communication from CYC, Clerk has now liaised with Cllr Michael Pavlovic is Executive Member with responsibility for liaison with Parish Councils regarding this matter.
- v) To Report progress with a residents concern of a new bin location on Bramley Garth / Bad Bargain Lane. Report from Cllr N Ayre.
It was Reported that the matter has been passed onto CYC and Cllr N Ayre as Ward Councillor.
- vi) To Report progress with a local residents is concern about the overgrown vegetation and weeds on land between Greenfield and Christchurch. Report from Cllr N Ayre.
It was Reported that the matter has been passed onto Cllr N Ayre as Ward Councillor.
- vii) To Report matters relating to our open spaces and assets.
None

d. HWPC Allotments

- i) To Report that 3 plot holders have left and 2 commenced in August 2024 and 2 sharing a plot have vacated and Clerk is waiting to see if new tenant wants a half or full plot.
It was Noted
- ii) To Report that due to the poor state of how plots were left 2 were not issued their £25 deposit back as they needed strimming.
It was noted
- iii) To Report on any other matters relating to Stray Road Allotments.
None

138/2024. Employment and Training:

- a. To Consider and decide upon any current employment/training related issues within HWPC.
It was Resolved for Cllr S Phoenix to attend the NALC training cost is £39.22 per delegate
The future of neighbourhood plans on 25th September 2024. Clerk to send joining instructions to Cllr S Phoenix and for her to book on directly.
- b. To Report that further to an appraisal the Clerk is booked onto the following courses with Breakthrough Communications. Data Protection & GDPR: Part 1 Monday, 9 September, Data Protection & GDPR: Part 2 Monday, 16 September, Data Protection & GDPR for Clerks & Officers: Part 3 Friday, 4 October at a cost of £35 per session.
It was Reported that Part 1 training was not attended due to an error booking YLCA end, but Clerk is booked onto parts 2 & 3 which both now on 4th October 2024.
- c. To Report that further to an appraisal the Clerk has undertaken an IOSH approved Risk Assessment Training course in September 2024. Cost £27.50 +VAT
It was Reported that course was completed and awaiting certificate.
- d. To Consider and decide upon YLCA Whole Council Training - Cost £28.00 if the council book the venue. – Suggested by Cllr D Harrison.
It was Resolved for Clerk to look at possible training dates on June 2025 for HWPC Whole Council Training.

139/2024. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

Cllr David Harrison gave feedback on his recent training that he attended - 'Talking Tables' that covered a wide variety of topics and Councillor Discussions form. Both are very helpful and Cllr D Harrison would recommend other Councillors attending them.

MK Starkey

140/2024. 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 the recent Speed Watch on 14th September 2024 was successful and another is booked in September 2024.
- b. To Note any further highway issues.
None

141/2024. Policing and Security Matters:

- a. To Consider and decide upon the Neighbourhood Policing Team Report
It was Reported that there were 5 crimes in July (ASB, Burglary and Theft) and 2 ASB crimes in August 2024
- b. Note any further policing and security issues.
None

142/2024. Correspondence:

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

143/2024. To Note matters for Information and items for next monthly meeting agenda

October – To Review 6 month of HWPC Financial Accounts and an Internal audit by Councillors

October – Presentation / Update from Mark Gibson from ISG regarding Hempland Primary school building works commencing at 6.30pm, before Parish Council Meeting.

144/2024. To Confirm date and time of next meeting

To Confirm date, time and venue for the next Ordinary Parish Council Meeting as Monday 21st October 2024 at 7pm in the Community Centre on Applecroft Road, Heworth. Please note there will be a 30 minute presentation open to all residents by Mark Gibson from ISG regarding Hempland Primary School building works commencing at 6.30pm.

It was agreed.

Meeting closed 21.15pm

Minutes approved on 21st October 2024

MK Starkey