



Heworth Without Parish Council
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DRAFT - Minutes of the Ordinary Meeting of Heworth Without Parish Council held on 21st October 2024 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH WITHOUT, YO31 0HG
To be approved at HWPC meeting to be held 18/11/2024.

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy Chair), Councillor N Ayre, Councillor A Garbutt, Councillor E Hardy (arrived 19.13), Cllr A Harrison, Councillor K Last, Councillor S Phoenix, and Gayle Enion-Farrington (Clerk / RFO).

145/2024. Apologies:

- a. To Note Apologies and Approve Reasons for Absence

Apologies were received that Councillor E Hardy would be slightly late and Councillor D Harrison would be absent.

Opening statement from Chair

Before I commence tonight's meeting, I would like to remind all parish councillors about the Code of Conduct I expect all councillors to follow. We are all experienced councillors, and the communication used by various councillors over the MUGA proposal was not acceptable because it targeted councillors personally. This is unacceptable.

Respect is a key skill that Councillors should have because it means that politeness, courtesy in behaviour, speech and written word. Sadly, emails received regarding the MUGA did not occur over the last week and I don't ever want to see that happen again.

As Chair it is my role to ensure all councillors feel welcome to take part in debating in our motions or agenda items via any forms of communication. Councillors should be able to express their own opinion, debate being encouraged, you should not however target a councillor for their personal opinions, unless it falls some other area which is unacceptable under code of conduct eg racism/bullying.

As Chair I would like to apologise to all the Councillors who were sent unacceptable emails.

The code of conduct is available on our website under strategic documents and policies, and I hope that everyone has a look at this code of conduct, so we can carry on our meetings in a professional manner.

146/2024. 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

147/2024. 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

148/2024. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Received an update with Taylor Wimpey – Housing development South of Stockton Lane Consultation. The venue is City of York Hockey Club on Elmpark Way (YO31 1DX) to host the drop-in public consultation event on Wednesday 6th November 2024 between 3pm -7pm. Cllr N Ayre expressed concerns with location and short notification date of the new consultation date. Housing allocation is approx. 845 homes proposed for the total 34.5 ha site. Taylor Wimpey proposal is 380. Currently unable to ascertain what the site size is but it is located North of Bad Bargain Lane (South of Stockton Lane) and it is presumed that a different housing company are managing the other half of the site. Cllr N Ayre to investigate further.

CYC - 1st Budget consultation on broad themes has taken place

CYC - 2nd Budget consultation may be delay due to a bi-election – Cllr N Ayre to investigate further.

149/2024. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 16/09/2024.
It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 16/09/2024

150/2024. Planning:

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

CYC Reference	Address	Description
24/01652/FUL Eastings 462816 Northings 452656	153 Bad Bargain Lane York YO31 0PF	Change of use from small House in Multiple Occupation (class C4) to a large House in Multiple Occupation (Sui Generis) Not approved by HWPC – comments sent to CYC – Individual comment sent by planning officer due to timing
24/01767/FUL Eastings 462931 Northings 453577	306 Stockton Lane York YO311JW	Variation of condition 2 of permitted application 16/01154/FUL to alter the approved plans and elevations Approved
24/01475/FUL Eastings 463947 Northings 454571	Land To South West Of Moorlyn Stockton Lane York	Siting of a caravan, with associated caravan tourer and additional hardstanding for residential use on land to the west of Moorlyn (retrospective) Not approved by HWPC due inappropriate development on greenbelt and access concerns.

- b. To receive the following planning decision/information.
It was Reported that refused planning was issued by CYC for 41 Bramley Garth York YO31 0NQ Subdivision of 1no. dwelling into 2no. flats (retrospective) Mr Mark Kilmartin 24/01442/FUL

REASONS FOR REFUSAL:

1 The proposed subdivision would not provide an adequate level of amenity for current or future occupants. The first floor 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 living spaces of the two proposed flats. The proposal is therefore considered to conflict with national guidance, in particular paragraphs 135 of the National Planning Policy Framework, 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 National Planning Policy Framework, and policies D1 and T1 of the City of York Draft Local Plan 2018.

In considering the application, the Local Planning Authority has implemented the requirements set out within the National Planning Policy Framework (NPPF) (paragraph 38) in seeking solutions to problems identified during the processing of the application. However, in assessment of the application the adverse impacts of the scheme would significantly and demonstrably outweigh the benefits, when assessed against the policies in the SPD and NPPF, resulting in the development proposed being refused for the reasons cited. There are no amendments that would address the reason(s) for refusal without the submission of a new planning application.

- c. To Consider and decide upon any other planning related issues
None
- d. To Consider and decide upon any planning enforcement issues
None

151/2024. Finance:

a. To Approve payments as detailed in Appendix 1 for October 2024.

APPENDIX 1

HEWORTH WITHOUT PARISH COUNCIL

INVOICES TO BE PRESENTED FOR PAYMENT October 2024

Invoices TO BE PRESENTED FOR PAYMENT October 2024	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/10/2024		wages	£551.04	Paid by HWPC
Clerk Home Working	25/10/2024		Home working allowance	£32.00	Paid together Paid by HWPC
Clerk Mobile	03/10/2024	GB569953277	Vodafone monthly SIM charge Now by DD	£9.08	inc VAT Paid by HWPC DD
Groundsman	25/10/2024		wages	£227.40	
PAYE	01/10/2024		PAYE October 2024	£108.60	
Vali BP Garage	30/09/2024		Fuel for Lawnmower	£52.09	inc VAT Paid by HWPC
Heworth Women's Institute	19/09/2024		Provision for Food and Drinks 2/11/2024	£250.00	
Deans Garden Centre	19/09/2024	455780758	Gift Vouchers for Summer Garden Competition	£100.00	inc VAT Paid by HWPC
SPAR post office	19/09/2024	172670502	Postage of documents for Lease	£7.95	
Amazon	19/09/2024	GB727255821	padlocks for Park Gates and lawnmower (and spares)	£44.11	inc VAT Paid by HWPC
Amazon	07/10/2024		First Aid Supplies for EVENTS	£36.58	inc VAT Paid by HWPC
McAfee	12/10/2024		McAfee annual anti Virus subscription	£109.99	inc VAT paid by DD
YLCA	17/09/2024		GDPR course for Clerk	£70.00	no VAT
Hillingdon Greenprint Ltd	21/10/2024		Newsletter - Autumn	£213.90	No VAT
Ware and Kay Solicitors	expected next week		Signing off ID2 land registry forms for playing field	£150.00	inc VAT
TOTAL				£1,962.74	Total

CASH BOOK MONTH 6 SEPTEMBER 2024-2025

INCOME

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	1387.70	30.00	0.00	0.00	10932.50	12350.20
Precept 2023/2024					10907.50	10907.50
Donations / Grants / Funding					500.00	500.00
allotment rents		10.00			0.00	10.00
Allotment deposits					25.00	25.00
VAT REFUND	0.00				0.00	0.00
TOTALS	0.00	10.00	0.00	0.00	11432.50	11442.50
C/FWD	1387.70	40.00	0.00	0.00	22365.00	23792.70

£500 Donation from Redmove

It was Resolved to settle Septembers account with immediate effect. In line with the new financial regs all Invoices and payments were checked and approved by **Cllr K Last** and **Cllr E Hardy**, 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 September to 30th September 2024.
It was Resolved to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st September to 30th September 2024.
- c. To Approve Bank Reconciliation Statement from 1st September to 30th September 2024.
It was Resolved to Approve Bank Reconciliation Statement from 1st September to 30th September 2024..
- d. To Approve Budget Monitoring of Income and Expenditure up to 30th September 2024, against this year's budget and 6 month spending to date.
It was Resolved to Approve Budget Monitoring of Income and Expenditure up to 30th September 2024, against this year's budget and 6 month spending to date.
- e. To Report that Cllr E Hardy and Cllr K Last have conducted and signed off the 6 monthly audit on HWPC internal controls.
It was noted and thanks was given to Cllr E Hardy and K Last.

152/2024. Heworth Without Parish Council Administration

- a. To Consider and decide upon quotes and processes for HWPC to transfer over to a gov.uk domain.
It was Resolved to commission Vision ICT as they are on the government preferred list and they already manage HWPC website. It is also a reasonable quote. 10 email addresses will be requested for
- b. To Report progress of HWPC Autumn Newsletter printing and distribution.
It was Reported that the Newsletter went to print today, and it is hoped to be distributed by the end of this week. Invoiced was approved today. Distribution list to be issued by Cllr M Starkey.

153/2024. Events:

- a. 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 all Councillors, where possible aim to attend this event. Cllr S Phoenix to provide a poster. Clerk to email to Heworth and Hempland school and Applefields school by Wednesday 23th November 2024 to be in their newsletters this week before the half term holidays.
Clerk to do risk assessment – walk around park – parent supervision at all times. Clerk to open up community centre at 1pm
- b. To Report progress with Christmas Festival on 7th December 2024 including funding donations.
It was Reported that planning was going well all, details to be finalised at next meeting after another events meeting has taken place. Clerk to investigate an event page with Vision ICT, on website so we can promote QR codes.
- c. 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 Reported that no meeting has taken place this month

154/2024. Heworth Without Parish Council Policies and Documentation

- a. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal.
It was Reported that no polices required a review this month, however 2 require a review next month. The following Councillors agreed to review these policies.
Cllr Nigel Ayre - Code of Conduct Policy Cllr K Last - Co-option Policy

155/2024. 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 CYC have come back regarding the deteriorating surfaces within Stray Road Play Area. Stated that replacing some of the play area surfaces would be a FULL cost to HWPC. It is not possible to recharge it to the CYC under Double taxation as it is deemed as a capital cost.
Cllr N Ayre is to question the decision regarding double taxation, as HWPC feel it is not a capital cost. It is not a new investment it is a repair of existing surface.
 - ii) To Report that 'Deed of Variation' relating to the lease of Stray Road Playing field issued by Capsticks Solicitors LLP on behalf of CYC, was signed by HWPC and posted to Capsticks after the meeting on 16th September 2024. HWPC have now been asked to get the final document approved by own solicitor. Clerk has contacted Ware & Kay Solicitors and awaiting a response.
It was Reported that Clerk is meeting a Solicitor at Ware & Kay on 25th October 2024 and will cost £150.
 - iii) 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 Nick Massingham, CYC is now leading this project. HWPC await to hear further details.

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

- i) To Report on any recent ASB and Vandalism activities.
None
- ii) To receive an update from CYC regarding next steps regarding plans for Stray Road Playing Field to have a MUGA (Multi Use goal areas - football, cricket, basketball type areas) with an artificial surface.
It was Reported that no progress has been made due to confusing and conflicting information coming through from CYC from different sources. Cllr N Ayre to investigate with the Head of Procurement as it is possible that procurement could have been asked the wrong question. Currently the MUGA proposal is on hold until further clarification of the tender process is obtained.
- iii) To Report on progress with outstanding tree reductions from HWPC Tree Audit by Jamie Ulliott, tree surgeon, particularly trees overhanging Hillbeck Grove as residents have contacted the Clerk
It was Reported that Jamie Ulliott, tree surgeon has confirmed 1st week in November 2024. It's too wet for the chipper to be driven through the park so agreed for branches to be left at the side for wildlife and will review in the new year once dry.
- iv) 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 Nick Massingham, CYC is now leading this project. HWPC await to hear further details.
- ii) 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 there are vacant plots and interest is slow – contracts state that if someone takes it on between November to December, we consider it as rent for the following year. Awaiting on a reply from one on the waiting list. It was Resolved to promote that we have vacant plots from January 2025. Already done on facebook and agreed to put in Winter edition of the newsletter.

156/2024. Employment and Training:

- a. To Consider and decide upon any current employment/training related issues within HWPC.
None
- b. To Report on knowledge learnt from Clerk attending 2 x Data Protection & GDPR sessions.
It was Reported that many lessons have been learnt but overall, the best thing to improve our GDPR is to have the gov.uk email addresses. All Councillors were issued a copy of 'Bring your own device' guidelines – BYOD and was recommend reading to ensure all Councillors adhered to its guidelines. It was Reported that when HWPC GDPR policy is reviewed BYOD needs including.
- c. To Report progress on booking a YLCA Whole Council Training session for 2025.
It was Reported that YLCA can offer training on Mondays evening in March and April 2025. Clerk was instructed to book Monday 3rd March 2025 with YLCA and Community Centre as venue. Cost £28.00 per councillor (and officers) plus mileage at 45p per mile for travel. Must pay for 10 places. Councillors to review list of topics and agree nearer the time.

157/2024. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings **It was Reported** that Cllr L Kast and Cllr M Starkey attended a recent YLCA meeting – updated on various topics including a possible 20mph city wide approach. Possibility of York and Selby branches merging together and hoping to meet with new York Outer MP Luke Charters.**158/2024. 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, K Last and Cllr M Starkey).
It was Reported that more Community Speed Watches have taken place with approx. 10% of vehicle were over the speed limit. Cllr A Harrison confirmed that 45mph was the highest speed. Cllr N Ayre to request the data from speed camera on Stockton Lane to assess progress.
- b. To Note any further highway issues.
None

159/2024. Policing and Security Matters:

- a. To Consider and decide upon the Neighbourhood Policing Team Report
It was Reported that there were 2 Vehicle brake in and 2 thefts in September 2024.
- b. Note any further policing and security issues.
None

160/2024. Correspondence:

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda
It was Reported that Taylor Wimpey contacted HWPC today to inform us on a consultation as per Ward update at City of York Hockey Club on Elmpark Way (YO31 1DX) to host the drop-in public consultation event on Wednesday 6th November 2024 between 3pm -7pm.
It was Resolved for Clerk to email them with concerns on the limited notice and the location of the meeting as it is not inside our Parish Council area, thus not very convenient for people to attend and many know it as the Cricket Club, not the Hockey Club.

161/2024. To Note matters for Information and items for next monthly meeting agenda

Christmas Festival event

Newsletter - winter newsletter to cover Dec, Jan and Feb with photos from the Xmas event, promote warm spaces and get it out before Xmas, allotment plot promotion.

162/2024. To Confirm date and time of next meeting

To Confirm date, time and venue for the next Ordinary Parish Council Meeting as Monday 18th November 2024 at 7pm in the Community Centre on Applecroft Road, Heworth Without.

It was agreed.

Meeting closed 9.15pm