



Heworth Without Parish Council
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DRAFT - Minutes of the Ordinary Meeting of Heworth Without Parish Council held on 20th January 2025 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH WITHOUT, YO31 0HG
To be approved at HWPC meeting to be held 17/02/2025.

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy Chair), Councillor N Ayre (arrived 20.07), Councillor A Garbutt, Councillor E Hardy (arrived 19.17), Cllr A Harrison, Councillor D Harrison, Councillor K Last, Councillor S Phoenix and Gayle Enion-Farrington (Clerk / RFO).

1/2025. Apologies:

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

2/2025. 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

3/2025. 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

4/2025. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor (discussed at 20.10)

CYC Budget is going to Executive tomorrow and full council towards end of Feb 26. Expected 4.99% Council Tax increase. Fire and Police increases are more significant. HWPC have kept their precept unchanged (4 yrs running). Ward committee funding looks unchanged.
 CYC Local plan needs to be formally adopted by full council. It is hoped to be adopted imminently. NPPF (Planning) goes through mid-March 2025.
 CYC are encouraging Taylor Wimpy and other site to be submitted together to ensure community needs are incorporated across different parishes.
 No news on Hempland Primary school development
 Immense pressure on CYC capital budget – some planned works may be scaled back – but nothing agreed yet.
 CYC is chasing HS2 funding which could be used for North & North Yorkshire transport links.

5/2025. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 16/12/2024.
It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 16/12/2024

6/2025. Planning:

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

CYC Reference	Address	Description
24/02274/FUL Eastings 463035 Northings 452950	93 Bramley Garth York YO31 0PQ	Single storey front extension and conversion of garage to habitable space Cllr A Garbutt and Cllr K Last will review the application and submit recommendations, concerns of future HMO usage.
24/02343/FUL Eastings: 462846 Northings: 453526	294 Stockton Lane York YO31 1JJ	Single storey rear and side extensions, raising of ridge height, dormers to rear and amendments to windows Cllr A Garbutt and Cllr K Last will review the application and submit recommendations

- b. To receive the following planning decision/information.
It was Reported that the following application was **Refused Planning**
 24/01652/FUL, 153 Bad Bargain Lane
 Change of use from small House in Multiple Occupation (use class C4) to a large House in Multiple Occupation (Sui Generis)
- c. To Consider and decide upon any other planning related issues
It was Reported that HWPC received correspondence from a resident on Hempland Drive regarding a planning application impacting the residents in Hempland Drive and Hempland Lane Allotments. Residents were advised to liaise with Cllr Nigel Ayre as Ward Councillor, as this is outside Heworth Without Parish boundaries.
- d. To Consider and decide upon any planning enforcement issues
None

7/2025. Finance:

- a. To Approve payments as detailed in Appendix 1 for January 2025.

APPENDIX 1

HEWORTH WITHOUT PARISH COUNCIL

INVOICES TO BE PRESENTED FOR PAYMENT January 2025

Invoices TO BE PRESENTED FOR PAYMENT January 2025	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	24/01/2025		wages	£833.32	Paid together
Clerk Home Working	24/01/2025		Home working allowance	£32.00	
Clerk Mobile	03/01/2025	GB569953277	Vodafone monthly SIM charge Now by DD	£9.08	inc VAT
Groundsman	24/01/2025		wages	£271.00	
PAYE	09/01/2025		PAYE Jan 2025	£217.51	
ICO DP	16/01/2025		ICO DP	£35.00	Paid by HWPC DD
Envisage	14/01/2025		Santa for Dec 2025	£352.80	inc VAT
Signs Express York	09/11/2025		New signs for playarea due to .gov.uk changes	£416.88	inc VAT
YLCA	10/02/2025		Planning and Managing Events Training for Cllr D Harrison	£35.10	
TOTAL				£2,202.69	Total

CASH BOOK MONTH 9 DECEMBER 2024-2025

INCOME

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	1387.70	40.00	0.00	0.00	22615.00	24042.70
Donations / Grants / Funding					0.00	0.00
allotment rents		10.00				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	25.00	35.00
C/FWD	1387.70	50.00	0.00	0.00	22640.00	24077.70

It was Resolved to settle December's account with immediate effect. In line with current 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 December to 31st December 2024.

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

- c. To Approve Bank Reconciliation Statement from 1st December to 31st December 2024.

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

- d. To Approve Budget Monitoring of Income and Expenditure up to 31st December 2024, against this year's budget.

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

- e. To Report that at VAT claim was submitted for the period of 1st August to 31st December 2024 totalling £474.29.

It was noted

- f. To Approve the HWPC budget for the fiscal year 2025/2026, and of our precept demand to CYC for fiscal year 2025/2026.

It was Resolved to approve the HWPC budget for the fiscal year 2025/2026 at £41,886, and of our precept demand to CYC for fiscal year 2025/2026 at £21,815 which has remained unchanged for the past 4 years. Clerk to investigate a high interest account for the Reserves amount in readiness for the February meeting. It was suggested that at the full council training HWPC ask about managing Reserves best. (see 12/2025a).

8/2025. Heworth Without Parish Council Administration

- a. To Report progress with the HWPC transfer over to a gov.uk domain with VisionICT and transfer over to heworthwithoutparishcouncil.gov.uk domain name and approve a switchover date.

It was Approved to go live 1st March 2025, as some Councillors still need to set up their emails and signs need to be ordered and installed.

- b. To Report on the distribution of the HWPC Winter Newsletter and any feedback.

It was Reported that distribution was fast and efficient, that to all Councillor who delivered newsletters. I was agreed that the appropriate amount of newsletters was printed. Next newsletter Spring to be approved at March 2025 meeting.

- c. To Report progress with HWPC Neighbourhood Plan.

It was Reported that we now have 3 members of the public and 3 HWPC Councillors (Cllr E Hardy, Cllr K Last and Cllr M Starkey) who wish to be on the HWPC Neighbourhood Plan working group.

Clerk to contact the 3 public member sand explain we have Full Council Training course booked on Monday 3rd March 2025 which will give us more information on applying for grants for the neighbourhood plan and then we hope to commence.

- d. To Approve the Internal Auditor Brian Brooks (as previous auditor has reduced workload) to complete HWPC Internal audit in April 2025 and sign the AGAR for 2024/2025. Costs will be £400 (same as previous year).

It was Resolved to approve Auditor Brian Brooks and Clerk to book for April 2025.

9/2025. Events:

- a. To Report on how the Christmas Festive Trail Event 2024 went within HW Parish between 20th December 2024 – 1st January 2025 inclusive.

It was reported that no formal feedback was received but Councillors and Clerk definitely witnessed small groups doing the trail and the houses that participated really enjoyed doing it. Some have ordered more lights for their displays next year already!

- b. To Report progress with Easter Egg Hunt 2025.

It was Reported that Cllr D Harrison has the SPAR vouchers for £400 of Easter Eggs (same as last year).

It was Resolved that Event Working group agree how many MooFree Dairy Free eggs need to be purchased, along with non-food prizes and advise Clerk, plus additional supplies. Last year we had 225 children in attendance.

- 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).

To be updated at next Events Working Group meeting

Proposals were discussed regarding promotional resources for HWPC. It was agreed to purchase 2 roller Banners for HWPC – suitable to use for all events and meetings. See 11/2025ii

- d. To Consider and decide upon correspondence from residents in the Larchfield / Galtres area of the parish who were concerned with the volume and noise of fireworks on New Years Eve 2024 set off by local residents in neighbouring gardens.

It was Resolved that HWPC will comment about it in the Spring Newsletter and also a polite reminder in the Winser newsletter for all residents to be mindful of local residents, pets and wildlife.

10/2025. 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

- b. To Report on investigations conducted by Cllr N Ayre whether HWPC should consider and decide upon merging the HWPC Code of Conduct Policy and the Civility and Respect Policies together.
No news this month - awaiting feedback from CYC to Cllr N Ayre
- c. To Consider and decide upon a new policy of 'HWPC Reserves policy 2025'.
It was Resolved to Approve new policy of 'HWPC Reserves policy 2025'. Clerk to put on website April 2025.

11/2025. 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 Groundsman has changed surface area behind large swings to hopefully reduce ponding water and improve the longevity of the play area surface. Clerk to ask CYC Dave Meigh for additional drains in footpath on the beck path, to prevent ponding water becoming frozen.
It was Reported that with spare soil groundsman has levelled out the two goal mouths on the playing field.
- ii) To Approve signage and costs for Stray Road Play Area due to change in contact details for the parish (gov.uk)
It was Resolved to approve Sign Express (York) quote of £416.88, including adhesive stickers for the gym sign as it is new. Also approved 2 x rollup banners with a QR code to events page of website – to promote website and new clerk email address. Clerk to get quote from Sign Express (York) as a comparison to one already found by Cllr D Harrison.
- iii) To Report progress with Stray Road Play area entrance installing a separate lower RADAR locked accessible swing gate. Salt bin will be re-sited approx. 1 metre left and entrance resurfaced from current playarea entrance, in front of double gates and to the new accessible entrance. Project managed and funded by CYC.
No news – approached Michael Pavlovic again who hopes we will have communication with 2 weeks
- iv) To Report progress with Playschemes Annual Inspection repairs.
It was Reported that the Playarea repairs are due to take place from Wednesday 5th Feb 2025 for 3 full days.

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 further correspondence have been revied from CYC (Procurement and Project Mgt), with some mixed messages and confusion.
It was Resolved for Clerk to re-iterate to Paul Forrest at CYC that HWPC agreed to, understood and accepted that any monies spent on legal, design or fees needed to produce the tender are in effect lost if HWPC vote not to proceed and abort at any stage of the tender / procurement process. HWPC felt that they agreed to this last summer, but please take this email as formal confirmation. As stated in November 2024, it was agreed that no final decision will be made until tenders have been submitted and HWPC can make a final decision based on detailed information received.
It was Resolved for Clerk to ask procurement when HWPC can submit their information and list of requirements / questions for the tender process.
- iii) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow
None

c. Open Spaces and other assets

- i) To Consider and decide upon planting scheme (bulbs and annuals) for planters on the Community Centre driveway.
It was Resolved to purchase 1x bag of top soil from Selco approx. £50-£60 and Spring bulbs and plug plants for now £200 ex VAT. Clerk and Groundsman happy to plant up for Spring.
It was noted to consider Edible York for summer to do planters - Clerk to research.
- ii) 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.
No news – approached Michael Pavlovic again who hopes we will have communication with 2 weeks
- iii) To Report matters relating to our open spaces and assets.
It was Reported that Community Centre, Ash Close and Stockton Lane Noticeboard Perspex screens looked cracked but it was frozen ice inside as they need re-sealing. Clerk reported that Yok Express Signs can seal them immediately has they are a hazard and could fall out. Clerk to action

d. HWPC Allotments

- i) To Report on any other matters relating to Stray Road Allotments.
It was Reported that the Clerk has issued all annual renewal invoices to tenants and some have already paid.

12/2025. Employment and Training:

- a. To Approve topics for YLCA full Council Training date in March 2025 for all HWPC Councillors and Clerk.
It was Resolved to have the following topics at our YLCA full Council Training date on Monday 3rd March 2025 and Clerk to submit to YLCA.
 - Creating a Neighbourhood plan.
 - How do you increase new community assets in a growing parish.
 - Future proof environmentally friendly play areas and surfaces.
 - Finance and how to best manage and use reserves.
- b. To Consider and decide upon any current employment/training related issues within HWPC.
None

13/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

It was Reported that Cllr D Harrison attended a Planning Events webinar and updated full council on what was learnt.
It was Resolved for Cllr N Ayre to liaise with Adult Social Care and Local Area Co-ordinator on how best to liaise with local vulnerable adults and the elderly.

14/2025. 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 there were none this month due to poor weather
- b. To Note any further highway issues.
None

15/2025. Policing and Security Matters:

- a. To Consider and decide upon the Neighbourhood Policing Team Report
It was Reported that there was 1 case of Burglary in December 2024.
- b. Note any further policing and security issues.
None

16/2025. Correspondence:

- a. To Consider and decide upon actions to support local residents who have reported concerns regarding New Years Eve fireworks within the Parish, close to neighbouring houses
See agenda item 9/2025d
- b. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda
It was Reported that a concerned resident was concerned that the branches left to encourage wildlife on the playing field could tempt children to drag out and scatter branches around. **It was Resolved** that HWPC would rather this than living trees to be damaged. Chipping will take place once the ground is dry.

17/2025. To Note matters for Information and items for next monthly meeting agenda

Approve April Annual Parish Meeting for Monday 28th April 2025 (due to previous week being B/H Monday) and agree topic - Neighbourhood planning was suggested.

18/2025. To Confirm date and time of next meeting

To Confirm date, time and venue for the next Ordinary Parish Council Meeting as Monday 17th February 2025 at 7pm in the Community Centre on Applecroft Road, Heworth.

It was agreed.

Meeting closed 21.30