



**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)

**DRAFT - Minutes of the Ordinary Meeting of Heworth Without Parish Council held on MONDAY 17<sup>th</sup> FEBRUARY 2025 held at 7.00PM in the Heworth Without Community Centre on Applecroft Road, Heworth, York  
To be approved at HWPC meeting to be held 17/03/2025.**

**Present:**

Councillor M Starkey (Chair), Councillor N Ayre, Councillor A Garbutt, Councillor E Hardy, Cllr A Harrison, Councillor D Harrison, Councillor S Phoenix, Emer Motek-Nugent (Public), Andrew Motek-Nugent (Public) and Gayle Enion-Farrington (Clerk / RFO).

**A minutes silence took place to remember Mick Bradley, former public servant for this ward as both a Labour and Lib Dem Councillor on Ryedale and then CYC and Lord Mayor in 1998**

**19/2025. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence  
Apologies were received and approved for Councillor A Basu (Deputy Chair) and Councillor K Last.

**20/2025. 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**

**21/2025. 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.**

2 residents came and discussed their concerns after already contacting Cllr A Garbutt as Planning Officer with the following – relating to 25/00085/FUL Land To The South Of Sugar Hill Farm

A detailed report was submitted to all HWP Councillors which covered concerns from Dangerous traffic levels, provision of local amenities, including schools and wildlife protection. It was recommended that they submit their concerns direct to CYC planning. Cllr N Ayre then gave his Ward report as also covered this topic.

**22/2025. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

HW Ward committee funding has been approved for the additional funding for the proposed MUGA at Stray Road Playing field – that is now guaranteed. A similar scheme for a single goal is now taking place at Scarcroft Green, which may be worth looking at.

On 14/02/2025 the Planning Inspector signed off the Local Plan as 'Sound'. The plan should be adopted on 27/02/2025 by CYC.

The default position relating to 25/00085/FUL Land To The South Of Sugar Hill Farm (380 houses) is that it would be approved as per the soon to be adopted Local plan but that was for the entire site of approx. 800 houses, not for it to be split into two by two developers.

CYC can recommend refusal on failure to provide school places, but they need to be evidence based in order to reject this plan. Currently Hempland school has no plans to expand. It would be unlikely for the plan to be totally rejected and more likely developers asked to reconsider and modify their plans. Would be easier if both applications were considered at the same time, but at the moment there are no dates planned for when the second part of the plan will be put forward by the other developer.

**23/2025. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 20/01/2025.  
**It was Resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 20/01/2025

**24/2025. Planning:**

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

CYC Reference	Address	Description
25/00063/FUL Eastings 462775 Northings 452687	86 Burnholme Avenue York YO31 0NB	Single storey rear extension <b>Approved</b>
25/00118/FUL Eastings 462759 Northings 452676	90 Burnholme Avenue York YO31 0NB	Single storey rear extension following demolition of garage <b>Approved</b>
25/00085/FUL Eastings 462837 Northings 452899	27 Bramley Garth York YO31 0NQ	First floor side extension and single storey rear/side extensions <b>Approved</b>
25/00085/FUL Eastings 463411 Northings 453232	Land To The South Of Sugar Hill Farm Stockton Lane York	Outline application for up to 380 dwellings, community facilities/childcare provision, retail unit and associated works with access from Stockton Lane. <b>HWPC have concerns regarding over development of northern section and not delivering a strategic site including health, transport and education, these material considerations need to be taken into account.</b>
25/00256/FUL Eastings 462970 Northings 452930	60 Allington Drive York YO31 0NN	Two storey side and single storey rear extensions <b>Approved</b>

b. To receive the following planning decision/information.

**Approved planning**

**It was Reported** that the followed application was approved. 7 Sandstock Road York YO31 1HB 24/02149/FUL, Single and two storey front extensions, dormer to rear and extended driveway

**Refused Planning**

**It was Reported** that although not inside HWP parish area it was discussed in January 2025's meeting the following application has been refused - 45 Hempland Lane York YO31 1AT 24/02266/FUL, Erection of 2no. residential apartment buildings (use class C3) with associated parking, refuse, cycle stores, and landscaping following demolition of existing dwelling

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

**It was Reported** that a local resident has written to Cllr A Garbutt as Planning Officer with the following – relating to 25/00085/FUL Land To The South Of Sugar Hill Farm – residents attended the meeting and took part in the public participation section of this meeting

d. To Consider and decide upon any planning enforcement issues

**It was Reported** that Cllr N Ayre is still chasing news on the declined HMO expansion property on Bad Bargain Lane corner, as their Fire Assembly point signage remains on display on the lamp post on CYC property outside their premises.

**25/2025. Finance:**

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

**APPENDIX 1**

**INVOICES TO BE PRESENTED FOR PAYMENT February 2025**

Invoices TO BE PRESENTED FOR PAYMENT February 2025	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/02/2025		wages	£564.72	Paid together
Clerk Home Working	25/02/2025		Home working allowance	£32.00	
Clerk Mobile	03/02/2025	GB569953277	Vodafone monthly SIM charge Now by DD	£21.93	inc VAT
Groundsman	25/02/2025		wages	£270.80	
PAYE	09/01/2025		PAYE Jan 2025	£123.00	
YLCA	03/02/2025		Training for Cllr D Harrison Committees, Sub Committees etc	£26.30	Paid by HWPC DD
Vision ICT	01/02/2025		SSL Certificates for HWPC Website	£60.00	inc VAT

Signs Express York	13/02/2025		New signs for playarea due to .gov.uk changes	£416.88	inc VAT	
Signs Express York	13/02/2025		Notice board repairs	£187.80	inc VAT	
Playscheme	27/11/2025 (only received invoice in Feb 2025)		Annual Inspection	£474.00	inc VAT	Paid by HWPC
Selco	12/02/2025		Top Soil	£59.99	inc VAT	
Wickstead	Quote		2 x sets of crotch straps and fastenings for the baby swing seats	£212.97	inc VAT	
Playscheme	Expected as works completed		Repairs further to Annual Play Inspection - Revised quote 13152	£4,551.60	inc VAT	
Amazon	12/02/2025	GB924572025	Wheelbarrow tyre for play area / playing field	£17.99	inc VAT	
Amazon	12/02/2025		Grass Seed for Stray Road Play area / field	£13.99	no VAT	
CYC	01/02/2025		Burnholme / Stray Road Playing field Rent	£328.00	no VAT	
<b>TOTAL</b>				<b>£7,361.97</b>	Total	

#### **CASH BOOK MONTH 10 JANUARY 2024-2025**

#### **INCOME**

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	1387.70	50.00	0.00	0.00	22640.00	24077.70
allotment rents		60.00				60.00
<b>Allotment deposits</b>					0.00	0.00
VAT REFUND	474.29				0.00	474.29
<b>TOTALS</b>	<b>474.29</b>	60.00	0.00	0.00	0.00	<b>534.29</b>
C/FWD	1861.99	110.00	0.00	0.00	22640.00	24611.99

**It was Resolved** to settle January's accounts with immediate effect. In line with current financial regs all invoices and payments were checked and approved by **Cllr E Hardy** and **Cllr D Harrison**, 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 1<sup>st</sup> January to 31<sup>st</sup> January 2025.

**It was Resolved** to Approve Financial Accounts in Cash Book & Income and Expenditure from 1<sup>st</sup> January to 31<sup>st</sup> January 2025.

- c. To Approve Bank Reconciliation Statement from 1<sup>st</sup> January to 31<sup>st</sup> January 2025.

**It was Resolved** to Approve Bank Reconciliation Statement from 1<sup>st</sup> January to 31<sup>st</sup> January 2025.

- d. To Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> January 2025, against this year's budget.

**It was Resolved** to Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> January 2025, against this year's budget.

- e. To Approve amended HWPC Asset Register for 2025 (including Planters which were omitted previously)

**It was Resolved** to Approve amended HWPC Asset Register for 2025.

- f. To Report approved Double Taxation Claim 2024-2025 for HWPC was submitted prior to the deadline.

**It was noted**

- g. To Report Precept for HWPC 2025-2026 was submitted in time.

**It was noted**

#### **26/2025. Heworth Without Parish Council Administration**

- a. To Report progress with the HWPC transfer over to a gov.uk domain email along with change of HWPC signage and banners etc in readiness for 1<sup>st</sup> March 2025

**It was Reported** that all relevant signage will be on display by 28<sup>th</sup> February 2025 and Clerk to send out a test email to all HWPC Councillors.

- b. To Consider and decide upon quotes and specifications for Marketing / Events Pull up banner for HWPC

**It was Resolved** to order Pull Up banner from Signs Express (York)

- c. To Approve final proof of Marketing / Events Pull up banner for HWPC for quote approved in 26/2025b.  
**It was Resolved** to approve the design proof from Signs Express after adding on that no meetings take place in August.
- d. To Consider and decide upon quotes and specifications for Marketing / Events Pop Up Gazebo with new contact details.  
**It was Resolved** to Approve purchasing a Pop Up Gazebo from Hercules Outdoors.
- e. To Approve final proof of Marketing / Events Pop Up Gazebo with new contact details for quote approved in 26/2025d agreed Green  
**It was Resolved** to order the Hercules Hex50 3x3m In Green With Sidewalls + Printed Roof £649.98 as per the image sent to all Councillors.
- f. To Consider and decide upon the Events page provision from HWPC website. Is the newly developed provision adequate (no additional cost), or does HWPC require a dedicated events page, allowing each event to have its own section?. There is a fee of £75 for this addition.  
**It was Resolved** that HWPC were satisfied with the current HWPC website and no change was required at this time.
- g. To Approve HWPC Meeting dates for 2025 (including a change for April meeting to Monday 28<sup>th</sup> April 2025 to avoid Easter Monday), submit to CYC and display on HWPC website  
**It was Resolved** to Approve HWPC Meeting dates for 2025 (including a change for April meeting to Monday 28<sup>th</sup> April 2025 to avoid Easter Monday).
- h. To Consider and decide upon the Annual Parish Meeting (APM) date is it to be held on the same date as the Ordinary Parish Council Meeting on 28<sup>th</sup> April 2025, or a separate date? (APM must be held between 1<sup>st</sup> March to 1<sup>st</sup> June, with 7 clear days to promote) and topic of the APM or an open topic format.  
**It was Resolved** to have the APM on Monday 28<sup>th</sup> April 2025, 6.30pm start with an open forum to get opinions at public meeting on what local residents wish / want from their Parish Council in the next 12-24 months. Also an opportunity to promote Neighbourhood Plan. HWPC Ordinary meeting will follow at 7pm on the same date.

#### **27/2025. Events:**

- a. To Report progress with Easter Egg Hunt 2025.  
**It was Reported** that an Events Working Party recently took place and they wish to change format for Egg Hunt (not to have questions on the answer sheet, only on the eggs, so people walk around the trail). Spar continue to provide 200 easter eggs for the event and HWPC will order MooFree (dairy free Eggs) order 20% of total number expected. HWPC also purchasing suitable 'no chocolate gifts' ie drinks beakers and craft packs. Paper colouring in table cloths from Ikea will be a new additional this year.
- b. To Report progress with Spring Garden Competition and Sponsorship with Yorkshire Garden Centre (formally known as Deans)  
**It was Reported** that our contact at YGC Ellie Nicholas has left and we are now liaising with Steph Harrison and Mike Waugh. Awaiting a response from them on how they wish to judge competition and dates.
- c. To Receive, Consider and decide upon a Report / Minutes from the Events Working Group's recent meeting.  
**It was Reported** that a detailed plan from the working group will be presented at the March meeting.
- 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 A Harrison, Cllr D Harrison, Cllr S Phoenix and Cllr M Starkey).  
**Not this month**

#### **28/2025. 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.  
**It was Reported** that further to feedback from CYC the Civility & Respect policy is effectively member/officer protocol, similar to the one that CYC has. It offers different routes for airing grievances other than through the code of conduct. For those reasons, it is important to keep it separate from the code of conduct policy. The Parish Council might want to tweak its document page though to create a separate heading, something along the lines of Behaviours and Respect and place both documents there. Clerk to review and present at next meeting

#### **29/2025. 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 the Zipwire was broken and agreed replacement seat of £341 + VAT was approved.
  - ii) To Report that all remedial works have been completed further to the Playarea Annual Inspection Report.  
**It was Reported** that all works have been completed and invoice can be paid once received.

- iii) To Report that the next Playarea Quarterly Inspection is due 17<sup>th</sup> February 2025.  
**It was Reported** that it only took place today and not report has been submitted yet apparat from the notification of the zipwire (29/2025i)– carried over to next month but zip wire agreed to replace immediately.
- iv) 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.  
**It was Reported** that Dave Meigh – CYC is waiting on gate design to be signed off. Once completed he will know if the gate is an 'off the shelf' or it may have to be purpose made.
- v) To Report progress with Playschemes Annual Inspection repairs.  
**Discussed 29/2025ii**

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

- i) To Report on any recent ASB and Vandalism activities.  
**None**
- ii) To Consider and decide upon the questions and requirements of the proposed MUGA (Multi Use goal areas - football, cricket, basketball type areas) with an artificial surface for Stray Road Playing Fields that will be included in the tender documents of the CYC procurement process.  
**It was Resolved** for Clerk to add in a statement at the end of the list of questions to make it clear that HWPC will have a final vote on whether to proceed with the MUGA once all tenders are in. HWPC would also like to see the final procurement document before being published. Clerk to send out to all final questions approved at tonight's meeting, to all HWPC Councillors, before sending to Chloe Wilcox at CYC
- iii) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow  
**It was Reported** that Mr R Cook and David Morrod (Groundsman) did some pruning to reduce the impact of larvae beetle in Jubilee Wood on 17<sup>th</sup> February 2025.

**c. Open Spaces and other assets**

- i) To Report progress of the Spring planting scheme (bulbs and annuals) for planters on the Community Centre driveway.  
**It was Reported** that top soil and snowdrops have been completed by Dave Morrod, Cllr K Last and Clerk on 12/2/25. Spring plants should be arriving in 1 to 2 weeks. All existing plants and bulbs remain in the planters.
- 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**
- iii) To Consider and decide upon repairs for Community Centre perimeter Fence  
**It was Resolved** to do nothing at present as it poses no risk and remains very sturdy, with no gaps in the fence. Should the fence deteriorate in stability, then HWPC will review the situation. Clerk to inform Community Centre Mgt so they can also monitor.
- iv) To Report on progress of the installation of two drainage grates on the beck footpath, behind the large swings.  
**It was Reported** that Dave Meigh from CYC wishes to install the 2 grates at the same time as the RADAR gate for play area. HWPC has concerns on when this will be, considering that the RADAR has been on our agenda for many years. HWPC to review every 2 months.
- v) To Consider and decide upon taking part in the 10th Great British Spring Clean, which needs to take place between 21 March - 6 April 2025.  
**It was Resolved** to take part in the 10th Great British Spring Clean on Saturday 29<sup>th</sup> March 2025. All Councillors and Public who wish to be involved are to meet at the Community centre notice board at 10am – Clerk to organise extra grabbers and bags for the event from CYC.
- vi) To Report matters relating to our open spaces and assets.  
**None**

**d. HWPC Allotments**

- i) To Report on annual tenancy fees being paid relating to Stray Road Allotments  
**It was Reported** that all tenants have paid and 1 is leaving at the end of the month.
- ii) To Report on any other matters relating to Stray Road Allotments.  
**None**

**30/2025. Employment and Training:**

- a. To Consider and decide upon any current employment/training related issues within HWPC.  
**All were reminded** of Full Council training which will be held on Monday 3<sup>rd</sup> March 2025 6.30 – 9.30pm.

**31/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

- A Report was received** from Cllr D Harrison on how committees and working groups should operate. Training slides were sent to all Councillors for information.

**32/2025. 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).

**None**

- b. To Note any further highway issues.

**None**

**33/2025. Policing and Security Matters:**

- a. To Consider and decide upon the Neighbourhood Policing Team Report

**None this month still awaiting a report**

- b. Note any further policing and security issues.

**None**

**34/2025. Correspondence:**

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda **It was Reported** that HWPC has received correspondence from a local resident regarding concerns over cut branches left at the side of the playing field. HWPC felt this approach was an environmentally and protected the grass being churned up over winter.

**35/2025. To Note matters for Information and items for next monthly meeting agenda**

Approve Spring Newsletter in March 2025

**Reminder of Full Council training Monday 3<sup>rd</sup> March 2025 6.30 – 9.30pm**

**36/2025. 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> March 2025 at 7pm in the Community Centre on Applecroft Road, Heworth.

**It was agreed.**

**Meeting closed 20.55**