



**Heworth Without Parish Council**  
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**Minutes of the Ordinary Meeting of Heworth Without Parish Council held on MONDAY 17<sup>th</sup> MARCH 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 28/04/2025.**

**Present:**

Councillor M Starkey (Chair), Councillor A Basu (Deputy), Councillor N Ayre (left meeting at 8.50pm), Councillor A Garbutt, Councillor E Hardy, Councillor D Harrison, Councillor K Last, Councillor S Phoenix (left meeting at 8.50pm), and Gayle Enion-Farrington (Clerk / RFO).

**37/2025. Apologies:**

- a. To Receive Apologies and Consider and Approve Reasons for Absence  
 Apologies were received and approved for Councillor A Harrison

**38/2025. 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**

**39/2025. 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 present**

**40/2025. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

CYC Budget passed include 4.99% increase in council tax. Local plan was finally adopted, therefore Green belt is now finalised within York, including Heworth Without Parish Council. 23,000 homes needs to be built in the local plan within the next 25 years. Under new NPPF this would increase by around 10,000 more. Deadlines for submissions on Taylor Wimpy Development is tomorrow, Cllr Ayre will be arguing that the application is not for the total 850 houses allocated and doesn't take into consideration additional school provision and local transport links of the whole site. Question also raised about cycle links too from the proposed development to Vanguard and Monks Cross etc.

**41/2025. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 17/02/2025.  
**It was Resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 17/02/2025

**42/2025. Planning:**

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

CYC Reference	Address	Description
25/00378/FUL Eastings 462972 Northings 453040	71 Bramley Garth York YO31 0PQ	Two storey side and single storey rear extension <b>Approved</b>
24/01652/FUL Appeal APP/C2741/W/25/3 359807	153 Bad Bargain Lane York YO31 0PF	Change of use from small House in Multiple Occupation (use class C4) to a large House in Multiple Occupation (Sui Generis) <b>Not approved HWPC Planning Officer will write to the Planning Officer</b>
25/00365/FUL Eastings 462733 Northings 452748	4 Hilbeck Grove York YO31 0NF	Single storey side and rear extension <b>Approved</b>

*MK Starkey*

- b. To receive the following planning decision/information.  
**It was Reported** that the following application was refused planning. **24/02343/FUL** - 294 Stockton Lane York YO31 1JJ Single storey rear and side extensions, raising of ridge height, dormers to rear and amendments to windows
- c. To Consider and decide upon any other planning related issues  
**It was Reported**, as confirmed in Cllr N Ayres Ward report that the Adoption of the City of York Local Plan (2017-2033) has taken place, by CYC at a meeting of Full Council on 27 February 2025. Cllr N Ayre will email the PDF to all HWPC Councillors.  
**It was reported** that the following application has been withdrawn - 25/00118/FUL - 90 Burnholme Avenue York YO31 0NB Single storey side and rear extension following demolition of garage
- d. To Consider and decide upon any planning enforcement issues  
**None**

**43/2025. Finance:**

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

**APPENDIX 1**

**HEWORTH WITHOUT PARISH COUNCIL**

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

Invoices TO BE PRESENTED FOR PAYMENT March 2025	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/03/2025		wages	£564.52	
Clerk Home Working	25/03/2025		Home working allowance	£32.00	Paid together
Clerk Mobile	03/03/2025	GB569953277	Vodafone monthly SIM charge Now by DD	£9.08	inc VAT
Groundsman	25/03/2025		wages	£271.00	
PAYE	25/03/2025		PAYE March 2025	£123.00	
Autela Payroll Services	08/03/2025		Parish Payroll services admin Dec, Jan, Feb, March	£94.56	inc VAT
Playscheme	26/02/2025	GB991261114	Zipwire repair after inspection	£409.30	inc VAT Paid 28/02
Playscheme	19/02/2025	GB991261114	Repairs after annual Inspection	£4,551.60	inc VAT Paid 28/2
SPAR	03/03/2025	GB431390280	Refreshments for YLCA Whole council Training	£31.40	inc VAT
Signs Express York	27/02/2025	GB127270625	Roll Up banners - Signs	£189.60	inc VAT Paid 28/02
Hercules Outdoors Ltd	19/02/2025	GB166686462	3 x 3m Gazebo with signage for events	£649.98	inc VAT Paid 20/02
Moo Free			Dairy free Easter Eggs for Easter Egg Hunt 2025	£67.60	inc VAT Paid HWPC BC
YLCA	04/03/2025		Whole Council Training 3/3/25 inc mileage for trainer	£302.95	
NASLG	03/03/2025	GB121293014	National Allotment Annual Membership fee	£84.00	inc VAT Paid 13/3
Vision ICT	23/01/2025	GB785375777	Registration of Gov.uk domain less Grant	£30.00	inc VAT Paid 13/3
IKEA	13/03/3035	GB527773320	Kids crafts for Easter Event	£60.00	inc VAT Paid 13/3
Dan Clare	08/03/2025		Allotment deposit Refund for Stray Road	£25.00	no VAT
Sinead Barker	13/03/2025		Allotment deposit Refund for Stray Road	£25.00	no VAT

MK Sharkey

Playscheme	26/02/2025	GB991261114	material costs for Honeycomb Lawn Matting after mix up	£1,560.00	inc VAT	
Wickstead	13/03/2025	GB119106690	2 x sets of crotch straps and fastenings for the baby swing seats	£255.56	inc VAT	
Screwfix	120/3/2025	GB232555575	Screwfix - Strimmer line for Playarea	£9.69	inc VAT	paid 12/3
Screwfix	130/3/2025	GB232555575	Screwfix - Strimmer line for Playarea	£9.69	inc VAT	paid 13/3
Online Poundstore	10/03/2025	GB305679741	Prizes for Easter Egg Hunt 2025	£58.55	inv VAT	paid 10/3
Online Poundstore	10/03/2025	GB305679741	Prizes for Easter Egg Hunt 2025	£52.95	inv VAT	paid 10/3
Amazon	12/03/2025	GB100013272	Masking tape - Easter	£6.49	inc VAT	Paid HWPC BC
Amazon	10/03/2025	GB727255821	Easter Stickers for Easter	£4.49	inc VAT	Paid HWPC BC
Amazon Prime			Annual Membership fee	£95.00	no VAT	Paid HWPC DD
<b>TOTAL</b>				<b>£9,573.01</b>	Total	

#### **CASH BOOK MONTH 11 FEBRUARY 2024-2025**

#### **INCOME**

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	1861.99	110.00	0.00	0.00	22640.00	24611.99
Donations / Grants / Funding					0.00	0.00
allotment rents		30.00				30.00
Allotment deposits					25.00	25.00
VAT REFUND					0.00	0.00
<b>TOTALS</b>	<b>0.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>	<b>55.00</b>
C/FWD	1861.99	140.00	0.00	0.00	22665.00	24666.99

**It was Resolved** to settle March's payments 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> February to 28<sup>th</sup> February 2025. –

**It was Resolved** to Approve Financial Accounts in Cash Book & Income and Expenditure from 1<sup>st</sup> February to 28<sup>th</sup> February 2025.

- c. To Approve Bank Reconciliation Statement from 1<sup>st</sup> February to 28<sup>th</sup> February 2025.

**It was Resolved** to Bank Reconciliation Statement from 1<sup>st</sup> February to 28<sup>th</sup> February 2025

- d. To Approve Budget Monitoring of Income and Expenditure up to 28<sup>th</sup> February 2025, against this year's budget.

**It was Resolved** to Approve Budget Monitoring of Income and Expenditure up to 28<sup>th</sup> February 2025, against this year's budget

- e. To Consider and decide upon options for a separate savings account for HWPC to hold its published 'Reserves'.

**It was Resolved** for the Clerk to look for options of Interest rate of 3%+ and pursue 'Chase' option further and report back next month.

#### **44/2025. Heworth Without Parish Council Administration**

- a. To Report on the transition of HWPC's email change over to a gov.uk domain from 1<sup>st</sup> March 2025.

**It was Reported** that all Councillors have transferred over. Clerk to use both email addresses over the next 12 months until all suppliers and contacts are using the new email address.

- b. To Consider and decide upon how to proceed with our FREE QR code for Events, which has been halted due to it being used 50 times.

**It was Resolved** to pay for one year Basic Package for the QR code £8per month on an annual contract.

Clerk to investigate how to exist the contract after 12 month and in the meantime investigate other methods of using a long term QR code.

- c. To Approve HWPC Spring Newsletter content and Distribution.  
**It was Resolved** to approve the current content of the newsletter, with some additional changes / additions. Spring Garden competition to change to promoting judging date of w/c 31<sup>st</sup> March 2025. Cllr E Hardy to send out to all Councillors for final check before Clerk sending to print with newsletter distributed before end of March 2025.
- d. To Consider and decide upon using a Planning Consultant to help create HWPC Neighbourhood Plan and to apply for funding. Possible option Andrew Towleron, and possible funding from Groundwork UK if they re-open applications.  
**It was Reported** that no progress has been made this month and will be carried over to next month, Clerk had no response from Andrew Towleron

#### **45/2025. Events:**

- a. To Report progress with Easter Egg Hunt 2025 being held on Good Friday 18<sup>th</sup> April 2025.  
**It was Reported** that after receiving information from the Events Working group a plan was produced by the Clerk and accepted. **It was Resolved** that Cllr, N Ayre, Cllr D Harrison, Cllr A Garbutt, Cllr E Hardy, Cllr M Starkey and Clerk will be present 9-1 on the day. 2 other Councillors may be able to attend for part of the event. Spar still trying to find more Easter eggs for their £400 donation
- b. To Approve any Final Purchases required for the Easter Egg Hunt 2025.  
**It was Resolved** to approve all purchases in Appendix 1 item 43/2025a relating to the Easter Egg Hunt, **It was Resolved** to buy any further items required just before the event or on the day, if Sponsors struggle to provide supplies.
- c. To Report progress with Spring Garden Competition and Sponsorship with Yorkshire Garden Centre (formally known as Deans) and confirm date and judging process.  
**It was Reported** that Judging week will take place week commencing 31<sup>st</sup> March 2025. Still awaiting to hear from Mike Waugh, General Manager at Deans Garden Centre.
- d. To Receive, Consider and decide upon a Report / Minutes from the Events Working Group's recent meeting  
**No meeting has taken place this month**
- 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). **Not updated this month**

#### **46/2025. Heworth Without Parish Council Policies and Documentation**

- a. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal.  
**It was Reported** that nothing was required this month but next month we will need to review Asset register once Gazebo is delivered. Also Data Protection Audit is due in April 2025, HWPC Standing Orders, Financial Regs, Risk Management Assessment will need reviewing before May 2005 Annual Council Meeting.

#### **47/2025. 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.  
**None**
  - ii) To Consider and decide how to proceed regarding the error with the Playscheme Quotation 13154 and Invoice 6676 mix up in February 2025 Quotation 13154 and Invoice 6676 mix up in February 2025  
**It was Resolved** to pay Playscheme £1300 + VAT after taking into consideration reassurances provided by Playscheme mgt team of their future administration practices and that HWPC have improved groundworks.
  - iii) To Consider and decide upon the Playarea Quarterly Inspection Report which took place on 17<sup>th</sup> February 2025.  
**It was Resolved** that little work was required after the Quarterly Inspection but to substantial works being completed in the last 2 months following the annual inspection. Clerk had already noticed cradle seats needed attention and the seat straps have already been replaced at the weekend
  - iv) To Report that the zipwire was repaired and back in action on 26<sup>th</sup> February 2025. Invoice No.6697.  
**It was noted**
  - v) 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.  
**Still no news** Clerk to go back to Michael Pavlovic, Executive Member for Housing, Planning, Safer Communities and Community Cohesion, on why there is still a delay
  - vi) To Report progress with Playschemes Annual Inspection repairs.  
**It was Reported** that all repairs have now been completed

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 feedback from Pauline Stuchfield, Director of Housing and Communities at CYC regarding 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, relating to the tender documents and CYC procurement process.

**It was Reported** that Pauline Stuchfield has confirmed to HWPC today the current legal position of CYC regarding the proposed MUGA, in not what HWPC were led to believe. It was stated that *“that authority be delegated to the Director of Customer and Communities to: appoint the contractor to undertake the works, in accordance with the council’s contract procedure rules and subject to the project being deliverable within the available budget and planning permission being granted.”* There is currently not an option, not to have the MUGA, or to have a vote once tenders are in.

**It was Resolved** that HWPC would like the Clerk with send Pauline Stuchfield an email confirming that our current statement which is;

“HWPC will have a final vote on whether to proceed with the MUGA at Stray Road Playing field, once all tenders are in. HWPC would also like to see the final procurement document before it is published.

As previously discussed with Chloe Wilcox, HWPC would like the tender documents to state that the award of the contract is subject to a parish council vote by HWPC Councillors, once all tenders are in.”

On 17<sup>th</sup> March 2025 **it was Resolved** that HWPC will be taking a vote on 28<sup>th</sup> April 2025 on whether HWPC Councillors would like a MUGA (Multi Use Games Area) at Stray Road Playing field.

- 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 Spring planting scheme (bulbs and annuals) for planters on the Community Centre driveway has been completed.

**It was Noted**

- 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.

**Still no update** Clerk to go back to Michael Pavlovic, Executive Member for Housing, Planning, Safer Communities and Community Cohesion, on why there is still a delay.

- iii) To Consider and decide upon further concerns regarding the location and frequency of emptying the waste / dog poo bin on Bad Bargain lane / Bramley Garth Junction.

**It was Resolved** for HWPC to liaise with CYC to chase why increased frequency of emptying has not occurred, reducing noise of the slamming closer (improve sound proofing but not to remove the flaps as this may attract vermin and insects) and regular cleaning of the bin to reduce smell. Respectfully request CYC to conduct a feasibility study of other locations that the bin could be cited, with consultation with the local residents.

- 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 all outstanding tenants have paid and others have left. Those on the on waiting list have been shown available plots and vacant plots have been advertised on social media and HWPC website.

**48/2025. Employment and Training:**

- a. To Consider and decide upon any current employment/training related issues within HWPC.

**It was Reported** that HWPC full council attended whole council training and found it very useful  
Send all current risk assessments to Cllr A Harrison to review

**49/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

YLCA Branch Meeting 13<sup>th</sup> March 2025 was attended Cllr M Starkey and Cllr K Last and updated council on what was covered.

**50/2025. 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 this month**

- b. To Note any further highway issues.  
**None**

**51/2025. Policing and Security Matters:**

- a. To Consider and decide upon the latest Neighbourhood Policing Team Report  
**No reports**
- b. To Report that there will be no report provided for January 2025 due to staff shortages. They aim to provide reports from March 2025.  
**It was noted**
- c. Note any further policing and security issues.  
**None**

**52/2025. Correspondence:**

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

**53/2025. To Note matters for Information and items for next monthly meeting agenda**

To Report on progress of the installation of two drainage grates on the beck footpath, behind the large swings

To Report on 10th Great British Spring Clean on Saturday 29<sup>th</sup> March 2025.

Neighbourhood plan progress finding a consultant.

To vote on if HWPC Councillors want a MUGA and consider a change of room layout for Annual Parish Meeting -

Theatre style at one end and smaller table landscape for Councillors. Clerk to do a poster for Annual Parish Meeting

April 2025 6 monthly Internal Audit to be conducted.

**54/2025. To Confirm date and time of next meeting**

To Confirm date, time and venue for the next Ordinary Parish Council Meeting as Monday 28<sup>th</sup> April 2025 at 7pm in the Community Centre on Applecroft Road, Heworth.

**It was agreed.**

Please note that the Annual Parish Meeting will take place before the Ordinary Meeting on Monday 28<sup>th</sup> April 2025, at 6.30pm with an open forum to get opinions in a 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.

**It was noted**

**Meeting closed 21.12**

**Minutes approved on 28<sup>th</sup> April 2025**

*MK Starkey*