



Heworth Without Parish Council
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MINUTES of the ANNUAL MEETING of Heworth Without Parish Council, followed by the Ordinary Parish Meeting, held on MONDAY 19th MAY 2025 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth. To be approved at HWPC meeting to be held 16/06/2025.

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy), Councillor A Garbutt, Councillor E Hardy (arrived 7.16pm), Councillor K Last, and Gayle Enion-Farrington (Clerk / RFO). Members of the public - J Dobson, R Dobson

Annual declaration - You are reminded that Heworth Without Parish Council has made a commitment to adhere to the following principles; to treat everyone equally, with fairness and respect; striving to champion the parish to make it vibrant, diverse, fair and safe.

AM 1/2025. Election of Chairman

- a. To Approve Election of Chairman

It was resolved that Councillor Melanie Starkey be elected as Chairman of Heworth Without Parish Council.

- b. Appointed Chairman to sign Declaration of Acceptance of Office.

Elected Chairman Cllr M Starkey duly completed and signed the required declaration of acceptance of office form

- c. To Approve Appointment of Vice Chair,

It was resolved that Councillor A Basu be elected as Deputy Chairperson of Heworth Without Parish Council.

AM 2/2025. Apologies:

- a. To Note Apologies and Approve Reasons for Absence

Apologies were received and approved for Cllr N Ayre, Cllr S Phoenix and it was recorded that Cllr E Hardy would be arriving a few minutes late and Cllr K Last will be leaving at 8.15pm

- b. To announce that Cllr A Harrison and Cllr D Harrison have resigned.

It was noted that Cllr A Harrison and Cllr D Harrison have resigned and the notice of vacancies were advertised with CYC and will remain live until 28th May 2025 (Section 87(2) of the Local Government Act 1972 and Rules 5(1) to 5(6) the Local Elections (Parish and Communities) (England and Wales) Rules 2006). The Chair expressed gratitude for the work that Cllr A Harrison and Cllr D Harrison have done whilst with HWPC.

AM 3/2025. 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

AM 4/2025. To Appoint members to Employment Panel/Committee (4 members)

It was resolved that the following Councillors be appointed; Councillor A Basu, Councillor E Hardy, Councillor S Phoenix and Councillor M Starkey as members of the Employment Panel / Committee. The decision was made to keep Cllr S Phoenix on the committee in her absence. If she does not wish to continue on this committee, then she would need to request it to be an agenda item next month.

AM 5/2025. To Appoint a Planning Officer

It was Resolved to appoint Cllr A Garbutt as Planning Officer

AM 6/2025. To Appoint a Digital Media Councillor

It was resolved to appoint Cllr Emma Hardy as Digital Media Councillor.

AM 7/2025. To Appoint an Allotment Councillor and Deputy Allotment Councillor

It was resolved to appoint Cllr K Last as Allotment Councillor and Cllr E Hardy as Deputy Allotment Councillor

AM 8/2025. To Appoint of Parish Representatives to Outside Bodies.

- a. YLCA (2 representatives)

It was resolved that the following Councillors were appointed as representatives to the following bodies: Councillor K Last and Councillor M Starkey as YLCA representatives.

AM 9/2025. To Appoint Working Groups within HWPC.

- a. Events Working Group (min 3 representatives)
It was resolved to appoint Councillor A Basu, Councillor E Hardy, Councillor K Last, Cllr S Phoenix and Councillor M Starkey at the Events Working Group. The decision was made to keep Cllr S Phoenix on the working group in her absence. If she does not wish to continue on this working group, then she would need to request it to be an agenda item next month.
- b. Recreational (Playing field / Playarea) Working Group (min 3 representatives)
It was resolved to appoint all current 7 HWPC Councillors onto the Recreational (Playing field / Playarea) Working Group.

AM 10/2025. General Power of Competence (GPC):

- a. **To Confirm eligibility criteria for use of General Power of Competence for Heworth Without Parish Council**
It was Resolved to Confirm eligibility criteria for use of General Power of Competence for Heworth Without Parish Council (as determined by (SI 2012/965) Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012
- Clerk holds the required sector specific qualifications and
 - Councillors elected, equals or exceed two thirds of the total number of Councillors
 - The criteria for eligibility must be reaffirmed every at every relevant meeting of the council; i.e. annual meeting of the council after local elections. The Parish has not had local elections (next due May 2027) but wished to reconfirm its position. The same Clerk remains position with her CiLCA qualification.

ORDINARY MEETING (started 19.26pm)

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy), Councillor A Garbutt, Councillor E Hardy (arrived 7.16pm), Councillor K Last, and Gayle Enion-Farrington (Clerk / RFO). Members of the public - J Dobson, R Dobson

74/2025. Apologies:

- a. To Note Apologies and Approve Reasons for Absence.
Apologies were received and approved for Cllr N Ayre, Cllr S Phoenix and it was recorded that Cllr K Last will be leaving at 8.15pm
- b. To announce that Cllr A Harrison and Cllr D Harrison have resigned (for purposes of HWPC ordinary meeting).
It was noted and acknowledged in agenda item AM 2/2025b

75/2025. 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

76/2025. 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.

Two members of the public attended to discuss their concerns of foxes in the local area of HW Ward. Concerned with fox waste left in the area and wondered if there could be a cull. HWPC acknowledged their concern and briefly investigated the Animal Welfare Act 2006 and Countryside Act 1981 within the meeting and gave information from this government link [Foxes, moles and mink: how to protect your property from damage - GOV.UK](https://www.gov.uk/guidance/foxes-moles-and-minks-how-to-protect-your-property-from-damage)

It was Resolved for HWPC to liaise with CYC Environmental department and (if appropriate) to consider an article in the next HWPC newsletter, with appropriate advice and guidance.

77/2025. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor
Cllr N Ayre submitted this report in advance of the meeting.

Planning application for Stockton Lane went to committee on the 8th May. I attended and summarised my submission to the meeting. The application was unanimously rejected. One of the shortest planning meetings I've attended. Council position is quite clear that the site must come forward together. Biggest concern for any future application is a suggestion that Osbaldwick and Tang Hall would be the primary schools expected to take any new residents.

New parking charged came in to force 1st April seeing a significant increase which has been applied to all council car parks which includes East Parade. Following significant attention, I investigated and noticed that this had been incorrectly applied at East Parade. The rate has since been corrected and anyone who has overpaid should be receiving a refund. I have chased information around Hempland School but had no response to this date.

78/2025. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 28/04/2025.
It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 28/04/2025

79/2025. Planning:

- a. To Consider and decide upon the planning applications received since the last HWPC meeting.
None this month
- b. To Receive the following planning decision/information.
It was Reported that the following application was **Refused** - Land To The South Of Sugar Hill Farm Stockton Lane York - Outline application for up to 380 dwellings (use class C3), local community use (use class F2) and associated works with access from Stockton Lane. Taylor Wimpey Ltd, 24/02302/OUTM from CYC – also covered above HW Ward update
It was Reported that the following application was **Approved** - 71 Bramley Garth York YO31 0PQ - Two storey side and single storey rear extension, 25/00378/FUL
- c. To Consider and decide upon any other planning related issues
It was Reported that a resident has raised a query about how HWPC logs it's planning decisions. **It was Resolved** to defer this until our next meeting when we hope to have received guidance from CYC Planning Officer.
- d. To Consider and decide upon any planning enforcement issues
None

80/2025. Finance:

- a. To Approve payments as detailed in Appendix 1

APPENDIX 1

HEWORTH WITHOUT PARISH COUNCIL INVOICES TO BE PRESENTED FOR PAYMENT May 2025

Invoices TO BE PRESENTED FOR PAYMENT May 2025	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	24/05/2025		wages	£558.52	Paid together
Clerk Home Working	24/05/2025		Home working allowance	£32.00	
Clerk Mobile	03/05/2025	GB569953277	Vodafone monthly SIM charge Now by DD	£9.66	inc VAT
Groundsman	24/05/2025		wages	£270.80	
PAYE	08/05/2025		PAYE May 2025	£159.64	
Amazon	02/05/2025	GB727255821	Amazon wireless Keyboard and mouse	£22.99	inc VAT
Amazon	09/05/2025	GB727255821	Amazon HSE Accident & Near Miss books	£15.36	inc VAT
B K Brooks Auditor	10/05/2025		BK Brooks Internal Auditor	£400.00	no VAT
CAS Insurance	14/04/2025		CAS HWPC Annual Insurances for Public and Employers Liability	£1,057.98	no VAT
SPAR	28/04/2025		SPAR Refreshments for Annual Parish Council Meeting	£36.49	no VAT
Ware and Kay Solicitors	21/03/2025	734276037	Ware & Kay Solicitors Registration of Unregistered Land	£960.00	inc VAT
Stephenson's	04/04/2025	GB170469262	Surveyor work for Solicitors re submission of unregistered land	£180.00	inc VAT
TOTAL				£3,703.44	Total

CASH BOOK MONTH 1 APRIL 2025-2026**INCOME**

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL	
C/FWD	0.00	0.00	0.00	0.00	0.00	0.00	
Precept 2025/2026 1st Payment CYC					10907.50	10907.50	B
Allotment rents					0.00	0.00	B
Allotment deposits					0.00	0.00	B
VAT REFUND	1572.60					1572.60	B
TOTALS	1572.60	0.00	0.00	0.00	10907.50	12480.10	
C/FWD	1572.60	0.00	0.00	0.00	10907.50	12480.10	

It was Resolved to settle May'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 K Last**, 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 April to 30th April 2025.
It was Resolved to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st April to 30th April 2025
- c. To Approve Bank Reconciliation Statement from 1st April to 30th April 2025.
It was Resolved to Approve Bank Reconciliation Statement from 1st April to 30th April 2025.
- d. To Approve Budget Monitoring of Income and Expenditure up to 30th April 2025, against this year's budget.
It was Resolved to Approve Budget Monitoring of Income and Expenditure up to 30th April 2025, against this year's budget
- e. To Approve the Notice of Public Rights and Publication of Unaudited AGAR and its announcement (noticeboards and website) and that it will be available for inspection between Tuesday 3 June – Monday 14 July 2025 and notice to be signed by the Chair.
It was Resolved to Approve the Notice of Public Rights and Publication of Unaudited AGAR and its announcement (noticeboards and website) and that it will be available for inspection between Tuesday 3 June – Monday 14 July 2025 and the notice to be signed by the Chair in front of all.
- f. To Approve 7hrs overtime for the Clerk / RFO for additional hours worked for the Internal Auditor in April & May 2024 to be paid in June.
It was Resolved to Approve the 7hrs overtime and thank the Clerk / RFO for another excellent Internal Audit report. Holiday was also signed off for last week in May 2025

81/2025. Councillor Vacancy

- a. To report that the initial advertisements for 2 councillor vacancies was posted on 7th May 2025 and CYC were informed (these are for vacancies created by Cllr A Harrison and Cllr D Harrison). Should no such notice requesting by-election be submitted to the returning officer by 28th May 2025, HWPC will fill the vacancies by co- option.
It was noted
- b. To consider and decide upon the advert to attract prospective councillors to HWPC, to enable the Clerk to post a Co-Option advert (if required) from 28th May 2025.
It was Resolved to amend previous advert used and Clerk to post, if instructed, by CYC Electoral Department after 28th May 2025.

82/2025. Heworth Without Parish Council Administration

- a. To Consider and Approve the renewal quote for HWPC Insurance Protection Policy
It was Resolved to Approve and pay the renewal quote as HWPC signed into a 3 year deal last year.
- b. To Receive and Consider and decide upon findings of HWPC's Internal audit with independent auditor Brian Brookes.
It was Resolved to accept the Internal report from B Brookes. Some areas were highlighted for further investigation. Clerk has chased Autella and confirmed that HWPC does not need to re-register with Pensions regulator until July 2025 and Auditor has logged this on his system. HWPC signed AGAR 1& 2 at Ordinary meeting on 28th April 2025 and are pleased with findings of the Annual Internal Auditor. Website compliance is being investigated by website provider and will be reviewed next month. **It was Resolved** to approve Section 1 assertions following consideration of the AGAR AIAR. Clerk to now submit to External Auditor.
- c. To report that Invoice has been issued to Heworth Without Community Centre of annual peppercorn rent of £1.
It was Reported that Heworth Without Community Centre have paid and will show on next months accounts.

- d. To Receive, Consider and decide upon guidance given by Ware and Kay Solicitors and James Reynolds of Stephenson's regarding Land Registry and latest surveyor request of Heworth Without Community Centre land.
It was Resolved to accept the new surveyor plan from Stephenson's and Ware and Kay Solicitors have resubmitted to Land registry
- e. To Consider and Approve a Councillor to be added as an additional Bank signatory for HWPC Barclays account further to Cllr A Harrison resignation.
It was Resolved to add Cllr Emma Hardy on to the Barclays signatory list and for Clerk to arrange a bank mandate to remove Cllr A Harrison.
- f. To Report progress with all Councillor ROIs being updated for HWPC Website and submitted to CYC.
It was Reported that 5 updated ROIs have been received. Clerk to chase outstanding ROIs.
- g. To Consider and decide upon using a Planning Consultant to help create HWPC Neighbourhood Plan and to apply for funding.
This item was deferred to next month's meeting, due to Cllr N Ayre investigating alternative recommendations.
- h. To Consider and decide upon purchasing weights for the new Gazebo. Metal weights from Hercules product code HEX50 £119.98 per set of 4x weights available in July 2025 or 4x Hercules Gazebo® Hex50 leg Water Weights (10kg each when filled) £39.99 for a set of 4.
It was Resolved for Clerk to purchase metal weights as no water accessible in park and venues where it may be used in the future and not required until summer
- i. To consider and decide upon a new replacement laptop for the Clerk due to age and slow running of current laptop.
It was Resolved to purchase a replacement laptop from Argos – same make as before £499 and take out a 2 year care plan £89. Clerk to arrange

83/2025. Events:

- a. To Report on Spring Garden Competition and Sponsorship with Yorkshire Garden Centre - Deans held March / April 2025.
It was Reported that the Judge working at Deans Garden Centre was not available until Tuesday 20th May 2025, when a final decision of winners and collection of vouchers will be made.
- b. To Receive, Consider and decide upon a Summer programme of activities for children
It was Resolved to book Ignite - same as previous year- £1000+VAT for the 4 Monday's afternoon sessions, Monday 28th July, Monday 4th August, Monday 11th August, Monday 18th August and the Sports day themed afternoon on Friday 1st August, 2-4pm. Under 8yrs 2-3pm and 8years + 3-4pm. All participants must be of school age.
- c. To Receive, Consider and decide upon a Report / Minutes from the Events Working Group's recent meeting
Nothing to Report
- 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.
Nothing to Report new working group formed at tonight's Annual meeting of the Council

84/2025. Heworth Without Parish Council Policies and Documentation

- a. To Approve HWPC Annual Review of HWPC Standing Orders 2025
It was Resolved to Approve HWPC Annual Review of HWPC Standing Orders 2025
- b. To Approve the updated HWPC Financial Regulations Policy 2025 in line with the new NALC format
It was Resolved to Approve the updated HWPC Financial Regulations Policy 2025 in line with the new NALC format
- c. To Approve HWPC Risk Management Policy May 2025
It was Resolved to Approve HWPC Risk Management Policy May 2025
- d. To Approve HWPC Audio Recording Policy May 2025
It was Resolved to Approve HWPC Audio Recording Policy May 2025
- e. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal
None

85/2025. 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 main entrance new swing gas gate closer requires replacing. Awaiting a quote from Playscheme but hoping they can repair at same time as their inspection on Wednesday 21st May 2025
- ii) 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 there is currently no update. Michael Pavolic (CYC) has now escalated this matter higher up in CYC.

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

- i) To Report on any recent ASB and Vandalism activities.

It was Reported that 2 x pollarded Willow trees were vandalised around 1st May 2025. Police were informed.

- 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 on progress of the installation of two drainage grates on the beck footpath, behind the large

It was Reported that Michael Pavlovic has now escalated this matter higher up in CYC

- 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.

It was Reported Michael Pavlovic has now escalated this matter higher up in CYC

- iii) 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 allotment plots are fully occupied – most ASB issues have now moved to behind Hempland school and Hempland lane allotments but items still being taken from Stray Road Allotments to furnish the new Dens.

It was Reported that PSCO Mark Jackson has been patrolling the area on a number of occasions

86/2025. Employment and Training:

- a. To Consider and decide upon strategies to make the Clerk / RFO's workload more manageable, within 28hours per month.

It was Resolved to monitor new strategies and review at next appraisal.

- b. To Consider and decide upon setting of Clerks targets.

It was Resolved to defer and new employment panel will discuss confidentially as part of next appraisal.

- c. To Consider and decide upon a date for 6 monthly employment appraisal for the Clerk / RFO (due June / July 2025)

It was Resolved that Employment panel would set a date for Clerks Appraisal. This will not be open to the public under the Terms of Reference of the Employment Panel, as appraisal are deemed confidential.

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

None

87/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

It was Reported that Cllr A Garbutt attended an Understanding Highway Regulations, together with practical guidance webinar.

88/2025. 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 M Starkey).

It was Resolved for Cllr M Starkey to organise some new dates.

- b. To Note any further highway issues.

None

89/2025. Policing and Security Matters:

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

It was Reported that there was 1 incident of theft from a front doorstep and 1 reported concern of person living in a tent.

- b. Note any further policing and security issues.

None

90/2025. Correspondence:

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda

It was Reported that Hempland School Planet Protectors arranged a Litter Pick around the village streets and Hempland Lane Allotments but also included Stray Road Playarea and field. They arranged to meet Cllr M Starkey in the park for a short time and Clerk gave the school a certificate template to use with the 10th Anniversary of Great British Spring Clean initiative, which we had already signed up to.

It was Reported that CYC Pauline Stuchfield acknowledged receipt of HWPC MUGA vote and said she would come back with a response.

It was Reported that the Printers HWPC have used previously (Hillingdon GreenPrint) are no longer in operation and for the next newsletter we need to appoint a new printer. Fulprint has been suggested but Councillors to investigate other options before the June meeting.

91/2025. To Note matters for Information and items for next monthly meeting agenda

Update on Councillor Vacancies

How HWPC log Planning decisions to CYC

Progress with new Bank Signatory and New Savings Account for Reserves.

Planning Consultant to help create HWPC Neighbourhood Plan

Employment Panel Update

Summer Newsletter - Spring Garden Competition outcome with photos, promote Summer Garden Competition, promote summer sports activities

92/2025. To Confirm date and time of next meeting

To Confirm date, time and venue for the Ordinary Parish Council Meeting of Heworth Without Parish Council as Monday 16th June 2025 at 7pm in the Community Centre on Applecroft Road, Heworth.

It was agreed.

Meeting closed 21.30

Minutes approved on 16th June 2025

MK Sharkey

MK Sharkey