



**Heworth Without Parish Council**  
Gayle Enion-Farrington (Clerk to Parish Council)  
1 Allington Drive, Appletree Village, Heworth, YORK,  
YO310NL  
Tel: 07422961495  
E-mail: [clerk@heworthwithoutparishcouncil.gov.uk](mailto:clerk@heworthwithoutparishcouncil.gov.uk)

**Minutes of the ORDINARY MEETING of Heworth Without Parish Council, held on MONDAY 16<sup>th</sup> June 2025 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth.**

**To be approved at HWPC meeting to be held 21/07/2025.**

**Present:**

Councillor M Starkey (Chair), Councillor A Basu (Deputy), Councillor A Garbutt, Councillor E Hardy, Councillor K Last (arrived 19.30), and Gayle Enion-Farrington (Clerk / RFO).

**93/2025. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence.

**Apologies were received and approved** for Councillor N Ayre, Councillor S Phoenix and Councillor K Last will be arriving at 7.30pm

**94/2025. 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**

**95/2025. 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**

**PCSO Mark Jackson attended and updated HWPC after dealing with an incident outside Stray Road Park.**

**96/2025. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Local Government Boundary Review. We have been informed that there will be a review of the City of York Council Electoral boundary. This last happened in 2014. There were minor changes to the ward with the addition of streets in Rydal Avenue, Langdale Avenue, Kirkstone Drive, Thirlmere Drive. The review follows a two-stage process. First consultation is undertaken on the number of councillors. Once that has been agreed there will be further consultation on the detailed ward boundaries. York currently has a slightly above average number of voters per councillor.

Land South Of Stockton Lane. I have not been notified as yet of an appeal. I have been contacted by the developer indicating they will be doing more site excavation work. Residents may therefore note some activity on site. Officers remain firmly of the belief that the site needs to come through as a whole.

Crossing at Christ Church. Several years ago there was discussion, and I believe a request from the parish council for a crossing at this location. This repeats several requests I have made over the years. The council has produced new methodology for assessing these requests which will be presented at a meeting tomorrow. The location here has been moved from the category 'below threshold' to 'borderline'. Of the sites presented it ranks 21/32. I have presented a case to the exec member based on the school, playgroup and local demographic that this should be a higher priority.

**97/2025. Minutes**

- a. To Approve Minutes of the Annual Meeting and the Ordinary Meeting of Heworth Without Parish Council held 19/05/2025.
- b. ***It was Resolved*** to approve said minutes as a true and accurate record of the Annual Meeting and the Ordinary Meeting of Heworth Without Parish Council held 19/05/2025.

**98/2025. Planning:**

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

*MK Starkey*

CYC Reference	Address	Description
25/00941/FUL Eastings 462545 Northings 453083	57 Whitby Avenue York YO31 1EU	Single storey side and rear extension, dormers to both sides, alterations to doors and windows <i>Approved but some considerations sent by Planning Officer due to being opposite the school</i>
25/01074/FUL Eastings 462846 Northings 453526	294 Stockton Lane York YO31 1JJ	Single storey rear and side extensions, dormers to rear roofslope and 3no. windows to side elevation <i>Approved - this is a reapplication with a more sensible approach</i>

- b. To Receive the following planning decision/information.  
***It was Reported*** that Approved planning was received for 90 Burnholme Avenue York YO31 0NB  
25/00648/FUL Two storey side extension and single storey rear extension
- c. To Consider and decide upon any other planning related issues  
***None***
- d. To Report guidance from CYC Planning Department on correct protocol for future Planning decisions to be recorded.  
***It was Reported*** that HWPC have been made aware of correct protocols for reporting on future planning applications. Cllr A Garbutt (Planning Officer) is to state his HWPC email, home address (which is on HWPC website) and state the response is on behalf of HWPC (so it is not a personal comment but that of a consultee).
- e. To Consider and decide upon any planning enforcement issues  
***None***

#### 99/2025. Finance:

- a. To Approve payments as detailed in Appendix 1

#### APPENDIX 1

#### INVOICES TO BE PRESENTED FOR PAYMENT June 2025

Invoices TO BE PRESENTED FOR PAYMENT June 2025	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	24/06/2025		wages	£682.70	
Clerk Home Working	24/06/2025		Home working allowance	£32.00	Paid together
Clerk Mobile	03/06/2025	GB569953277	Vodafone monthly SIM charge Now by DD	£9.66	inc VAT
Groundsman	24/06/2025		wages	£271.00	
PAYE	05/06/2025		PAYE June 2025	£213.48	
Hercules Outdoors Ltd	23/05/2025	GB166686462	Hercules Weights for Gazebo for summer events and beyond	£119.98	inc VAT Paid
Ignite Sports Coaching	23/05/2025	GB452047317	Summer Sports sessions for children in the park - Ignite	£1,200.00	inc VAT Paid
Postoffice	27/05/2025		Postage for Bank Account	£3.60	no VAT Paid
Postoffice	04/06/2025		Postage for Savings Account	£3.70	no VAT Paid
YLCA	20/05/2025		YLCA Training Understanding Highway Regs webinar Cllr A Garbutt	£10.00	no VAT
ARGOS	24/05/2025		Argos - replacement Laptop inc 2 year warranty	£505.82	inc VAT Paid
Amazon	04/06/2025	GB727255821	Amazon Ronseal	£14.99	inc VAT Paid
Fuel - Valli - York	05/06/2025	GB780571712	Fuel for Ride on Lawnmower - park	£52.44	inc VAT Paid
Playscheme	08/06/2025	GB 99126114	Gasram Gate closer for Play area	£187.20	inc VAT
Playscheme	11/06/2025	GB 99126114	Quarterly Operational Inspection of Play area	£354.00	inc VAT
Amazon	112/6/2025	GB727255821	Amazon Strimmer Head Unit for play area	£28.00	inc VAT Paid
<b>TOTAL</b>				<b>£3,688.57</b>	Total

**CASH BOOK MONTH 2 MAY 2025-****2026****INCOME**

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL	
C/FWD	1572.60	0.00	0.00	0.00	10907.5 0	12480.10	
Precept 2025/2026							B
Donations / Grants / Funding					0.00	0.00	B
Allotment rents		10.00				10.00	B
Allotment deposits					25.00	25.00	B
VAT REFUND	0.00					0.00	B
TOTALS	0.00	10.00	0.00	0.00	26.00	36.00	
C/FWD	1572.60	10.00	0.00	0.00	10933.5 0	12516.10	

**It was Resolved** to settle June'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 May to 31<sup>st</sup> May 2025.  
**It was Resolved** to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st May to 31<sup>st</sup> May 2025
- c. To Approve Bank Reconciliation Statement from 1st May to 31<sup>st</sup> May 2025.  
**It was Resolved** to Approve Bank Reconciliation Statement from 1st May to 31<sup>st</sup> May 2025
- d. To Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> May 2025, against this year's budget.  
**It was Resolved** to Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> May 2025, against this year's budget.
- e. To Report HWPC submitted their VAT claim for 1/4/2025 to 31/5/2025 for total sum of £580.27 on 5/6/2025.  
**It was noted**

**100/2025. Councillor Vacancy**

- a. To report that the initial advertisements for 2 councillor vacancies (created by resignations from Cllr A Harrison and Cllr D Harrison) was posted on 7<sup>th</sup> May 2025 and CYC's Returning Officer has confirmed that they have received insufficient requests from eligible electors for an election to fill the casual vacancies. These vacancies have now been advertised under Co-Option and the deadline for eligible candidates to apply is Sunday 6<sup>th</sup> July 2025.  
**It was noted**
- b. To consider and decide upon an Interview panel and date/s before the next Ordinary meeting on Monday 21<sup>st</sup> July 2025.  
**It was Resolved** to hold interviews on Monday 14<sup>th</sup> July 2025 from 7pm and Clerk to book the room in the community centre

**101/2025. Heworth Without Parish Council Administration**

- a. To Report progress with Cllr E Hardy becoming a new Bank signatory for HWPC Barclays account.  
**It was reported** that this has been slow progress, but Clerk keeps chasing bank.
- b. To Report progress with opening a Savings Account for HWPC Reserves with Hinckley & Rugby Building Society's Local Councils 90 Notice deposit account.  
**It was reported** that the saving account is all set up, Reserves of £27100 have been transferred into it and paperwork received.
- c. To Report progress with all Councillor ROIs being updated for HWPC Website and submitted to CYC.  
**It was reported** that 5 have been submitted to CYC and awaiting 2
- d. To Consider and decide upon using a Planning Consultant to help create HWPC Neighbourhood Plan and to apply for funding.  
**Carried forward** due to the Cllr N Ayres absence. Although today brought news on funding limitations.
- e. To consider and decide upon HWPC Summer newsletter (inc Spring Garden Competition outcome with photos, promote Summer Garden Competition, promote summer sports activities with Ignite) and approve printers.  
**It was Resolved** for Cllr E Hardy to reformat newsletter, but articles all agreed. Fulprint printers were approved and all councillors present agreed to deliver newsletters as soon as they arrive.

MK Starkey

#### **102/2025. Events:**

- a. To Report winners of the Spring Garden Competition, sponsorship with Yorkshire Garden Centre - Deans and confirmation of winners consent to be placed in the next HWPC newsletter  
**It was noted** that winners are in the newsletter, and all have received their gift vouchers kindly donated by Yorkshire Garden Centre (Deans) and are delighted. Thanks were expressed to Cllr K Last and Deans Garden Centre who judged the event.
- b. To Consider and decide upon judging dates for the Summer Garden Competition and sponsor.  
**It was Resolved** that Deans of Yorkshire Garden Centre are to sponsor the Summer Gardening Competition and judging will take place in July 2025. There will be 5 categories, Best Front Garden, Best Front Gardens and containers/baskets/window box display, Best Containers and Pots, Best Front Wall and Best Wildlife Garden. All details to be promoted on website and facebook by Clerk
- c. To Report progress with the Ignite Summer Sports activities to be held at Stray Road Playing Field (behind the playarea). Monday 28th July, Monday 4th August, Monday 11th August, Monday 18th August and the Sports day themed afternoon on Friday 1st August. 4-7 years 2.30-3.15pm and 8years + session will run 3.30-4.15pm. All participants must be of school age.  
**It was Reported** that Ignite Sports Coaching have taken a minimum of 6 bookings per session already. Clerk to keep promoting. Councillors will support each event by attending a few each.
- d. Events Working Group's – To agree date of the next meeting.  
**It was Resolved** to have the next Events Working Group meeting on Wednesday 3<sup>rd</sup> September 2025 1-2.30pm, venue to be confirmed nearer the time.
- 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 Basu, Cllr E Hardy, Cllr K Last, Cllr S Phoenix and Cllr M Starkey).  
**Postponed** until Septembers Events Working group meeting

#### **103/2025. Heworth Without Parish Council Policies and Documentation**

- a. To Consider and decide upon HWPC Communications Policy.  
**It was Resolved** to Approve the HWPC Communications Policy.
- b. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal  
**It was Resolved to Approve** ICO Model Publications Scheme created in 2014 and reviewed on 16/6/2025  
**It was Resolved to Approve** the Clerk creating a front cover with title 'Behaviours and Respect' and placing both current HWPC Code of Conduct Policy and the Civility and Respect Policies together. Clerk to put on website

#### **104/2025. 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 another willow tree has been and entrance gate. All benches have been painted by our Groundsman.
  - ii) To Receive, Consider and decide upon the Operational Play inspection Report (22<sup>nd</sup> May 2025) and Quote (3<sup>rd</sup> June 2025) by Playscheme.  
**It was Resolved** to accept the Operational Play Inspection Report and proceed with the Playscheme Quote for suggested repairs. In addition to this we now need another GasRam gate closer (due to vandalism at the weekend) £187.20, however Clerk will investigate other possible solutions Playscheme before proceeding with the other. It was noted, that even though there have been some recent incidents of ASB the Playarea and surrounding areas are still kept in an excellent condition.
  - iii) To Report that the Gas Gate closer quote was only received on 3.6.25 so Clerk placed an emergency order with Playscheme for immediate replacement £156+VAT. **Repaired on Friday 6/6/25**  
**It was Reported that it was repaired on 6/6/25 and then vandalised (104/2025 ii).** **It was Resolved** that a replacement was needed to reduce the risk of toddlers leaving the park without an adult.
  - 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 a new All Access gate with RADAR key will be installed w/c 1<sup>st</sup> September 2025, by 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 there has been a Racial Hatred incident (13/6/25), 2 Fires other side of beck footbridge (but fire engine parked outside Play area twice on 15/6/25, Vandalism to Gasram gate closer (mentioned above), and another willow tree 15/6/25, all have been reported to the police. Special thanks to PCSO Mark Jackson for attending the start of the meeting tonight and cautioning one of the ASB offenders on his way to the meeting.

- ii) 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 swings  
**No news**, but hoped to be completed in September when access gate is installed

- 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 Report ASB and den building behind HW Community Centre on the beck-side of the fence.

**It was noted** and is recorded in Crime report 108/2025a

- 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.

**None**

- ii) To Report a query regarding soil testing for plot 4 waiting for answer from CoYC

**It was Reported** that CYC are arranging the soil testing and CYC will pay the invoice.

**105/2025. Employment and Training:**

- a. To Report on 6 monthly employment appraisal and targets for the Clerk / RFO (due June / July 2025)

**It was reported** completed on 16/6/2025 next one due Nov/Dec 2025

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

**It was Reported** that the Clerk is to have VisionICT training of access to new domain – September 2025

**106/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

**None this month**

**107/2025. 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 Reported** that due to unforeseen circumstances speed watch couldn't take place in the past month. However, a date has been set for July 2025 for the Speed Watch Working Group.

- b. To Note any further highway issues.

**None**

**108/2025. Policing and Security Matters:**

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

**It was Reported** that there were 5 incidents relates to a group of youth on bicycles that are causing nuisance across the parish and 1 incident of criminal damage at Stray Road playing field. PCSO Mark Jackson and the team have intelligence on these matters.

- b. Note any further policing and security issues.

**None**

**109/2025. Correspondence:**

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

**It was Reported** by Cllr E Hardy that she has received correspondence from a third party who is supporting a local resident regarding the waste bin at Bad Bargain Lane.

**110/2025. To Note matters for Information and items for next monthly meeting agenda**

Discuss a possible Halloween disco and DJ and room availability – night before trick or treat

Community Green Flag award for Stray Road Play Area

Neighbourhood Plan and funding challenges

**111/2025. 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 21<sup>st</sup> July 2025 at 7pm in the Community Centre on Applecroft Road, Heworth.

**It was agreed. Meeting closed 20.30**

**Minutes approved on 21<sup>st</sup> July 2025**

*MK Starkey*

*MK Starkey*