



Heworth Without Parish Council
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DRAFT - Minutes of the ORDINARY MEETING of Heworth Without Parish Council, held on MONDAY 21st July 2025 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth.
To be approved at HWPC meeting to be held 15/09/2025.

Present:

Councillor M Starkey (Chair), Councillor A Garbutt, Councillor E Hardy, Councillor K Last (arrived 19.10), Gayle Enion-Farrington (Clerk / RFO) and Mr M Ward (Public - Co-option Candidate)

112/2025. Apologies:

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

Apologies were received and approved for Councillor A Basu (Deputy), Councillor N Ayre and Councillor S Phoenix. **Apologies were also received and approved** for Co-Option Candidate Mr M Taylor as exceptional circumstances.

- b. To Receive written applications for the office of parish councillor (ensuring that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80).

It was Resolved that both applications meet the above criteria.

- c. To Receive 5-minute presentations from each candidate and to co-opt candidates to fill the existing 2 vacancies
One Presentation was received by Mr Matthew Taylor and **It was Resolved and Approved** to appoint Councillor Matt Ward and welcomed him to Heworth Without Parish Council
Mr M Taylor attended a candidate meeting last week and is a strong candidate for our second councillor vacancy. Due to unforeseen circumstances (approved as exceptional), he could not attend the meeting this evening and his co-option is deferred to 15th September 2025 (next meeting). Monitoring Officer agreed to accept these exceptional circumstances, particularly as there were no other candidates and the co-option was listed on the agenda (confirmed by email post meeting 23/7/25).

113/2025. 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

114/2025. 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

115/2025. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Cllr N Ayre submitted a Ward Report in advance

Heworth Green Roundabout. People will have noticed the work currently being done predominantly to the surfacing. When the work was announced I raised concerns about the wider safety issues at the location and received this response

"We have been monitoring accident data at the junction since the introduction of the cycle lanes in the early 2000's which initially had a significant impact in the reduction of collisions. However, accidents have continued to occur here with cyclists and other vulnerable road users making up the majority of casualties. To address this issue, we are looking at major alterations to the junction to bring it more in line with current thinking on active travel provision and the prioritisation of vulnerable road users. These works are in early development and need to attract funding before they can be delivered and so are sometime off at present.

In the short term the resurfacing of the junction gives us an opportunity to provide an interim solution by altering the road markings along the resurfaced carriageway areas to offer road safety improvements."

This is disappointing given the combined authority recently awarded over £4m for active travel schemes and this scheme was put on the back burner.

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 seeking to resubmit the application. I will meet with officers to see what has changed regards a whole site approach.

Monk Stray. Several complaints regarding the reinstation work. Given recent weather conditions this has proved problematic. Officers and myself continue to monitor and liaise with Yorkshire Water.

Hopgrove Playing fields. I have received a request for disabled parking at the site. The land is leased from CYC to the Hopgrove Playing Fields Association. Given it is within the parish and the ward it may be worth arranging a meeting for all parties to discuss potential improvements?

116/2025. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 16/06/2025.
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 16/06/2025.

117/2025. Planning:

- a. To Consider and decide upon the planning applications received since the last HWPC meeting.
None
- b. To Receive the following planning decision/information.
It was Reported that the follow planning application has been Approved
57 Whitby Avenue York YO31 1EU Single storey side and rear extension, dormers to both sides, alterations to doors and windows
- c. To Consider and decide upon any other planning related issues
None
- d. To Consider and decide upon any planning enforcement issues
None

118/2025. Finance:

- a. To Approve payments as detailed in Appendix 1

INVOICES TO BE PRESENTED FOR PAYMENT July 2025

Invoices TO BE PRESENTED FOR PAYMENT July 2025	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/07/2025		wages	£558.52	Paid together inc VAT
Clerk Home Working	25/07/2025		Home working allowance	£32.00	
Clerk Mobile	03/07/2025	GB569953277	Vodafone monthly SIM charge by DD	£9.66	
Groundsman	25/07/2025		wages	£270.80	no VAT Paid
PAYE	06/07/2025		PAYE July 2025	£159.64	
Fulprint Print and Design	20/06/2025		HWPC Summer newsletter printing	£215.00	
Jamie Ulliott	10/07/2025		Tree Work overhanging Zipwire in playarea	£150.00	no VAT Paid
YLCA	04/06/2025		Code of Conduct Webinar Cllr E Hardy	£27.40	
Playscheme	30/06/2025	GB 99126114	Gasram Gate closer for Play area (again due to vandalism)	£187.20	
Playscheme	30/06/2025	GB 99126114	Repairs as per Quarterly Operational Inspection of Play area	£1,062.00	inc VAT Paid
YLCA	17/07/2025		Planning Webinar for Cllr A Garbutt	£18.20	
TOTAL				£2,690.42	Total

CASH BOOK MONTH 3 JUNE 2025-2026

INCOME

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	1572.60	10.00	0.00	0.00	10933.50	12516.10
VAT REFUND	580.27					580.27
TOTALS	580.27	0.00	0.00	0.00	0.00	580.27
C/FWD	2152.87	10.00	0.00	0.00	10933.50	13096.37

It was Resolved to settle July'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 30th June 2025.
It was Resolved to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st May to 30th June 2025.
- c. To Approve Bank Reconciliation Statement from 1st May to 30th June 2025.
It was Resolved to Approve Bank Reconciliation Statement from 1st May to 30th June 2025
- d. To Approve Budget Monitoring of Income and Expenditure up to 30th June 2025, against this year's budget.
It was Resolved to Approve Budget Monitoring of Income and Expenditure up to 30th June 2025, against this year's budget.
- e. To report that the Annual Governance & Accountability Return is still in progress but so far have identified one error which was investigated. There was one point raised by the external auditor that CYC grant within the precept should have been listed in box 3 and not box 2. Auditors accept this as a minor administration error and all monies were accounted for.
It was noted and still awaiting final report on AGAR.

119/2025. Heworth Without Parish Council Administration

- a. To Report receipt of a letter from Deputy Monitoring Officer on 17th June 2025 stating that further to receiving a number of Code of Conduct complaints, they have been reviewed and closed by CYC Deputy Monitoring Officer.
It was noted that this letter was received on 17th June 2025. The Clerk was advised that the letter could only be shared with the Chair, which it was.
- b. To consider and decide upon engaging professional mediation service providers and costs, to resolve working relationships between some parish HWPC councillors (recommended by the Deputy Monitoring Officer, after recent Code of Conduct complaints that have been recently reviewed and closed by CYC Monitoring Office).
It was Resolved to use Crombie Wilkinson (if required) but to defer the final decision on booking mediation services to September 2025 meeting. In the meantime, Clerk to try and obtain more information as to whether any issues remain unresolved.
- c. To Report progress with Cllr E Hardy becoming a new Bank signatory for HWPC Barclays account.
It was Reported that Cllr E Hardy is now an official Barclays Bank signatory for HWPC and has all the necessary card readers etc. **It was Resolved** that Cllr M Starkey is to train Cllr E Hardy this month on how to authorise payments once Clerk has processed July's payments.
- d. To Consider and decide upon applying for Community Green Flag award for Stray Road Play Area
It was Resolved for Clerk to complete the registration form of interest and report back in September 2025.
- e. To Consider and decide upon a way forward for the Neighbourhood Plan in the light of new funding challenges and the limited availability of Planning Consultants.
Carried forward due to the Cllr N Ayres absence.
- f. To Report on distribution of HWPC Summer Newsletter
It was Reported that HWPC Summer Newsletters were distributed.

120/2025. Events:

- a. 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 (Yorkshire Day inc BYO picnic), 2-4pm. 2.30-3.15pm and 8years + session will run 3.30-4.15pm. All participants must be of school age.
It was Reported that bookings are going well for the summer events. Clerk to ask Ignite to have a backup option of signing up people on the day (if spaces), if they have not access to wifi. Also to ask Ignite if they can take any photos with permissions for our Autumn newsletter
- b. To report that the Heworth Without Community Centre is booked by HWPC for Saturday 1st November 2025 (3 – 8pm), for a Halloween event. Events team to consider a possible Halloween disco and DJ.
It was Resolved to book Hay-Jays disco 4-8pm offering 2 sessions for 2 different age groups (suggested 4-7years and 8 years plus or maybe using school years). Events team to agree the details and manage event. Clerk to book and to also contact Spar for possible tuck shop donations. Booking due to numbers and fire capacity. £1 to book which pays for tuck shop sweets and juice per child. Cllr M Ward to design a poster for September's meeting. Events time to liaise with Cllr M Ward.
- c. Events Working Group's – To agree date of the next meeting.
It was Resolved that the next Events Working Group meeting would be held on Wednesday 3rd September 2025 at 1-2.30pm to finalise Halloween Disco at Explore library, Burnholme.
- 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 Basu, Cllr E Hardy, Cllr K Last, Cllr S Phoenix and Cllr M Starkey). - To be reviewed on 3rd September 2025

121/2025. 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

122/2025. 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 on Monday 11 August Playscheme will be carrying out their next Operational inspection.
- ii) To Report that Jamie Ulliott, Tree Surgeon has cut back the overhanging Willow Tree near the Zip Wire, as per the Operational Inspection report.
It was noted and invoice was approved in Appendix 1.
- iii) To Receive, Consider and decide upon the HIC Report regarding the surface suitability under the log climber and Playscheme quote 13706 to resolve the matter
It was Resolved to approve Playscheme quote 13706 and priced with the new surface as soon as possible.
- iv) To Report that the installation of a separate lower RADAR locked accessible swing gate at Stray Road Playarea will be installed w/c 1st September 2025. Project managed and funded by CYC.
It was noted

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

- i) To Report on any recent ASB and Vandalism activities.
None
- 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 that the installation of two drainage grates on the beck footpath, behind the large swings will take place w/c 1st September 2025.
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.
It was Reported that there is still no news. Cllr M Starkey to chase with Michael Pavlovic of 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 we have had an invitation to participate in a potential project involving wildlife pond creation at Stray Road Allotments. **It was Resolved** for Clerk to sign up and find out more for September's meeting, looking at options on Stray Road allotments, to reduce cut throughs and benefiting wildlife at the same time.
- ii) To Report that soil testing on allotment plot 4 is scheduled for 16th July 2025 and results will be approximately 2-3 weeks.
It was Reported that soil samples have been taken and awaiting results

123/2025. Employment and Training:

- a. Consider and decide upon any current employment/training related issues within HWPC.
It was Reported that the Clerk is required to obtain a minimum of 18 CPD points September to August each year.
It was Resolved that Clerk to get Cllr M Ward sign up to YLCA so that he can complete the Off to a Flying Start course.
- b. To Consider and decide upon training costs for Clerk to complete training with VisionICT.
It was Reported that costs are not available yet as Vision ICT are currently in the process of switching to a new email provider, which offers more flexibility, better deliverability, and clearer access controls — all important when it comes to things like FOI and Subject Access Requests. Once HWPC has moved across, they can provide a tailored training session and costings.

124/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

Cllr A Garbut gave feedback about the Planning and Appeals process after attending a recent YLCA webinar.

125/2025. 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 the HWPC speed watch team met on Saturday 5th July 2025 and recorded 18 speeding vehicles with the fastest noted at 43mph, 1/3 of the speeding vehicles were reaching 40mph or over. 222 vehicles were counted in this time, which is a relatively quiet time for Stockton Lane. The details have been sent to the police as per the process. A number of future dates have been agreed.

- b. To Note any further highway issues.

None

126/2025. Policing and Security Matters:

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

It was Reported that there were 2 incidents of ASB relating to a group of youths on bicycles (PCSO Mark Jackson and the team have intelligence on these matters). 3 incidents of theft / burglary and 1 criminal damage caused by a neighbour dispute.

- b. Note any further policing and security issues.

None

127/2025. Correspondence:

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

It was Reported that Marmite Productions, is putting on its debut show of The Vicar of Dibley at Theatre 41, Monkgate, in November this year. They have contacted HWPC to request permission to display a vinyl advertisement banner (approx 7' x 2') promoting the production.

It was Reported that another resident asked enquired erecting a banner for a Wizard of Oz production which includes some children from HWPC area. They enquired about security and guarantees of it not getting removed and Clerk confirmed that no guarantees could be given, as the HWPC's Ignite banner was cut down last year. Clerk has not heard anything since this correspondence on 18th July 2025.

It was decided to defer until September's meeting due to many considerations and where a line is drawn and hopefully more councillors will be in attendance. Overall, consensus is that they should involve HWPC area.

It was Reported that further to research this is the guidance regarding local foxes. It is stated in the minutes as the 2 residents who attended the meeting did not give contact details, so this information will hopefully be useful to them and others.

Foxes are not regarded as traditional public health pests and not an animal the City of York Council has powers to deal with. If people have regular issues with foxes near their homes and all other methods of prevention have been tried (e.g. fencing, securing bins, etc), we may direct them to contact a licensed pest controller. Fox control however is not generally recommended in urban areas. Killing or relocating foxes usually provides only a temporary relief from the problems foxes cause, as vacant territories are rapidly reoccupied once the control measures cease. Relocating foxes is generally not advisable on welfare grounds. Additional to the web link to [the central government advice](#) it may be useful to refer to the attached leaflet, in particular the 'Prevention of problems' section from the information note produced by Natural England ('Natural England Species Information Note SIN003 - Urban Foxes'). Until a month or so ago the leaflet was included on their website, though the link appears to have since disappeared.

The main advice would be to discourage foxes from people's property - householders should ensure any rubbish and household waste left out is secure and not open for scavenging. Store rubbish, especially food waste (including composted waste), in fox-proof containers made of materials such as metal or plastic. Ensure that dustbin lids are secure, e.g. by having a clip-on lid or expanding 'bungie' straps which secure the lid and avoid leaving rubbish sacks unprotected.

It was Reported that the 5 x £20 gift vouchers for HWPC Summer Garden Competition are available to collect – kindly donated by YGC Partners Ltd, Dean's Garden Centre York

Clerk was asked to investigate whether a water butt could be installed at the Community centre, to water the planters.

It was Reported that the Heworth Without Mgt Committee have kindly installed an outside tap which the groundsman can use. This is greatly appreciated.

It was Reported that a local resident was struggling with the stiffness of the newly replaced Gasram gate closer at the play area. Clerk has confirmed that the gate closer has been tightened to prevent toddlers escaping on to the busy road and to reduce it being vandalised / stolen (as this is the second GasRam closer installed in the past month). However, HWPC can appreciate it is heavy for some to use, and Clerk will liaise with the installer to see if it can be loosened. Also confirmed that a new easy access gate with a simple RADAR key will be installed by City of York Council (CYC) w/c 1st September 2025 to the left of the double gates which will be fully accessible, easy to open and perfect for wheelchair users and buggies etc. This is a solution to accommodate all needs and users of the park and this has been deemed the most appropriate solution (with many CYC departments being involved including the Access Officer for Housing and Communities) and has taken a number of years to come to fruition.

It was also mentioned about flooded and slippery pathways in the winter to get to the gym equipment. This will be reviewed in September 2025 after groundsman has re-seeded the area – after a very dry spell.

Broken glass and debris being left on the streets after bin collections have been made was also raised as a point of concern. ***It was Resolved*** that HWPC agreed with the Clerks response of referring the resident to Cllr Nigel Ayre for the Ward, and Waste, Highways and Environmental Services at CYC.

128/2025. To Note matters for Information and items for next monthly meeting agenda

Co-Option of Matthew Taylor

Summer Garden Competition outcome

Morgan Sindall Presentation regarding Hempland School

Start autumn newsletter for October distribution and include photos of all current councillors

To review playarea surface conditions and walkways before entering the winter months

Consider a policy on displaying promotional banners on Stray Road Play area railings

129/2025. 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 15th September 2025 at 7pm in the Community Centre on Applecroft Road, Heworth. **Please note there will be no meeting in August 2025**

It was agreed.

Meeting closed 21.06