



Heworth Without Parish Council
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Minutes of the ORDINARY MEETING of Heworth Without Parish Council, held on MONDAY 15th SEPTEMBER 2025 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth. To be approved at HWPC meeting to be held 20/10/2025.

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy), Councillor A Garbutt, Councillor E Hardy (arrived 19.20 and left 8.30pm), Councillor K Last, Councillor M Ward and Gayle Enion-Farrington (Clerk / RFO). Members of the public were Matthew Taylor, Carol Towner, Judy Birkbeck, David Honan.

130/2025. Apologies:

- a. To Note Apologies and Approve Reasons for Absence.
Apologies were received and approved for Councillor N Ayre, Councillor S Phoenix and Councillor E Hardy arriving 20 mins late and needed to leave at 8.30pm.
- b. To co-opt Mathew Taylor to fill the existing vacancy as per 112/2025c
It was Resolved and Approved to appoint Councillor Matthew Taylor and welcomed him to Heworth Without Parish Council.

131/2025. 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.
Cllr M Starkey and Cllr A Garbutt declared that they are members of the Labour Party, and this needed to be registered when discussing the issues raised about Flags agenda item 145/2024a
- b. To receive, consider and decide upon any applications for dispensation.
None

132/2025. 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.

Carol Towner – came to express deep concerns regarding the amount of Union Jack and St George Cross Flags everywhere. (Description of Union Jack Flag is acceptable because it came into effect in 1603. You might get people querying this saying it should be known as the Union Flag. On marine it's known as Union Jack Flag. You will notice CYC called it the Union Flag). As a former Military Wife she's very patriotic and concerned about the underlying message on the flags. Concerned about cost of removal on people's council tax. Concerned about defacing and criminal damage on crossing patrols and lampposts.

- 1) What action can be taken to support other parishes that are more heavily affected by the flag flying?
- 2) What are the consequences and how can the participants of these actions be pursued?
- 3) What action can be taken regarding any flags that get put up in the parish?

Reported to CYC Street Lighting and CYC Have your say, Cllr Nigel Ayre and Luke Charters, all responded but no time frame as to when they are to be removed.

An open discussion took place and as a parish council it was felt that HWPC could support CYC to support the swift removal of flags, that they have already announced. Chair confirmed that she has been informed that Highways will be prioritised, but no time frame was discussed. Planning to use cherry pickers, but labour and equipment come at a cost. Questions were asked on where you draw the line on which flags.

Cllr Nigel Ayre confirmed in advance of the meeting that "The council have confirmed they will be removing flags but have not as yet provided any further information as to how or when."

It was confirmed that the parish council does not own any of the land where any of the flags are currently sited, but HWPC could support and represent the removal of the flags on behalf of residents.

Vote 1

Proposed Cllr A Garbutt and Seconded Cllr A Basu

To write to CYC in support of the City of York Council decision of the removal of the illegally installed flags on public infrastructure, along with the removal of graffiti on the highways and streetworks apparatus and ask if there was anything we could do as a PC to support them.

4 votes in favour and 3 votes against.

Vote 2

Proposed Cllr M Ward and Seconded Cllr E Hardy

Wish to leave the decision timeframe of the removal of the illegally installed flags on public infrastructure and removal of graffiti on the highways and streetworks apparatus to the City of York Council.

3 votes in favour and 4 votes against.

Agreed for HWPC to write to CYC to support a swift removal of the flags.

David Honan - Came today to explain his sons wishes for HWPC to explore a minibike park – currently one at Rawcliffe. Looking for pump tracks – Mini Mountain bike play area. Came to speak on behalf of his son, who was unable to attend tonight's meeting but has written to HWPC. Track could be built from dirt and gravel or concrete depending on budget - would be happy to volunteer to help look after it once built. Currently some being built at Outgang by the users. Now an Olympic sport

HWPC asked D Horan to email some examples of what they are looking for. Bit like a skateboard park, but for mountain bikes.

Discussed possible options of approaching Taylor Wimpey to add to their development plan – David Horan to supply more details to HWPC

Clerk – to supply Taylor Wimpey contact details to D Horan.

133/2025. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Report submitted by email

Ward funding update. Following an application for funding towards a new boiler for Christ Church we were made aware of the very poor state of a sink area used for the nursery. Led to a successful application and this has now been replaced as well.

Annual review of traffic restrictions in the ward. If no objections are received council will advertise any proposed restrictions in the coming weeks.

Double yellow lines Stockton lane, Woodlands and Hempland lane around junction. Double yellow lines to corner of woodlands and Straylands. Double yellows on the bend of Whitby Avenue.

The council have confirmed they will be removing flags but have not as yet provided any further information as to how or when.

Full council will vote on Thursday regarding planning changes. This removes one committee and delegates far more decision making to officers rather than members. This is not something I support as a ward councillor.

Neighbourhood plans. Confirmation that government will no longer fund development. I don't believe this is now affordable.

134/2025. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 21/07/2025.

It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 21/07/2025.

135/2025. Planning:

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

None submitted

- b. To Receive the following planning decision/information.

It was Reported that 1 REFUSAL was issued to 294 Stockton Lane York YO31 1JJ Single storey rear and side extensions, dormers to rear roofslope and 3no. windows to side elevation.

REASON - The proposals are considered to be overdevelopment of the property, which results in an uncohesive design causing significant visual harm to its existing appearance. The previously approved rear extension was designed to appear as visually cohesive with the existing bungalow and the current proposals do not respect this considered design approach. The proposal represents poor design and conflicts with Policies D1 and D11 of the City of York Local Plan and the Council's Supplementary Planning Document for House Extensions and Alterations, December 2012.

- c. To Report progress from Morgan Sindall regarding Hempland School Construction work

It was Reported that Stephen Barrett, Project Manager at Morgan Sindall would like to deliver a short presentation and Q&A session to residents on 20th October 2025 at 6.30pm. Clerk to promote

- d. To Consider and decide upon any other planning related issues

None

- e. To Consider and decide upon any planning enforcement issues

None

136/2025. Finance:

a. To Approve payments as detailed in Appendix 1

INVOICES TO BE PRESENTED FOR PAYMENT August 2025

Invoices TO BE PRESENTED FOR PAYMENT August 2025	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay	
Clerk Payroll	22/08/2025		wages	£594.00		Paid 19/8/2025
Clerk Home Working	22/08/2025		Home working allowance	£32.00	Paid together	Paid 19/8/2025
Clerk Mobile	03/08/2025	GB569953277	Vodafone monthly SIM charge Now by DD	£9.66	inc VAT	Paid DD 19/8/2025
Groundsman	22/08/2025		wages	£270.80		Paid 19/8/2025
PAYE	22/08/2025		PAYE August 2025	£175.08		Paid 19/8/2025
Autella Payroll Services	01/08/2025	426597472	Autella Payroll admin April, May, Jun, Jul 2025 & Pension regulator declaration	£102.00	inc VAT	Paid 19/8/2025
PKF	29/07/2025		External Audit AGAR and fees	£252.00	inc VAT	Paid 19/8/2025
YLCA	07/08/2025		CCTV & Data Protection webinar - Cllr M Starkey	£36.50	no VAT	Paid 19/8/2025
Playscheme	07/08/2025	GB 99126114	Gasram Gate closer for Play area (again due to vandalism 3rd time)	£187.20	inc VAT	Paid 19/8/2025
Playscheme	11/08/2025	GB 99126114	Quarterly Operational Inspection of Play area in August 2025	£354.00	inc VAT	Paid 19/8/2025
Vision ICT Ltd	28/07/2025	GB785375777	Vision ICT email address for Cllr M Ward	£10.00	inc VAT	Paid 19/8/2025
Vision ICT Ltd	01/08/2025	GB785375777	Vision ICT website hosting and support October 2025 - September 2026	£163.50	inc VAT	Paid 19/8/2025
Hayjays Disco	25/07/2025		HayJay Halloween Disco	£350.00	no VAT	Paid July
Amazon	26/07/2025		Amazon Grass Seed	£24.98	no VAT	Paid July
TOTAL				£2,561.72	Total	

No Income for July 2025

APPENDIX 1**HEWORTH WITHOUT PARISH COUNCIL****INVOICES TO BE PRESENTED FOR PAYMENT September 2025**

Invoices TO BE PRESENTED FOR PAYMENT September 2025	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay	
Clerk Payroll	24/09/2025		wages	£558.52		
Clerk Home Working	24/09/2025		Home working allowance	£32.00	Paid together	
Clerk Mobile	03/09/2025	GB569953277	Vodafone monthly SIM charge Now by DD	£9.66	inc VAT	Paid DD
Groundsman	24/09/2025		wages	£271.00		
PAYE	24/09/2025		PAYE August 2025	£159.44		
Amazon	02/08/2025	GB352228222	Amazon Printer Paper	£17.99	inc VAT	Paid 2/8/2025
Amazon	11/09/2025		Amazon Halloween Backdrop for events	£49.99	inc VAT	Paid 11/9/2025
Amazon	11/09/2025		Amazon Christmas Doorcovers for events	£15.18	inc VAT	Paid 11/9/2025
Amazon	11/09/2025		Amazon Christmas Backdrop for events	£19.48	inc VAT	Paid 11/9/2025
McAfee	02/09/2025	IE6410804G	McAfee Virus Protection	£69.99	inc VAT	Paid 02/9/2025
YLCA	15/09/2025		YLCA New councillor training Off to a flying start Cllr M Ward	£73.00	no VAT	
TOTAL				£1,276.25	Total	

No Income for August 2025

It was Resolved to settle August and September'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 and continue training with Cllr E Hardy.

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure from 1st July to 31st August 2025.
It was Resolved to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st July to 31st August 2025.
- c. To Approve Bank Reconciliation Statement from 1st July to 31st August 2025.
It was Resolved to Approve Bank Reconciliation Statement from 1st July to 31st August 2025
- d. To Approve Budget Monitoring of Income and Expenditure up to 31st August 2025, against this year's budget.
It was Resolved to Approve Budget Monitoring of Income and Expenditure up to 31st August 2025, against this year's budget.
- e. To Report HWPC submitted their VAT claim for 1/6/2025 to 31/8/2025 for total sum of £500.26 on 8th September 2025 and will show in September's income cashflow.
It was Reported that £500.26 was paid into HWPC account on 11th September 2025.
- f. To Report PKF Littlejohn has completed the External audit on HWPC 2024-2025 with note as per 118/2025e and the 'Conclusion of AUDIT' was posted on HWPC website and noticeboards on 9th August 2025.
It was noted
- g. To Approve 5 hours RFO overtime worked in August 2025.
It was Resolved to approve 5 hours Overtime for Clerk / RFO for August 2025. This will be processed in October's pay run.
- h. To Report upon the NALC Local Government Pay Agreement for Clerk / RFO and Groundsman 2025/2026. Groundsman is on pay scale 22 and must increase from £16.93p/h to £17.47p/h and Clerk/RFO is on pay scale 33 and must increase from £22.14p/h to £22.85p/h. This is effective from 1st April 2025 as per NALC and requires backdating.
It was Resolved to approve the NALC pay review as above. Processed by Autella in October 2025

137/2025. Heworth Without Parish Council Administration

- a. To Report progress on identifying unresolved issues within HWPC from any Councillors, to enable a decision to be made to engage the professional mediation services of Crombie Wilkinson (if appropriate), 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 Officer.
It was Reported that Clerk was unable to obtain more information as to whether any issues remain unresolved. Not discussed further this month and will review next month. Clerk to keep trying to arrange a meeting.
- b. To Approve and appoint 2 Councillors to conduct a 6 monthly audit on HWPC internal controls (due end of September 2025).
It was Resolved to appoint Cllr E Hardy and Cllr K Last to conduct a 6 monthly audit on HWPC internal controls.
- c. To Report progress with HWPC applying for Community Green Flag award for Stray Road Play Area / Field / Wood and Allotments, including a meeting with CYC on 22nd September 2025 regarding the application process.
It was Reported that after a meeting on 22nd September 2025 HWPC should be in a position to apply for the Community Green Flag award. Clerk to proceed.
- d. To Consider and decide upon Park Railing and Noticeboard advertising after several enquires in the past two months, does a policy need to be written?
It was Resolved for Cllr M Starkey and Cllr E Hardy to draft a policy using a template that has already been used by other parish council for approval next month.
- 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.
Postponed until October meeting due to new Councillors who needed to get up to speed regarding the initiative, pros and cons of a Neighbourhood plan now that no public funds are available. Clerk to forward information to Cllr M Ward and Cllr M Taylor.
- f. To Consider and decide upon content for the HWPC Autumn Newsletter and include photos of all current councillors.
It was Resolved that all contents to be forwarded to Cllr E Hardy to aid completion in 1 week. Clerk to send ID Photos of councillors and Cllr K Last to send Photos of Summer Garden Competition winners and promote Halloween and Christmas event. Clerk to use Fulprint to print newsletter – same qualities as before.
- g. To Report that Vision ICT who manage our website and emails 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.

It was noted

138/2025. Events:

- a. To Receive and Consider Report and Minutes from Events Working Group regarding 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).
It was Resolved that the Summer Sports activities were a huge success and would definly wish to repeat.
- b. To Receive and Consider Minutes from Events Working Group regarding progress with a Children Halloween Disco in Heworth Without Community Centre on Saturday 1st November 2025 (4 – 8pm), and future planned events. –
Resolved all agreed
- c. To Report on the outcome of the Summer Garden Competition, sponsored by YGC, Deans Garden Centre York – Cllr K Last
All signed off today and photo with deans
- d. Events Working Group's – To agree date of the next meeting.
Wednesday 24th September 1-2.30pm at Library Events Working Group to attend, Cllr M Ward and Clerk to attend to resolve bookings for Event Brite
- 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).
Leave to October's meeting

139/2025. 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 this month

140/2025. 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 Receive, Consider and decide upon the Quarterly Operational Inspection completed on 11th August 2025. All is in a good state of repair with exception of the Somersault Bars that require some attention (awaiting quote).
It was Reported that HWPC are awaiting a quote to repair the somersault bars.
 - iii) To Report that the Grass Matting for the Log Climber is scheduled to be installed on 1st October 2025 as per Playscheme quote 13706.
It was noted
 - iv) To Report that the installation of a separate lower RADAR locked accessible swing gate at Stray Road Playarea commenced on 1st September 2025 by Ryedale Landscapes (appointed by CYC) but have been advised there is a delay on the lock mechanism for the RADAR gate.
It was noted
 - v) To Consider and decide upon Playschemes recommendation and quote number 13753 to replace the small entrance gate which has had 3 gas ram closers replaced and broken immediately after this spring / summer, to a self-closing (hidden parts in hinge) gate, also yellow to comply with accessibility requirements. Cost £1933 +VAT.
It was Resolved to change the gas ram closer after 3 repairs this summer and to order a self-closing gate, as detailed.
 - vi) To Consider and decide upon a review of playarea surface conditions and walkways before entering the winter months.
Deferred for 1 month due to lack of rain to assess possible challenges.
- b. Stray Road Playing field, Jubilee wood and wildflower meadow
 - i) To Report on any recent ASB and Vandalism activities.
See following agenda items
 - ii) To Report more ASB and small fires during the summer holidays. Aware of Fire Brigade in attendance once on 20th August 2025. It was put out quickly thanks to the quick response of members of the public who called the fire brigade. (Note – no fire incidents are logged on the Police Crime States report, unless police were also called)
It was Noted and grateful for members of the public who acted so quickly.
 - iii) Report on other matters relating to Playing field, Jubilee wood and wildflower meadow
None

c. Open Spaces and other assets

- i) To Report progress of the installation of two drainage grates on the beck footpath, behind the large swings which is scheduled for w/c 1st September 2025.
It was Reported that it is not completed yet, will chase at Green Flag meeting on 22nd September 2025
- ii) To Consider and decide upon spending approx. £50 (dependent upon offers) and £50 topsoil on spring bulbs to be planted in our community planters this autumn
It was Resolved to approve and Clerk to order
- iii) To Consider and decide upon repairing the pothole on the Community centre car park and on quotes should the Clerk obtain them in time for the meeting.
It was Resolved to approve Moveit Quote of £470 to repair the pothole.
- iv) 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 update
- v) To Report matters relating to our open spaces and assets.
None

d. HWPC Allotments

- i) To Consider fencing and other options for the tree line between Jubilee Wood and Stray Road Allotments and cuts throughs have been constantly made and closed up by our groundsman throughout the summer.
It was Resolved to pursue a nature barrier. Clerk to investigate cost of brambles to create a natural barrier and Cllr K Last and Cllr M Ward volunteered to plant them.
- ii) To Report that the results from the soil testing on allotment plot 4 showed amounts of lead and zinc. The levels of lead and zinc were above the screening values, but below the normal background concentrations for urban areas, so they are unlikely to be a problem. However, CYC intend to complete a more detailed risk assessment by the end of September. In the meantime, allotments can be used as usual, with recommendations of following normal hygiene precautions and wash hands thoroughly after working in the allotment and to wash and peel any produce grown in the soil to remove any soil or dust.
It was noted, await results from end of September at next meeting.
- iii) To Report on any other matters relating to Stray Road Allotments.
None

141/2025. Employment and Training:

- a. Consider and decide upon any current employment/training related issues within HWPC.
None
- b. To Consider and decide upon training costs for Clerk to complete training with VisionICT.
It was Reported that no costs can be provided until after VisionICT complete their upgrade

142/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

It was Reported that Cllr M Starkey attended a GDPR course and submitted training notes to the Clerk
Cllr M Ward has completed part 1 of the YLCA Off to a Flying Start course
Cllr M Taylor to book onto the YLCA Off to a Flying Start course

143/2025. To Consider Highway/Transport Issues:

- a. To Receive and consider a report on HWPC's involvement in the Community Speed Watch initiative by the Speed Watch working group (Cllr M Starkey).
It was Reported that the team completed speed watch during the summer holidays, around commuting times cars sped up 5pm. Next date was set for speed watch and training will take place for new Councillors.
- b. To Note any further highway issues.
None

144/2025. 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 in August 2025. None were recorded for July. None of the fires in Jubilee Wood were reported to the police
- b. Note any further policing and security issues.
None

145/2025. Correspondence:

- a. To Consider and decide upon correspondence to the Clerk over the summer regarding, Inappropriate posters and stickers attached to road signs and George Cross and Union Jack Flags that have been attached to lampposts within the parish and beyond.
It was Resolved to vote at the beginning of the meeting so that residents could hear the response. It was Resolved for HWPC to support the removal of the illegally installed flags on public instructions and highways.

- b. 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 University of York, regarding a Geothermal Project. Subject to receiving answers from some questions already submitted by Cllr E Hardy Clerk is approved to post event on HWPC facebook.
It was Reported that a person in a tracksuit was observed defecating behind a resident's hedge, which the resident has found rather distressing. The incident has been reported to the police and currently no CCTV / ring doorbell footage has been found. HWPC feel it's a matter for the police.
It was Reported that a local schoolboy wishes to get a mountain bike park in the area of Heworth Without. This was discussed at the public participation section of the meeting and HWPC discussed possible options of approaching Taylor Wimpey to add to their development plan – David Horan to supply more details to HWPC Clerk – to supply Taylor Wimpey contact details to D Horan.

146/2025. To Note matters for Information and items for next monthly meeting agenda

Morgan Sindall Presentation regarding Hempland School at 6.30pm on 20th October 2025

To Review 6 month of HWPC Financial Accounts and an Internal audit by Councillors

Progress Report on Newsletter Distribution update.

Children's Halloween disco Update for 1st November 2025

Progress Report on Community Green Flag Award Application for Stray Road Play Area

Expressions of interest for the HWPC budget setting 2026-2027 to be completed by January 2026

147/2025. 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 20th October 2025 at 7pm in the Community Centre on Applecroft Road, Heworth. 6.30pm a public presentation by Morgan Sindall - Clerk to do a separate poster and on facebook and noticeboard.

It was agreed.

Meeting closed 21.25