



Heworth Without Parish Council
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DRAFT Minutes of the ORDINARY MEETING of Heworth Without Parish Council, held on MONDAY 20th OCTOBER 2025 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth. To be approved at HWPC meeting to be held 17/11/2025.

At 6.45pm it was agreed by all to start the meeting as the representative from Morgan Sindall, who was scheduled to present at 6.30pm, would not be arriving for another 30 minutes. On their arrival, their presentation would begin.

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy), Councillor N Ayre, and Councillor E Hardy Councillor A Garbutt, Councillor E Hardy (arrived 19.20 left 20.30), Councillor K Last (arrived 20.30), Councillor S Phoenix, Councillor M Ward and Gayle Enion-Farrington (Clerk / RFO). Members of the public were, I Cage and R Hutchinson. Unfortunately 6 residents left upon hearing that the Morgan Sindall Presentation was delayed.

148/2025. Apologies:

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

Apologies were received and noted for Councillor M Taylor, and it was noted that Councillor E Hardy was arriving 20 mins late and Cllr K Last would be late. Moving forward HWPC will only receive and note apologies for absence and future agenda items will be amended accordingly.

149/2025. 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 N Ayre declared that one of his children attend Hopgrove Playing Fields – see 151/2025

- b. To receive, consider and decide upon any applications for dispensation.

None

150/2025. 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.

Morgan Sindall was scheduled to present at 6.30pm prior to the meeting. Sadly, they ran late and did not arrive until 7.22pm. 8 members of the public attend but due to the delay they left and only 2 (as stated above) remained for the presentation. See item 153/2025c

151/2025. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Neighbourhood Caretakers have been announced. It had been expected that there would be caretakers in each ward. There only 8 and some are funded from Housing Revenue Account and therefore can only operate on Housing land. Three are existing members of staff who are moving from elsewhere in public realm. The process is unclear but seems that staff will attend ward walks with ward councillors to prioritise work which should then be followed up. Unclear when we will be getting a walk or how often this will happen. Concern is that the consistent loss of the three members of staff will see a reduction in service that outweighs the benefit of a once annually rapid response team.

Green bins. Around 1350 residents citywide requested collection of green bins, I don't know the breakdown in the ward, but the collection should be happening in a few weeks

Boundary Review. A cross-party working group of councillors did not find consensus on number of councillors. A range of options have been presented to the boundary commission who will make the financial decision. Once that has happened there will be further conversations about any potential changes to electoral boundaries. This is impacted by the numbers. At the high end of a suggested 53 councillors submitted by Labour Heworth Without would have too many electors for a single member ward, at 47 it would remain in the expected range. At a lower figure of 41 it would not have enough electors.

Hopgrove Playing Fields. I have not had any response from the parish on my previous suggestion of working with Hopgrove Playing Fields Association. I met with their representative recently to discuss accessible parking arrangements and opportunities for funding support. They indicated that historically Heworth Without Parish Council had told them it was nothing to do with them. The land is within both the parish and the ward boundary so I do believe this is an area where we could work better together and offer more support.

Clerk confirmed at the meeting that this must have been more than 6 years ago and with different Councillors. In January 2023 HWPC awarded £150 to Huntington Rovers FC who use the Hopgrove Playing Fields Facility and the money was towards their girl's kit.

It was Resolved that HWPC are keen to hear plans and costs on how best to support them. Cllr M Ward committed to speaking with Cllr N Ayre (asked for convenient dates to meet up and learn more), to better understand the funding opportunities that he mentioned and see if there is a realistic prospect of HWPC achieving something, then both present back to HWPC.

The Executive member for Economy and Culture held a decision session on the 7th October 2025. Officers presented the findings of the consultation which showed overwhelming support for the scheme. Myself and two members of the public attended to speak in favour of progressing the scheme, no-one spoke against. The Executive Member was clear in his words that because of the 5:4 vote against by the Parish he would not progress the scheme. He was not prepared to risk going ahead as a direct result of that Parish decision despite the wider public support. That funding is now lost to the ward. Recent changes to the planning application have widened the scope of the Section 106 agreement to more places and there is now very little expectation our ward will see any of the funding. We have therefore lost over £40,000 of much needed investment. The council's £500k investment in play areas announced recently was not open to Parish land so there is no alternative route to secure funding for any improvements.

152/2025. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 15/09/2025.

It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 15/09/2025

153/2025. Planning:

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

CYC Reference	Address	Description
25/02026/FUL	61 Whitby Avenue York YO31 1EU	Single storey side/rear extension and dormer to rear Approved

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

It was Reported that 294 Stockton Lane has gone to appeal which was refused last month

It was Reported that 153 Bad Bargain Lane was approved upon appeal

- c. To Receive an update from Morgan Sindall regarding Hempland School Construction (presented at 6.30pm)

It was Reported that Stephen Barret (SB) from Morgan Sindall arrived at 7.22pm and presented immediately to HWPC and 2 residents.

A brief presentation of 6 sides.

In Quarter 2 the main build will commence, this will be after Easter 2026

New school will be handed over in Q2 2027, followed by Landscaping and demolition Q4 2027 expected to be completed.

Resident raised concerns that there is a scheduled 8ft structure backing onto his and his neighbour's fence – concerns of it being an eyesore and questioned if it could be camouflaged? **SB agreed to investigate this.**

Cllr N Ayre questioned if the build could cope with additional floors for additional children that may move to the area due to new proposed housing. **SB confirmed that he expected that the foundations will be designed for the current structure and plan therefore the design and build is not intended to cope with additional capacity, should school wish to expand in the future.**

SB offered that residents that had to leave early this evening can be given his emails address and he's more than happy to visit them directly and discuss anything they wish to ask. In fact, he wished for his contact detailed to be in the minutes for anyone local resident to contact him.

SB confirmed that they are currently coming to site every Tuesday to inspect the current structure and site.

Morgan Sindal is tasked to rectify anything brought up on the dilapidation survey, including any footpaths, roads, grass verges etc. Reassured that vehicle must follow agreed transportation routes and if the drivers to not and do makes things good, then they will not be allowed by to site.

Stephen Barrett wished his details to be shared to in case anyone wished to contact him directly
Project Manager, Construction Yorkshire & NorthEast.

M 07812772441 **E** stephen.f.barrett@morgansindall.com

- d. To Consider and decide upon any other planning related issues
None
- e. To Consider and decide upon any planning enforcement issues
None

154/2025. Finance:

- a. To Approve payments as detailed in Appendix 1

APPENDIX 1

HEWORTH WITHOUT PARISH COUNCIL

INVOICES TO BE PRESENTED FOR PAYMENT October 2025

Invoices TO BE PRESENTED FOR PAYMENT October 2025	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay	
Clerk Payroll	24/10/2025		wages	£777.94		Incs NALC backpay
Clerk Home Working	24/10/2025		Home working allowance	£32.00	Paid together	
Clerk Mobile	03/10/2025	GB569953277	Vodafone monthly SIM charge Now by DD	£9.66	inc VAT	Paid DD Incs NALC backpay
Groundsman	24/10/2025		wages	£336.63		
PAYE	24/10/2025		PAYE October 2025	£272.54		
Vision ICT	30/09/2025	GB785375777	Email address for Cllr M Taylor	£6.00	inc VAT	
Vision ICT	01/10/2025	GB785375777	Annual Hosted emails to Nov 2026	£288.00	inc VAT	
York Services Ltd	03/10/2025		Move it Pothole repair in HW Community Centre Driveway	£470.00	no VAT	Paid
York Services Ltd	14/10/2025		Move it / YSL Repair to Community Centre Gate	£300.00	no VAT	
Amazon	30/09/2025	GB727255821	Amazon wire brush set for park railings	£5.99	inc VAT	
Amazon	30/09/2025	GB254838827	Amazon paint brush set for park railings	£5.75	inc VAT	
Amazon	30/09/2025	GB172832110	Amazon paint for park railings	£80.97	inc VAT	
Playscheme	10/10/2025	GB991261114	Grass Matting underneath log climber in Playarea - replacement	£4,686.00	inc VAT	
Fulprint	13/10/2025		Fulprint Newsletter Printing - Autumn edition	£215.00	no VAT	
YLCA	08/10/2025		YLCA New councillor training Off to a flying start Cllr M Ward Part 2	£36.50	no VAT	
Valli Fuel	17/10/2025	GB780571712	Valli Fuel, Petrol & 2 stroke for Lawnmower & strimmer. Plus air fresheners for garage and WD40 for swings	£78.88	inc VAT	
Thompson and Morgan	06/10/2025 invoice issued 18/10/2025	GB637851020	Thompson & Morgan Spring bulbs for Planters	£66.97	inc VAT	
SPAR - Blakemore	20/10/2025		Tea / Coffee / Milk for Morgan Sindall Meeting	£12.50	no VAT	
Playscheme	awaiting invoice		Replacement Accessible Entrance gate to Playarea DDA compliant	£2,319.60	inc VAT	
TOTAL				£10,000.93	Total	

CASH BOOK MONTH 6 SEPTEMBER 2025-2026

INCOME

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/O PEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	2152.87	10.00	0.00	0.00	10933.50	13096.37
Precept 2025/2026					10907.50	10907.50
Donations / Grants / Funding						0.00
Allotment rents						0.00
Allotment deposits						0.00
VAT REFUND	500.26					500.26
TOTALS	500.26	0.00	0.00	0.00	0.00	11407.76
C/FWD	2653.13	10.00	0.00	0.00	10933.50	24504.13

It was Resolved to settle October payments with immediate effect. In line with current financial regs all invoices and payments were checked and approved by **Cllr A Basu** and **Cllr A Garbutt** 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 September to 30th September 2025.

It was Resolved to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st September to 30th September 2025.

- c. To Approve Bank Reconciliation Statement from 1st September to 30th September 2025.

It was Resolved to Approve Bank Reconciliation Statement from 1st September to 30th September 2025.

- d. To Approve Budget Monitoring of Income and Expenditure up to 30th September 2025, against this year's budget and comment upon the half years financial position of HWPC.

It was Resolved to Approve Budget Monitoring of Income and Expenditure up to 30th September 2025, against this year's budget and comment upon the half years financial position of HWPC.

- e. To Receive expressions of interest for the HWPC budget setting 2026-2027 completion by January 2026.

No expressions were received. It was Resolved to appoint Cllr N Ayre, M Starkey, M Ward to write the budget in November / December, ready for approval in January 2026 by full Parish Council.

155/2025. 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 a response was received on 20th October 2025 by 2 Councillors, stating that mediation is not something that can realistically be considered. This will be removed from the agenda.

- b. To Receive the completed 6 months of HWPC Financial Accounts and an Internal audit by Councillors

It was Resolved to receive and approve the completed 6 months of HWPC Financial Accounts and an Internal audit by Cllr E Hardy and Cllr K Last.

- c. To Receive, consider and decide upon the latest progress report with HWPC applying for Community Green Flag award for Stray Road Play Area / Field / Wood and Allotments, further to a meeting with CYC and a green Flag Judge, on 22nd September 2025 regarding the application process.

It was Resolved for the Clerk to go to the next stage of applying for the award in November 2025.

- d. 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.

It was Resolved for Clerk to fill in the gaps of the application (HWPC contact details etc) created by Cllr M Ward and submit to CYC. **Note – Upon reading application form after the meeting Clerk forwarded the completed document to the Neighbourhood working party which comprises of 3 residents and 3 Parish Councillors to ensure that all eligibility criteria has been met before submission.**

- e. To Report Distribution of HWPC Autumn Newsletter.

It was Reported that all had been distributed, thanks to all Councillors who delivered so promptly.

- f. To Report migration of HWPC emails to a new system within Vision ICT will take place on Friday 24th October 2025 and email will be down over the weekend.

It was noted, Clerk to put a post on Facebook to inform local residents.

156/2025. Events:

- a. To Report progress with a Children Halloween Disco in Heworth Without Community Centre on Saturday 1st November 2025 (4 – 8pm), and future planned events.
It was Reported that Early years, Y1 and Y2 session has now sold out and 64 of the 90 tickets sold for years 3 - 6.
It was Resolved to have an Events Working Party meeting on Wednesday 22nd October 2025 at 1pm
And for Clerk to email Hay-Jays disco to find out where the disco will be located in the main hall, so that risk assessment can be finalised at meeting on 22nd October 2025.
It was Reported that for the Christmas Event, Redmove have confirmed that they are happy to pledge £500, a great cause of Santa and payment will be made this week.
It was Resolved for the Events team will look at possible activities for next summer with Ignite including inflatables, so that a decision could be made at the next events meeting.
- b. To Receive, Consider and decide upon the updated proposal; of HWPC 12-month schedule of engagement with our community, by the Event working group.
Do at next events meeting

139/2025. Heworth Without Parish Council Policies and Documentation

- a. To Consider and decide upon the following HWPC Policies and Documentation that are due for renewal in November / December 2025
It was Resolved that the following policies would be reviewed by the following Councillors and that all policies require new headings with new HWPC.gov.uk email address. All amendments to be sent to the Clerk before next meeting. Code of Conduct (Cllr M Starkey & Cllr A Garbutt), Co-Option Policy and procedures (Cllr M Starkey & Cllr A Garbutt), Committee Terms and Reference (Employment Panel) **agreed at last Committee Meeting**, HWPC Rules for the Effective Mgt of Recording at LC and Parish meetings (Cllr M Ward), Data Protection Policy (Cllr A Basu), Records Management Policy (Emma), Retention and Disposal of Documents Policy (Cllr A Basu), Information Security Incident policy (Cllr M Ward), Policy for Use of Facebook (Cllr E Hardy), Digital Media Policy (Cllr E Hardy), HWPC Equality and Diversity Policy (Cllr A Garbutt), HWPC Disciplinary & Grievance Policy (Cllr M Starkey), HWPC Training and Development Policy (Cllr M Starkey), HWPC Complaints Policy/Procedure (Cllr E Hardy), Lone Worker Policy (Cllr A Garbutt)
It was Resolved to stagger between 2.5 and 3 years for the renewal date of policies, so there are not as many to review at one time in the future.
- b. To Consider and decide upon HWPC Noticeboard and Stray Road Playground Railings Policy
It was Resolved to Approve HWPC Noticeboard and Stray Road Playground Railings Policy.
- c. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal.
None

157/2025. 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 Report the Grass Matting under the Log Climber was installed by Playscheme quote 13706, on 9th October 2025. Grass is already growing through.
It was noted
 - iii) To Report that Sutcliffe Play installed the somersault bars that require repair, and they are believed to be under warranty as installed in 2018. Clerk is awaiting a response, but they are currently deemed safe to use.
It was Reported that Sutcliffe Play have responded and feel there is no issue unless any 'shaking' (crakes) that could create an entrapment as outlined in the European Standard EN1176 and to monitor in the meantime. **It was Resolved** for the Clerk to forward response from Sutcliffe Play to Playscheme for independent feedback and get it re-checked at next operational inspection.
 - iv) To Report progress with the installation of the RADAR accessible swing gate by Ryedale Landscapes (appointed by CYC).
It was Reported that a resident has been questioning why the work has stopped. Clerk has been in constant communications with CYC who confirm that the gate they have arranged for can only be locked from one side and not both, so it is currently being adapted and should be installed soon.
 - v) To Report progress with the installation of a yellow self-closing gate for the main entrance, keeping the barriers to prevent large bikes, mopeds and scooters being ridden through the park.
To Report that the gate was installed on 17/10/2025 but not yet completed but can be used in the meantime. The wood is temporary as they need to move the gate to allow the other gate to open. They are going to fabricate a new metal extension this week.
 - vi) To Consider and decide upon a review of playarea surface conditions and walkways before entering the winter months.
It was Resolved for the Clerk to ask Playscheme for options of matting surfaces, quotes and design to reduce ponding between Playarea and Playing fields narrow gateway.

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

- i) To Report outcome of the CYC Combined Executive Member Decision session held on 7th October 2025, whereby it agreed with the recommendation from the Officers which is noting the outcome of original public consultation and noting the outcome of the HWPC vote held on 28th April 2025, thus authorised the return the £46,700 Hungate funding, for allocation of a new project. Agreed for Officers to work with the Planning team on a suitable alternative provision and public health to target a suitable health / sports provision in the area, secured by associated agreed variations to the original Section106.
It was noted and discussed in Ward report.
- ii) To Report on any recent ASB and Vandalism activities.
None
- iii) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow
It was Reported that GoodGym has been booked to harvest the cuttings from our Wildflower Wood at 6pm on Friday 14 Nov 2025. CYC are providing the usual hay rakes and tarpaulin.

c. Open Spaces and other assets

- i) To Report progress of the installation of two drainage grates on the beck footpath by CYC, behind the large swings.
It was Reported that CYC stated that they should be completed before end of October 2025
- ii) To Report progress with the spring bulb planting scheme for the community planters this autumn
It was Reported that Clerk has bulbs and needs to purchase some compost. Clerk requested volunteers to help plant. All interested to liaise with the Clerk.
- iii) To Report that the pothole in the Community Centre car park has been repaired.
It was noted
- iv) To Report that the Community Centre gates required replacement hinges. Due to condition and poor weather York Services Ltd have the contract for £300 and expect to repair by 17th October 2025.
It was Resolved and completed and email from Community Centre Mgt Team "We just wanted to thank you for arranging the pothole and gate hinge repairs. Thank you."
- v) 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 Resolved that due to no progress through CYC in years, this item has been dropped and will be reviewed in 6 months.
- vi) To Report matters relating to our open spaces and assets.
None

d. HWPC Allotments

- i) To Consider costs and decide upon a bramble hedgerow being planted between Jubilee wood and Stray Road Allotments.to prevent individuals cutting through.
It was Resolved for Cllr K Last and Cllr M Ward to calculate and inform Clerk how many wild Blackberry brushes to order. to order the correct amount – cost £1.99 per plant and max £600 was approved. Resolved max £600 to be spent.
- ii) To Report that the results further soil testing on allotment plot 4 has now been completed and a risk assessment and Soil Sampling Report has been provided to current tenant and HWPC. It was found that lead and zinc levels were found to be slightly elevated at the site. However, risk assessment shows that the levels are unlikely to pose a risk.
It was noted and no further action to take.
- iii) To Report on any other matters relating to Stray Road Allotments
None.

158/2025. 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 this remains on hold until change over date on 24th October 2025 weekend.

159/2025. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

It was Reported that Cllr M Ward attended "Off to a Flying Start Parts 1 & 2" by YLCA and suggested that he next looked at Planning or budget setting.
It was Reported that Cllr M Starkey and Cllr A Garbutt attended the YLCA Meeting 18th September 2025.

160/2025. To Consider Highway/Transport Issues:

- b. 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 at the most recent there were 222 cars noted of which less than 10% were speeding 17. Top speed was 44mph this time. Cllr M Starkey to schedule another date.

- c. To Note any further highway issues.

None

161/2025. Policing and Security Matters:

- a. To Consider and decide upon the latest Neighbourhood Policing Team Report
It was Reported that no reports would be received until December 2025.
- b. Note any further policing and security issues.

None

162/2025. Correspondence:

a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda
Statement from Foss Drainage Board to HWPC. Regarding the beck downstream of Stray Road bridge. I can confirm The Board have in recent weeks attended and inspected the watercourse, in addition the in-channel vegetation has been treated with a herbicide this is the middle section only therefore not the full width of the channel. The embankment vegetation is not cut as this is undertaken in conjunction with St. Nicks who are implementing sensitive cutting practices on urban watercourses and would be able to offer more about how this vegetation is managed if you wished to discuss this with them further. In the meantime, The Board will monitor and take action if it is deemed necessary however at the moment this is a single years vegetative growth and is not causing any issues but I completely understand it looks ominous.

Vegetation cut biannually can help play a part in flood risk management as it will regulate flows so as to not speed flows in such a way that the water arrives too quickly to a downstream slowing point as this will heighten the risk of flooding elsewhere.

Trees are not owned by The Board and maintenance for them lays with the riparian owners of said trees, The Board may remove branches if required and only in order to allow machine access to undertake any watercourse work that is necessary. Tree overhang is looked upon as positive in terms of offering overshadowing to the watercourses as this reduces UV light that accelerates vegetative in channel growths. If any branches were to need cutting off in order to allow a machine to undertake a certain maintenance task then The Board would undertake this at the time and keep removals to a minimal.

I trust this clarifies the situation on maintenance, and should you have any further queries please do not hesitate to contact me, Thank you.

Kind Regards

Nathan Culpan | Assistant Engineer to the Board

It was Resolved for the Clerk to communicate this statement via HWPC minutes, Facebook and website.

It was Reported that Ian Hoult, Head of Environmental Services, CYC, has asked the team to review the options for the bin on Bramley Garth / Bad Bargain lane corner.

It was Reported that the SPAR, Bad Bargain Lane have received and are considering requests from HWPC to support our Halloween, Christmas, and Easter events and we are awaiting to hear.

It was Reported that Taylor Whimpey confirmed that although they are currently at the outline stage of their planning application on Stockton Lane they will re-consult with all parties as and when they look to start preparing and confirming the detailed designs with future planning applications. At this point, they will get back in touch with HWPC to discuss the request for the proposed mountain bike track.

It was Reported that CYC confirming that at present, it is not possible to provide a schedule/timescale for the removal of flags within the Heworth area as there are a number of difficulties associated with this work.

163/2025. To Note matters for Information and items for next monthly meeting agenda

Review Asset Register for 2026

Approval of Policy updates

CRM – Digitalise customer database to improve our capability of events and have a mailing list / GDPR protection.

Morgan Sindal not required to attend another meeting yet but to confirm if any notable events / construction will be taking place between now and Easter 2026.

164/2025. 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 17th November 2025 at 7pm in the Community Centre on Applecroft Road, Heworth

It was agreed.

Meeting closed 21.00