



**Heworth Without Parish Council**  
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**DRAFT Minutes of the ORDINARY MEETING of Heworth Without Parish Council, held on MONDAY 19<sup>th</sup> JANUARY 2026 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth. To be approved at HWPC meeting to be held 16/02/2026.**

**Present:**

Councillor M Starkey (Chair), Councillor A Basu (Deputy), Councillor A Garbutt and Gayle Enion-Farrington (Clerk / RFO). Mr J Bushby (public) and Mr D Gibbon (public).

**1/2026. Apologies:**

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

**Apologies were received and noted** for Councillor E Hardy, Cllr Mathew Taylor and noted absences for Councillor N Ayre and Councillor S Phoenix.

To Report that Cllr K Last has resigned. Thanks were made to Cllr K Last for his contribution. The initial advertisement for the councillor vacancy will be posted tomorrow was posted on 20<sup>th</sup> January 2026 as CYC were informed today 19/1/2026. Should no by-election be requested by the Returning Officer by Friday 6<sup>th</sup> February 2026, HWPC will be able to fill the vacancy by co-option.

- 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).

Accepted. – Personal Statement issued in advance of meeting.

- c. To Receive 5-minute presentations from all candidates and to co-opt a candidate to fill the existing Councillor (created by Cllr M Wards resignation).

Short presentations and Q&A's were received from Mr J Bushby & Mr D Gibbon to fill HWPC current vacancy.

**It was Resolved and Approved** to appoint Councillor J Bushby and welcomed him to Heworth Without Parish Council Votes 3 for Cllr J Bushby and none for Cllr D Gibbon.

**2/2026. 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**

**3/2026. 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.**

**4/2026. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

In December it was announced that there would be a By Election in Heworth. As a result of the pre-election restrictions little council business has been conducted since the last parish meeting. Most significantly the publication of the council budget was delayed and consultation was suspended. The council budget was finally announced at about 2pm today. This proposes a 4.99% council tax increase. Of the £10 million of savings required half of this has been negated by a review of corporate pension contributions which will save the council almost £5m a year for the next three years. This means around £4m of savings in the coming financial year. The list of proposals can be found at Annex 1 of the report on the council website. The final decision will be taken by Full Council in February.

The report highlights significant financial pressures facing the council in forthcoming years. In 2027/28 and 2028/2029 the reduction in government grant is higher than the council can raise even at maximum level of 4.99% council tax. In other words, the council will need to raise tax by 4.99% each year just to avoid an overall reduction in income. Due to pay and inflation - council costs will increase by £20m over that period. This creates a financial blackhole of £10m next year and £20m the year after. This would involve cuts to service higher than at the peaks of austerity.

**5/2026. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 15/12/2025.

**It was Resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 15/12/2025.

**6/2026. Planning:**

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

CYC Reference	Address	Description
26/00093/FUL Eastings 462783 Northings 452638	145 Bad Bargain Lane York YO31 0PF	Single storey rear extension <b>Approved</b>

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

**None**

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

**None**

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

**7/2026. Finance:**

- a. To Approve payments as detailed in Appendix 1 for January 2026.

**APPENDIX 1****HEWORTH WITHOUT PARISH COUNCIL****INVOICES TO BE PRESENTED FOR PAYMENT January 2026**

Invoices TO BE PRESENTED FOR PAYMENT January 2026	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	23/01/2026		wages	£576.04	
Clerk Home Working	23/01/2026		Home working allowance	£32.00	Paid together
Clerk Mobile	03/01/2026	GB569953277	Vodafone monthly SIM charge by DD	£9.66	inc VAT Paid DD
Groundsman	23/01/2026		wages	£280.37	no VAT
PAYE	08/01/2026		PAYE January 2026	£169.53	no VAT
IGNITE	15/12/2026		Ignite Sports booking for all 7 Summer activity days	£1,906.00	inc VAT Paid
Envisage Promotions Ltd	17/12/2026		Booked Santa for December 2026 Envisage Promotions	£368.40	inc VAT Paid
Explore York	02/01/2026	GB208659689	Explore York Refreshments for Budget Meeting	£9.80	inc VAT Paid BC
Fullprint	02/01/2026		Fullprint - Printing of New Year HWPC Newsletter	£215.00	no VAT Paid BC
ICO	15/01/2026		ICO Registration for Data Protection	£47.00	no VAT Paid DD
Playscheme	06/01/2026	GB991261114	Playscheme Annual Playarea Inspection	£474.00	inc VAT
Playscheme	awaiting invoice	GB991261114	Annual Playarea inspection repairs	£2,204.40	inc VAT
Playscheme	awaiting invoice	GB991261114	Playscheme boundary fence infill for playarea	£336.00	inc VAT
YLCA	19/01/2026		YLCA PROW webinar - Cllr A Garbutt Training	£27.40	no VAT
<b>TOTAL</b>				<b>£6,655.60</b>	Total

There was no income for December 2025

**It was Resolved** to settle January's 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

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure from 1<sup>st</sup> Dec to 31<sup>st</sup> Dec 2025.

**It was Resolved** to Approve Financial Accounts in Cash Book & Income and Expenditure from 1<sup>st</sup> Dec to 31<sup>st</sup> Dec 2025.

- c. To Approve Bank Reconciliation Statement from 1<sup>st</sup> Dec to 31<sup>st</sup> Dec 2025.

**It was Resolved** to Approve Bank Reconciliation Statement from 1<sup>st</sup> Dec to 31<sup>st</sup> Dec 2025

- d. To Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> Dec 2025, against this year's budget.

**It was Resolved** to Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> Dec 2025, against this year's budget

- e. To Consider and decide upon HWPC Double Taxation Claim to CYC due February 2026.  
**It was Resolved** to Approve HWPC Double Taxation Claim to CYC and for Clerk to submit before deadline.
- f. To Approve the HWPC budget for the fiscal year 2026/2027, and of our precept demand to CYC for fiscal year 2026/2027.  
**It was Resolved** to approve the HWPC budget for the fiscal year 2026/2027 at £45,886, and of our precept demand to CYC for fiscal year 2026/2027 at £21,815 which has remained unchanged for the past 5 years. Any additional spend required for this year would need to come out of reserves and to be agreed in advance of anything taking place.

#### **8/2026. Heworth Without Parish Council Administration**

- a. To Report progress will all Councillors migrating over to the new HWPC emails system with Vision ICT in December 2025.  
**It was Reported** that Cllr N Ayre and Cllr S Phoenix have not yet migrated over to the new email system (paper documents were provided to them for tonight's meeting) and have been advised to seek support directly from Vision ICT. All other Councillors within HWPC have migrated over successfully.
- b. To Report on the distribution of the HWPC New Year Newsletter.  
**It was Reported** that successful distribution was completed in the 2nd week of January 2026
- c. To Report progress with HWPC Neighbourhood Plan.  
**It was Reported** that CYC have received and are progressing our Neighbourhood Plan application.
- d. To Consider and decide upon ways for HWPC to potentially support Hopgrove Playing Fields moving forward, which is on the edge of the parish border.  
**It was Resolved** for Clerk and Cllr M Starkey and Cllr A Garbutt to attend Hopgrove Playing fields next committee meeting on Thursday 22<sup>nd</sup> January 2026 at 6.30pm.
- e. To Approve the Internal Auditor Brian Brooks (as previous auditor has reduced workload) to complete HWPC Internal audit in April 2026 and sign the AGAR for 2025/2026. Cost £425 (£25 more than previous year).  
**It was Resolved** to Approve Internal Auditor Brian Brooks to complete HWPC Internal audit in April 2026 and sign the AGAR for 2025/2026. Cost £425

#### **9/2026. Events:**

- a. To Report on how the Christmas Festive/Light Trail Event 2025 went within HW Parish between 15<sup>th</sup> December 2025 – 1<sup>st</sup> January 2026 inclusive.  
**It was Reported** to have been a success. Events working group to consider doing from 18<sup>th</sup> December at the end of this year, so more houses can be involved. Year on year participants are increasing.
- b. To Approve an Events Working Party meeting (Date/venue) to plan 2026 events, especially Easter Egg Hunt.  
**It was Resolved** to have the next WP meeting on Wednesday 11<sup>th</sup> February 2026, 1-2.30pm at Tang Hall Explore Library. Cllr J Bushby to join this Events Working Party.

#### **10/2026. Heworth Without Parish Council Policies and Documentation**

- a. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal including HWPC Privacy notice policy – general 2026, HWPC Privacy notice policy – employees, councillors role holders and volunteers 2026 and the HWPC Biodiversity Policy 2026.  
**It was Resolved** to Approve all reviewed policies
- b. To Consider and decide upon the 'HWPC Reserves policy 2026'.  
**It was Resolved** to Approve new policy of 'HWPC Reserves policy 2026'. Clerk to put on website April 2026.

#### **11/2026. 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 progress with the installation of the RADAR accessible swing gate by Ryedale Landscapes (appointed by CYC).  
**It was Reported** that HWPC is awaiting to hear from Dave Meigh at CYC
  - iii) To Report progress with Playarea Annual Inspection repairs.  
**It was Reported** that repairs are expected to take place on 21<sup>st</sup> and 22<sup>nd</sup> January 2026
  - iv) To Receive, Consider and decide suggestions and quote from Playscheme regarding semi-permanent removable goal posts to allow grass to rejuvenate.  
**It was Reported** that HWPC only received 1 quote. Clerk has been asked to seek 2 other quotes before HWPC making final decision and seeks reassurances that goal posts cannot be removed by public.
  - v) To Report a member of the public wrote to HWPC concerned about some gaps at the bottom of the railings, near the swings (Playarea), that small dogs could get under. Resident was replied to and advised that they are in hand and was also identified in the Annual Safety Inspection. (To note – more gaps have come to light as long grasses have died back). An additional cost of £280+VAT will be charged to repair all gaps identified.  
**It was Reported** that repairs are expected to take place on 21<sup>st</sup> and 22<sup>nd</sup> January 2026

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

**It was Resolved** for Clerk to book a tree audit

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 HWPC is awaiting to hear from Dave Meigh at CYC. There were issues over winter with black ice.

- ii) To Report matters relating to our open spaces and assets.

**None**

d. HWPC Allotments

- i) To Report progress with Bramble hedgerow which is to be planted between Jubilee wood and Stray Road Allotments to prevent individuals cutting through.

**It was Resolved** that due to a recent inspection of the hedgerow ground planting Brambles would not be viable. Maybe more Hawthorne was suggested by Mr D Gibbon (public) and Clerk to ask tree surgeon to do some coppicing and living boundary with tree cuttings this spring.

- ii) To Report on any other matters relating to Stray Road Allotments.

**It was Reported** that all 2026 plot rent renewal invoices have been issued, to date, 8 out of the 14 plots have renewed and paid.

**12/2026. Employment and Training:**

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

**It was Resolved** to send Cllr J Bushby on the Off to a Flying Start course by YLCA – Clerk to send all details and Cllr J Bushby to book on next one.

**13/2026. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

Cllr A Garbutt completed a Public Rights to Way (PROW) course to enhance his knowledge and aid in his Planning Officer role.

**14/2026. 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).

**None**

- b. To Note any further highway issues.

**None**

**15/2026. Policing and Security Matters:**

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

**It was Reported** that no incidences were recorded in the month of December 2025

- b. Note any further policing and security issues.

**None**

**16/2026. Correspondence:**

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda  
**It was Reported** that correspondence had been received regarding a neighbour dispute - Clerk provided links and signposted resident to report direct to CYC as there is damage to kerb and highways.

**It was Reported** that a resident applied too late for the Councillor vacancy but agreed for us to keep his details on file in case another vacancy arises. Should current vacancy go to Co-option Clerk to advise resident of this.

**17/2026. To Note matters for Information and items for next monthly meeting agenda**

3 quotes for Goal Posts

Report on Hopgrove Playing Fields needs

**18/2026. 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 16<sup>th</sup> February 2026 at 7pm in the Community Centre on Applecroft Road, Heworth

**It was agreed.**

**Meeting closed 8.30pm.**