



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

DRAFT Minutes of the ORDINARY MEETING of Heworth Without Parish Council, held on MONDAY 16th MARCH 2026 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth. To be approved at HWPC meeting to be held 20/04/2026.

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy) (arrived 7.17pm), Councillor N Ayre, Councillor A Garbutt, Councillor S Phoenix, and Gayle Enion-Farrington (Clerk / RFO). Mr D Gibbon, Mrs A Clayton, Ms M Marchant (Public)

42/2026. Apologies:

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

Apologies were received and noted for Councillor J Bushby.

It was Reported that Cllr A Basu would be arriving 10 mins late.

It was Reported that Cllr M Taylor has resigned. Thanks were made to Cllr M Taylor. The initial advertisement for the councillor vacancy will be reported to CYC and posted 18th March 2026. Should no by-election be requested by the Returning Officer by 10th April 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).

It was Reported that HWPC received applications from Azizah Clayton and David Gibbon and both candidates were qualified as set out above.

- c. To Receive 5-minute presentations from all candidates and to co-opt 2 candidates to fill the existing Councillor vacancies (created by Cllr K Last and Cllr E Hardys resignations).

It was Resolved and Approved to appoint both Councillor A Clayton and Councillor D Gibbon and welcomed them to Heworth Without Parish Council

43/2026. 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.

It was Reported that Cllr A Basu works at Applefields School – agenda item 34/2026 v

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

None

44/2026. 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.

Ms M Marchant came to discuss that she is a member of Holy Trinity Church, Heworth eco group and member of Friends of the Earth and pro climate. She wishes to get more community participation hoping to attend council's meetings to find out more. Looking at biodiversity and looking to create a bug hotel outside the Church and a solitary bee hotel and planted 300 daffodil bulbs around the church. Advised looking at HWPC biodiversity policy on the website and get back to the Parish Council if we can help.

Cllr D Gibbon said that green issues were very important to him was keen to attend meetings. He requested Ms Marchant email HWPC Clerk with dates of meetings so they could be shared.

It was reported that the Noticeboard at Westlands and Straylands has rotted at the bottom and collapsed. This is not within the parish but Cllr N Ayre as Ward Councillor is looking into this.

45/2026. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

The public hearing regarding the planning application south of Stockton Lane has concluded. It was scheduled for two days but was concluded in one day. I have had complaints from a number of residents who attended the second day to find out it was cancelled. The council have indicated as no one was required to register to attend there was no way of contacting people to tell them the second day would not go ahead. This is not entirely satisfactory. I have not had indication yet as to when the decision will be announced. I was away during the hearing and have not had chance to speak with officers for feedback on how it went.

Proposed changes to waste. The council is progressing with plans to change waste collection rounds. Grey bins will continue to be collected every two weeks but recycling will move to four weeks. These will alternate between card/bottles and cans. So the process would be for example Grey – Card – Grey – Glass/tins – Grey – card – Grey – glass/tins etc. In order to facilitate the extra storage current bins will be replaced by wheeled bins. It is likely therefore people will need to store four wheeled bins. The council is not proposing to collect back the boxes. There should be further consultation in the coming months.

Update on the Osbaldwick Travellers site came to executive. This includes Outgang Lane improvements (£220,000) in 2026 and a Landscaping belt at (£45,941) 2027. Retrofit on all sites (£1.5m). The council has a duty to provide more pitches on council sites. 6 will be delivered at Clifton and there will be a call for sites for the further ones. No mention in the paper of extending Osbaldwick.

46/2026. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 16/02/2026.
It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 16/02/2026.

47/2026. Planning:

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

CYC Reference	Address	Description
26/00436/FUL Eastings 462679 Northings 452921	32 Applecroft Road York YO31 0HG	Single storey rear extension, dormers to front and rear roofslopes, application of render to front elevation, replacement garage and alterations to front boundary treatment Approved

- b. To Receive the following planning decision/information.
It was Reported that Approval was given to Land To South West Of Moorlyn Stockton Lane York for the Citing of a caravan, with associated caravan tourer and additional hardstanding for residential use on land to the west of Moorlyn (retrospective). 7 Conditions of Approval were issued which will be monitored.
- c. To Consider and decide upon any other planning related issues
It was Reported that Cllr A Garbutt attended the planning consultation meeting regarding planning application south of Stockton Lane with KC and CYC in attendance. 4 local residents attended and spoke. Concerns were raised regarding transport and schooling plus others. Planning Inspector went through each item and a decision will be made within 2 weeks.
- d. To Consider and decide upon any planning enforcement issues
None

48/2026. Finance:

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

Invoices TO BE PRESENTED FOR PAYMENT March 2026	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/03/2026		wages	£576.04	Paid together
Clerk Home Working	25/03/2026		Home working allowance	£32.00	
Clerk Mobile	03/03/2026	GB569953277	Vodafone monthly SIM charge Now by DD	£9.66	inc VAT Paid DD
Groundsman	25/03/2026		wages	£280.17	no VAT
PAYE	25/03/2026		PAYE Feb 2026	£169.73	no VAT
Screwfix	23/02/2026	232 5555 75	Screwfix Black Matal paint for front park railings	£117.98	inc VAT Paid BC
Amazon prime subscription	11/02/2026		Amazon prime subscription	£92.00	inc VAT Paid BC
Tesco	27/02/2026		Tesco Easter Eggs for Egg Hunt	£36.00	inc VAT Paid BC
Tesco	10/03/2026		Tesco Easter Eggs for Egg Hunt	£54.00	inc VAT Paid BC
Playscheme	awaiting	GB991261114	Playscheme operational inspection	£354.00	inc VAT
TOTAL				£1,721.58	Total

CASH BOOK MONTH 11 FEBRUARY 2025-2026**INCOME**

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	3572.62	110.00	0.00	0.00	11433.50	26023.62
Precept 2025/2026						0.00
Donations / Grants / Funding						0.00
Allotment rents		40.00				40.00
Allotment deposits						0.00
VAT REFUND						0.00
TOTALS	0.00	40.00	0.00	0.00	0.00	40.00
C/FWD	3572.62	150.00	0.00	0.00	11433.50	26063.62

It was Resolved to settle March'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 1st Feb to 28th Feb 2026.
It was Resolved to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st Feb to 28th Feb 2026.
- c. To Approve Bank Reconciliation Statement from 1st Feb to 28th Feb 2026.
It was Resolved to Approve Bank Reconciliation Statement from 1st Feb to 28th Feb 2026.
- d. To Approve Budget Monitoring of Income and Expenditure up to 28th Feb 2026, against this year's budget.
It was Resolved to Approve Budget Monitoring of Income and Expenditure up to 28th Feb 2026, against this year's budget.
- e. To Report HWPC submitted their VAT claim for 1/11/2025 to 28/02/2026 for total sum of £1488.10 on 6th March 2026.
It was Reported that VAT claim on £1488.10 was paid into bank account on 11/3/26 ready for year end.
- f. To Consider and decide upon a new bank signatory, after Cllr E Hardys resignation.
It was Resolved to appoint Councillor Cllr A Clayton and Cllr N Ayre as additional signatories. Clerk to action

49/2026. Councillor Vacancy

- a. To report no one submitted a request for a by-election, to the Returning Officer by Friday 26th February 2026. HWPC advertised the role to fill the vacancy by co-option. Both replacements of Cllr K Last and Cllr E Hardy aim to be co-opted on 16th March 2026
Resolved - Refer to item 42/2026a
It was Reported that Cllr M Taylor has resigned. The initial advertisement for the councillor vacancy will be reported to CYC and posted 18th March 2026. Should no by-election be requested by the Returning Officer by 10th April 2026, HWPC will be able to fill the vacancy by co-option and can appoint at Mays Annual meeting of HWPC.

50/2026. Heworth Without Parish Council Administration

- a. To Report progress with HWPC Neighbourhood Plan.
It was Reported that Formal CYC notices have been displayed on all 4 HWPC noticeboards and the Neighbourhood Plan working group are currently researching the area.
It was Resolved to involve St Nicks for the green spaces and beck and promote at next months Parish Meeting
- b. To Consider and decide upon content for the Spring Newsletter for HWPC
It was Resolved for Clerk to create this time. Promote Easter Egg Hunt and all current councillors – need all photos in asap. Neighbourhood plan residents to get involved. Promote new Councillor vacancy - clerk to turn around asap to print on 23/3/26 and deliver by all Councillors by 27th March 2026.

51/2026. Events:

- a. To Report that the next Events working group meeting will take place Wednesday 25th March 2026 at 1pm at Explore Tang Hall Library and will review HWPC 12-month schedule of engagement with our community, especially Easter Egg Hunt and Spring Garden Competition.
It was noted
- b. To Consider and decide upon a Councillor to organise and judge the Spring and Summer Gardening Competitions for 2026, along with Deans Garden Centre, who are sponsoring the events.
It was Resolved to appoint Cllr D Gibbon and Cllr A Clayton due to their areas of expertise and interests.
- c. To report on the completed Councillor Event poll commitment, ensuring we have enough volunteers for each HWPC planned event in 2026. **Review next month**

- d. To Consider and decide upon a date for the Annual Great British Spring Clean – litter picking event for 2026. Choosing from suggested dates of Tues 17th, Thurs 19th and Sat 21st March 2026.
It was Resolved to do Saturday 21st March 2026 at 10am - clerk to advertise and promote afterwards in newsletter.
It was Reported that Hempland Primary School have been in touch and wish to build stronger links with the Parish Council and involve our pupils in helping to support a safer and cleaner local community. They have two Year 4 classes with 30 pupils in each and wish to organise a small community litter pick in the park. This would allow the children to contribute in a manageable way whilst also learning about caring for their local environment.
It was resolved for Cllr M Starkey to liaise with Hempland school – also put in newsletter

52/2026. Heworth Without Parish Council Policies and Documentation

- a. To appoint 2 Councillors to complete the Internal controls checklist for April 2026
It was Resolved to appoint Cllr D Gibbon and Cllr A Clayton to complete the Internal controls checklist.
 b. To appoint a Councillor to review the Data / Information audit for 2026
It was Resolved to appoint Cllr Nigel Ayres to review the Data / Information audit for 2026.
 c. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal.
None

53/2026. 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
It was Reported that a Quarterly Operational Inspection took place in on 16th March 2026 and Clerk was awaiting their report. Clerk asked them to check the safety of the zip wire platform and no defects were found.
 ii) To Report the new RADAR accessible swing gate installed by CYC was vandalised in its first week of operation.
It was Reported that the new RADAR accessible swing gate locking mechanism was not robust to start with, thus easy to break / vandalise. Still waiting for repair by CYC. Clerk has not ordered signs yet, in case the lock mechanism is changed and working may be different – also not yet had a responsible from Applefields School regarding any PEG imagery to be included on the signs.
 iii) To Receive, Consider and decide upon additional details provided by Playscheme for semi-permanent removable goal posts to allow grass to rejuvenate, when required.
It was Reported that Playschemes smallest goal posts are 12ft by 6ft and are metal. They are half the size of a standard goal size. In addition to the quote provided they will leave off the parts at the back of the goals as no nets will be required. Still awaiting an opinion from Hopgrove Playing Fields. Decision deferred until next month.
 iv) To consider and decide upon additional details provided by Applefields School to provide and display a communications board within the play area.
It was Reported that Cllr A Basu has been unable to make progress with this as the member of staff at Applefields School has been absent. Deferred until next month.

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 follow up tree audit and include Jubilee Wood as we do not want it to overgrow.

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 this has been resolved. CYC changed their plan and completed a more thorough drainage system. Groundsman needs to re-seed the areas impacted in the playarea that were not expected.
 ii) 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 all tenants have paid and renewed tenancies for 2026, with no plots vacant.

54/2026. Employment and Training:

- a. Consider and decide upon any current employment/training related issues within HWPC.
None

55/2026. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

It was Reported that Cllr M Starkey and Cllr A Garbutt attended a Green Flag Training Session and Clerk attended a Legal session provided by National Allotments Society and Leisure Gardeners.

56/2026. 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).
- b. To Receive, consider and decide upon feedback regarding the recent pothole repairs on Stray Road since completion on 25th Feb 2026.
It was Resolved that the general consensus is that the repairs were not completed to a suitable standard or in a suitable manner. Cllr N Ayre will investigate further and report back next month.
- c. To Receive, consider and decide upon suggestions from all Councillors regarding the recent relocation of the Dog waste bin at Junction of Bad Bargain Lane / Bramley Garth.
It was Resolved to remove this item off the agenda and monitor and reported concerns
- d. To Note any further highway issues.
None

57/2026. 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 ASB in the month of February 2026
- b. Note any further policing and security issues.
It was Reported that the area is being impacted (over the past months) by a group of youths in black, on bikes / e-bikes intimidating residents, library users and employees etc and we encourage all residents to report any sightings to the police to raise its priority level.

58/2026. Correspondence:

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda
It was Reported that a Neighbourhood walk is taking place on Monday 23rd March at 10am with CYC, HWPC and HW Ward Councillor, to highlight future needs.

59/2026. To Note matters for Information and items for next monthly meeting agenda

Goal Posts with more detailed information
Communications board within the play area.
Spring Garden Competition Winners announced
Review of Councillor poll on commitment to HWPC events in 2026

60/2026. 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 20th April 2026 at 7pm in the Community Centre on Applecroft Road, Heworth.

It was Resolved that the Annual Parish Meeting will take place before the Ordinary Meeting on Monday 20th April 2026, at 6.30pm with an open forum to get opinions in a public meeting on what residents wish / want from their Parish Council in the next 12-24 months. Also, an opportunity to give current progress on HWPC's Neighbourhood Plan. Clerk to arrange refreshments.

It was agreed.

Meeting closed at 8.52pm