



Heworth Without Parish Council
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DRAFT Minutes of the ANNUAL MEETING of Heworth Without Parish Council, followed by the Ordinary Parish Meeting, will be held on MONDAY 18th MAY 2026 commencing at 7.00PM in the Community Centre on Applecroft Road, Heworth. To be approved at HWPC meeting to be held 15/06/2026.

Present:

Councillor M Starkey (Chair), Councillor A Basu (Deputy), Councillor J Bushby, Councillor A Clayton, Councillor A Garbutt, Councillor D Gibbon and Gayle Enion-Farrington (Clerk / RFO), S Willsden (Public) and J Brooksbank-Levery (Public)

The Chair reminded all attended out the HWPC declaration - ***You are reminded that Heworth Without Parish Council has made a commitment to adhere to the following principles; to treat everyone equally, with fairness and respect; striving to champion the parish to make it vibrant, diverse, fair and safe.***

61/2026. Apologies:

- a. To Receive Apologies and Note Reasons for Absence
Absences were reported and noted for Councillor N Ayre and Councillor S Phoenix.

62/2026. 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 72/2026 a iv

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

None

AM 1/2026. Election of Chairman

- a. To Approve Election of Chairman – **currently Cllr M Starkey**
It was resolved that Councillor Melanie Starkey be elected as Chairman of Heworth Without Parish Council.
- b. Appointed Chairman to sign Declaration of Acceptance of Office.
Elected Chairman Cllr M Starkey duly completed and signed the required declaration of acceptance of office form
- c. To Approve Appointment of Vice Chair.
It was resolved that Councillor A Basu be elected as Deputy Chairperson of Heworth Without Parish Council.

AM 2/2026. Apologies:

- a. To Note Apologies and Approve Reasons for Absence
Apologies were received and noted for Councillor N Ayre and Councillor S Phoenix.

AM 3/2026. 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 AM4/2026

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

None

AM 4/2026. To Approve Co-option of a suitable qualifying candidate to Heworth Without Parish Council

- a. 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 S Willsden (Public) and J Brooksbank-Levery.

- b. To Receive 5-minute presentations from all candidates and to co-opt 1 candidate to fill the existing Councillor vacancy (created by Cllr M Taylors resignation).

After receiving presentations from both candidates S Willsden (Public) and J Brooksbank-Levery, 4 x Councillors voted for S Willsden. Cllr A Basu did not vote as she knew both candidates and Cllr J Bushby arrived after the candidate presentations.

It was Resolved and Approved to appoint Cllr S Willsden with immediate effect, who was welcomed to Heworth Without Parish Council.

AM 5/2026. To Appoint members to Employment Panel/Committee (4 members)

It was resolved that the following Councillors be appointed; Cllr M Starkey, Cllr A Basu and Cllr S Willsden and Cllr D Gibbon

AM 6/2026. To Appoint a Planning Officer

It was Resolved to appoint Cllr A Garbutt as Planning Officer

AM 7/2026. To Appoint a Digital Media Councillor

It was Resolved to appoint Cllr A Basu as Digital Media Councillor

AM 8/2026. To Appoint an Allotment Councillor and Deputy Allotment Councillor

It was Resolved to appoint Cllr A Clayton as Allotment Councillor and Cllr D Gibbon as Deputy Allotment Councillor.

AM 9/2026. To Appoint of Parish Representatives to Outside Bodies.

- a. YLCA (2 representatives)

It was resolved that the following Councillors were appointed as representatives to the following bodies: Cllr M Starkey and Cllr S Willsden as YLCA representatives.

AM 10/2026. To Appoint Working Groups within HWPC.

- a. Events Working Group (min 4 representatives)

It was resolved to appoint Cllr J Bushby, Cllr A Basu, and Cllr M Starkey and Cllr S Willsden, Cllr A Garbutt as the Events Working Group.

- b. Recreational (Playing field / Playarea) Working Group (min 3 representatives)

It was resolved to appoint all current 9 x HWPC Councillors onto the Recreational (Playing field / Playarea) Working Group.

- c. Neighbourhood Plan (min 3 Councillors and at least 3 members of the public)

It was resolved to appoint Cllr M Starkey (Chair), Cllr A Garbutt, Cllr D Gibbon, C Greenwood (Public), J Hitchins (Public) and D Waddington (Public), J Brooksbank-Levery (public).

AM 11/2026. General Power of Competence (GPC):

- a. **To Confirm eligibility criteria for use of General Power of Competence for Heworth Without Parish Council**
(as determined by (SI 2012/965) Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

- Clerk holds the required sector specific qualifications and
- Councillors elected, equals or exceed two thirds of the total number of Councillors

The criteria for eligibility must be reaffirmed every at every relevant meeting of the council, i.e. annual meeting of the council after local elections. The Parish has not had local elections (next due May 2027) but wished to reconfirm its position

It was Resolved that for this year 26-27 HWPC cannot use its GPC, due to only 5 Councillors are elected at this current time and we can hopefully restore our GPC in May 2027.

ORDINARY MEETING

81/2026. Apologies:

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

Absences were reported and noted for Councillor N Ayre and Councillor S Phoenix.

82/2026. 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 and Cllr S Willsden both at Applefields School – agenda item 91/2026 a iv

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

None

83/2026. 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.

No comments made

84/2026. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Submitted in advance due to his absence and read out by the Clerk

Boundary Review

The commission have taken an unusual and peculiar view. Despite no requirement to amend the boundaries of Heworth Without as the numbers were within range significant changes are proposed now. This would seem primarily to have happened because of proposed changes to neighbouring wards. Stockton Lane would become a new dividing line with the Northern half and streets above transferring to Heworth.

In return the areas of Meadlands and half of Derwenthorpe are added to the ward. There is little appetite locally for these changes and they seem hard to understand. Derwenthorpe as a self-contained housing area owned by JRHT is split into three wards which makes little sense and is not supported by residents or anyone who made submissions to the boundary commission. There will be a further round of consultation open now.

45 Hempland Lane.

At my request this was brought to planning committee. Despite highways objecting, as well the various other council departments the committee voted to approve. This is disappointing as I entirely support the view of the highways officer that the entrance to the site is not suitable for 8 dwellings. The case was made strongly that this is a dangerous area and a key route to school, but members chose to weigh the value of the apartments over the highways concern. The same week this happened there was a road traffic accident on this stretch of road underlying the concerns. I will continue to work with officers and neighbouring councillors to seek ways of improving safety in the area.

Hopgrove Playing Fields Association

I have tried an alternative route to speak to them with a similar level of success. I will keep trying but am conscious you did get a representative down last week regarding the goals.

Ward funding

Allocations have been confirmed and a significant circa 75% cut to funding in the ward. The HWO allocation is just over £1000 so will be difficult to deliver anything meaningful this year.

85/2026. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 20/04/2026.
It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 20/04/2026.

86/2026. Planning:

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

CYC Reference	Address	Description
26/00743/FUL	6 Algarth Rise York YO31 1HD	Erection of 1no. dwelling and garage following demolition of existing bungalow <i>Approved with conditions that privacy is considered for neighbouring properties.</i>

- b. To Receive the following planning decision/information.
It was Reported that the following applications have been recently approved:
26/00436/FUL - 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
26/00556/TPO - 1 Caedmon Close York YO31 1HS
Remove two highest right-hand leaders from 1no. Willow and Crown lift left hand side, Reduce 1no. Field Maple by 20 percent and remove 2no. stems over neighbours garden, Reduce 1no. Field Maple by 20 percent Remove limb from 1no. Contorted Willow over neighbours garden. Works to trees protected by Tree Preservation Order no. 7.
26/00574/TPO - 2 Caedmon Close York YO31 1HS
Pollard 1no. Willow tree protected by Tree Preservation Order no. 7
- c. To Consider and decide upon any other planning related issues
None
- d. To Consider and decide upon any planning enforcement issues
None

87/2026. Finance:

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

APPENDIX 1

HEWORTH WITHOUT PARISH COUNCIL

INVOICES TO BE PRESENTED FOR PAYMENT May 2026

Invoices TO BE PRESENTED FOR PAYMENT May 2026	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£
Clerk Payroll	25/05/2026		wages	£576.04
Clerk Home Working	25/05/2026		Home working allowance	£32.00

Payroll is NET pay

Paid together

Clerk Mobile	03/05/2026	GB569953277	Vodafone monthly SIM charge Now by DD	£10.35	inc VAT	Paid DD
Groundsman	25/05/2026		wages	£280.37	no VAT	
PAYE	25/05/2026		PAYE May 2026	£169.53	no VAT	
Spar	20/04/2026		Refreshments for Annual Parish Council Meeting	£28.60	no VAT	Paid BC
Local Shop	20/04/2026		Refreshments for Annual Parish Council Meeting	£6.07	no VAT	Paid BC
CAS Insurance Services	15/05/2026		CAS Annual Insurance Renewal	£1,178.09	inc VAT	
Post Office	28/04/2026		Postage for Bank Mandate	£5.95	no VAT	Paid BC
TOTAL				£2,287.00	Total	

**CASH BOOK MONTH 1 APRIL 2026-2027
INCOME**

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	0.00	0.00	0.00	0.00	0.00	0.00
CYC Double Taxation				17284.66		17284.66
Precept 2026/2027					10907.50	10907.50
Donations / Grants / Funding					200.00	200.00
HW Community Centre Land rent					1.00	1.00
Yorkshire Water Refund					13.45	13.45
LIDL Refund for water					9.75	9.75
VAT REFUND						0.00
TOTALS				17284.66	11131.70	28416.36
C/FWD	0.00	0.00	0.00	17284.66	11131.70	28416.36

It was Resolved to settle May'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 April to 30th April 2026.
It was Resolved to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st April to 30th April 2026.
- c. To Approve Bank Reconciliation Statement from 1st April to 30th April 2026.
It was Resolved to Approve Bank Reconciliation Statement from 1st April to 30th April 2026.
- d. To Approve Budget Monitoring of Income and Expenditure up to 30th April 2026, against this year's budget.
- e. **It was Resolved** to Approve Budget Monitoring of Income and Expenditure up to 30th April 2026, against this year's budget.
- f. To Approve and sign HWPC AGAR for 2025/2026.
It was Resolved to Approve and sign HWPC AGAR for 2025/2026.
- g. To Report progress with HWPC Internal audit with Internal auditor Brian Brookes
It was Reported that the Internal Auditor has received our documents, and the audit is in progress.
- h. To Report progress with Cllr N Ayre and Cllr A Clayton becoming new bank signatories, after Cllr E Hardys resignation.
It was Reported that the Clerk has received correspondence that the bank mandate has been completed. However, the 2 new signatories still require card readers and logins. It was Resolved for the Bank Mandate to remove Cllr E Hardy as signatory was signed by Cllr M Starkey (Chair) at this meeting. Clerk to submit.

88/2026. Heworth Without Parish Council Administration

- a. To Approve Annual Renewal of Insurance (inc Public and Employer) for HWPC 26/27, through Ansvar for £1175.15 which is an £100 increase from £1075.98 in 25/26.
It was Reported that due to HWPC payroll increasing very slightly, the new quote was required to be increased (£2). **It was Resolved** to approve the quote of £1,178.09 and this is annually for the next 3 years, which all agreed was a very competitive deal.

- b. To Report progress with HWPC Neighbourhood Plan.
It was Resolved that now the working group is established the Clerk to send out an email with all new and current members, so that a meeting can be arranged.
- c. To Consider and decide upon planning the Summer Newsletter for HWPC
It was Resolved to include the following: Outcome of Easter Egg Hunt, Spring Garden comp, Litter picking event with Hempland School, promote all summer sports activities and the Summer Garden competition, HWPC Neighbourhood Planning Team – inviting contributions – scope of works. Neighbourhood Planning WG to put together questions on how they wish residents to contribute. Draft newsletter for next meeting with aim to deliver by 1st week of July at the latest. Clerk to action.

89/2026. Events:

- a. To Report on HWPC 12-month schedule of engagement with our community and current plans for forthcoming events.
It was Reported that the next events are summer sports events and Yorkshire Day, Summer Garden Comp.
It was Resolved to have next WP meeting Wednesday 10th June 2026 1pm at Explore Library Burnholme Centre.
- b. To Report on the Spring Gardening Competitions for 2026, sponsored by Deans Garden Centre (YGC).
It was Reported that all vouchers and letters have been issued to winners and Resolved for Clerk put on FB, website and Newsletter.
- c. To receive and consider an update from Cllr M Starkey regarding Hempland Primary School Year 4 taking part in a small community litter pick in the park.
It was Reported that this event was postponed until June 2026. Cllr M Starkey to continue liaising with the school and advise Clerk on certificate requirements.

90/2026. Heworth Without Parish Council Policies and Documentation

- a. To Approve HWPC Standing Orders 2026-2027
It was Resolved to Approve HWPC Standing Orders 2026-2027
- b. To Approve HWPC Financial Regulations 2026-2027
It was Resolved to Approve HWPC Financial Regulations 2026-2027
- c. To Approve HWPC Employment Panel Terms of Reference 2026-2027
It was Resolved to Approve HWPC Employment Panel Terms of Reference 2026-2027
- d. To Approve HWPC Mgt Risk Assessment 2026
It was Resolved to Approve HWPC Mgt Risk Assessment 2026
- e. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal.
None

91/2026. 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 some bikes are being ridden in the playarea.
 - ii) To Report the new RADAR accessible swing gate installed by CYC is fully operational.
It was noted
 - iii) To Receive, Consider and decide upon semi-permanent removable goal posts to allow grass to rejuvenate, when required, (quote provided by Playscheme) further to on-site meeting on 13/05/26.
It was Reported that a few HWPC Councillors and Clerk with John Danby (from Playscheme, also now has a fabrication business). Mark Shields from Hopgrove Playing fields also joined. Both recommend Goal mouths North-South and East -West on the field by moving the current position of the goals approx. 3-4 metres closer to the wildlife area and 2 metres towards the houses to allow the current goal mouth areas to repair. Now that Playscheme can fabricate what we need, it was felt less would be better, so they are quoting to create similar goals to what we have now with nothing sticking out from them and something that is as strong as current goal structure. Playscheme can also fabricate a secure plate underground that they can be attached to and Playscheme can then move them 180 degrees, annually or whenever is required. Awaiting a new quote and design for this meeting, but at the meeting it was felt this would be a more sustainable option and will look very similar to what is existing. They will also quote to dig up current goal mouths as they are so compacted, add soil and seed and then groundsman to continue maintenance thereafter.
It was Resolved for new goal mouths to have the 180 rotation and similar design and to wait for new quote and design before progressing.
 - iv) To consider and decide upon additional details provided by Applefields School to provide and display a communications board within the play area and quote from Playscheme.
It was Reported that Playscheme quoted £1100 +VAT and incs installation and that Signs Express York had not submitted a quote.
It was Resolved to wait and see if Applefields School would be able to make any contribution towards the cost, as if they do, their preferred method would be to pay the supplier direct part of the invoice.

- v) To Report that the Green Flag Community Award judging took place on 24/04/2026. To Consider and decide upon how HWPC wishes to promote outcome. A Flag or a Pennant.

It was Reported that the judging went well, and outcomes will be announced by August 2026. Verbal recommendations were discussed but the main one was that the sign should not just say “No Dogs”, but to promote where dogs can be exercised with an arrow, for visitors to the area.

It was Resolved to receive the Flag if we are awarded, but not to have a flagpole. To utilise the flag on HWPC Community events and possibility attach to HWPC Gazebo

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

- i) To Report on any recent ASB and Vandalism activities.

It was Reported that on 10/5/2026 Cllr M Starkey dealt with a large group of youths in the Playarea

It was Reported that on 10/5/2026 2 x school children started a fire in Jubilee Wood. Parents who witnessed it put the fire out which we are grateful for – Police and School have been informed.

- ii) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow

It was Reported that we are still awaiting a Tree Audit from Jamie Ulliott but in the meantime, we have received Quotation for works for Allotment / Stray Road Playarea boundary fence to supply and install a post and wire mesh fence to span the allotment/ park boundary. 44m long x 900mm high the cote of £490. Then in the autumn plant bare root hedging if the problem is not resolved.

It was Resolved to proceed with this suggestion and quote.

c. Open Spaces and other assets

- i) 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.

None

92/2026. Employment and Training:

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

It was Resolved for Clerk to get Cllr S Willsden on the next suitable YLCA Off to a flying start course.

93/2026. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

None

94/2026. 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).

It was Reported that no sessions had taken place due to poor weather. Cllr M Starkey to set a date now.

- b. To Note any further highway issues.

None

95/2026. Policing and Security Matters:

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

It was Reported that there was 1 x break in into a property in the month of April 2026

- b. Note any further policing and security issues.

None

96/2026. Correspondence:

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

It was Resolved that all Internal emails within the parish team are read and responded to in timely manner, as per HWPC Communication Policy.

97/2026. To Note matters for Information and items for next monthly meeting agenda

Football goal posts revised quote, Litter picking training for new Councillors, Tree Audit

98/2026. To Confirm date and time of next meeting

To Confirm date, time and venue for the next Ordinary Parish Council Meeting for Heworth Without Parish Council as Monday 15th June 2026 at 7pm in the Community Centre on Applecroft Road, Heworth.

It was agreed

Meeting closed at 9.10pm