



Heworth Without Parish Council
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DRAFT Minutes of the ORDINARY MEETING of Heworth Without Parish Council, held on MONDAY 20th JULY 2026 commencing at 7.00PM in the Community Centre at 38 Applecroft Road, Heworth, York. To be approved at HWPC meeting to be held 21/09/2026.

Present:

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

117/2026. Apologies:

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

Absences were reported and noted for Councillor A Clayton and Councillor S Willsden and Councillor J Bushby's absence was noted.

118/2026. 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

119/2026. 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.

J Brooksbank-Levery presented that he has completed a vast amount of work for the Neighbourhood Plan regarding research into HMOs, AirBnB and Bio Net Gain. Also produced Postcode maps for HWPC, so we can ensure the list is complete. All has been circulated to NP Working Party for review as to how this information can be incorporated into the plan.

120/2026. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Boundary commission is continuing. There was a cross party working group and it was felt that Derwenthorpe should remain as Derwenthorpe and not be split into 3 wards. There remains currently no cross-party consensus for Heworth and Heworth Without Wards and suggestions have been submitted for further consideration. For this Cllr Nigel Ayre has discovered some great history on the Parish and Ward and surrounding area. Which he has kindly offered to be included in the history for the Neighbourhood Plan.

Public Realm is not looking so good, the regular maintenance programme is not working. Reviewing number of cuts per year for the city verges etc.

Changes to recycling collection has been delayed and looks unlikely to be September 2026 now – maybe by New Year. – January 2027.

Rougier street closure is imminent and will be occurring before end of Financial Year. To prevent some traffic over Ouse Bridge there will be use of ANPR, so authorised vehicles, buses, hackney carriage taxis, blue badge holders will need to register

CYC finance is struggling, York is one of the lowest funded councils, York is approximately £200 per household less than other places in the county. We are not a high spending authority, but we do not have enough income due to low council tax and low government grants.

121/2026. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 15/06/2026.

It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 15/06/2026.

122/2026. 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	NOTE THIS APPLICATION HAS BEEN WITHDRAWN Erection of 1no. dwelling and garage following demolition of existing bungalow – This was noted
26/01143/FUL Eastings 462735 Northings 453083	18 Ashley Park Road York YO31 1HW	Hip-to-gable roof conversion with front and rear dormers Approved
26/01173/FUL Eastings 462842 Northings 452696	18 Stray Road York YO31 0ND	Single storey side extension Approved

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

Approved planning

It was Reported that the following was approved: 15 Ash Close York YO31 1HE Single storey side/rear extension and dormer to rear following removal of detached garage Mr Matt Hodgson, 26/00924/FUL

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

None

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

None

It was Resolved that any planning applications that come in over the summer for consideration will be dealt with by the Planning Officer. Planning Officer to email out to all Councillors and to decide and submit during the summer holidays if required and dealt with retrospectively at Septembers meeting.

123/2026. Finance:

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

APPENDIX 1

HEWORTH WITHOUT PARISH COUNCIL
INVOICES TO BE PRESENTED FOR PAYMENT July
2026

Invoices TO BE PRESENTED FOR PAYMENT July 2026	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	24/07/2026		wages	£576.04	
Clerk Home Working	24/07/2026		Home working allowance	£32.00	Paid together
Clerk Mobile	03/07/2026	GB569953277	Vodafone monthly SIM charge Now by DD	£10.35	inc VAT Paid DD
Groundsman	24/07/2026		wages	£280.37	no VAT
PAYE	03/07/2026		PAYE June 2026	£169.53	no VAT
Fulprint	17/05/2026	GB785375777	Fulprint printing of summer newsletters	£215.00	no VAT Paid BC
Autella Payroll Services	07/07/2026	326 5974 72	April - July 2026 Payroll admin fees	£72.00	inc VAT
Vision ICT	05/07/2026	GB785375777	Website hosting and support for September 2026 to August 2027	£188.02	inc VAT
Signs Express (York)		GB127270625	Generic Banner for Event dates to welcome people	£57.60	inc VAT Paid BC
Gayle Enion-Farrington	14/07/2026		Fuel Mileage expenses for GEF Driving to Lytham St Annes 55p/m /Mileage was 238 (119 miles each way).	£130.90	no VAT
Green Flag awards expenses - Café Gloria Lytham St Annes	14/07/2026		Green Flag awards lunch expenses	£33.10	no VAT Paid BC
TOTAL				£1,600.91	Total

.No income this month

It was Resolved to settle July'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 June to 30th June 2026.

MK Starkey

It was Resolved to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st June to 30th June 2026

- c. To Approve Bank Reconciliation Statement from 1st June to 30th June 2026.

It was Resolved to Approve Bank Reconciliation Statement from 1st June to 30th June 2026.

- d. To Approve Budget Monitoring of Income and Expenditure up to 30th June 2026, against this year's budget.

It was Resolved to Approve Budget Monitoring of Income and Expenditure up to 30th June 2026, against this year's budget.

- e. To Report HWPC submitted their VAT claim for 1/3/2026 to 30/6/2026 for total sum of £228.55 on 2/7/2026.

It was noted and Clerk confirmed that monies at in HWPC accounts for July 2026

- f. To report that the Annual Governance & Accountability Return is still in progress and we expect to have an outcome for September's meeting.

It was noted

- g. To Report progress with Cllr N Ayre obtaining their Barclays online banking card readers and the removal of Cllr E Hardy from the account.

It was Reported that Cllr E Hardy has been removed for the bank account, but Cllr N Ayre is still experiencing difficulties. Clerk and Cllr N Ayre to liaise to resolve the matter.

- h. To Approve Clerk and Groundsman Overtime (payable in August) and Expenses (payable within 7 days) from 14th July 2026 Green Flag Ceremony.

It was Resolved to approve overtime for both Clerk and Groundsman for 10hrs each 9am – 7pm inclusive of travel / driving time. And to pay Clerk £130.90 to Clerk for mileage of 238 in total (119 miles each day) at 55p per mile as agreed at previous meeting.

124/2026. Heworth Without Parish Council Administration

- a. To Report progress with HWPC Neighbourhood Plan.

It was Reported that J Brooksbank-Levery presented that he has completed a vast amount of work for the Neighbourhood Plan regarding HMOs, AirBnB and Bio Net Gain. Also produced Postcode maps for HWPC, so we can ensure the list is complete. All has been circulation to NP working Party

- b. It was Resolved to use the Summer Ignite events in articulating the Yorkshire Day celebrations

It was Resolved to Approved for Yorkshire Day event to ask people about HWPC Neighbourhood Plan

125/2026. Events:

- a. To Report progress of bookings for Summer Ignite Sports events and inflatable sessions and advertising.

It was Reported that most events were fully booked – Yorkshire Day is slightly quiet at the moment.

- b. To Report on HWPC 12-month schedule of engagement with our community and current plans for forthcoming events.

It was Reported that first summer event happened today and was fully booked, with walk-ins on the day. Went very well.

126/2026. Heworth Without Parish Council Policies and Documentation

- a. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal.

None this month

127/2026. 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 Receive, Consider and decide upon new design and quote for 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 and subsequent information received.

It was Resolved to consult further before making a final decision.

- iii) To Receive, Consider and decide upon a survey for users of Stray Road Playarea / Playing fields over the summer holiday period regarding the proposed semi-permanent goal posts.

It was resolved that Cllr S Phoenix is to design a suitable survey for this Wednesday / Thursday and email out to all councillors for final approval before being used at each summer Ignite sports session over the summer to target users of the park. Consultations can also be included in the Autumn newsletter for consultation which the parish. It was also suggested to liaise with students of Hempland School.

- iv) To Receive, Consider and decide upon the outcome of the Community Green Flag Judging Report and Report events at the Award presentation on Tuesday 14th July 2026 at the Lowther Pavillion, Lytham St Annes and costs.

It was Resolved that HWPC was delighted to receive the Green Flag Community Award. Clerk reported on events at the ceremony in Lytham St Annes and how best to approach next year's application, which included

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gathering key words describing the park and possibly including York Universities with a project maybe on biodiversity.

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

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

It was Reported that was a small fire of schoolbooks at back of Jubilee Wood. Fire brigade was in attendance, and local secondary school was contacted who confirmed that they have investigated potential perpetrators and will share intel with the police.

- ii) To Receive, Consider and decide upon the Tree Audit conducted by Jamie Ulliott.

It was Reported that we are still waiting for this, but J Ulliott has said that it will be completed soon

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

None

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

128/2026. Employment and Training:

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

It was Resolved for Clerk to book on a YLCA TRAINING DAY – TALKING TABLES Wednesday 30 September 2026, at Fairfield Manor Hotel, YORK. Cost: £105.00 for training plus overtime for hours attended was approved as they are relevant topics and would help with Clerks CPD.

- b. To Report that the Employment Panel conducted the Clerk / RFO appraisal on Monday 29th June 2026. All documentation is completed and signed off, next review for Clerk and Groundsman are due in December 2026.

It was noted and completed appraisal documentation was emailed out to all councillors

- c. To Report that over the next 12 months the Clerk is creating a Business Continuity Plan for HWPC. Has already made a start and attended some training to support the creation of this document.

It was noted

- d. To Report the Clerk is on Annual Leave from 27th July to 4th September 2026 - 17 days in total (3 days per week) and will have 5 days remaining until March 2027. A plan is in place to manage emergencies, urgent correspondence, phone calls during this time. All other work will be completed in September 2026. It is noted that Overtime for RFO will be expected during this time for Payroll, Invoice Payments, Month ends (July and August) and AGAR etc

It was noted and approved and agreed that Clerk mobile to be forwarded to the Chair during this time.

- c. To Report that new NALC contracts have been written for Clerk and Groundsman as issued by NALC and SLCC in July 2026, further to the ERB which was live from April 2026.

Clerk and member of the public were asked to leave the room.

It was Resolved to seek advice on amending the NALC contract in some areas and to be approved at September's meeting.

129/2026. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

None this month

It was noted that Cllr S Willson, Cllr A Clayton and Cllr D Gibbon are booked onto Off to a Flying Start courses part 1 and 2 in September (2nd & 8th) 2026.

130/2026. 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 completed due to Councillor availability

- b. To Report on pothole repairs with were redone on Stray Road on 10th July 2026.

It was Resolved that HWPC are very concerned regarding the quality of the work and wish to pursue this further through Cllr Nigel Ayre.

- c. To Note any further highway issues.

It was discussed about informal park and ride occurring – parking in the village and getting a service bus into the city. This needs monitoring.

131/2026. Policing and Security Matters:

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

MK Starkey

It was Reported that there were 4 x ASB, 1 x Burglary, Drug related incident and Theft from the same street (possible same household) but on separate occasions) and 1 X violence where an arrest was made.

- b. Note any further policing and security issues.

None

132/2026. Correspondence:

- a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda
It was Reported that a local resident has some valid points regarding 2 benches on Stockton Lane which require repair and repaint. These benches are not own by HWPC, therefore are a CYC responsibility. Clerk has tried to get a response from M Pavlovic at CYC but no response. Cllr N Ayre will now take this further.
- b. **It was Resolved** for Clerk to purchase Get well Card and flowers for Cllr A Clayton from all at HWPC.

133/2026. To Note matters for Information and items for next monthly meeting agenda

Autumn Newsletter – Summer events Ignite, summer garden outcome, promote Halloween discos and QR code for the survey regarding Goal mouths and other possible developments.

Outcome of Summer Garden Comp

Review of Ignite Summer Events

AGAR Completion Report

134/2026. 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 21st September 2026 at 7pm in the Community Centre on Applecroft Road, Heworth. **Please note there will be no meeting in August 2026.**

It was agreed

Meeting closed at 9.15pm

Minutes approved on 21st September 2026

MK Sharkey

MK Sharkey