Heworth Without Parish Council
Gayle Enion-Farrington (Clerk to Parish Council)
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Minutes of the ORDINARY MEETING of Heworth Without Parish Council, held on MONDAY 21st SEPTEMBER 2026 commencing at 7.00PM in the Community Centre at 38 Applecroft Road, Heworth, York.
To be approved at HWPC meeting to be held 19/10/2026.

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

135/2026. Apologies:
a. To Receive Apologies and Note Reasons for Absence.
Absences were reported and noted for Cllr S Wilsden, Cllr A Clayton, Cllr N Ayre and Cllr S Phoenix.
Mr J Brooksbank-Levery (Public) also submitted apologies.

136/2026. 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

137/2026. 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.
None

138/2026. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor
Boundary commission update is expected before the end of the month.

Changes to recycling collection has been approved but implementation is now not expected until after May 2027. Heworth Without was assessed as having 13 streets with 121 terraced properties. All of these will now be in scope for the change. The cost will be £2.8m and currently no real savings have been identified over the next ten years. Executive have approved 180l not 240l bins. Given the switch from two week to monthly collection this means for people with three boxes currently a small increase from 330l per month to 360l. Anyone who currently uses four boxes will see a decrease of 80 litres. Current policy states that missed bins will not be collected. This means if the council fails to collect recycling residents will have a two-month gap in collection.

Developers have begun consultation on the second half of the strategic ST7 site, south of Bad Bargain Lane. The proposal covers 350 further homes but the redline boundary advertised does not seem to cover the whole site so there may well be a third phase of development. I am currently arranging meetings with officers to understand more.

The process to develop a new local plan has begun. This is estimated to cost a further £2m. We are currently in the "call for sites phase" where landowners who have land not included in the plan can submit it for consideration for inclusion in future plans. Residents have already contacted me about surveyors seen on Greenbelt land in certain parts of the ward. This review is not necessary – legislation allows 5 years from adoption to review the plan, we have only had one year.

Significant concern has been raised about the quality of verge maintenance. Several verges in the ward now appear entirely overgrown and it is unclear how any future mowing will work. I continue to raise these concerns as well as the apparent total failure of the weed control measures.

M K Starkey

Cllr M Starkey, Chairperson would like clarification on the 121 terraced properties and wishes to know how many of them are inside the HW Parish boundary.

139/2026. Minutes

a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 20/07/2026.
It was Resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 20/07/2026.

140/2026. Planning:

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

Planning applications for consideration:

CYC Reference	Address	Description
26/01584/FUL Eastings 462658 Northings 452964	**22 Applecroft Road York YO31 0HG**	**Hip to gable roof extension, dormers to front and rear roof slopes and single storey rear extension** Approved

b. To Receive the following planning decision/information.
It was Reported that the following properties have received Approved planning
18 Ashley Park Road York YO31 1HW Hip-to-gable roof conversion with front and rear dormers 26/01143/FUL
18 stray Road York Y031 OND Single storey side extension 26/01173/FUL

c. To Consider and decide upon any other planning related issues
None

d. To Consider and decide upon any planning enforcement issues
None

141/2026. Finance:

a. To Approve payments as detailed in Appendix 1 for August and September 2026.

INVOICES TO BE PRESENTED FOR PAYMENT August 2026

Invoices TO BE PRESENTED FOR PAYMENT August 2026	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay	
Clerk Payroll	25/08/2026		wages	£759.04		
Clerk Home Working	25/08/2026		Home working allowance	£32.00	Paid together	
Clerk Mobile	03/08/2026	GB569953277	Vodafone monthly SIM charge by DD	£12.18	inc VAT	Paid DD
Groundsman	25/08/2026		wages	£420.07	no VAT	
PAYE	25/08/2026		PAYE August 2026	£300.63	no VAT	
Playscheme	27/07/2026	GB991261114	Visual Communication Board in the Playarea	£900.00	inc VAT	Paid BC
York Fresh Flowers	21/07/2026		Get well soon flowers for Cllr A Clayton	£30.00	no VAT	Paid BC
SLCC Annual Membership renewal	17/08/2026	GB785375777	SLCC Annual Membership renewal	£218.00	no VAT	Paid BC
HayJays Disco	17/08/2026		Payment to confirm booking for HayJays Halloween Discos in October 2026	£380.00	no VAT	
Dobies	17/08/2026	awaiting VAT invoice	Spring bulbs for Community Centre Driveway planters	£54.48	inc VAT	Paid BC
TOTAL				**£3,106.40**	Total	

CASH BOOK MONTH 4 JULY 2026-2027
INCOME

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
C/FWD	**0.00**	**0.00**	**0.00**	**17284.66**	**11131.70**	**28416.36**
Precept 2025/2026						
VAT REFUND	**228.55**					228.55
TOTALS	**228.55**	**0.00**	**0.00**	**0.00**	0.00	**228.55**
C/FWD	**228.55**	**0.00**	**0.00**	**17284.66**	**11131.70**	**28644.91**

MK Starkey

INVOICES TO BE PRESENTED FOR PAYMENT September 2026

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Clerk Payroll	25/09/2026		wages	£576.04		
Clerk Home Working	25/09/2026		Home working allowance	£32.00	Paid together	
Clerk Mobile	03/09/2026	GB569953277	Vodafone monthly SIM charge by DD	£12.18	inc VAT	Paid DD
Groundsman	25/09/2026		wages	£280.37	no VAT	
PAYE	25/09/2026		PAYE September 2026	£169.53	no VAT	
VisionICT	01/09/2026	GB785375777	VisionICT annual renewal of domain .gov.uk	£30.00	inc VAT	
VisionICT	03/09/2026	GB785375777	VisionICT annual renewal of email accounts 10	£240.00	inc VAT	
Deans Garden Centre	07/09/2026	GB455780758	Compost for Planters at Community Centre	£32.00	inc VAT	Paid BC
Explore Library Tang Hall	09/09/2026	GB208659689	HWPC Events meeting refreshments	£5.90	inc VAT	Paid BC
amazon	11/09/2026	GB727255821	Xmas Event Paper colouring in table coverings	£39.92	inc VAT	Paid BC
amazon	11/09/2026	GB727255821	Xmas Event Plastic table coverings	£9.98	inc VAT	Paid BC
amazon	11/09/2026	GB727255821	Xmas Event Wall Backdrop	£32.39	inc VAT	Paid BC
amazon	11/09/2026	GB727255821	Xmas Event Table coverings	£4.99	inc VAT	Paid BC
YLCA	14/09/2026		Off to a Flying Start Cllr S Wilsden	£37.60	no VAT	
YLCA	14/09/2026		YLCA Training Day for Clerk	£105.00	no VAT	
PKF	15/09/2026	GB440498250	External AGAR Audit 25/26	£252.00	inc VAT	
Microsoft 365 Subscription	15/09/2026		Microsoft 365 Subscription	£84.99	inc VAT	Paid DD
Amazon	17/09/2026		Strimmer line for Playarea	£15.44	no VAT	Paid BC
TOTAL				**£1,960.33**	Total	

No income this month

It was Resolved to settle August and September'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 July to 31st August 2026.
It was Resolved to Approve Financial Accounts in Cash Book & Income and Expenditure from 1st July to 31st August 2026.

c. To Approve Bank Reconciliation Statement from 1st July to 31st August 2026.
It was Resolved to Approve Bank Reconciliation Statement from 1st July to 31st August 2026

d. To Approve Budget Monitoring of Income and Expenditure up to 31st August 2026, against this year's budget.
It was Resolved to Approve Budget Monitoring of Income and Expenditure up to 31st August 2026, against this year's budget.

e. To Report PKF Littlejohn has completed the External audit on HWPC 2025-2026 with an except for' matter raised regarding Section 1, Assertion 10 was incorrectly completed on 18th May 2026, as the smaller authority's website at the time was not compliant with the website accessibility requirements. This is consistent with the Internal Auditor's response. It was rectified in June 2026 and no further action is required.
It was noted that this was expected due to it being raised by the Internal Auditor and resolved the same week by HWPC but unable to change submission for AGAR 2025-2026.

f. To Report progress with the AGAR 'Conclusion of AUDIT'.
It was Reported that the Conclusion Notice was ready to sign and Cllr M Starkey counter signed it with the Clerk and it will be announced on 22nd September 2026.

MK Starkey

g. To Report that Digital AGAR Portal will commence for next year. It will be voluntary for the 2027 AGAR submission, giving authorities an opportunity to become familiar with the new process and benefit from the enhanced functionality. It is expected to become mandatory for the 2029 AGAR submissions**.**
It was Reported that HWPC have registered and are awaiting further instructions. Clerk is on a waiting list with SLCC for training.

h. To Approve 6.5 hours Clerk and RFO overtime worked in August 2026.
It was Resolved to Approve 6.5 hours Clerk and RFO overtime worked in August 2026.

i. To Approve 8 hours Clerk and RFO overtime in September 2026 for the YLCA training day.
It was Resolved 8 hours Clerk and RFO overtime in September 2026 for the YLCA training day.

j. To Report and Approve that upon the NALC Local Government Pay Agreement for Clerk / RFO and Groundsman 2026/2027. Groundsman is on pay scale 22 and must increase from £17.47p/h to £18.04 and Clerk/RFO is on pay scale 33 and must increase from £22.85p/h to £23.60. This is effective from 1st April 2026 as per NALC and requires backdating.
It was Resolved to Approve the NALC annual pay agreement keeping both roles on the same pay scales. Cllr M Starkey signed the Autella Payroll Forms and Clerk is instructed to submit to Autella for back dating to 1st April 2026.

k. To Report progress with Cllr N Ayre obtaining a Barclays online banking card reader.
It was Reported that HWPC are unsure if this matter is resolved due to no report from Cllr N Ayre and should nothing be resolved for the November meeting it has been suggested to appoint another Councillor to support banking arrangements.

142/2026. <u>Heworth Without Parish Council Administration</u>

a. To Report progress with HWPC Neighbourhood Plan.
It was Reported that but to the summer break this is now HWPC next focus.

b. To Consider and decide upon contents for the Autumn Newsletter for HWPC
It was Resolved to Approve the contents of the Autumn Newsletter and Clerk to arrange printing by Fulprint.

c. To Report that the Land for 38 Applecroft Road which the Community Centre is built upon has now been registered under HWPC. The Driveway is CYC responsibility. The Solicitor confirmed that the registered proprietor for both titles is only Heworth Without Parish Council and the names of the Councillors stated after this are only addresses used by the Land Registry for service of notices from them. The only one that would need to be amended would be if the Clerk address changed in the future. If members of the council were to change and insisted that addresses required updating or removing this can be done by a simple free application through the Land Registry by a firm of solicitors.
It was noted

143/2026. <u>Events:</u>

a. To Report on the Summer Gardening Competition for 2026, sponsored by Deans Garden Centre (YGC**).**
It was Reported that all winners have been informed and signed off GDPR permissions for local PR. Well done to all and a big thankyou to Cllr A Basu and Cllr D Gibbon

b. To Receive, Consider and Approve the minutes and all actions of the Events Working Group held 9/9/26**.**
It was Resolved to approve all actions highlighted in the events Minutes 9/9/26 and the date of next Events Meeting will take place on Wednesday 14th October 2026 at 2pm to suit more attendees.

c. To Review York RLFC Foundation offer for free holiday activity sessions, funded through the City-Wide Ward Fund, for the future. –
It was Resolved for the Clerk to request any future free sessions in May Half term and Summer in 2027

d. To Report on HWPC 12-month schedule of engagement with our community and current plans for forthcoming events.
It was Resolved that HWPC is on track with all its events

144/2026. <u>Heworth Without Parish Council Policies and Documentation</u>

a. To Consider and decide upon any other HWPC Policies and Documentation that are due for renewal.
It was Reported that there are none this month but an internal control audit is due next month and Cllr D Gibbon and Cllr A Garbutt will complete it.

145/2026. <u>To Consider Issues Relating to Parish Assets and Open Spaces</u>

<u>a. Stray Road play area</u>

i) To Report matters relating to Stray Road Play Area
It was Reported that we are still waiting on a quote for The Operational Inspection repairs which took place in June. Clerk to keep chasing.

ii) To Receive, Consider and decide upon a survey for the proposed semi-permanent goal posts at Stray Road Playarea / Playing fields, as the one presented for distribution during the summer holiday sports activities was not agreed and not sent to the Clerk for distribution.
It was Resolved to have the final draft survey produced by the next meeting ready for distribution at forthcoming events and Winter Newsletter.

MK Starkey

iii) To Receive, Consider and decide upon the quote from Caloo regarding the Waltzer repairs.
It was Reported that Quote 083023 £1945.00 includes £1050.00 for labour due to type of equipment.
It was Resolved to go ahead so long as Clerk can get some guarantee for 12 months for the baring.

iv) To Consider and decide upon the suitability of the RADAR gate mechanism and progress made to date.
It was Reported that Cllr A Garbutt has done a temporary repair. Mr D Smith, Access Officer CYC has been to see it and has also contacted Dave Meigh at CYC to find a more permanent solution. Clerk to chase.

v) To Report that HWPC has received many positive comments regarding the newly installed Communications Board.
It was noted

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

i) To Report on any recent ASB, fires and Vandalism activities.
None. Although it was noted that there is evidence of many foxes and hedgehogs using the wooded area.

ii) To Report that Melanie Elkan from CYC visited our Wildflower Meadow and Jubilee Wood on Monday 10th August 2026 after hearing about our Green Flag success. She was very impressed.
It was noted

iii) To Report that our Groundsman, Good Gym and Mr R Cook will be transporting the mowings from our Wildflower Meadow to Jubilee Wood on Monday 12th October 2026 at 6.30pm.
It was Noted

iii) To Receive, Consider and decide upon the Tree Audit conducted by Jamie Ulliott (urgent due to concerns reported in Hilbeck Grove).
It was Resolved to accept and approve the Tree Audit and quote of £1755. It resolves the issues raised by Hilbeck Grove and ensures tree safety over the winter months.

iv) 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.
It was Reported that Groundman and Clerk planted up the community centre planters for the spring.

ii) To Report that the Neighbourhood Caretaker Team Walkabout for Heworth Without Ward, will take place on 28th September at 10am.and start at Heworth Cricket / Hockey Club. HWPC have reported a number of current concerns via the 'Report Problems' link on CYC website www.york.gov.uk/homepage/22/report-problems-online
It was noted

d. HWPC Allotments

i) To Report on any other matters relating to Stray Road Allotments.
It was Reported that we currently have a healthy waiting list if current tenants choose not to continue when invoices are issued in December 2026. It has been recognised that the day weather and low beck water levels, has impacted plot holders this year.

146/2026. Employment and Training:

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

b. To Receive, Consider and decide upon the proposed changes made by the Employment Panel to the NALC contract issued by NALC and SLCC in July 2026, for the Clerk/RFO and Clerk and Groundsman.
It was Resolved to approve Clerk contract with section 9 to be amended to remain on Point scale 33 and Groundsman's to be place on new NALC contract.

c. To Receive, Consider and decide upon a report made by the Clerk after attending a course on "Managing tree-related liability through Autumn and Winter 2026", on 15th September 2026.
It was Resolved that this was a very useful and insightful course for the Clerk to attend.

147/2026. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

a. ***It was Reported*** that Cllr S Wilsdon must have attended off to a Flying Start course as we have been invoiced for it. Cllr D Gibbon and Cllr A Clayton still need to complete the course.

148/2026. 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 currently unable to do it due to the Gas Works on Stockton Lane and Bad Bargain Lane appears to be too many parked cars at the moment.

b. To Note any further highway issues.
None

MK Starkey

149/2026. Policing and Security Matters:

a. To Consider and decide upon the latest Neighbourhood Policing Team Report
It was Reported that there were 4 x ASB, 1 x Burglary and 3 criminal damage in July 2026 and 2 ASB and 2x Burglary in August 2026.
b. To Report that the public consultation information was promoted by HWPC from 12th August 2026 regarding on proposals to extend the existing Public Spaces Protection Order (PSPO) in York City Centre. The consultation was between 10th August -18th September 2026.
It was noted
c. Note any further policing and security issues.
It was noted

150/2026. Correspondence:

a. To Consider and decide upon correspondence to the clerk received not specifically dealt with on this agenda
It was Reported that we now have a CYC accessible seating guide for future benches that we may wish to purchase for the Playarea and Playing fields. This was something that parents frequently asked for when sat on the fields watching their children during the Ignite Summer Sessions.
It was Resolved for Clerk to obtain quotes for any wooden (as metal will get too hot in the sun) benches to be positioned along the fence line on the playing fields side. Look at a price of 3.
It was Reported that 2 residents managed to retrieve 2 trollies from the beck over the summer and thanks to Cllr M Starkey (in Clerks absence) CYC came to collect them. No further action.
It was Reported that we had received correspondence regarding an ASB incident near the community centre and this was discussed in item 149a, No further action.

151/2026. To Note matters for Information and items for next monthly meeting agenda

Residents Survey re Goal Mouths
HWPC Internal audit
Halloween and Christmas Events
Quarterly Playarea Inspections for June and September 2026

152/2026. 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 19th October 2026 at 7pm in the Community Centre on Applecroft Road, Heworth.

It was agreed
Meeting closed at 8.55pm

Minutes approved on 19th October 2026 MK Starkey

MK Starkey