



Heworth Without Parish Council
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**Minutes of the Meeting of Heworth Without Parish Council held 21st March 2022; in
HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**
To be approved at HWPC meeting to be held 18/04/2022

Present:

Councillor R. Clayton (Chairman), Councillor R Cook, Councillor A Garbutt, Cllr David Harrison, Councillor M. Starkey, Cllr N Ayre (Heworth Without Ward Councillor) and Gayle Enion-Farrington (Clerk / RFO)

35/2022. Apologies:

- a. To Note Apologies and Approve Reasons for Absence
None
- b. To announce that Cllr G Murphy has resigned.
- c. To announce that Cllr M Wells and Cllr P Wells have resigned.
b&c - It was noted. The Chair expressed the Council's gratitude for these councillors' service to the parish. It was also announced that Cllr R Cook will retire on 6th June 2022 after the Jubilee Event, but will continue as HWPC's special advisor on matters arboreal and botanical.

36/2022. To Note any Declarations of Interest:

- a. To Approve Dispensation Requests
None
- b. To Note Declarations of Interests not already declared under members Code of Conduct or members register of Disclosable Pecuniary Interests
None

37/2022. 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 Public Present

38/2022. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Pot hole repairs to Applecroft Road were scheduled for this financial year, but due to waiting for materials, they were now going to take place in 2022/2023.

Currently reviewing the plan for Ward highways schemes within the area for 2022/2023; still hope to include the zebra crossing on Stockton Lane near Christ Church

The Local Plan is still under review, first round of hearings May 2022 onwards

Cllr N Ayre came with pictures for a MUGA proposal for Stray Road Playing field. The next stage is for CYC to produce a more detailed report which will lead to consultation with HWPC. It was unanimously agreed for the parish council to receive a detailed plan that incorporated a maintenance / vandalism fund. The Council will meanwhile consider what alternative plan, if any, it proposes to offer the parish.

39/2022. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 21/02/2022
It was resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 21/02/2022.

40/2021. Councillor Vacancy

- a. To report that the initial advertisement for 2 councillor vacancies was posted on 7th March 2022 and CYC were informed (This is for vacancies created by Cllr G Murphy and Cllr M Wells). Should no notice of an election be submitted to the returning officer by 24th March 2022, HWPC will seek to fill the vacancy by co-option.
It was noted.
- b. To consider if the third vacancy – Cllr. Peter Wells' - is to be advertised now, or to wait for a period of time after the initial advertisement (which cannot not be modified) was posted.

It was resolved to look at appointing a 3rd councillor by July 2022. Clerk to consider when best to post the vacancy to meet this timescale. It may also prove useful also to advertise Cllr R Cook's vacancy at the same time.

41/2022. Planning:

a. To Consider planning applications received

CYC Reference	Address	Description
22/00473/FUL	York Caravan Park Stockton Lane York YO32 9UB	Siting of a caravan to provide wardens accommodation Approved as a caravan, but not to be considered as a future permanent dwelling.
21/02813/FUL	Beckfield Farm Stockton Lane York YO32 9UA	Conversion and extension of existing barn to form 1 no. one bedroom dwelling. Creation of an access road from Stockton Lane. Creation of parking area and domestic curtilage. Objected - Concerns regarding access road. Barn is deemed to be sound and stable but seek reassurance by Council planners. This legitimates construction on the greenbelt. Note no access to utilities.

b. To Consider any other planning related issues

i) To appoint HWPC's new Planning Officer.

It was resolved to reappoint Cllr R Clayton as Planning Officer.

c. To Consider any planning enforcement issues

None

42/2022. Finance:

a. To Approve payments as detailed in Appendix 1

APPENDIX 1

HEWORTH WITHOUT PARISH COUNCIL

INVOICES TO BE PRESENTED FOR PAYMENT 21/03/2022

Invoices to be paid after 21/03/2022	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay
Clerk Payroll	25/03/2022		wages	£525.23	
Clerk Home Working	25/03/2022		Home working allowance	£26.00	
Clerk Mobile	25/02/2022	245719348	Plusnet monthly SIM charge Now by DD	£6.00	inc VAT
Groundsman	25/03/2022		wages	£240.95	
Cllr R Cook - expenses	04/03/2022	169114951	Deans Garden Centre Blood, Fish & Bone for tree planting	£5.49	inc VAT
Amazon - Lamination pouches	10/03/2022		Lamination Pouches	£8.10	inc VAT
Valli-Hull Road Shell Garage	18/03/1933	780571712	Fuel for Lawnmower	£93.33	inc VAT

Paid by HWPC DD

Paid by HWPC DC

Paid by HWPC DC

Autela Payroll Services	16/03/2022	326597472	Payroll admin Jan-Mar	£50.40	
PAYE	14/03/2022		PAYE Jan-Mar	£384.36	no VAT
YLCA	25/03/2022 Awaiting invoice		YLCA Remote conference for Cllr D Harrison and Clerk	£80.00	no VAT
K Heels	awaiting invoice		Ride on Lawnmower annual service		no VAT
TOTAL				£1,419.86	Total

approx £320
Need to add on K Heels

CASH BOOK MONTH 11 FEBRUARY 2021-2022

INCOME

DATE / Explanation	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
B/FWD	7001.81	150.00	0.00	5900.00	22557.20	35609.01
VAT REFUND						0.00
Allotment deposit						0.00
Allotment Rent		10.00				10.00
Transfer from Yorkshire Bank to close account					3025.54	3025.54
TOTALS	0.00	10.00			3025.54	3035.54
C/FWD	7001.81	160.00	0.00	5900.00	22557.20	35619.01

VAT Claim has been submitted

It was resolved to settle all above accounts with immediate effect. Invoices checked and approved by Councillor R. Clayton and all Councillors agreed. It was agreed that Cllr M. Starkey will be the second signatory with the bank payments.

- b.** To Approve Financial Accounts in Cash Book & Income and Expenditure to 28th February 2022
It was resolved to approve Financial Accounts in Cash Book & Income and Expenditure to 28th February 2022
- c.** To Approve Bank Reconciliation Statement to 28th February 2022
It was resolved to approve Bank Reconciliation Statement to 28th February 2022
- d.** To Approve Budget Monitoring of Income and Expenditure up to 28th February 2022, against this year's budget.
It was resolved to approve Budget Monitoring of Income and Expenditure up to 28th February 2022
- e.** To report progress with the Barclays Bank Mandate change in order to add Cllr M Starkey to the authorised signatory list.
It was reported that Cllr M Starkey is now authorised but awaiting access to the online banking.
- f.** To consider adding another Councillor to the Barclays Bank authorised signatory list.
It was approved to appoint Cllr A Basu as another signatory.
- g.** To report that HWPC's Yorkshire Bank (YB) account has been closed and monies transferred to HWPC Barclays Bank Account which are shown in the accounts. This process also makes auditing more straight forward in the future.
It was noted
- h.** To report that a VAT claim for HWPC has been submitted for the period 1st December to 28th February 2022 for the sum of £3195.37.
It was reported that the full amount credited into the account on 17th March 2022 and will be in our month end / year end accounts in April.

43/2022. Heworth Without Parish Council Administration / Events:

- a) To appoint a Digital Media Councillor to replace Cllr G Murphy.
It was resolved to appoint Cllr D Harrison as Digital Media Councillor
- b) To appoint 2 YLCA Reps for Heworth Without Parish Council.
It was resolved to appoint Cllr D Harrison and Cllr M Starkey
- c) To appoint 'admin' for the Heworth Without Parish Facebook Page.
It was resolved to appoint Cllr D Harrison and Cllr M Starkey as 'Admins'; the Clerk to maintain 'Admin' overview.
- d) To appoint a new Vice Chair
It was resolved to appoint Cllr M Starkey as Vice Chair
- e) To appoint a new member of the Employment Panel
It was resolved to appoint Cllr A Basu as the third member of the Employment Panel
- f) To report that the NALC salary award for 2021-2 has been received.
It was reported that the Clerk is currently on Band 27 which was agreed in October 2021 but back dated to July 2021. **It was resolved** that back payments need to be processed at Band 24 - 1st April to June 2021 and from 1 July 2021 to 31st March 2022 - Band 27.
It was approved that the groundsman's remuneration will increase from Point 11 to Point 14 from 1st April 2022. In addition to this he also needs back pay in the light of the above NALC salary award publication. It was resolved that he should receive back pay from 1st April 2021 to 31st March 2022 at Point 11's new rate.
It was also approved that from 1st April 2022 the Clerk's working hours will be increased from 24hours to 28hours per month, as agreed when setting the budget 2022/2023.
It was also reported that in January 2022 it was approved to pay holiday pay to all HWPC employees on a monthly basis. However, due to a change in legislation this cannot continue from April 2022. Alternative methods are under consideration.
- g) To report progress with the Easter Egg Hunt and Café by the Heworth WI on Friday 15th April 2022
A detailed verbal report was received after the committee met a few times to plan the event.
It was agreed to put out a facebook notice to announce this event and a separate notice asking for volunteers with SAVE THE DATE (To help set up the trail and a registration table and directing to the Café run by WI)
Details of the day were discussed and the plan to be emailed to all councillors after the meeting
Photos of the event, consent slips for GDPR provided by Clerk
Certificates for volunteers (maybe a gift)
Signs will be required 'this way to Easter Egg Hunt' signs
A risk Assessment will be needed for the event. – clerk to action
It was approved to proceed with the event.
- h) To report progress with possible sponsorship and funding from SPAR and Red Move towards HWPC future events.
It was reported that the SPAR have donated 133 easter eggs to the value of £200 for the event and Red Move are keen to work with HWPC to support.
- i) To report progress with the Jubilee Sunday Picnic event
It was reported that it is in hand and will be discussed next month
- j) To consider whether to invite the local community to a talk/event for the annual parish meeting on 18th April 2022.
It was resolved to postpone this to another parish meeting later in the year.
- k) To consider a Heworth Local History project proposed by Councillor Asha Basu
It was reported that Cllr A Basu wished to set up a heritage project documenting the oral history of Heworth Without Parish for children.
It was noted that Cllr N Ayre knew of a local resident who had written a book on the History of Heworth and he will investigate. **It was also noted** that Cllr M Starkey is a member of Tang Hall Local History Group and will liaise.
It was proposed and agreed that it was to be discussed again at the May 2022 meeting when more information and support may be available.

44/2022. Heworth Without Parish Council Policies and Documentation

- a. To approve HWPC Standing Orders March 2022 in the NALC format, emboldening and numbering.
It was resolved to approve HWPC Standing Orders March 2022 in the NALC format, emboldening and numbering. The Orders will then be reviewed again as part of the Annual Council Meeting in May 2022.
- b. To Consider any other Heworth Without Parish Council Policies and Documentation issues
None

45/2022. To Consider Issues Relating to Parish Assets and Open Spaces

- a. Stray Road play area
- i) To report that HWPC website now has a dedicated space to recognise donors and benefactors.
It was noted
- b. Stray Road Playing field, Jubilee wood and wildflower meadow
- i) To report progress on the tree work booked for tree and hedgerow maintenance on Stray Road Play area, wildflower field, Jubilee Wood and Stray Road Allotments
It was reported that Jamie Ulliott is aiming to get the work done around Thursday, Friday and Saturday (24/25/26th March) and the following Thursday 31st if needs be.
- ii) To report on the progress and preparations of tree planting for the Queen Platinum Jubilee, working alongside pupils from Hempland Primary School.
It was reported to have been a triumphant event. Special thanks to Cllr R Cook and Cllr D Harrison and all the Y5 pupils from Hempland Primary School. Special thanks to our groundsman David Morrod who prepared the sites for the tree planting with carefully position holes.
- iii) To report that 2 Queen's Green Canopy plaques have been purchased and to approve location of the plaques.
It was resolved to have 1 x near the Royal Oak and 1 x on a tree facing the beck side path.
- iv) To consider Slotting in the Playing field area – Previously slotting on the boggy part of the playing area was done without much effect. Recently slotting on the bottom field at Heworth Rugby club has taken place, which suggests: (1) they think it's worthwhile and (2) there's at least one company that does it. Would our council like to consider trying slotting again?
It was requested and approved to postpone until a decision is made regarding developments within the playing field.
- v) 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
- ii) To consider the Great British Spring Clean 2022 – Cllr Roger Cook would like to organise this annual event on a Wednesday or a Thursday. March 30 or 31 or April 6 or 7.
It was resolved to be 9th April 2022 10.30am to meet at the Community Centre to be split into 2 teams.
- d. HWPC Allotments
- i) To consider quotes for the removal of inherited waste carpet on plots at Stray Road Allotments.
It was resolved give the contract to 'Move it'. Cost will be approx. £80-£100 all depending on weight at the weigh bridge when legally disposing of it.

46/2022. Employment and Training:

- a. To report that the YLCA remote conference will take place on the 25 March 2022, commencing at 9.00am and ending at approximately 8.30pm. The cost for the conference is £40.00 for the full day and Councilors and clerk can pick and choose the sessions that they attend. To approve who will be attending on behalf of HWPC and to report back in April's meeting.
It was resolved that Cllr D Harrison and the Clerk are booked onto the event and will report back next month.
- b. To Consider any current employment/training related issues
None

47/2022. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

None

48/2022. To Consider Highway/Transport Issues:

- a. To Report progress with HWPC's involvement in the Community Speed Watch initiative and mobile speed camera van.
It was reported that HWPC are currently awaiting an approved location on Stray Road to do Community Speed watch
- b. To Note any further highway issues.
None

49/2022. Policing and Security Matters:

- a. To Consider Neighbourhood Policing Team Report
It was reported that there had been 1 minor incident within the parish in the month of February 2022

- b. To consider who will be attending the North Yorkshire Police, Fire and Crime Commissioner meeting 26 May 2022 6.30pm - 7.45pm – All North Yorkshire Branch representatives are invited to attend. If representatives are not available, any councillor may represent the council at this information - giving meeting.
To was resolved that no one councillor wished to be the rep; therefore it was open for any to attend.
- c. To Consider any further policing and/or security related issues
None

50/2022. Correspondence:

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda
It was reported that CYC was conducting a detailed audit of the access control barriers which exist on some of our footways, footpaths and cycling routes. They have identified over 700 individual sites and are determining whether they restrict use, what the physical measurements involved actually are, and the particular form the barrier takes.
It was resolved that there were none to put forward within Heworth Without Parish.

51/2022. To Note matters for Information and items for next monthly meeting agenda

April - To report progress with the Jubilee Sunday Picnic event

May - Heritage project documenting the oral history of Heworth Without Parish for children.

52/2022. To Confirm date and time of next meeting

To Confirm date, time and venue for the next ordinary Meeting of Heworth Without Parish Council as Monday 18th April 2022 at 7.15pm. Please note there is an Open Forum before the Annual Parish Meeting 6.45-7.15pm where a presentation will be given to the public reviewing what has been achieved over the past 12 months within HWPC and Q&A session.

Meeting ended 9.10pm

R. D. Clayton

Minutes approved on 18/04/2022