



**Heworth Without Parish Council**  
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**DRAFT Minutes of the Meeting of Heworth Without Parish Council held MONDAY 18<sup>th</sup> JULY 2022 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**

To be approved at HWPC meeting to be held 19/09/2022

**Present:**

Councillor R. Clayton (Chairman), Councillor A Basu, Councillor A Garbutt, Councillor K Last, Councillor M Starkey and Gayle Enion-Farrington (Clerk / RFO).

**107/2022. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence  
**All HWPC Councillors present**

**108/2022. 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**

**109/2022. 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.**

**None**

**110/2022. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Not present and no report submitted

**111/2022. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of the Council and the Ordinary Meeting of Heworth Without Parish Council held 20/06/2022  
**It was resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 20/06/2022.

**112/2021. Councillor Vacancies**

- a. To report that all 4 councillor vacancies are now available via co-option. 3 have already passed the deadline date with no suitable candidates and to consider if they should remain 'live' until applications are submitted.  
**It was noted**
- b. To consider if the 4<sup>th</sup> councillor vacancy should be advertised now or after the summer break.  
**It was resolved** to advertise from September 2022

**113/2022. Planning:**

- a. To Consider planning applications received

CYC Reference	Address	Description
22/01316/FUL	15 Stray Road York YO31 0NE	Single storey side extension, hip to gable roof extension with 2no. roof lights to front and dormer to rear <b>Approved</b>
22/01404/FUL	163 Bad Bargain Lane York YO31 0LF	Single storey front, side and rear extension after removal of garage <b>Approved</b>

- b. To Consider any other planning related issues  
**It was reported** that the following planning request was approved - 117 Bad Bargain Lane York YO31 0PF  
For: Single storey front extension, Application Ref No: 22/00901/FUL
- c. To Consider any planning enforcement issues  
**None**

**114/2022. Finance:**

a. To Approve payments as detailed in Appendix 1

**APPENDIX 1****HEWORTH WITHOUT PARISH COUNCIL****INVOICES TO BE PRESENTED FOR PAYMENT 18/07/2022**

Invoices to be paid after 18/07/2022	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay	
Clerk Payroll	25/07/2022		wages	£440.04		
Clerk Home Working	25/07/2022		Home working allowance	£26.00		
Clerk Mobile	25/06/2022	245719348	Plusnet monthly SIM charge by DD	£6.55	inc VAT	Paid by HWPC DD
Groundsman	25/07/2022		wages	£263.67		
YCCF	05/07/2022		City Kickabout Summer provision	£739.50		Paid by FPS 8/7
Signs Express	05/07/2022		Safety Sign for Gym equipment	£201.60		Paid by FPS 8/7
CYC	22/06/2022	GB647365022	ID Badge for Cllr K Last	£6.00	inc VAT	Paid by FPS 8/7
Autella Payroll	07/07/2022	326597472	Payroll Services	£64.02	inc VAT	
Playscheme	06/07/2022	991261114	Playscheme Quarterly Inspection	£1,780.80	inc VAT	
Sam Turner and Sons	pro Forma		Ride on Lawn Mower	£3,300.00	inc VAT	Can deliver once payment made
Move It/ York Services Ltd	06/07/2022		Gate access repairs	£450.00	no VAT	
Valli - Hull Road	18/07/2022	780571712	Fuel for Groundman (Mower)	£77.95	inc VAT	
<b>TOTAL</b>				<b>£7,356.13</b>	Total	

**It was resolved to** settle all above accounts with immediate effect. Invoices checked and approved by Councillor R Clayton. It was agreed that Cllr R Clayton will be the second signatory for the bank payments and will train Cllr M Starkey at the same time by processing those payments for midnight Thursday. Cllr M Starkey can approve payments thereafter.

b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 30<sup>th</sup> June 2022

**It was resolved** to approve Financial Accounts in Cash Book & Income and Expenditure to 30<sup>th</sup> June 2022

c. To Approve Bank Reconciliation Statement to 30<sup>th</sup> June 2022

**It was resolved** to approve Bank Reconciliation Statement to 30<sup>th</sup> June 2022

d. To Approve Budget Monitoring of Income and Expenditure up to 30<sup>th</sup> June 2022, against this year's budget.

**It was resolved** to approve Budget Monitoring of Income and Expenditure up to 30<sup>th</sup> June 2022, against this year's budget

e. To report that a VAT claim was submitted up to and including 30<sup>th</sup> June 2022.

**It was noted** that £366.13 (full amount) was credited into the HWPC account on 13/7/2022.

f. To report progress with the Barclays Bank Mandate change in order to add Cllr A Basu to the authorised signatory list.

**It was reported** that all paperwork has been submitted to Barclays and the mandate has been approved. Now awaiting access to internet banking for Cllr A Basu.

g. To report that the Clerk / RFO is to use her delegated powers to ensure HWPC runs smoothly and all invoices and payroll is processed until the next meeting on 19<sup>th</sup> September 2022.

**It was resolved** for the Clerk to do RFO duties over the summer and for email and phone inquirers to contact Cllr R Clayton for Clerk duties over the month of August 2022.

**115/2022. Heworth Without Parish Council Administration / Events:**

- a. To consider the Joint Annual Meeting of YLCA & Associations taking place on 23 July 2022 at The Bridge Hotel, Walshford, near Wetherby (just off the A1), at 2.00pm. Who can attend?  
**It was resolved** that on this occasion no representative was required to attend.
- b. To approve annual leave for Clerk role for August 2022. It is noted that certain RFO duties will still be carried out (Month end accounts, invoice payments and processing of payroll etc).  
**It was approved** to allow annual leave for Clerk role for August 2022. It is noted that certain RFO duties will still be carried out (Month end accounts, invoice payments and processing of payroll etc).
- c. To report progress on the Heworth Local History project proposed by Councillor Asha Basu.  
**It was reported** that Cllr M Starkey is already involved with Tang Hall Local History Group and for Cllr M Starkey to enquire if HWPC can liaise with them to form a partnership on this project.  
**It was resolved** for Cllr R Clayton to review all HWPC archives.

**116/2022. Heworth Without Parish Council Policies and Documentation**

- a. To Consider any other Heworth Without Parish Council Policies and Documentation issues  
**None**

**117/2022. To Consider Issues Relating to Parish Assets and Open Spaces**

- a. Stray Road play area
  - i) To report on the progress of the replacement Ride on lawnmower  
**It was resolved** to pay the invoice and await delivery.
  - ii) To report on the remedial repairs following the Quarterly Operational Play Area Inspection.  
**It was noted** that 2 outsourcing matters were remaining - Gate – Maintenance pg 7 Finding 2 and Single Point Swing – pg 13 Finding 3 will be repaired on Wednesday 20<sup>th</sup> July 2022, then payment will be made.  
**It was reported** that Tom King, Contracts Manager from Sutcliffe Play, is chasing a letter from John Bedford Clark the independent inspector of the Rock Stack to confirm to Playscheme that it is appropriate. In addition he confirmed that the recent inspection classified the Risk Assessment placed upon the Rock Stack as the same 'Low Risk' rating as the Gate, car rocker, 2 bay swing, zipline, log climber etc
  - iii) To report on the payment and installation of the Gym Safety sign further to the Quarterly Operational Play Area Inspection  
**It was resolved** that payment has been made and installation will be on Tuesday 19<sup>th</sup> July 2022
  - iv) To report on the CYC meeting regarding their MUGA proposal which took place on 15<sup>th</sup> July 2022.  
**It was reported** that HWPC were awaiting a report from CYC on their proposal for the area.
  - v) To report matters relating to Stray Road Play Area  
**It was resolved** that Dave Morrod can dispose of the old parts mounting up in the garage. There is also an old petrol strimmer that works but has issues starting. Would be suitable for an allotment holder who uses one occasionally. To make room for the new lawnmower in the garage we need to remove all waste.  
**It was resolved** for the Clerk to offer spare strimmer to Stray Road allotments for a donation.  
**It was reported** that the Clerk has contacted York Disability Forum to come out and see if they can assess our gate entrance. Meanwhile the gate has dropped (and cannot be fixed at the concrete pillar). This will be resolved by Friday of this week.
- b. Stray Road Playing field, Jubilee wood and wildflower meadow
  - i) To Report on any recent ASB and Vandalism activities  
**It was reported** that damage to willow trees had occurred.
  - ii) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow  
**None**
- c. Open Spaces and other assets
  - i) To consider survey report conducted and submitted by St Nicks with their findings regarding the beck flowing through Heworth Without Parish.  
**It was resolved** that it was a thorough and interesting report of beck denizens.
  - ii) To report matters relating to our open spaces and assets.  
**None**
- d. HWPC Allotments
  - i) To report that HWPC has 1 new tenant (plot 11) and the site is fully occupied with 1 person on the waiting list.  
**It was noted**
  - ii) To report that NY Police are conducting a tool marking event for Hempland Lane Allotments and Stray Road Allotments tenants (at The Haven, Hempland Lane Allotments on Sunday 24<sup>th</sup> July 2022, 11am – 12noon.)  
**It was noted** that all tenants had been invited via their WhatsApp group
  - i) To Report on matters relating to Stray Road Allotments.

**None**

**118/2022. Events:**

- a. To consider a Nature Walk organised by St Nicks in September 2022.  
**It was resolved** that Thursday 15th September 2022 in the morning was suitable. It was suggested by St Nicks that 3 hours would be required to allow plenty of time for discussion. Clerk to seek clarification on agreed route and distance, and request that they are flexible depending upon constitution and abilities of those who turn up on the day.  
Clerk to advertise on facebook and noticeboards. Investigate whether St Nicks will advertise it to register interested parties and is there a minimum / maximum number?

**119/2022. Employment and Training:**

- a. To Consider any current employment/training related issues  
**It was reported** that Cllr K Last is attending Councillor course this week and will report back in September 2022

**120/2022. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

**None this month**

**121/2022. To Consider Highway/Transport Issues:**

- a. To Report progress with HWPC's involvement in the Community Speed Watch initiative.  
**It was reported** that Cllr M Starkey and Cllr A Garbutt now have the speed watch equipment and sessions will recommence soon.  
**It was resolved** that Cllr K Last will get trained to support the Community Speed Watch initiative.
- b. To Note any further highway issues.  
**None**

**122/2022. Policing and Security Matters:**

- a. To Consider Neighbourhood Policing Team Report  
**It was reported** that HWPC had 4 incidents this month that required the police. 2 were linked to ASB which started near Whitby Avenue and Hempland Lane Allotments and moved through the parish.
- b. To report on progress regarding the suggestions / advice by NY Police PCSO's regarding recent ASB and Vandalism within the Playarea, Jubilee Wood, Allotments and Community Centre areas.  
**Nothing to report this month**
- c. To Consider any further policing and/or security related issues  
**None**

**123/2022. Correspondence:**

- a. To Consider Correspondence to the Clerk received not specifically dealt with on this agenda  
**It was reported** last month that a member of Public reported that the Ashley Park Crescent sign has been rotated 90 degrees and Clerk also noticed that the Horse sign still needed rotating 180 degrees.  
**Both are now resolved**  
**It was reported** that further to a request made on facebook regarding the RADAR gate entrance at the play area, the Clerk met with the individual on 16<sup>th</sup> June 2022 and some suggestions were made. Quotes were obtained and fabrication by York Services Ltd will supply a hook and adjust one of the gate metal beams to fit a hand through and get rid of any sharp edges for £450.  
**It was resolved** to proceed with these alterations and for the Clerk to contact York Disability Forum to come and do a survey of suitability afterwards.  
**It was reported** that work is still ongoing and we are awaiting a response from York Disability Forum.

**124/2022. To Note matters for Information and items for next monthly meeting agenda**

Agenda item for September 2022, request for donations of trees from the local public and / or woodland trust again.

Review St Nicks walk success

Possible talking bench on corner of Stray Road / Bad Bargain Lane

Possible Spring Garden competition 2023 within the Parish - Best Front Garden in Heworth Without Parish Council or hanging basket competition.

**125/2022. 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 19<sup>th</sup> September 2022 at 7pm at Heworth Without Community Centre.

**It was agreed** **Meeting ended 8.17pm**