



**Heworth Without Parish Council**  
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**DRAFT Minutes of the Meeting of Heworth Without Parish Council held 20<sup>th</sup> June 2022 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG**

To be approved at HWPC meeting to be held 18/07/2022

**Present:**

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

**89/2022. Apologies:**

- a. To report that Cllr D Harrison resigned with immediate effect on 16<sup>th</sup> May 2022.  
**It was noted** and his valuable contribution to HWPC was noted.
- b. To Note Apologies and Approve Reasons for Absence  
**All HWPC Councillors present.** Cllr N Ayre submitted apologies for tonight's meeting and submitted a report.
- c. To approve the Co-option interview outcome  
**It was reported** that the interview was postponed due to understandable personal circumstances and has been rescheduled for Monday 27<sup>th</sup> June 2022 at 7pm

**90/2022. 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**

**91/2022. 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**

**92/2022. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Nigel informed HWPC that City of York Council (CYC) will soon be in contact with the Parish regards progressing MUGA scheme. *In fact CYC did contact the parish on 20<sup>th</sup> June 2022 and a meeting has been scheduled for 11<sup>th</sup> July 2022)*

**93/2022. Minutes**

- a. To Approve Minutes of the Annual Meeting of the Council and the Ordinary Meeting of Heworth Without Parish Council held 16/5/2022  
**It was resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 16/05/2022.

**94/2021. Councillor Vacancies**

- a. To report that 2 councillor vacancies are now advertised via co-option with a deadline of 23<sup>rd</sup> June 2022 (midnight). Interview date to be agreed.  
**It was resolved** to hold interviews on Monday 27<sup>th</sup> June 2022 at 7pm along with an existing candidate who needed to postpone their interview this evening.
- a. To report that Cllr D Harrison's vacancy has been reported to CYC and was officially advertised on 6<sup>th</sup> June 2022 after the long B/H weekend, the deadline for objections to co-option is 24<sup>th</sup> June 2022. Then we can hopefully advertise for co-option with a deadline of around 14<sup>th</sup> July 2022.  
**It was noted**

**95/2022. Planning:**

- a. To Consider planning applications received

CYC Reference	Address	Description

22/01014/FUL	123 Bad Bargain Lane York YO31 0PF	Change of use from single dwelling use class C3 to House in Multiple Occupation use class C4 <i>Without rejecting the application we wished to note our concerns: we considered that there was inadequate parking for 6 – surely excessive? – tenants; ditto, inadequate communal space for 6; that the bike shed was insufficient; and that the site – on a busy main road, opposite a school and next to a busy SPAR shop was inappropriate.</i>
22/01181/FUL	2 Bramley Garth York YO31 0NG	Rear extension ground floor, side extension first floor, fenestration changes, internal and external refurbishment <i>Approved</i>

- b. To Consider any other planning related issues  
**It was reported** that we had received approved planning for Ivy House Farm Stockton Lane York YO32 9UB  
For: Extension of outbuilding with new door/window openings
- c. To Consider any planning enforcement issues  
**None**

**96/2022. Finance:**

- a. To Approve payments as detailed in Appendix 1

**APPENDIX 1**

**HEWORTH WITHOUT PARISH COUNCIL**

**INVOICES TO BE PRESENTED FOR PAYMENT 20/06/2022**

Invoices to be paid after 20/06/2022	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay	
Clerk Payroll	24/06/2022		wages	£546.08		
Clerk Home Working	24/05/2022		Home working allowance	£26.00		
Clerk Mobile	25/05/2022	245719348	Plusnet monthly SIM charge Now by DD	£6.55	inc VAT	Paid by HWPC DD
Groundsman	24/06/2022		wages	£195.40		
Packlock and Chain for Jubilee Event	20/05/2022	GB190023639	Packlock and Chain for Jubilee Event	£20.98	inc VAT	
K Heels	29/04/2022		Repairs to ride on tractor / mower	£182.95	no VAT	Paid 27/5 as late invoice
Playscheme	17/06/2022	991261114	Playscheme Quarterly Inspection	£330.00	inc VAT	
Community Centre	05/04/2022		Room Hire for meetings	£100.00	no VAT	
Move It/ York Services Ltd	06/06/2022	GB190023639	Install Plaque	£70.00	no VAT	
Amazon	08/06/2022	GB306483116	Ink Cartridges	£90.66	inc VAT	
Amazon	08/06/2022	GB296501485	Grass Seed	£12.99	inc VAT	
Amazon	08/06/2022	GB727255821	Wood Preserver	£8.49	inc VAT	
PAYE Form 32 / NI	15/06/2022		PAYE Form 32 / NI	£292.20		
<b>TOTAL</b>				<b>£1,882.30</b>	Total	

**CASH BOOK MONTH 2 MAY 2022-2023**

**INCOME**

DATE	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/OPEN SPACES	GEN. ADMIN.	TOTAL
	0.00	0.00	0.00	0.00	0.00	0.00
Precept 2022/2023 1st Payment CYC	0.00				10907.50	10907.50
<b>TOTALS</b>	<b>0.00</b>	0.00			10907.50	10907.50
C/FWD	0.00	0.00	0.00	0.00	10907.50	10907.50

**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 R Clayton will be the second signatory for the bank payments and to train Cllr M Starkey before the July meeting.

- a. To Approve Financial Accounts in Cash Book & Income and Expenditure to 31<sup>st</sup> May 2022  
**It was resolved** to approve Financial Accounts in Cash Book & Income and Expenditure to 31<sup>st</sup> May 2022
- b. To Approve Bank Reconciliation Statement to 31<sup>st</sup> May 2022  
**It was resolved** to approve Bank Reconciliation Statement to 31<sup>st</sup> May 2022
- c. To Approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> May 2022, against this year's budget.  
**It was resolved** to approve Budget Monitoring of Income and Expenditure up to 31<sup>st</sup> May 2022
- d. To report progress with the Barclays Bank Mandate change in order to add Cllr A Basu to the authorised signatory list.  
**It was noted** that progress is underway and the forms will be signed after tonight's meeting.

#### **97/2022. Heworth Without Parish Council Administration / Events:**

- a. To appoint a Digital Media Councillor  
**It was resolved** for Cllr A Basu to be appointed Digital Media Councillor.
- b. To report on York Knights Event on the Playing Fields which took place 30<sup>th</sup> May 2022 to create a free event for the community with inflatable fun during the May Half Term holidays, which was funded by HWPC and HW Ward.  
**It was reported** that approx. 50 children under 10 years enjoyed themselves. No children attended for the sessions aimed at older children. This needs noting for future activities.
- c. To consider any updates from York City Football Club Event on the Playing Fields during the summer holidays for 3 sessions (25<sup>th</sup> July, 1<sup>st</sup> and 8<sup>th</sup> August between 10am and 12:30pm are provisional dates) at a cost of £1479 for 3 half days, HWPC and HW Ward to split the cost 50/50 to create this community children's sport event during the summer holidays. Should this prove successful we may budget for 5 or 6 next year.  
**It was resolved** to agree the dates and councillors to attend if possible.
- d. To report on the Jubilee Sunday Picnic event which took place on Sunday 5<sup>th</sup> June 2022  
**It was reported** as a success despite weather. Councillor R Cook, on his final appearance in that role, discoursed to the multitude on the subject of the Jubilee Wood. The Barbarellas were personally thanked, as was Jonathan Dent from St Nicks.
- e. To report progress on the Heworth Local History project proposed by Councillor Asha Basu.  
**It was noted** to hold this item until more Councillors are co-opted onto HWPC.
- f. To report that the "Caution Pedestrians" signage for the Community Centre entrance has been installed by HWPC. However, it was vandalised within 2 days. The Community Centre have ordered an additional sign that they are paying for.  
**It was noted** and liaisons with PCSO took place due to a number of recent acts of ASB and vandalism.

#### **98/2022. Heworth Without Parish Council Policies and Documentation**

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

#### **99/2022. To Consider Issues Relating to Parish Assets and Open Spaces**

- a. **Stray Road play area**
  - i) To consider the quotes for a replacement Ride on lawnmower. Dave Meigh (CYC) has confirmed that should we purchase a replacement this financial year, it can be added to our double taxation claim next year as a legitimate expense.  
**It was resolved** that after reviewing 4 quotes it was agreed to purchase the husqvarna R214T with a 103cm cutting deck at £3300 inc VAT  
**It was resolved** to pay Groundsman D Morrod £50 for his time and to cover his fuel for travelling 74miles (@45ppm) to research the ride on lawnmower.
  - ii) To consider the Quarterly Operational Play Area Inspection report and approve quote for any necessary remedial repairs.  
**It was resolved** to appoint Playscheme to complete the repairs using the revised quote of £1780.80 inc VAT. The Council expressed its gratitude to its Clerk for her strenuous and successful efforts in reducing this quotation and bill.  
**It was resolved** that York Signs Express will provide the Gym signage £68 ex VAT and installation as per their quote of £120 ex vat. (This would include the fixings).  
Special thanks to Groundsman D Morrod for his work in significantly reducing the work to be carried out by Playscheme.
  - iii) To report matters relating to Stray Road Play Area  
**None**

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

- i) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow  
**It was reported** that the far corner between Jubilee Wood and the Allotments is being destroyed on a regular basis. **It was resolved** for D Morrod to build up the corner again.  
**It was reported** that we need to review the litter picking rota. **It was resolved** that Cllr A Basu and Cllr K Last will be litter trained (for insurance purposes) this week and have joined the rota.  
**It was reported** that the Queens Green Canopy was vandalised within hours of being installed as well as general anti-social behaviour. **It was resolved** to implement various solutions recommended by PCSO.

**c. Open Spaces and other assets**

- i) To report matters relating to our open spaces and assets.  
**None**

**d. HWPC Allotments**

- i) To report matters relating to Stray Road Allotments.  
**It was reported** that 1 x Tenant has vacated their plot (he did not require his deposit refunding) and a new tenant will be joining soon

**100/2022. Employment and Training:**

- a. To Consider any current employment/training related issues  
**It was reported** that the Clerk gave an update on her CiLCA course.

**101/2022. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

**None**

**102/2022. To Consider Highway/Transport Issues:**

- a) To Report progress with HWPC's involvement in the Community Speed Watch initiative  
**On hold at the moment.**
- b) To Note any further highway issues.  
**None**

**103/2022. 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 within the Play area and the vandalism of 30 tree saplings.  
**It was reported** that the 2 individuals were caught who vandalised the saplings and they have submitted individual hand written letters of apology to HWPC.  
**It was resolved** to accept these letters and to view them sympathetically in the hope that valuable lessons had been learnt.
- b. To report that the Clerk and some HWPC Councillors met with PCSO Matthew Mason on 5<sup>th</sup> June 2020 to discuss recent ASB and Vandalism within the Playarea, Jubilee Wood, Allotments and Community Centre areas.  
**It was noted**
- c. To Consider suggestions / advice by NY Police PCSO's regarding recent ASB and Vandalism within the Playarea, Jubilee Wood, Allotments and Community Centre areas.  
**It was resolved** to act upon their several related recommendations.
- d. To Consider any further policing and/or security related issues  
**None**

**104/2022. Correspondence:**

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda  
**It was reported** 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 have been reported to CYC via Cllr Nigel Ayre  
**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 fabricate 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.

**105/2022. To Note matters for Information and items for next monthly meeting agenda**

Possible report from St Nicks on their findings regarding the Beck running through HWPC.

Possible nature walk by St Nicks

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

**106/2022. To Confirm date and time of next meeting**

To Confirm date, time and venue for the Annual Council Meeting of Heworth Without Parish Council and followed by the next ordinary Meeting of Heworth Without Parish Council as Monday 18<sup>th</sup> July 2022 at 7pm.

***It was agreed***

***Meeting ended 9.06pm***