



**Heworth Without Parish Council**  
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## **Minutes of the Meeting of Heworth Without Parish Council held 15<sup>th</sup> March 2021; held remotely using Zoom electronic platform**

### **Present:**

Councillor R. Clayton (Chairman), Councillor R. Cook, Councillor A Garbutt, Councillor M. Starkey, Councillor M. Wells, Councillor P. Wells, Councillor N. Ayre, David Harrison (Public) and Gayle Enion-Farrington (Clerk / RFO)

### **To be approved at HWPC meeting to be held 19/04/2021**

#### **33/2021. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence

***It was reported*** that Councillor S. Whitmore has resigned, Councillor A Thomas has retired from the Council after many years of attendance. We here record our warm thanks to both for their services to the parish.

***It was noted*** that Cllr D Gibbons' sabbatical will end at the end of March 2021 and he will be back on the Parish Council from April 2021.

#### **34/2021. 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**

#### **35/2021. 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.**

#### **36/2021. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Final consultations through March and April regarding the local plan process. There may be possible revisions of the greenbelt which may affect HWP parish. The detailed rationale will be submitted in the next 4-6 weeks and will go to public consultation yet again.

Following the agreement of the council budget there has been a level of confusion about the council tax. The adult social care is 3% of the total council tax, not a 3% increase. There is a 4.99% increase in council tax and 3% of that is dedicated to Adult Social care.

Also the total increase in the precept the HWPC set was 1.99%. However the individual charge to each property is dependent upon the total taxbase within the parish. The taxbase is effectively the

number of properties within the Parish. It can change each year, mainly due to additional properties built and the number of people claiming council tax support (more this year due to COVID). If for example, the taxbase was exactly the same as it was in the prior year then the increase to each individual property would also be 1.99%. In the case of Heworth Without there was a reduction in the taxbase of 0.6%, which means that the 1.99% overall increase, as spread over a smaller taxbase increases the charge to the individual household by 2.4%

**37/2021. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 15/02/2021

**It was resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 15/02/2021.

**38/2021. Councillor Vacancy**

- a. To Note that further to no instruction from CYC to hold a by-election by the 9<sup>th</sup> March 2021, the Clerk immediately advertised the vacancy for co-option as per minutes 15/2/21.

**It was noted** that we have had one applicant and 1 email registering interest so far

- b. To set and approve an interview date for all co-option applicants. Closing date for applicants is midnight 29<sup>th</sup> March 2021.

**It was resolved** to Interview by full council on Wednesday 7<sup>th</sup> April 2021 at 7pm as per our Co-Option policy.

**39/2021. Planning:**

- a. To Consider planning applications received

CYC Reference	Address	Description
21/00317/FUL	7 Beckwith Close York YO31 1HX	Single storey side and rear extension following demolition of conservatory <b>Agreed – no objections</b>

- b. To Consider any other planning related issues

**None**

- c. To Consider any planning enforcement issues

**None**

**40/2021. Finance:**

- a. To Approve payments as detailed in Appendix 1

**INVOICES TO BE PRESENTED FOR PAYMENT 15/03/2021**

Invoices to be paid 15/03/2021 APPENDIX 1	INVOICE DATE		£
Clerk Payroll	25/03/2021	Wages	£357.60
		Home working allowance	£20.00
			<b>£377.60</b>
Clerk Expenses	15/03/2021	Zoom	£14.39
	25/02/2021	Plusnet monthly SIM charge	£6.00
			<b>£20.39</b>
Groundsman	25/03/2021	Wages	<b>£180.80</b>

PAYE	10/03/2021	PAYE Jan- March 2021	<b>£146.80</b>
Autella	28/02/2021	Payroll Processing	<b>£48.24</b>
Signs Express	04/03/2021	Signs for Play Area - Construction / Safety	<b>£69.60</b>
<b>TOTAL</b>			<b>£843.43</b>

**It was resolved to** settle all above accounts with immediate effect.

Invoices checked and approved by Councillor R. Clayton

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 28<sup>th</sup> February 2021

**It was resolved** to approve the Cash Book & Income and Expenditure to 28<sup>th</sup> February 2021

- c. To Approve Bank Reconciliation Statement to 28<sup>th</sup> February 2021

**It was resolved** to approve the Bank Reconciliation Statement to 28<sup>th</sup> February 2021

- d. To confirm date of Year End Internal Audit is Friday 16<sup>th</sup> April 2021 with Janet Bennett.

**It was noted**

#### **41/2021. Heworth Without Parish Council Administration:**

- a. To Approve Parish newsletter contents and agree a deadline for distribution.

**It was resolved** that it be printed with our usual print provider and councillors can deliver it themselves.

- b. To approve distribution of Parish newsletter via website, Facebook and noticeboards.

**It was resolved** distribution of Parish newsletter via website, Facebook and noticeboards and to use 2 slightly different formats for paper and online – to allow website links to work.

- c. To consider and approve a leaflet drop of the Parish Newsletter now that COVID19 restrictions are easing, or to book Local Link to do it on behalf of the Parish for £35 (but cannot be delivered until end of April 2021)

**It was resolved** to not use Local Link due to the delay in delivery and for councillors to deliver.

- d. To Consider HWPC updated standing orders .

**It was resolved** to accept the new version of standing orders after some minor amendments at the meeting.

- e. To approve and agree a change of date for the May Annual meeting to Wednesday 5<sup>th</sup> May 2021 due to current regulations not allowing remote zoom meetings from 7<sup>th</sup> May 2021 (unless government changes legislation), so that it can be held via zoom. As on the planned date 17<sup>th</sup> May 2021 indoors, the rule of 6 or 2 households will apply, the Parish cannot meet together legally.

**It was resolved** to approved a change of date to Wednesday 5<sup>th</sup> May 2021, should it be required

- f. To approve that should the Powers of Remote meetings be extended by government prior to the agenda being published for the 5<sup>th</sup> May 2021 Annual Meeting, it should revert to its original date of Monday 17<sup>th</sup> May 2021, via zoom, thus overriding 41/2021 e.

**It was resolved** and approved that should the Powers of Remote meetings be extended by government prior to the agenda being published for the 5<sup>th</sup> May 2021 Annual Meeting, it should revert to its original date of Monday 17<sup>th</sup> May 2021, via zoom, thus overriding 41/2021 e.

- g. To report that on 21<sup>st</sup> June 2021, when the next ordinary Parish Meeting takes place, it is hoped all legal Limits on social contact can be removed and a face to face meeting can take place. If this is not the case and the government has not approved remote meetings then there will be no June meeting.

**It was noted**

- h. To consider arrangements for parish council elections in May 2021

**It was noted** that there are no Parish elections for us until May 2023

- i. To update progress with Vision ICT upgrading HWPC website to adhere to Web Accessibility Guidelines and be WAG Compliant  
**It was reported** that the Clerk has had training on Friday 12<sup>th</sup> March 2021 and that the new website will be live within the week.

#### **42/2021. To Consider Issues Relating to Parish Assets and Open Spaces**

##### **a. Stray Road play area**

- i) To report that the groundworks by Playscheme for Gate and Circular swing will take place on Wednesday 17<sup>th</sup> March 2021  
**It was noted**
- ii) To report that the Installation of gym equipment will take place from Monday 22<sup>nd</sup> March 2020 for 5-7 days  
**It was noted**
- iii) To approve the playfield to be closed during the gym equipment installation and approve signs etc  
**It was resolved** to approve the playfield to be closed during the gym equipment installation and approve signs etc
- iv) To report that the Set of Climbing Rocks is to be installed from Monday 12<sup>th</sup> April 2021, after the Children's Easter holidays.  
**It was noted**
- v) To report that the 2 MacVenture Swings have been put 'aside' for us, in readiness for the Parish to order them, when the decision on the Playarea improvement fund grant has been made, as there were only 2 left in stock.  
**It was noted**
- vi) To decide which play equipment company to use for the basketball area surface.  
**This item has been placed on hold** until Cllr Nigel Ayre can bring more detailed information about the funding, as there may be 3 options now.
- vii) To consider a request from York City Football Club Foundation to use the Playing Fields during the Easter holidays as part of a Happy Healthy Holiday Provision. This needs to be considered alongside the current play area improvement installation dates and social distancing.  
**It was resolved** that we should allow YCFCF to use our playing field on Thursday 1st April and Tuesday 6th April 2021 10-12pm and 1-3pm, should they need to use it, as we are currently their second choice.
- viii) To review Litter Picking arrangements by Councillors and approve best practice.  
**It was resolved** to leave it as it is for now and monitor and observe.

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

- i) To Report on matters relating to Playing field, Jubilee wood and wildflower meadow  
**It was reported** that some wildflower seeds were recently sown.

##### **c. Open Spaces and other assets**

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

##### **d. HWPC Allotments**

- i) To report on matters relating to Stray Road Allotments  
**It was reported** that all plots are occupied again. Plots 1 & 2 have not renewed and they were replaced by new tenants, who visited the site at the weekend and have paid in full today. We now have a waiting list of 1.

**43/2021. Employment and Training:**

- a. To Consider any current employment/training related issues

***None to report***

**44/2021. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings - None to report**

**45/2021. To Consider Highway/Transport Issues:**

- a. To Receive update re: HWPC involvement in Community Speed Watch initiative

***Nothing to report***

- b. To Consider charging points for electro vehicles/environment within the Parish

***It was reported*** that it is on the agenda at Christ Church PPC to consider on their site.

- c. To Note any further highway issues.

***Nothing to report***

**46/2021. Policing and Security Matters:**

- a. To Consider Neighbourhood Policing Team Report

***It was reported*** that there had been 1 incident within the parish in the month of February 2021

- b. To Consider any further policing and/or security related issues

***Nothing to report***

**47/2021. Correspondence:**

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda

***Nothing to report***

**48/2021. To Note matters for Information and items for next monthly meeting agenda**

To start the advertisement process and likely co-option route, to replace Councillor Sally Whitmore, in due course.

**49/2021. 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> April 2021 at 7pm via zoom platform.

**This was agreed.**

*R.D. Clayton*

**Minutes approved on 26/04/2021**