



Heworth Without Parish Council
Gayle Enion-Farrington (Clerk to Parish Council)
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Minutes of the Meeting of Heworth Without Parish Council held 17th August 2020; held remotely using Zoom electronic platform

Present:

Councillor R. Clayton (Chairman), Councillor R. Cook, Councillor M. Starkey, Councillor M. Wells, Councillor P. Wells, David Harrison (public) and Gayle Enion-Farrington (Clerk)

To be approved at HWPC meeting to be held 21/09/2020

39/2020. Apologies:

a. To Note Apologies and Approve Reasons for Absence
Councillor S. Kelly, Councillor A. Thomas

It was resolved to note all apologies and approve reasons for absence

b. To Receive resignation of Councillor Norman Denton
It was resolved to accept and for the Clerk to advertise

40/2020. 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

41/2020. 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.

David Harrison presented views on the parish website and playarea

42/2020. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor: No report received.

43/2020. Minutes

To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 20/7/2020 and Ex Ord on 4/8/2020

It was resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 20/07/2020 and Ex Ord on 4/8/2020; signed and dated by the Chairman.

44/2020. Councillor Vacancy

a. To move to electing or co-opting a new councillor to replace Councillor Denton

i) To instruct the Clerk immediately to inform the CYC and the parish that there is now a vacancy, due to the retirement of a councillor, on the HWPC, and that parishioners are accordingly invited to call for a by-election for a new councillor;

It was resolved for the clerk to advertise immediately with CYC and on parish noticeboards

ii) That if, after the elapse of 14 days (not including weekends) by 4th September 2020, the CYC informs the Clerk that no election has been called for, the Clerk is immediately to advertise the vacancy for co-option.

It was resolved for the clerk to advertise co-option on the 4th September 2020, if CYC informs the parish that no election has been called for.

45/2020. Planning:

- a. To Consider planning applications received
None to consider
- b. To Consider any other planning related issues
None to consider
- c. To Consider any planning enforcement issues
None to consider

46/2020. Finance:

All relevant documents have been emailed out to all in advance of the meeting

- a. To Approve payments as detailed in Appendix 1

APPENDIX 1
INVOICES TO BE PRESENTED FOR PAYMENT
17/08/2020

Invoices to be paid 18/8/2020 APPENDIX 1		£
Clerk	Wages	£805.31
	Home working allowance	£15.00
	Zoom	£14.39
	monthly SIM charge (new SIM in new Clerks name)	£6.00
Clerk Expenses	16/7/20 Car Parking to sort Barclays & Yorkshire Bank	£5.00
	22/7/20 Noticeboard repairs from SCRAP (Selby)	£14.25
	4/8/2020 Paint for Payback Team from ScrewFix	£65.98
	5/8/2020 Paint Brushes for Payback Team (Amazon)	£31.31
	5/8/2020 Paint for Payback Team (Amazon)	£239.92
	6/8/2020 Wire Brushes for Payback Team (Amazon)	£25.77
	9/8/2020 Hammerite Thiner (Amazon)	£31.64
	9/8/2020 Paint for Payback Team (Amazon)	£149.95

Groundsman	Wages	£325.00
Nicola Moorcroft	Mobile Phone Charge Last Payment DD taken our 24.7 cancelled 25/7	£5.24
Play Scheme	Repairs and Removal of Gym Equip July 2020	£696.00
VisionICT	Annual Website Charge	£150.00
TOTAL		£2,580.84

INCOME

New Tenant Plot 12	£25 deposit and £10 rent	£35.00
New Tenant Plot 11	£25 deposit and £10 rent	£35.00
New Tenant Plot 6	£25 deposit and £10 rent	£35.00
New Tenant Plot 7	£25 deposit and £10 rent	£35.00
New Tenant Plot 4	£25 deposit and £10 rent	£35.00
TOTAL		£175.00

It was resolved to settle all above accounts with immediate effect. And the Council's gratitude to the Clerk should be minuted for her initiative in obtaining the services – painting the play area railings - of the community payback team, at a considerable saving for the parish.

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 31 July 2020
It was resolved to approve the Cash Book & Income and Expenditure to 31 July 2020
- c. To Approve Bank Reconciliation Statement to 31 July 2020
It was resolved to approve the bank reconciliation statement to 31 July 2020; However, with the clerk having as yet no direct access to the bank statements the mysterious matter of the inexplicable payment of £22.50, will be revisited once access to the online bank accounts has been obtained.
- d. To report progress in effecting necessary changes in our internet banking account
It was reported that Barclays Bank sent out a feedback questionnaire in the belief that our changes have all been actioned but there is still no access as yet for the clerk and Cllr P Wells. Both are now signatories; two of the previous three signatories have yet to be removed. Our on-line banking arrangements should be resolved before our next meeting. Until this time no signatories should be removed.
- e. To report progress on the closure of Yorkshire bank accounts
It was reported that the switching service did not work and that Cllr R Clayton and Cllr A Thomas are going to close the main account on 18/8/20 and pay the cheque into Barclays Account immediately.(Which, before the publication of these minutes, has been done.)

47/2020. Heworth Without Parish Council Administration:

- a. To update Councillors regarding progress of Clerk Mobile phone and Laptop
It was reported that the mobile phone has been purchased. Laptop has not yet been ordered as the model agreed is still unavailable and no similar spec is available yet, due to high demand for laptops in current climate of home working. Clerk will keep looking and will order when available.
- b. To consider the creation of a Website Accessibility Statement to be uploaded on the Parish Council's website by 23rd September 2020
It was resolved that this must be done and that quotes should be investigated and reported to our next meeting. See c. below
- c. To approve that the Clerk proceeds as soon as reasonably possible to update the Council website to comply with current accessibility requirements.
It was resolved for the clerk to get 2 to 3 quotes for this work to be undertaken in readiness of the next meeting.
- d. To discuss the production of a Newsletter and proposed contents/ subjects
It was resolved that Councillor P Wells should draft a newsletter and act as editor. Cllr. Wells to inform councillors of proposed Newsletter topics and to call for contributions from councillors All contributions to be emailed to Peter. Peter to distribute and, if practicable, to have our newsletter approved for publication at the next meeting
- e. To consider face to face meetings for small working parties where social distancing is possible.
It was resolved for the clerk to write a risk assessment, to cover all small working groups, possible interviews etc and issue to all cllrs for review and approval.
- f. To note that Parish meetings open to the public are considered not suitable for the foreseeable future - possibly May 2021, subject to further guidance from YLCA.
It was resolved to agree that all public parish meetings will be via zoom until May 2021 and then be reviewed.
- g. **Co-option**
To approve the proposed co-option policy for the parish:
 - i) To approve the possible co-option advert - see Document 1(advertisement)
To was resolved to agree a draft advert and the clerk will retype and email it out to the councillors in case it is required.
 - ii) That candidates for co-option should be advised (when they come for interview/discussion) that they will be expected to undergo initial councillor training, and be prepared to work not only in the monthly meetings, but throughout the month. Examples of tasks that councillors perform, which may be mentioned, are
 - delivering the newsletter
 - discussing council issues with other councillors by email, phone or in person
 - undertaking community service
 - attending relevant training coursesSuch information might also be put on our Facebook Page, our Newsletter and our website.

It was resolved that Cllr P Wells will draft examples of typical tasks and routines, for the clerk to give to interested candidates if a co-option is required.

- iii) That the Council adopts the current NALC-recommended protocol for the co-option of new councillors.

It was resolved that Candidates should not be present when other candidates are delivering their presentations.

It was resolved that the discussion of the candidates and voting on them should take place in public but **in the absence of the candidates themselves, and of interested parties.**"

To consider and approve the Parish Council Co-option policy and particularly agree on point 5 options - see Document 3 (co-option policy). It was resolved that candidates should attend a parish meeting and offer a short presentation about themselves and their wish to join the Parish Council.

48/2020. To Consider Issues Relating to Parish Assets and Open Spaces

a. Stray Road play area

- i) To report progress since the playground inspection undertaken on 8th July 2020 and discuss how the removed gym equipment area has been left.
It was resolved for the clerk to speak to Playscheme and – linking this to our next annual inspection for H&S, asking them to address the stumps left from the removed gym equipment.
- ii) To report on the installation of new and the removal of the old benches.
It was reported that 2 Benches have arrived and will be installed by Luke Gommersall in September 2020
- iii) To report progress on the painting of the black railings surrounding the play area
It was reported that good progress is being made and the cost is saving the parish approx. £2000, by utilising the Community Payback Team.
- iv) To report progress on the arrangements for necessary tree-surgery within the play area
It was reported that Castle tree have been booked as per Cllr R Cooks requirements and we are awaiting a date in September, clerk to chase date.
- v) To report progress on the future investigations for the play area equipment and discuss the report detailed below from Councillors M Wells, M Starkey and R Cook who met on Wednesday 5th August and agreed on the following:

It was resolved that after receiving a detailed and exemplary report thereon, to now bring both small working parties for this area together to discuss possible equipment and settings for all-seasonal use, and also several sets of options, including, particularly, the creation of an exercise/activity trail in the playing-field.

Some of the options we are currently exploring are illustrated below, in these minutes. In due course we will be asking the Parish for their views on them.

Background

The bottom part of the play area and most of the land set aside by CYC for the recreation ground is a swamp for a lot of the time from autumn through to spring and the planting of the Jubilee Wood has greatly improved drainage. Sport in this area is therefore always limited by the weather and finances.

1. Location of Proposed fitness trail

After reviewing possible locations, our favoured one is still under the trees where the ground is somewhat higher. (An alternative location would be the straight path between the wetland and the jubilee wood, but this would need alteration e.g. widening and drainage).

2. Accessibility

Poor drainage of the recreation and play area makes most of it unusable throughout the rainy season. Accessibility of the fitness trail would be through the new gate on Park Lane.

Alternatively, the double gate from the play area could be converted to a single gate and a raised path created to the tree area.

NB Originally it was proposed to insert a gate on Park Lane. If access were to be only through the bottom of the play area, the public could not bring dogs through this way. Eventually, they would be able to by entering/leaving via the allotments.



3. Proposed Equipment

While we recognise that there is the issue of movable parts, it was felt that a mix of sturdy steel and wooden equipment would best meet our users' requirements e.g a wooden climbing wall but supplemented with old favourites, especially the doubles items.



4. Filling the Gap

The removal of the defective outdoor gym equipment has left a gap in the play area. In talking to younger teenagers in the play area, it has become clear that

- i. They go to "play" and socialise i.e. they like to hang out together
- ii. They like the bottom end of the play area and seem to regard it as an area for older children

We would like to propose some climbing rocks with a soft surface in this area. This would provide a challenge for children through to low teens but would not require a fence.



climbing rocks at Rawcliffe Bar park

5. Basketball Hoop with hard surface

If drainage were available through funding, the basketball item (complete with a tarmac surface big enough for 3 to 5 people dribbling and bouncing the ball) needs to be at the bottom of the play area, with a raised path leading on to the proposed fitness trail.

However, with no funding, we propose that this long requested item be put between the current football area and the triangle meadow. The whole thing should be nearer the play area fence, with the hoop facing the residents' side.



6. Sports Wall

There was a request for goal nets which a sports wall complete with basket ball hoop could satisfy. However, netting would soon deteriorate and if the mini goal were made of metal, would be noisy every time a goal was scored.



7. Funding

Some companies claim they can guide you through the funding process with the order e.g. Streetscape, Playscheme. Nigel Ayre, our ward counsellor, has written "***I would also support the replacement of the gym equipment***". We have no real use for a MUGA (turned down by another council, costly maintenance, possible ASB, noisy for local residents). However, if funding for the basketball hoop were given, we would need a caste-iron agreement that proper drainage was included.

Because of Covid, it looks increasingly as though many agencies are diverting their funds to areas that are really in need. Ward funding may be our only option.

8. Repairs to soggy areas

Roger has suggested tackling the goal mouths etc with David, so we would like to try this treatment method for under the round swing if successful.

9. Activities for residents of all ages and capacities



At the extraordinary meeting (4/8/20) the need to provide interesting activities for residents of all ages and capacities was highlighted. At present, there is very little equipment for all ages and abilities as most focusses on the needs of younger children.

The fitness trail should encourage older members to have a go while still including teenagers and below.



We have considered the use of more inclusive swings, but space doesn't allow for this, which only leaves the possibility of replacing a current swing in the set of four with a more inclusive version, and possibly replacing the round swing with a nest, swing as it was previously in due course. The inclusive roundabout allows children to sit, stand or kneel, as best suits their ability and might be considered when it is time to replace the current one.

10. Ideas from the public (parents) from Facebook

- i. Basketball hoop (first muted along with gate closer in 2018 in a previous survey done by Peter on Facebook) - position: inside/outside play area?
- ii. Climbing Rock as in Rawcliffe Bar Park (with artificial surface for soft landing)
- iii. White lines to demarcate football field
- iv. Inclusive items

Ideas from Users (kids)

- i. Bike racks
- ii. Rugby pitch
- iii. Shelter
- iv. Climbing Wall
- v. Basketball hoop (not a full court)
- vi. More exercise equipment
- vii. Nets in goal

Extra Notes:

3. **Proposed equipment** in photos supplied by Streetscape, Selby

Possible equipment:



wall Playscheme

Coloured

Dual Horizontal Ladder Safalog Fitness Trail Station

<https://www.fenandleisure.co.uk/products/fc30-double-horizontal-ladder-2-6m/>

5. **Basketball hoop + hard surface** photo Dunnington play

park, Dodsworth/Foss Way play park

6. **Sports wall** supplied by Playscheme, Elvington

Wooden sports walls below, Playdale



7. Funding

So far we have written to a number of funding agencies

i. Adventure Play

undeliverable?

ii. Awards for All (part of the Big Lottery Fund)

no reply

iii. Fields in Trust (jamie.grubb@fieldsintrust.org)

currently no open grant programmes; check in online Knowledge Base section regarding funding for projects taking place on local parks and green spaces: www.fieldsintrust.org/knowledge-base/Funding

iv. Green Space

no reply

v. Groundwork

no reply

vi. Heritage Lottery Fund

no reply

vii. National Lottery Community Fund (Advice Team England)

general.enquiries@nlcommunityfund.org.uk

currently funding activities to support people and communities most greatly impacted by COVID-19

viii. Planning for Sport

no reply

ix. Sport England (Shared.Services@sportengland.org) - (Investment Advisor) T: 03458 508 508

“Your project may be eligible under the Community Asset Fund however there would have to be a need for the project within the local community. You would also need to demonstrate how this will align with our current priority areas, details of which can be found on the fund page along with the criteria for the programme.

Community Asset Fund

<https://www.sportengland.org/how-we-can-help/our-funds/community-asset-fund>

Please note the fund is currently paused for new applications until September when further updates will be provide on the page. If you require any further information please do not hesitate to contact us back.”

x. Ward Funding

response from Nigel Ayre

9. Inclusivity

We currently have two cradle swings for toddlers and a zip wire with access via a sloping platform, which is inclusive (depending on the disability) for older children as they can hang on – it is located at the bottom of the play area. Likewise the round swing if converted to a nest swing would also be at the far end of the play area.

Inclusive Roundabout, Bucket swing and Nest swing by Miracle

[file:///Users/user/Downloads/Inclusive%20Roundabout%20\(4\).htm](file:///Users/user/Downloads/Inclusive%20Roundabout%20(4).htm)

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 how well managed the wood is at this moment and how it is doing a great job managing our poor drainage, whilst being an attractive space for all.

c. Open Spaces and other assets

i) To report progress refurbishing the condition of the parish noticeboards.
It was reported that Ash Close has been refurbished and Beans way will be completed this week once it is drier weather, for minimal cost using materials from SCRAP in Selby.

d. HWPC Allotments

i) To report progress with all new allotment tenants
It was reported that all 5 new tenants all paid and are active

ii) To consider and approve costs for the removal of rubbish on allotment site left by previous tenants from 3 quotes
It was resolved for the clerk to book Move it

iii) To consider and approve an allotment tenant handbook for all existing and future tenants
It was resolved that the new handbook has been approved and for the clerk to issue the new handbook to all tenants .(Which, before the publication of these minutes, has been done.)

49/2020. Employment and Training:

a. To Consider any current employment/training related issues
Nothing to report

50/2020. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

Nothing to report

51/2020. To Consider Highway/Transport Issues:

a. To Receive update re: HWPC involvement in Community Speed Watch initiative
Nothing to report

b. To Note any further highway issues.
Nothing to report

52/2020. Policing and Security Matters:

a. To Consider Neighbourhood Policing Team Report
Nothing received, **it was resolved** for the clerk to recontact the police and re-ask for reports and extended an open invitation to our parish meetings

b. To Consider any further policing and/or security related issues
Nothing to report

53/2020. Correspondence:

a. To Note Correspondence to the clerk received not specifically dealt with on this agenda
It was noted that Dr Gibbons' enquiry regarding the use of the allotments for youth groups will no longer be pursued and he is happy that they are all occupied.
It was reported that we have a Lymes Disease Alert from a local resident / dog walker in field behind Spring Field Close, a warning poster has been erected immediately.

54/2020. To Note matters for Information and items for next monthly meeting agenda

It was requested that the Clerk to invite Cllr Nigel Ayre to the next meeting

55/2020. To Confirm date and time of next meeting

It was resolved that the next ordinary Meeting of Heworth Without Parish Council as Monday 21 September 2020 via zoom platform

Meeting closed at 9.15pm