



Heworth Without Parish Council
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Minutes of the Meeting of Heworth Without Parish Council held 5th May 2021; held remotely using Zoom electronic platform

Present:

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

AM 1. Election of Chairman

a. To Approve Election of Chairman

It was resolved that Councillor R. Clayton be elected as Chairman of Heworth Without Parish Council

b. Appointed Chairman to sign Declaration of Acceptance of Office.

Elected Chairman duly completed and signed the required declaration of acceptance of office form

c. To Approve Appointment of Vice Chair

It was resolved that Councillor P. Wells be elected as Vice Chairman of Heworth Without Parish Council

AM 2. Apologies:

a. To Note Apologies and Approve Reasons for Absence

None

AM 3. 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

AM 4. To Approve Co-option of suitable qualifying candidates to Heworth Without Parish Council

None at this time - the vacancy is still advertised

AM 5. To Appoint members to Employment Panel/Committee (3 members)

It was resolved that Councillor R. Clayton, Councillor P. Wells and Councillor M. Starkey be elected as Members of the Employment Panel/Committee of Heworth Without Parish Council

AM 6. To Appoint of Parish Representatives to Outside Bodies.

a. YLCA (2 representatives)

It was resolved that Councillor M. Wells and Councillor D Gibbon be elected as Parish Representatives to the YLCA, on behalf of Heworth Without Parish Council
Annual Meeting Closed at 19.15

ORDINARY MEETING commenced 19.16

67/2021. Apologies:

- a. To Note Apologies and Approve Reasons for Absence
None

68/2021. 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

69/2021. 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.

None

70/2021. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Nothing submitted

71/2021. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 26/04/2021
It was resolved to approve said minutes (after some minor amendments) as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 26/04/2021.

72/2021. Councillor Vacancy

- a. To Approve an interview date for co-option candidates. Closing date for applicants will be set as midnight Tuesday 18th May 2021.
It was resolved to approve closing date for applicants to be midnight Tuesday 18th May 2021.

73/2021. Planning:

- a. To Consider planning applications received

CYC Reference	Address	Description
21/00928/FUL	12 Galtres Avenue York YO31 1JT	Hip to gable roof extension with dormer to rear, window to gable and 2no. rooflights to front <i>Objected – its velux rooflights on front roof are out of style and keeping with all the similar houses on both sides of the Ave;.& reservations about the relative scale of proposed extension.</i>

- b. To Consider any other planning related issues
None
- c. To Consider any planning enforcement issues
None

74/2021. Finance:

- a. To Approve payments as detailed in Appendix 1

HEWORTH WITHOUT PARISH COUNCIL

INVOICES TO BE PRESENTED FOR PAYMENT 5/5/2021

(NOTE some monthly invoices are yet to come in but need approving to schedule amount)

Invoices to be paid 5/5/2021 and approved for May 2021 APPENDIX 1	INVOICE DATE		£
Clerk Payroll	25/05/2021	wages	£357.60
		Home working allowance	£20.00
			£377.60
Clerk Expenses	15/05/2021	zoom	£14.39
	25/04/2021	Plusnet monthly SIM charge	£6.00
			£20.39
Groundsman	25/05/2021	wages	£180.80
Business Services at CAS Ltd	28/04/2021	Insurance RKL/176640/474	£853.09
Move it - Martin Gadsby	29/04/2021	Removal of Landfill waste from Stray Road allotments	£70.00
Sutcliffe Play	expected 15/05/21	Climbing Rocks	£15,039.90
MacVenture	expected end of May	Swings	£2,148.00
TOTAL			£18,291.79

Paid
1/5/2021

It was resolved to settle all above accounts with immediate effect and for wages to be paid at the normal time of 25/05/2021.

Invoices checked and approved by Councillor R. Clayton - Item in red was paid in advance of the meeting due to payment expected upon removal of waste. Authorised and second signatory of Chair approved the payment and will approve all above payments as and when they are required in the month of May 2021.

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 30th April 2021

It was resolved to approve the Cash Book & Income and Expenditure to 30th April 2021

- c. To Approve Bank Reconciliation Statement to 30th April 2021

It was resolved to approve the Bank Reconciliation Statement to 30th April 2021

It was resolved to simplify the accounts in order to make them clearer and more readily understandable by using 1 x excel spreadsheet and renaming I&E as Budget Monitoring in line with the Management Risk Assessment.

75/2021. Heworth Without Parish Council Administration:

- a. To consider options for meetings if Powers of Remote meetings are not being reviewed by government

It was noted that the application to the High Court made by Lawyers on behalf of Local Government (LLG), Association of Democratic Services Officers (ADSO) and Hertfordshire County, in relation to virtual meeting provision for local authorities, was dismissed. That is, the High Court has ruled against the bid to enable local councils to continue meeting remotely.

It was resolved that should social distancing measures still be required at our next meeting on 21st June 2021, for the necessary face-to-face public meetings we need to devise a solution such that councillors can be in one room safely together with some members of the public. **It was approved** that all councillors should meet informally via zoom a few days before the formal council meeting in order to discuss and resolve upon the matters included in the agenda; the Clerk to take detailed notes. At the scheduled public face-to-face meeting in the community centre a few days later a Quorum of 3 councillors will review and confirm the Clerk's notes and formally adopt them as the record of the Council's decisions.

- b. To review Financial Regulations to bring them in line with newly reviewed Standing Orders. Including to consider Standing orders and the Financial Regulations in regard to limits set for obtaining quotations and estimates with ordinary tenders for work - suggested max. £25,000 or £30,000 for tender requirements.

To consider that in months when meetings do not take place inc August, the Clerk/ RFO must still submit all monthly financial documents as usual to full council via email and to include this stipulation in the financial regs.

It was resolved to increase the maximum specified in Financial Regulations for obtaining quotations and estimates for work with three ordinary tenders to £30,000.

It was agreed to postpone the decision to approve the full Financial Regulations until the June 2021 Meeting as Cllr R. Clayton and Cllr D Gibbon are reviewing them in detail and ensuring they concur with the Standing Orders too.

- c. To consider obtaining a Barclays Bank debit card in the Parish's name, for the Clerk/RFO, so that all purchases are bought by the Parish and not by the Clerk's personal finances and then reimbursed. This is a recommendation from the internal auditor and has VAT implications if we do not do it.

It was resolved to accept this recommendation from the internal auditor and apply for the Barclays Bank debit card in the Parish's name, for the Clerk/RFO to use. Cllr R Clayton and Cllr D Gibbon will include a limit of £500 monthly spend in the Standing Orders and Financial Regs.

- d. To consider and approve HWPC current Financial regulations (on website) and delegated powers for when meetings will not take place - inc August and if COVID restrictions affect face-to-face meetings and we do not have powers for remote meetings. (Specifically the current regs allow the Clerk to pay most things, but not over £10000.)

- e. To consider delegated powers to allow the RFO to pay invoices for pre-agreed amounts, even if over £10000 (ie the soon-to be installed set of climbing rocks &c). To consider a requirement that the RFO must email full council / or Chairman in advance. Note – all payments via the online banking system have to be authorised by a second signatory and this will remain unchanged.

It was resolved to give delegated powers to allow the RFO to pay invoices for pre-agreed amounts.

- f. To approve the Management Risk Assessment document of November 2020 as per the internal audit.

It was resolved to approve the Management Risk Assessment document of November 2020 and also to update it again for/from May 2021 so that it is brought into line with the new Insurance details and policy amounts.

It was resolved to approve the Management Risk Assessment May 2021.

- g. To approve the Fidelity Guarantee Insurance as per the Internal auditor's recommendations. "The level of fidelity guarantee insurance held by the council is £25,000. Balances held at 31 March 2021 were around £60,000. Using the generally applied criteria of balances at the 31st March plus half the precept an adequate level of cover should have been around £70,000 as a minimum". Policy due for renewal end of May 2021.

It was resolved to approve that our new Policy will cover us for £100,000 and is documented in Mgt Risk Assessment May 2021.

76/2021. To Consider Issues Relating to Parish Assets and Open Spaces

a. Stray Road play area

- i) To report progress on the Set of Climbing Rocks.
It was noted that the Set of Climbing Rocks will be installed Monday 10th May 2021 and will be completed on Friday 14th May 2021.

- ii) To report on Dave Meigh's visit to discuss the next stage of the Play Area Improvement fund application and discuss and approve any further action.

It was resolved that the Clerk will inform full council by email of the outcome of our funding and can order the Waltzer with Caloo (including pathway to gate etc) and the 2x swings with MacVenture. The swings are on hold and could be installed and fitted immediately and the Roundabout could take a while to order and install.

It was approved to go for a rainbow colour on the Waltzer and for the Clerk to check that the rainbow colour will incur no additional charge.

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 by Cllr R Cook that GoodGym had given invaluable assistance in the soil sieving project. GoodGym are coming for more dates on 14th, 17th & 24th May 2021.
It was resolved that we need more sieves to speed up the work and Cllr R Cook will purchase same and give the receipt to the Clerk, to allow prompt reimbursement this month.

c. Open Spaces and other assets

- i) To approve replacing the Bus Shelter on Stockton Lane, opposite Christ Church to match the one near Bean's Way. Cost approx. £3614+VAT including installation. HW Ward and Parish to contribute £1000 each and CYC will pick up the difference. CYC to manage the installation and invoice accordingly via Richard Hampton at CYC.

It was resolved to approve replacing the Bus Shelter on Stockton Lane, with a cost of £1000 to the Parish (as detailed above). CYC to manage the installation and invoice accordingly via Richard Hampton at CYC.

- ii) To report matters relating to our open spaces and assets.
It was reported that our Parish noticeboards have deteriorated with recent cold weather.
It was resolved to approve the repair of the Ash Close Board by Signarama York with Panel (3mm Polycarbonate) approx. 800mm x 800mm and re-felt: £180 + Vat. We will review the quality of the repair and consider future plans for the noticeboards. Approved for Clerk to pay invoice when it comes in.

It was noted that due to there being no further complaints about horses crossing the Beck footbridge, a 'No Horses' sign may not be required, due to the existing signage that clearly shows the path to be for pedestrians and Cyclists. Unless we receive further reports the parish will consider the matter closed.

d. HWPC Allotments

- i) To report on matters relating to Stray Road Allotments.
It was reported that the new Tenants WhatsApp group is now up and running.
It was reported that there have been some recent concerns that youths are using the allotments as a cut-through. We may consider a gate directly into the playing field.
It was resolved that Cllr R Cook should investigate drainage options from allotment to the beck to reduce any likelihood of flooding.

77/2021. Employment and Training:

- a. To Consider any current employment/training related issues
It was noted that the next Flying Start course for Councillors will be attended by Cllrs. D Harrison and D Gibbon.

78/2021. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings - none

79/2021. To Consider Highway/Transport Issues:

- a. To Receive update re: HWPC involvement in Community Speed Watch initiative
It was reported that training can now take place and we are in the process of booking a date for Cllr R Clayton, Cllr D. Harrison, Cllr M Wells, Cllr R Cook & Cllr M Starkey to attend. Training to take place at Community Centre which has kindly offered a room *gratis* for this important session.
- b. To Consider charging points for electro vehicles/environment within the Parish
It was reported that there has currently been no response from Christ Church
- c. To Note any further highway issues.
None

80/2021. Policing and Security Matters:

- a. To Consider Neighbourhood Policing Team Report
It was noted that there was 1 Incident of burglary from a garage, 1 x ASB Nuisance and 1 x ASB Personal (Neighbour related) and damage to fairy houses on the fairy trail on the Malton Road.
- b. To Consider any further policing and/or security related issues
None

81/2021. Correspondence:

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda - **none**

82/2021. To Note matters for Information and items for next monthly meeting agenda

To review Climate change and possible HWPC involvement and campaign: All councillors were urged to come up with some ideas in the meantime.

To review investigations on drainage options from allotment to the beck to reduce any likelihood of flooding and to consider the working party report on the path / stones.

83/2021. 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 21st June 2021 at 7pm as a face-to-face public meeting with 3 Councillors present as our Quorum. The date and time of a prior informal discussion of that meeting's agenda will be arranged.

This was agreed Meeting ended 21.25