



Heworth Without Parish Council
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DRAFT Minutes of the Meeting of Heworth Without Parish Council held 15th November 2021; in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG

To be approved at HWPC meeting to be held 20/12/2021

Present:

Councillor R. Clayton (Chairman), Councillor A Basu, Councillor R Cook, Councillor A Garbutt, Councillor D Harrison, Councillor G Murphy, Councillor M. Starkey, Councillor P. Wells, Councillor M. Wells, Councillor N. Ayre (Heworth Without Ward) and Gayle Enion-Farrington (Clerk / RFO)

148/2021. Apologies:

- a. To Note Apologies and Approve Reasons for Absence

None

- b. To approve the Co-option interview outcome

It was resolved to welcome Cllr Asha Basu who was appointed as a new Councillor on Monday 15th November 2021 and who signed the 'acceptance of office' prior to the meeting commencing.

149/2021. 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

150/2021. 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

151/2021. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Cllr N. Ayre has been asking questions regarding the Hempland Primary School re-development – waiting to hear.

Strategic Level – Local Plan will be discussed February 2022 and adoption is likely to be 2023. Still under discussion and debate is 850 homes to the south of Stockton Lane area (possibly 200 North of Bad Bargain Lane and 650 to be accessed via the back of B&Q).

2 x Greenbelt sites were discussed at planning committee – from near Pear Tree Farm (Monks Cross) to main ring road for 950 homes. 350 near New Lane (Huntington), was recommended for rejection. Awaiting to see what the planning inspector feels about building on Greenbelt land.

A Neighbourhood plan needs to match the local plan and Cllr N. Ayre thought it may be useful to look at one next year for HWPC. There is government funding available to help complete the project which may take several years to complete. HWPC to consider its advantages and disadvantages.

Salt Bins – all members of the public can report any empty bin – contact details to be included in the next parish newsletter
Section 106 money for a Multi Use Games Area is being investigated within the Ward and recent surveys have been conducted for Cllr N Ayre – awaiting reports.

Requested support from Cllr N Ayre regarding installation of the cycle racks, as Move it have been refused a works permit from CYC and HWPC have been referred back to CYC blacksmiths regarding installation of cycle racks which was a much higher quote and did not extend to the completion of the entire project.

Informed Cllr N Ayre that the funding grant for the speed gun had not yet been processed – he will investigate.

152/2021. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 18/10/2021

It was resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 18/10/2021

153/2021. Planning:

- a. To Consider planning applications received

Planning applications for consideration:

CYC Reference	Address	Description
21/02311/FUL	318 Stockton Lane York YO31 1JW	Two storey and single storey rear extension, 3no. dormers to front - Approved
21/02393/FUL	48 Whitby Avenue York YO31 1ET	Loft conversion with front and rear dormers and single storey side extension - Approved
21/02356/AGNOT	Cow Moor Farm Stockton Lane York YO19 5XB	Erection of agricultural storage building for straw and machinery - Approved

- b. To Consider any other planning related issues
It was resolved to approve the Cellnex installation at ARLFC, no further action required.
It was noted (due to it being outside the Parish) that the development of the road between Hopgrove junction and Barton-le Willows was under consideration. Local comments were called for. Due to the short deadline, **it was resolved** for Cllr P Wells to put the link for views on our Facebook page immediately.
It was reported that the National Grid letter dated 28th October 2021 invited comments. **It was resolved** that all Councillors were to give individual feedback using the link provided by Cllr M Wells.
- c. To Consider any planning enforcement issues
None

154/2021. Finance:

- a. To Approve payments as detailed in Appendix 1

INVOICES TO BE PRESENTED FOR PAYMENT 15/11/2021

Invoices to be paid after 15/11/21	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay	
Clerk Payroll	25/11/2021		wages	£381.36		
Clerk Home Working	25/11/2021		Home working allowance	£20.00		
Clerk Expenses	15/11/2021	GB373142903	zoom	£14.39	inc VAT	invoice due 15/11
Clerk Mobile	25/10/2021	245719348	Plusnet monthly SIM charge Now by DD	£6.00	inc VAT	Paid by HWPC DD
Groundsman	25/11/2021		wages	£180.80		
Signarama	02/11/2021		Repair of 2 parish noticeboards	£406.56	inc VAT	Already Paid
Barriers Direct			Scooter & Bike Racks	£597.49	inc VAT	Already Paid
Marshalls	19.10.2021		Bench for Stockton Lane Corner	£862.75	inc VAT	Already Paid
Amazon	20/10/2021		Speed Gun and accessories	£250.77	inc VAT	Already Paid - covered by HW Ward grant
Playscheme	awaiting		Annual Play Area Inspection	354.00	Inc VAT	
TOTAL				£3,074.12	Total	

CASH BOOK MONTH 7 OCTOBER 2021-2022

INCOME

DATE / Explanation	VAT REFUNDS	ALLOTMENT RENT	BANK INTEREST	PARKS/O PEN SPACES	GEN. ADMIN.	TOTAL
B/FWD	£6,447.83	£20.00	£0.00	£5,900.00	£22,241.00	£34,633.83
VAT REFUND						0.00
Allotment Rent						£0.00
TOTALS						0.00
C/FWD	£6,447.83	£20.00	£0.00	£5,900.00	£22,241.00	£34,633.83

No income this month. Clerk has chased the Speed Gun Grant payment and VAT will be claimed after 30th November 2021

It was resolved to settle all above accounts with immediate effect. Invoices checked and approved by Councillor R. Clayton and Councillor M. Wells and all Councillors agreed.

It was resolved for Cllr M Wells to be the second checker of the accounts next month as per the Financial Regulations

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 31st October 2021
It was resolved to approve the Cash Book & Income and Expenditure to 31st October 2021
- c. To Approve Bank Reconciliation Statement to 31st October 2021
It was resolved to approve the Bank Reconciliation Statement to 31st October 2021
- d. To Approve Budget Monitoring of Income and Expenditure up to 31st October 2021, against this year's budget
It was resolved to approve the Budget Monitoring of Income and Expenditure up to 31st October 2021.

155/2021. Heworth Without Parish Council Administration:

- a. To review and approve the following policies. Note - The Members Code of Conduct has had a complete review due to legislation updates and Committee Terms and Reference requires updating. All other policies are for review and content has not changed, but formatting has been reviewed for a more professional image.
- a. Members Code of Conduct 2021 (Mandatory) **It was noted** that best practice item no. 15 not relevant to HWPC and for all councillors to proofread and feedback, to allow approval in December 2021.
- b. Co-option Policy and Procedures (Best Practice) – **It was resolved** to approve this policy
- c. Committee Terms and Reference - STAFFING/EMPLOYMENT PANEL etc (Cllr R Clayton) - **It was resolved** to approve this policy
- d. HWPC Rules for the Effective Management of Recording at local council and Parish Meetings (Best Practice) **It was resolved** to approve this policy
- e. Records Management Policy (Best Practice to enable the council to demonstrate compliance with GDPR & DPA) (Cllr M Wells) **It was resolved** to approve this policy
- f. Policy for Use of Facebook (Best Practice) (Cllr M Wells) – **It was noted** Cllr G. Murphy and Cllr A. Basu are to proofread and feedback before the next meeting, to allow approval in December 2021.
- g. Digital Media Policy (Best Practice) (Cllr M Wells) - **It was noted** Cllr G. Murphy and Cllr A. Basu are to proofread and feedback before the next meeting, to allow approval in December 2021.
- h. HWPC Equality and Diversity Policy (Best Practice) (Cllr M Starkey & Cllr A Garbutt) **It was resolved** to approve this policy
- i. HWPC Disciplinary and Grievance Policy (Best Practice) (Cllr R Clayton) – **It was resolved** to approve this policy
- j. HWPC Training and Development Policy (Best Practice) (Cllr M Wells) - **It was resolved** to approve this policy
- k. HWPC Complaints Policy/Procedure (Mandatory) (Cllr R Clayton) – **It was resolved** to approve this policy
- l. HWPC / ICO Model Publications Scheme 2014 (Mandatory) – It was noted that all councillors are to review for next meeting
- m. HWPC Privacy Notice Policy – General (Mandatory) (Cllr M Starkey & Cllr A Garbutt)
- n. HWPC Privacy Notice Policy – employees, councillors role holders and volunteers (Mandatory) (Cllr M Starkey & Cllr A Garbutt)
It was noted Cllr G. Murphy and Cllr A. Basu are to proofread xiii and xiv and feedback before the next meeting, to allow approval in December 2021.
It was noted that an additional policy was added - Information Security Incident Policy (Best Practice)- all councillors to review and give feedback for amendments in readiness for approval at December's meeting
Due to the nature of some of the policies, **It was resolved** to appoint Cllr G Murphy as Digital Media Councillor.
- b. To approve that a standard agendum is added to subsequent monthly meetings to ensure that policies are reviewed in a timely manner.
It was resolved to add 'policy review' onto our ordinary parish agendas moving forward
- c. To approve delegated powers to the clerk to update policies and those on the website, as and when necessary, informing the Chair but without presenting to Full Council, when NO CONTENT change is being made to the policy.
It was resolved to approve delegated powers to the clerk to update policies and those on the website, as and when necessary, informing the Chair but without presenting to Full Council, when NO CONTENT change is being made to the policies.
- d. To follow up the ordering of ID badges for Councillors and Clerk to wear when conducting parish work, through City of York Council via Cllr Nigel Ayre
It was resolved for the clerk to proceed with ordering ID cards from CYC. All councillors to submit an up-to-date JPEG photo of themselves to the clerk, which can be used for the HWPC website and each Councillor ID card.
- e. To consider next parish Newsletter
It was noted that the newsletter still requires some minor amendments and is to be viewed by all councillors within 1 week. **It was resolved** for Cllr P Wells to order 1200 copies of the final version and arrange distribution amongst all councillors. All councillors are to count how many they use for each street they deliver to, so that our distribution list can be updated accurately.

156/2021. To Consider Issues Relating to Parish Assets and Open Spaces

a. Stray Road play area

- i) To update on the installation date of the Waltzer roundabout and works to make the access gateway more accessible. **It was reported** that there is still a delay to the installation, but the Rainbow Waltzer has been spray-painted and is ready to be installed.
- ii) To update on the installation of the cycle and scooter racks by Move It. **It was reported** that we are still awaiting to hear from CYC after CYC have refused to issue a permit to Move it and referring us back to their own blacksmiths – see item 151/2021 above. **It was resolved** that HWPC would ask for the support of Cllr N Ayre to assist in how we can get it installed at an affordable rate.
- iii) To report on the annual Play Area Inspection and approve any repairs required. **It was reported** that Playscheme conducted an operational inspection, rather than an external annual inspection. The correct one has now been completed and we are awaiting the report. The operational inspection highlighted no issues and Stray Road Park was given a clean bill of health, but for insurance purposes it must be an annual inspection at this time of year. HWPC has not been charged for the error of the operational inspection.

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

- i) To consider the details of the hedging at the top of the playing-field. **It was resolved** that further to receiving the report from Cllr R Cook, the Parish Council has decided not to proceed in the installation of a hedge at present, as there was not a clear benefit. It was agreed to allow the upper edge of the perimeter of the recreational field to grow naturally to encourage wildlife. These resolutions will be reviewed in Spring 2022.
- ii) To consider a report from Cllr G Murphy after further meetings with the head teacher at Hempland Primary school - item 124. **It was resolved** for Cllr G Murphy to arrange a meeting with the school for Friday 26th November 2021 at 1pm. Cllr G Murphy, Cllr R Cook and Cllr A Basu will be in attendance. Clerk to reissue the Information power point already submitted to local schools.
- iii) To consider WildYork correspondence update. **It was reported** that Cllr R Cook has updated WildYork with all areas within HWPC.
- iv) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow. **It was reported** that Sue Shooter (CYC Community Youth Worker), who has worked with HWPC previously wishes to bring small groups to visit Jubilee Wood. Cllr M Starkey is to liaise with Sue Shooter on her plans.

c. Open Spaces and other assets

- i) To report on the progress of Beans Way and Stockton Lane noticeboards which are being repaired using Signarama. **It was reported** that the proforma invoice has been paid, so just awaiting the repair work – expected within the next 7 days.
- ii) To report on the progress of the replacement seat on the corner of Stockton Lane and Stray Rd. **It was reported** that the bench arrives Thursday and will be installed November / December 2021, by Luke Gommersal.
- iii) Salt/Grit bins - To appoint a Councillor to be responsible for salt bins within the Parish. Audit them all (each November) and report to the Clerk which ones need refilling for the winter. **It was resolved** to include information in the next newsletter on how all residents can report to the CYC for refilling and for all councillors to informally check when passing.
- iv) To consider any necessary tree-surgery and benches etc within the parish over the next fiscal year, which should be included in our Double Taxation Claim. **It was noted** that the following requirements need to be included in the HWPC Double Taxation Claim; 30ft Crack Willow tree near the beck, near Stray Road Allotments approx. £600. Clerk to obtain a quote from Castle trees on cutting back the tree line on Stray Road Allotments to restore forest trees to a tall hedge. 2 x benches for shady areas of the park. Access gate to recreational area to adult gym equipment (not via play area) and all weather walkway from gym equipment to play area.
- v) To report matters relating to our open spaces and assets. **None**

d. HWPC Allotments

- i) To report on the progress with digging a small ditch along the side of Stray Road Allotment to reduce future flooding, and also on sealing up cut-throughs, leaving only one near the edge of the beck side path. **It was resolved** that the work completed by the Community Payback Team was excellent and thanks have been sent to the team and their supervisor.

157/2021. Employment and Training:

- a. To Consider any current employment/training related issues. **None**

158/2021. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

- a. To consider the Report on YLCA Meeting which took place 21st October 2021 (Cllr M Wells and Cllr P Wells). **It was resolved** that the report was very detailed and interesting. The Employment panel would review anything relating to the Clerk and Groundsman.

- It was noted that YLCA have promoted a webinar for councillors regarding clerk absence.
- b. To consider the Report from a Councillors discussion forum which took place 4th November 2021 (Cllr D Harrison)
It was resolved to include 'Events for the Community' within our agendas moving forward, so that Councillors can regularly consider how best to engage with the community.
 - c. To note 12th & 13th Jan 2022 Flying Start course for new Councillors
It was noted that Cllr A Basu would benefit from attending this course.

159/2021. To Consider Highway/Transport Issues:

- a. To Report progress with HWPC's involvement in the Community Speed Watch initiative
It was reported that monitoring on Stray Road, Heworth using an automatic speed data logging device will be taking place soon. This will record for a minimum of 7 days, 24 hours a day. This data, together with other available relevant information, will then be analysed by the Road Safety Task Group and a decision made on how best to proceed in enforcing the existing speed limit of this road.
- b. To report that HWPC has purchased the Radar speed gun and related equipment - however as yet the grant from HW Ward has not yet been received.
It was noted
- c. To Note any further highway issues.
None

160/2021. Policing and Security Matters:

- a. To Consider Neighbourhood Policing Team Report
It was noted that crime was low within the parish with one incident of theft
- b. To Consider any further policing and/or security related issues
None

161/2021. Correspondence:

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

162/2021. To Note matters for Information and items for next monthly meeting agenda

- a. Policies still to be reviewed and approved
 - i) Members Code of Conduct 2021 (Mandatory)
 - ii) Policy for Use of Facebook (Best Practice)
 - iii) Digital Media Policy (Best Practice)
 - iv) HWPC / ICO Model Publications Scheme 2014 (Mandatory)
 - v) HWPC Privacy Notice Policy – General (Mandatory)
 - vi) HWPC Privacy Notice Policy – employees, councillors role holders and volunteers (Mandatory)
- b. To add 'policy review' onto our ordinary parish agendas moving forward
- c. To consider if signage is required now that the cycle racks are installed - signage to prevent bikes getting propped up against the newly adapted access gates, as it is affecting the groundsman and those with wheelchairs and pushchairs seeking access. Or possible review of all signage so multiple signs can be combined into one.
- d. Budget planning for 2022/2023.
- e. To get an update on the 20mph options within the Parish, especially Stray Road.

163/2021. 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 20th December 2021 at 7pm.

It was agreed and meeting closed at 9.30pm