



**Heworth Without Parish Council**  
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## **Minutes of the Meeting of Heworth Without Parish Council held 26<sup>th</sup> April 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, Councillor N. Ayre, and Gayle Enion-Farrington (Clerk / RFO)

### **To be approved at HWPC meeting to be held 5/05/2021**

#### **50/2021. Apologies:**

- a. To Note Apologies and Approve Reasons for Absence  
**None**
- b. To welcome Cllr David Gibbon back from sabbatical  
**It was reported** that HWPC was very pleased to welcome Cllr D Gibbons back
- c. To welcome Cllr David Harrison who was appointed new Councillor on Wednesday 7<sup>th</sup> April 2021  
**It was reported** that HWPC all welcome Cllr D Harrison who joined as the new councillor via co-option on 7<sup>th</sup> April 2021.

#### **51/2021. 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**

#### **52/2021. 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.**

No members of the Public attended this month's meeting, although zoom details were emailed to some residents within the parish who had expressed interest in an agenda item

#### **53/2021. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor**

Annual highways programme due this week. Footway on High Oaks is getting re done, also although not in parish large patching work is taking place on Straylands Grove. Local plan defining Greenbelt boundaries is due to be submitted to planning inspector at the end of this week. Greenbelt boundaries in our area will stay – it's recommended - as they are. Update: a No Horses sign order for the Stray Road footbridge path over the beck was never completed - matter referred to 5<sup>th</sup> May for an order for a sign. ( NB. It was approved on

15/4/2019 and it was then resolved to get a sign at the entrance to the lane, but this decision still needs fulfilling.)

HWPC now has a survey map of services in and under the play area; so the climbing rock can be safely installed.

CYC to review boundaries neighbouring Stray Road play area and reports of rubbish deposited therein.

#### **54/2021. Minutes**

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 15/03/2021

**It was resolved** to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 15/03/2021.

#### **55/2021. Councillor Vacancy**

- a. To Note that we await instruction from CYC if we are required to have a by-election. We will hear the 26<sup>th</sup> April 2021.

**It was noted:** and no requests for a by-election have been received.

- b. To Approve that should no request for a by-election be made the Clerk will immediately advertise the vacancy for co-option. Closing date for applicants will be set as midnight Tuesday 18<sup>th</sup> May 2021.

**It was resolved** for the Clerk to advertise the vacancy for co-option. Closing date for applicants will be set as midnight Tuesday 18<sup>th</sup> May 2021.

#### **56/2021. Planning:**

- a. To Consider planning applications received

CYC Reference	Address	Description
21/00675/FUL.	328 Stockton Lane York YO31 1JW	Part two storey and part single storey rear extensions. <a href="#">approved</a>
21/00711/FUL	101 Bad Bargain, Lane York YO31 0PF (on the boundary line of the parish)	Single storey rear extension following demolition of existing conservatory <a href="#">approved</a>

- b. To Consider any other planning related issues

**None**

- c. To Consider any planning enforcement issues

**None**

#### **57/2021. Finance:**

- a. To Approve payments as detailed in Appendix 1

#### **APPENDIX 1**

#### **HEWORTH WITHOUT PARISH COUNCIL**

**INVOICES TO BE PRESENTED FOR PAYMENT 19/04/2021 - NOW 26/4/2021 due to Operation Fourth Bridge**

**Need to be paid before meeting**

**on**  
**26/4/2021**

Invoices to be paid 19/04/2021 APPENDIX 1	INVOICE DATE		£	
Clerk Payroll	23/04/2021	wages	£614.08	
		Home working allowance	£20.00	
			<b>£634.08</b>	
Clerk Expenses	15/04/2021	zoom	£14.39	
	25/03/2021	Plusnet monthly SIM charge	£6.00	
	31/03/2021	White A4 Paper	£19.99	
	13/03/2021	Hand sanitiser and wipes for Goodgym	£7.94	
			<b>£48.32</b>	
Groundsman	23/04/2021	wages	<b>£180.80</b>	<b>£180.80</b>
CYC	10/03/2021	Salt Bins refilled over xmas	<b>£132.00</b>	<b>£132.00</b>
Autela	16/03/2021	Payroll Feb & March 2021	<b>£44.16</b>	<b>£44.16</b>
YLCA	16/03/2021	Steve Parkinson Training Event 30/03/2021	<b>£30.00</b>	<b>£30.00</b>
Hillingdon Greenprint	16/03/2021	Newsletter	<b>£79.70</b>	<b>£79.70</b>
Playscheme	19/03/2021	Groundworks	<b>£2,304.60</b>	<b>£2,304.60</b>
Caloo	29/03/2021	New gym Equipment	<b>£16,009.20</b>	
YLCA	01/04/2021	YLCA Annual Membership	<b>£592.00</b>	
Garden & Estate Machinery Services	30/03/2021	Service & Sharpen Rotary Mower	<b>£69.70</b>	
Garden & Estate Machinery Services	29/03/2021	Service & Sharpen Tractor Mower inc Battery	<b>£248.20</b>	
Nicola Usher	15/04/2021	Allotment plot deposit refund	<b>£25.00</b>	
<b>TOTAL</b>			<b>£19,715.36</b>	

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

Invoices checked and approved by Councillor R. Clayton - Items in red were paid in advance of the meeting due to the delayed Parish meeting so as not to break statutory commitments and invoice payments-schemes etc. Full council were emailed in advance of payment. Authorised by all and second signatory of Chairperson approved the payments.

Deputy Chair to approve all outstanding payments as second signatory.

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 31<sup>st</sup> March 2021 (to end of fiscal year 2020/2021). Note amendment in June 2020 removal of £45 allotment fees which were never made or deposited (plots were not getting let at that time) admin error with change of clerks, and approval of £22.50 key cutting expenses that were paid by previous clerk but not on July 2020 Appendix 1 for approval.  
**It was resolved** to approve the Cash Book & Income and Expenditure to 31<sup>st</sup> March 2021 and noted amendments.
- c. To Approve Bank Reconciliation Statement to 31<sup>st</sup> March 2021 (to end of fiscal year 2020/2021)  
**It was resolved** to approve the Bank Reconciliation Statement to 31<sup>st</sup> March 2021 (to end of fiscal year 2020/2021)
- d. To Note budget situation 2020/2021 as detailed in Income and Expenditure Monitoring Budget Document.  
**It was resolved** to approve the budget situation 2020/2021 as detailed in Income and Expenditure Monitoring Budget Document.
- e. To Confirm gross annual turn-over for financial year 2020/2021.  
**It was resolved to approve the** gross annual turn-over for financial year 2020/2021.
- f. To report on the Year End Internal Audit and consider any actions should the report be in for the meeting.  
**It was resolved** to have two small working parties. Cllr David Gibbons and Cllr Ron Clayton to look at financial regulations and Cllr Andrew Garbutt and Cllr Melanie Starkey to read and review Management risk assessment policy. Both groups to report back in readiness for the meeting on 5<sup>th</sup> May 2021
- g. AGAR 2020/21  
To Note Internal Auditors Report for 2020/21
  - i) To Approve Annual Governance Statement for AGAR (Section 1) 2020/21  
**It was resolved** to approve the report and Cllr R Clayton Chairman signed it at the meeting
  - ii) To Approve Statement of Accounts for AGAR (Section 2) 2020/21  
**It was resolved** to approve the report and Cllr R Clayton Chairman signed it at the meeting
  - iii) To Note the period of exercise of public rights of inspection of unaudited AGAR as Monday 7<sup>th</sup> June 2021 to Friday 16<sup>th</sup> July 2021  
**It was resolved** that the period of exercise of public rights of inspection of unaudited AGAR should be Monday 7<sup>th</sup> June 2021 to Friday 16<sup>th</sup> July 2021.

**58/2021. Heworth Without Parish Council Administration:**

- a. To report that HWPC now has a website that adheres to Web Accessibility Guidelines and is WAG Compliant  
**It was noted** and the Clerk was thanked for her involvement in this new and excellent site
- b. To consider the feedback from the Parish Councils recent Spring Newsletter (not inc the Basketball option see item 59a iv)  
**It was noted** that HWPC had received the following written feedback as well as many supportive verbal comments.  
**1 x formal appreciation for all that we do** “Good luck with it all and thank you for all that you do. It is very much appreciated!”  
**1 x formal appreciation of the adult gym equipment** “I am also so pleased that we are getting new adult gym equipment so thank you for that”  
**1 x formal agreement in favour for proposed changes to HMO article**  
“I am also in favour of the changes proposed to HMO and article 4”

- c. To confirm that the next Parish meeting will be on Wednesday 5<sup>th</sup> May 2021 at 7pm via zoom due to Powers of Remote meetings not being extended by government after 6<sup>th</sup> May 2021, and it will be via zoom (as agreed in item 41/2021e).  
**It was resolved** to proceed with our meeting on 5<sup>th</sup> May as Powers of Remote meetings have not been extended
- d. To consider and approve what to do moving forward for Parish meetings and being Covid safe and compliant, yet being open to all.  
**It was agreed** to discuss our options in agenda 75/2021 at the May meeting and to come up with a resolution to consider all options

**59/2021. To Consider Issues Relating to Parish Assets and Open Spaces**

**a. Stray Road play area**

- i) To report the date of the installation of the Set of Climbing Rocks. A pre-installation meeting took place on Tuesday 13<sup>th</sup> April 2021.  
**It was reported** that Sutcliffe Play will commence work on Monday 10<sup>th</sup> May 2021. Concrete will be left to set for 1 week and the Yorkshire Stone will be installed on Friday
- ii) To report on York City Football Club Foundation Easter Happy Healthy Holiday Provision using Stray Road play area.  
**It was reported** that it was a great success - no issues that Clerk is aware of, many local families got involved
- iii) To consider an objection to both Basketball proposals  
**It was noted** that the Council discussed this objection and reviewed the Clerk's responses to it. **It was resolved** to continue to explore the practicalities of our basketball project on the playing field, paying due attention to the findings of Cllr. Ayre's forthcoming general consultation.
- iv) To consider the feedback from the Parish Council's recent Spring Newsletter regarding the Basketball options

Feedback results from Spring 2021 Newsletter

Option 5a Separate Basketball shooting practice area

Option 5b Basketball shooting areas incorporated with Football Goal Nets at both ends of Existing Football pitch

Option	No. of votes
5a	8
5b	0

**It was noted** that the HWPC proposal of option 5a - a separate Basketball shooting area - was the decided preference of those parish residents who took the trouble to comment.

- v) To recognise and accept a £200 donation from a local resident towards an inclusive swing.  
**It was resolved** to accept this wonderful donation (already in the bank account) Anonymous donation from a local couple to go towards one of the new Inclusive swings.

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

- i) To consider the use of excess soil and report on the offer of Goodgym to assist.  
**It was resolved** to accept Goodgym's kind offer to come this Thursday 29<sup>th</sup> April 2021 to volunteer work on the site and break up and sieve the soil and place it as a top dressing on some of the low areas on the playing field.
- ii) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow

**It was resolved** that Roger, David, Mel, Ron and Peter to meet as a working party to review the location of the spare hardcore and soil and decide how to proceed.

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. T

**It was reported** that the Community payback team have helped to clear plot 4 (historical waste dump) to create a working plot area and now there is a pile of landfill waste that requires urgent removal to prevent further fly tipping.

**It was resolved** for the clerk to book 'Move it' to remove the waste this week for £70.

**It was resolved** that the clerk could set up a WhatsApp group solely for the Stray Road allotment tenants as the majority have already replied positively for this to be arranged. Its purpose is to get allotment holders talking to each other and using it to swap spare allotment items etc - to help build a sense of community in the site.

**It was noted** how the site has been transformed (positively) in the last 6 months. The Clerk's contribution to this was warmly and gratefully commended.

**60/2021. Employment and Training:**

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

**None this month**

**61/2021. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings**

**62/2021. To Consider Highway/Transport Issues:**

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

**None – although contact has at long last been achieved.**

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

**It was noted** that as yet there has been no report back from Rev Paul Deo at Christ Church who was going to mention it at their PCC.

- c. To Note any further highway issues.

**None**

**63/2021. Policing and Security Matters:**

- a. To Consider Neighbourhood Policing Team Report

**It was noted** that there was 1 Incident of theft at the SPAR and 1 car blocking a driveway

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

**None**

**64/2021. Correspondence:**

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

To approve replacing the Bus Shelter on Stockton Lane, opposite Christ Church to match the one near Galtres Road. 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, opposite Christ Church to match the one near Galtres Road. 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.

**65/2021. To Note matters for Information and items for next monthly meeting agenda**

To review Climate change and possible HWPC involvement and campaign: this to be discussed at a future meeting – not at the May meeting as this is our Annual Meeting, but soon thereafter. All councillors were urged to come up with some ideas in the meantime.

**66/2021. 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 Wednesday 5<sup>th</sup> May 2021 at 7pm via zoom platform.

**This was agreed and agenda has already been posted due to 7 clear days being required for the annual meeting.**

**Meeting ended 21.20**

*Richard Clayton*

**Minutes approved on 05/05/2021**