



Heworth Without Parish Council
Gayle Enion-Farrington (Clerk to Parish Council)
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Minutes of the Annual Meeting of Heworth Without Parish Council held 16th May 2022 in HEWORTH WITHOUT COMMUNITY CENTRE, APPECROFT ROAD, HEWORTH YO31 0HG
To be approved at HWPC meeting to be held 20/06/2022

Present:

Councillor R. Clayton (Chairman), Councillor A Basu, Councillor R Cook, Councillor D Harrison, Councillor K Last 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 M Starkey be elected as Vice Chairman of Heworth Without Parish Council

AM 2. Apologies:

a. To Note Apologies and Approve Reasons for Absence

Apologies were received and reasons accepted for Councillor A Garbutt, Councillor M. Starkey

AM 3. To Note any Declarations of Interest:

a. To Approve Dispensation Requests

It was noted that there were none; however as a matter of Good Practice the Clerk asked all Councillors to complete a new ROI if they had not completed one in the last 12 months or their circumstances had changed.

Forms were issued to Cllr M Starkey and Cllr R Clayton.

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

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

It was resolved to appoint and approve Cllr Ron Clayton, Cllr Melanie Starkey and Cllr Asha Basu as members of the Employment Panel / Committee.

AM 6. To Appoint Parish Representatives to Outside Bodies.

a. YLCA (2 representatives)

It was resolved to appoint Cllr Melanie Starkey and Cllr Kim Last as YLCA representatives.

AM 7. To Appoint a Digital Media Councillor

It was resolved to appoint Cllr David Harrison as Digital Media Councillor

Meeting Closed at 19.27

R. D. Clayton

Minutes approved on 20/06/2022

Minutes of the Meeting of Heworth Without Parish Council held 16th May 2022 in HEWORTH WITHOUT COMMUNITY CENTRE, APPLECROFT ROAD, HEWORTH YO31 0HG

To be approved at HWPC meeting to be held 20/06/2022

Commenced 19.28

ORDINARY MEETING

71/2022. Apologies:

- a. To Note Apologies and Approve Reasons for Absence
Apologies were received and reasons accepted for Councillor A Garbutt, Councillor M. Starkey
- b. To approve the Co-option interview outcome
It was resolved to welcome Cllr Kim Last to HWPC, which was done.

72/2022. 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 Interest
Cllr D Harrison notified HWPC of his personal acquaintance with the applicants relative to 22/00901/FUL
It was noted.

73/2022. 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.

74/2022. A) To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

No report was submitted. However images of a MUGA elsewhere within York were submitted for HWPC to view.

75/2022. Minutes

- a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 18/04/2022
It was resolved to approve said minutes as a true and accurate record of the Ordinary Meeting of Heworth Without Parish Council held 18/04/2022.

76/2021. Councillor Vacancy

- a. To report that 1 outstanding councillor vacancy is currently advertised via co-option. To approve interview dates and times.
It was noted that this is on hold until someone applies. Clerk was requested to send information to one interested party.
- b. To confirm the councillor vacancies to replace Cllr P Wells and the prospective vacancy of Cllr R Cook were advertised on Wednesday 11th May 2022 with CYC; the deadline for objections to co-option will be 31st May 2022. Then we can hopefully advertise for co-option with a deadline of around 22nd June 2022. Interviews can then take place end of June or beginning of July for both vacancies.
It was noted.

77/2022. Planning:

- a. To Consider planning applications received

CYC Reference	Address	Description
22/00715/FUL	Ivy House Farm Stockton Lane York YO32 9UB	Extension of outbuilding with new door/window openings Approved
22/00901/FUL	117 Bad Bargain Lane York YO31 0PF	Single storey front extension Approved

Approved Planning

None this month

- b. To Consider any other planning related issues
It was reported that 2 applications have been withdrawn this month.
22/00473/FUL, York Caravan Park, Stockton Lane York YO32 9UB, Siting of a caravan to provide wardens accommodation.

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21/02813/FUL, Beckfield Farm Stockton Lane York YO32 9UA, Conversion and extension of existing barn to form 1no. one bedroom dwelling. Creation of an access road from Stockton Lane. Creation of parking area and domestic curtilage.

- c. To Consider any planning enforcement issues

None

78/2022. Finance:

- a. To Approve payments as detailed in Appendix 1

Invoices to be paid after 16/05/2022	INVOICE DATE	SUPPLIERS VAT REGISTRATION NUMBER		£	Payroll is NET pay	
Clerk Payroll	25/05/2022		wages	£513.03		
Clerk Home Working	25/05/2022		Home working allowance	£26.00		
Clerk Mobile	25/04/2022	245719348	Plusnet monthly SIM charge Now by DD	£6.00	inc VAT	Paid by HWPC DD
Groundsman	25/05/2022		wages	£195.40		
Signs Express	22/4/2022 (proforma quote)		Viynl Sign Caution Pedestrians	£102.64	inc VAT	
ScrewFix	25/04/2022	232555575	Gorilla Glue	£27.98	inc VAT	Paid by HWPC BC
Amazon	27/04/2022	GB190023639	Strimmer Line for Groundsman	£18.98	inc VAT	Paid by HWPC BC
CAS Insurance	03/05/2022		Parish Insurance	£855.57	inc VAT	
YIAS	09/05/2022		Internal audit of final accounts	£315.00	no vat	
TOTAL				£2,060.60	Total	

It was resolved to settle all above accounts with immediate effect. Invoices checked and approved by Councillor R. Clayton and all Councillors agreed. It was agreed that Cllr R Clayton will be the second signatory for the bank payments

- b. To Approve Financial Accounts in Cash Book & Income and Expenditure to 30th April 2022
It was resolved to approve Financial Accounts in Cash Book & Income and Expenditure to 30th April 2022
- c. To Approve Bank Reconciliation Statement to 30th April 2022
It was resolved to approve Bank Reconciliation Statement to 30th April 2022
- d. To Approve Budget Monitoring of Income and Expenditure up to 30th April 2022, against this year's budget. **It was resolved** to approve Budget Monitoring of Income and Expenditure up to 30th April 2022
- e. To report progress with the Barclays Bank Mandate change in order to add Cllr A Basu to the authorised signatory list. And Cllr M Starkey gaining access to online banking authorisation.
It was noted that Asha Basu application is in progress and Cllr Melanie Starkey now has access to the bank as a signatory.
- f. To report on the outcome of the Annual Internal Audit and consider any recommendations made in the report.
It was noted
- g. To approve 8hrs overtime worked by the Clerk for the Annual Internal Audit day 6th May 2022 (including preparation for the day)
It was approved to pay 8hrs overtime worked by the Clerk for the Annual Internal Audit day 6th May 2022 (including preparation for the day)
- h. To sign off and approve the Unaudited AGAR 2021/2022
It was approved and Cllr R Clayton signed the AGAR 2021/2022.
- i. To approve the Notice of Public Rights and Publication of Unaudited AGAR and its announcement (noticeboards and website) and that it will be available for inspection between Monday 6th June 2022 – Friday 15th July 2022.
It was approved that the Notice of Public Rights and Publication of Unaudited AGAR and its announcement (noticeboards and website) will be available for inspection between Monday 6th June 2022 – Friday 15th July 2022.

79/2022. Heworth Without Parish Council Administration / Events:

- a. To approve the renewal of the HWPC Insurance Protection Policy with CAS for £855.57 – renewal date 31/5/2022

It was resolved that the Clerk should renew this policy. The internal auditor also commented on the suitability and value of the scheme. Credit goes to our 2 former

P. R. Clayton

councillors, P & M Wells , who did a great deal of research over 3 years ago and discovered this insurance provider.

- b. To approve the plans for York Knights Event on the Playing Fields 30th May 2022 at a cost of £200 for HWPC with HW Ward also contributing £200 as we split the cost 50/50, to create a free event for the community with inflatable fun during the May Half Term holidays.

It was resolved to approve holding the following event - **Future Knights**

When: Monday 30th May

What: Future Knights Inflatable Arena session

Where: Stray Road Playing Fields, Heworth Without, YO31 0NE

Who: 1:00pm – 2:30pm Primary Knights suitable for ages 5-11 years.

2:30- 4:00pm Secondary Knights suitable for ages 11-16 years.

Funded by Heworth Without Parish & Heworth Without Ward at Stray Road Playing Fields

- c. To approve, if required, for York Knights to use Stray Road Park Playing Fields as a venue on other dates (31st May and 1st June) for other Wards.

It was reported that this is no longer required as they will be using Dodsworth Avenue King George Field, York, Arran Place, YO31 8UA.

- d. To approve the plans for York City Football Club Event on the Playing Fields during the summer holidays for 3 sessions (dates tbc) at a cost of £1479 for 3 half days for HWPC and HW Ward to split the cost 50/50 to create this community children's sport event during the summer holidays. Should this prove successful we can budget for more – perhaps 5 or 6 - next year.

It was resolved to approve the go - ahead with these events.

- e. To report that sadly after the success of the Easter Event, the Women's Institute are unable to run the café for the Jubilee Sunday Picnic event Sunday 5th June 2022 due to being unable to secure a team of volunteers.

It was noted

- f. To approve final plans and promotion for the Jubilee Sunday Picnic event Sunday 5th June 2022 2-6pm at Stray Road Playarea and fields.

It was resolved to approve to have a final planning meeting on Friday 27th May 2022 at 11am. Clerk to update the action plan and issue to full council.

- g. To investigate how we can get more HW parish residents following our facebook page, before we conduct future surveys

It was resolved to approve for the Clerk to promote up and coming events to try and engage more followers.

- h. To report progress on the Heworth Local History project proposed by Councillor Asha Basu.

It was noted that this is a very worthwhile project, likely to engage and interest schools and residents.

However there is still a lot of preliminary planning and investigations to be undertaken. Cllr A Basu to contact existing Local History organisations.

- i. To approve the quote and visual proof of "Caution Pedestrians" signage for the Community Centre entrance – see invoices email and proof – Clerk will bring a proof to meeting also.

It was resolved to approve the Clerk to proceed with the order and pay.

80/2022. Heworth Without Parish Council Policies and Documentation

- a. To Consider any other Heworth Without Parish Council Policies and Documentation issues

None this month

- b. To approve HWPC Annual Review of HWPC Standing Orders 2022

Note item 22c, in 'Relations with Press/Media' should read as follows: 'Notwithstanding any directions made hereinabove or in the existing Policies/Guidelines, any Press release (including any statement released on any Social Media) must be approved by an Administrator, and the Clerk should be informed of any Administrator's actions. This condition shall not apply, however, to statements approved at Council Meetings, Information forwarded from any Statutory Body, Public Libraries, community organisations &c. or emergency announcements pertaining to health and safety measures.'

It was resolved to approve the clerk to amend and upload onto the website as detailed above.

- c. To approve Digital Media Policy to comply with the Standing order change noted in agenda item 80/2022b 1. as is; but henceforth 1a. Then - the adjustment, or addition - ' 1b The Council will authorise its Clerk/RFO to make full and free use of all and any Social Media for all official Council business.' And ensure it is renumbered accordingly.

It was resolved to approve the clerk to amend and upload onto the website as detailed above.

81/2022. To Consider Issues Relating to Parish Assets and Open Spaces

- a. Stray Road play area

- i) To report that Stray Road Play area is not 'in Trust' status to prevent it from ever becoming housing. City of York Council have confirmed it is not something they see a need to do. Its status (protect) is green space within the York Local Plan (subject to Govt. approval).

It was noted

P.O. Clayton

- ii) To report that the HWPC Ride- on lawnmower is becoming unpredictable and requires replacing (purchased 2016) and soon will be no longer fit for purpose. Upon investigation CYC has found no suitable replacements and Dave Meigh (CYC) has confirmed that should we purchase a replacement this financial year, it can be added to our double taxation claim for next year as a legitimate expense
It was resolved to approve the clerk to obtain 3 quotes to move this forward. It was agreed that an electric option would not be appropriate at this time.
- iii) To consider questions to ask Cllr Nigel Ayre re the imminent MUGA proposal.
It was resolved to approve the clerk to send all questions to Cllr N Ayre - until we get more information nothing can be given to the residents of Heworth Without for consultation.
- iv) To report matters relating to Stray Road Play Area
None

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

- i) To Report that the 30 saplings planted last month with such glee by Y5 Hempland Primary School children have been destroyed, most of them taken away, a few just left uprooted - they are unlikely to survive.
It was reported that the culprits have been identified and the Police are dealing with the matter
- ii) To consider suitable replacements of the saplings and what to do moving forward.
It was reported that a Tremendous donation via John with the help of Good Gym have replaced 10 trees so far on 9th May 2022, plus another birch tree kindly donated by a local resident.
- iii) To Report on other matters relating to Playing field, Jubilee wood and wildflower meadow
None

c. Open Spaces and other assets

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

d. HWPC Allotments

- i) To report that at least 1 plot at Stray Road Allotment appears to be being targeted with minor vandalism that is affecting the tenant's enjoyment and progress. This has been reported to the police from 1st May 2022 onwards.
It was noted and will be discussed at the next meeting with May's Crime figures from the police. Clerk to ask the PCSO if they can attend the June meeting to report on their increased patrols.
- ii) To report matters relating to Stray Road Allotments.
It was reported that the barricade at the far end of the allotments has been broken down again. Clerk to ask the Groundsman to repair and to report to the PCSO.

82/2022. Employment and Training:

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

83/2022. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

None this month

84/2022. To Consider Highway/Transport Issues:

- a. To Report progress with HWPC's involvement in the Community Speed Watch initiative.
It was reported that we now have permission to conduct Community Speed Watch on more roads within our parish and will be conducting these sessions in due course, once we have more councillors trained up.
- b. To Note any further highway issues.
None

85/2022. Policing and Security Matters:

- a. To Consider Neighbourhood Policing Team Report
It was reported that there were no crimes reported this month in HW Parish.
- b. To appoint a councillor/s to attend the North Yorkshire Police, Fire and Crime Commissioner meeting 26 May 2022 6.30pm - 7.45pm
It was resolved that all or any available councillors should attend, if possible.
- c. To Consider any further policing and/or security related issues
It was noted that our PCSO Matthew Mason and the Clerk have already liaised regarding the incidents in May (Trees and Allotments)

P. D. Clayton

86/2022. Correspondence:

- a. To Consider Correspondence to the clerk received not specifically dealt with on this agenda
It was noted that the Clerk has a Work Experience Student shadowing her for 1 day on 20th May 2022, all relevant paperwork has been completed.
It was reported that Dylan from the press wants to cover the Jubilee picnic story. **It was resolved** to approve the Clerk forwarding our promotional posters.

87/2022. To Note matters for Information and items for next monthly meeting agenda

Agenda item for September 2022, request for donations of trees from the local public and / or woodland trust again.

88/2022. To Confirm date and time of next meeting

To Confirm date, time and venue for the Annual Council Meeting of Heworth Without Parish Council and followed by the next ordinary Meeting of Heworth Without Parish Council as Monday 20th June 2022 at 7pm.

It was agreed

Meeting ended 9.26pm

R. D. Clayton

Minutes approved on 20/06/2022