



Heworth Without Parish Council
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**Minutes of the Meeting of Heworth Without Parish Council held 20th July 2020;
held remotely using Zoom electronic platform**

Present:

Councillor R. Clayton (Chairman), Councillor R. Cook, Councillor N. Denton,
Councillor M. Starkey, Councillor M. Wells, Councillor P. Wells, Councillor S.
Whitmore, and Gayle Enion-Farrington (Clerk)

To be approved at HWPC meeting to be held 17/08/2020

26/2020 Apologies:

a. To Note Apologies and Approve Reasons for Absence

Councillor A. Thomas, Councillor S. Kelly

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

27/2020. To Note any Declarations of Interest:

a. To Note Declarations of Interests not already declared under members Code of
Conduct or members register of Disclosable Pecuniary Interests

None

28/2020. Public Participation:

We received a report from a member of the public about bad behaviour on and
around the playing-field.

**29/2020. A) To Receive report from Councillor Nigel Ayre – Heworth Without
Ward Councillor No report was received**

**B) To Receive a report from our Clerk on arrangements for the
reopening of the Play Area**

The re-opening of the play area on Tuesday 14th July 2020 at 9.30am was welcomed
and the Council noted and commended the Clerk's role in making it possible.

30/2020. Minutes

a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish
Council held 15/6/2020 and Ex Ord on 3/7/2020

It was resolved to approve said minutes as a true and accurate record of the
Ordinary Meeting of Heworth Without Parish Council held 15/6/2020 and Ex
Ord on 3/7/2020; signed and dated by the Chairman.

31/2020. Planning:

To Consider planning applications received, 23 Springfield Close, 3 Algarth Rise , 59
Galtres Rd, 13 Larchfield

CYC Reference Address/	Description Heworth Without Parish	Council decision
20/01074/FUL	23 Springfield Close – single storey side extrn.	Heworth Without Parish Council has no objections

	following demolition of garage and rear projection	to this planning application
	3 Algarth Rise – two storey exten. And dormer to front	We do not object, but we query the extent of the proposed change to the front appearance of this bungalow
	59 Galtres Rd – 2 dormers to front	Heworth Without Parish Council has no objections to this planning application
	13 Larchfield – single storey front and rear extensions, loft conversion with dormers to front and rear and roof ridge raised by 200mm	We object. We think the proposed additions are tantamount to imposing virtually a whole new house on and around the present one, and that raising the roof ridge would be to the detriment of its partner semi

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

32/2020. Finance:

- a. To Approve payments as presented

INVOICES TO BE PRESENTED FOR PAYMENT 20/07/2020

Clerk	wages	£499.83
	Home working allowance	£15.00
	zoom	£14.39
Groundsman	wages	£162.60
	fuel	£22.56
	PPE and oil	£7.97
N. Moorcroft	monthly SIM charge	£5.25
Marshalls	2 x Benches for Playground	£1,325.62
Play Scheme	Operational Inspection July 2020	£300.00
YLCA	Cllr Training 15/06/20	£48.00
YLCA	Clr training 22/06/20	£15.00
YLCA	Cllr Training 8/7/20	£48.00
YLCA	Clerk's vacancy advert - Feb 2020	£15.00
Autela	Payroll Admin April - June	£60.24
TOTAL		£2,539.46

INCOME

TOTAL

£0.00

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

Invoices checked and approved by Councillor R. Clayton

To Note budget situation as detailed in Appendix 3

List of income and expenditure as against budget figures, to end of month 3, **noted**

To Approve Bank Reconciliation Statement to 30 June 2020

It was resolved to approve the bank reconciliation statement to 30 June 2020;
Bank statement and savings account book checked against bank reconciliation statement

b. To Note budget situation as detailed

No action required

c. To note that our former clerk is submitting this years AGAR (Annual Governance and Accountability Report).

It was gratefully noted that our former clerk has submitted this year's AGAR (Annual Governance and Accountability Report).

d. To report progress in effecting necessary changes in our internet banking account

It was resolved that Cllr Ron Clayton should liaise with Barclays bank to use a **switching service**. to close Yorkshire Bank account on our behalf and put the money into the Barclays account.

It was also noted that Cllr. Peter Wells and the Clerk have completed all necessary forms and proof of ID etc has been verified at Barclays Bank and should be our new Barclays Bank signatories of Barclays within a month.

31/2020. Heworth Without Parish Council Administration:

a. Consideration of a request for a two month sabbatical by a member of the Parish Council.

It was resolved to approve a two month sabbatical for a member of the Parish Council, with immediate effect.

b. **Clerk IT**

i) Zoom account

It was resolved that the new clerk should use her zoom account for meetings and invoice the Parish council each month

ii) Mobile phone

It was resolved that the new clerk should obtain a clerk mobile that is in hers and HWPC's name for invoicing purposes. This may mean a change of telephone number. Progress will be reported next month.

iii) Laptop

It was resolved that the clerk should purchase a new laptop for HWPC in order to efficiently carry out parish administration – model agreed. She will be reimbursed on presentation of the receipt, in a timely manner.

32/2020. To Consider Issues Relating to Parish Assets and Open Spaces

a. Stray Road play area

- i) To report the ordering of 2 x Benches **(expected delivery 18th August 2020)**
- ii) To report any progress in obtaining quotations for their installation and the removal of the old benches.
It was resolved to accept Luke Gommersal's quote, and that the Clerk should book him immediately.
- iii) To consider any actions required by the playground inspection undertaken on 8th July 2020
It was resolved to remove all the defective adult gym equipment and to authorise the 4 minor repairs- the clerk to action them with immediate effect.

It was resolved to investigate further the painting of the perimeter fence for the play area. Can we share the costs with the Ward? Quotations to be obtained in due course.

It was resolved that Cllrs. M Wells, S Kelly and N Denton should investigate the future layout and contents of our play area. They are to report their thoughts and recommendations from time to time.
- iv) To consider litter picking within the play area once reopened.
It was resolved to continue with the volunteer rota by the councillors
- v) To consider future Operational and Annual inspections on the play area
It was resolved to use 'playscheme' to conduct our annual (RPII) and 3 quarterly operational inspections for the forthcoming year. The clerk to book with immediate effect in accordance with our annual plan.
- vi) To report on arrangements for necessary tree-surgery within the play area
It was resolved that Cllr Ron Clayton will investigate if the tree surgeon has been booked.

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 resolved to summon the relevant working group to arrange to meet (socially distanced) and to put together a report on our strategy for this area.

c. Open Spaces and other assets

- i) To Consider (including cost implications) the adoption and maintenance of certain 'ownerless' trees within the parish
No current implications
- ii) To report on the condition of parish noticeboards, and to consider the Council's policy on their contents.
It was resolved that the clerk and chair will consider ways of improving the condition of parish notice boards, and that they should be free to exercise their judgment on the relevance and usefulness of proposed postings.

d. HWPC Allotments

- i) To Consider applications for allotment plots at Stray Road allotment site
It was resolved to approve all 5 x new tenants with immediate effect

- ii) To report several proposals for reforming the administration of our allotments, including
 - a) A new numbering system of the plots (see attached)
It was resolved to agree the new plot numbering system with immediate effect.
 - b) Authorising c. 20 additional hours for our groundsman to clear the vacant plots and adjacent areas
It was resolved to approve additional hours for the groundsman - Cllr Roger Cook to advise and supervise.
 - c) To approve delegated power to the clerk to manage allotment waiting list and allocate plots.
It was so resolved to approve delegated power to the clerk to manage the allotment waiting list and allocate plots. In addition, the Clerk has been instructed to approach CYC about the removal of waste

32/2020. Employment and Training:

- a. To Consider any current employment/training related issues
It was resolved to investigate why some cllrs do not get all notifications and YLCA minutes
- b. To approve delegated power to the clerk that councillors and clerks can book onto FREE and YLCA courses.
It was resolved that all access to YCLA courses should be via the Clerk.

33/2020. Councillor Activities -To Receive Reports from Councillors who have attended recent training events and meetings

Two such reports were received.

34/2020. To Consider Highway/Transport Issues:

- a. To Receive update re: HWPC involvement in Community Speed Watch initiative
No activity due to COVID19
- b. To Note any further highway issues.
The Mulligan initiative was noted, and will be explored.

35/2020. Policing and Security Matters:

- a. To Consider Neighbourhood Policing Team Report
No report available
- b. To Consider any further policing and/or security related issues
It was resolved that we should invite the PCSO to our next meeting to discuss antisocial behaviour within our parish, particularly in the play area and Jubilee wood and wildlife area.

36/2020. Correspondence:

- a. To Note Correspondence received not specifically dealt with on this agenda
No correspondence before agenda was set, but a late discussion point was discussed in person during the public participation section of the meeting tonight.

37/2020. To Note matters for Information and items for next monthly meeting agenda

Removal of rubbish on allotment

Newsletter

Zoom voting

Consider face to face meetings for small working parties. However, larger meetings are not suitable in the foreseeable future – possibly not before May 2021 see YLCA comments.

38/2020. 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 17 August 2020 at 7pm via zoom platform.

Meeting closed at 9.15pm