



Heworth Without Parish Council
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Minutes of the Annual Meeting of Heworth Without Parish Council held 18 May 2020; held remotely using Zoom electronic platform

To be approved at HWPC meeting 15/06/2020

Present:

Councillor R. Clayton (Chairman), Councillor S. Kelly, Councillor M. Starkey, Councillor S. Whitmore, Councillor P. Wells, Councillor R. Cook, Councillor N. Denton, Councillor M. Wells, Ward Councillor N. Ayre and Nicola Moorcroft (Clerk)

1/2020. 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 Chairman

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

2/2020. Apologies:

a. To Note Apologies and Approve Reasons for Absence

Councillor A. Thomas

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

3/2020. 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

No further declarations made.

b To Approve Dispensation Requests

None received.

4/2020. Public Participation:

There were no members of the public present at this meeting.

5/2020. To Receive report from Councillor Nigel Ayre – Heworth Without Ward Councillor

Councillor N. Ayre provided a verbal report, highlight the following matters:

- CYC response to COVID 19 situation
- CYC daily briefings regarding reinstatement of services to commence today (17 May 2020)
- Community Hub response to COVID 19 situation and individual requests for support
- Bad Bargain Lane road resurfacing to commence as soon as possible
- Green bin collections to resume (for the area) week commencing 25 May 2020

6/2020. Minutes

a. To Approve Minutes of the Ordinary Meeting of Heworth Without Parish Council held 17/04/2020

It was resolved to approve said minutes as a true and accurate record of the ordinary meeting held 17/04/2020; signed and dated by the Chairman

7/2020. Planning:

a. To Consider planning applications received (Appendix 1)

Heworth Without Parish Council considered the under-mentioned applications, received from City of York Council and reached the decision shown

CYC Reference	Address/ Description	Heworth Without Parish Council Decision:
20/00722/FUL	13 Algarth Road York YO31 1EZ Variation of condition 3 of approved application 18/00682/FUL to change cladding on single storey rear extension facing towards the garden from brick to Hyperion Sentinel	Heworth Without Parish Council has no objections to this planning application.
20/00660/FUL	59 Bramley Garth York YO31 0NQ Single storey side and rear extension	Heworth Without Parish Council has no objections to this planning application.

b. To Consider any other planning related issues

CYC Planning Decision Notices:

For: CLD Erection of 2no. detached buildings to create pool house and gym Second Schedule:

At: High Beck Stockton Lane York YO32 9UB

Application Ref No: 20/00524/CPD

Application approved

c. To Consider any planning enforcement issues

None Raised

8/2020. Finance:

a. To Approve payments as detailed in Appendix 2

INVOICES TO BE PRESENTED FOR PAYMENT 18/05/2020

Clerk	Home office allowance	15.00
	monthly SIM charge	5.25
	Zoom	14.39
Groundsman	wages	162.6
	fuel	21.20
Community Action Suffolk	insurance premium 2020/21	820.34
HWCC	room hire 2019/2020	120
TOTAL		<u><u>1158.78</u></u>

INCOME

CYC 1st instalment - precept	10695
Written in cheque	109.5
TOTAL	<u><u>£10,804.50</u></u>

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

Invoices checked and approved by Councillor M. Wells

b. To Note budget situation as detailed in Appendix 3

List of income and expenditure as against budget figures, to end of month 1, ***noted***

c. To Approve Bank Reconciliation Statement to 30 April 2020

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

d. To Note figures for Annual Accounting Statement

AGAR Section 2 Annual Accounting Statement circulated to all prior to this meeting, ***noted***.

e. To Note action – internal audit for 2019/20

The Clerk outlined to HWPC that internal audit for 2019/20 will be undertaken as far as possible electronically – all invoices and remittance to be posted; ***noted***

f. To Consider quotations for Heworth Without Insurance Provision for 2020/21 (Councillor M. Wells and Councillor P. Wells report)

The following quotes for insurance provision 2020/21 were considered:

	QUOTE 1	QUOTE 2	QUOTE 3	QUOTE 4	QUOTE 5
Premium	£1,752.92	£1388.02	£1194.66	£953.51	£863.52
Long Term Agreement (3 Years)	£1,667.77	£1318.62	£1124.50	£928.54	£820.34

It was resolved that HWPC insurance provision for 2020-2023 be provided by Community Action Suffolk (Parish Protect), on a three year long-term agreement, at a cost of £820.34 (per annum)

It was resolved to minute HWPC thanks to Councillor M. Wells and Councillor P. Wells for their work in sourcing quotes for HWPC insurance 2020/21

9. Heworth Without Parish Council Parish Council Administration:

a. To Approve HWPC Standing Orders for the holding of remote meetings.

It was resolved that HWPC Standing Orders for the holding of remote meetings, as circulated prior to this meeting, ***be approved and adopted*** for use at all further HWPC meetings held remotely.

10. To Consider Issues Relating to Parish Assets and Open Spaces

a. To Consider action re: opening of playing field

It was resolved that further consideration be given to the installation of a gate or opening to provide access to playing field/Wildflower meadow and Jubilee Wood.

b. To Consider action re: removal of allotment rubbish

It was resolved that The Clerk obtain costings for removal of rubbish to be presented for consideration at June meeting of HWPC

c. To Consider quotes for work to trees in Stray Road play area (to be undertaken after nesting season)

The following quotes were considered:

QUOTE 1	QUOTE 2	QUOTE 3
£1400	£318	£580

It was resolved that the contract for work to large crack willow in the play area be awarded to Castle Trees (quote 3) at a cost of £580

11. Employment and Training:

a. To Consider time scales for interviews/appointment of new clerk/RFO to HWPC

It was resolved that interviews be carried out before HWPC June meeting, using Zoom platform, appointment to be confirmed at HWPC June meeting – Chairman to contact candidates

b. To Consider any further employment related issues

None raised

12. To Note Correspondence received not specifically dealt with on this agenda:

- YLCA WRU weekly E-bulletins for 24 April, 30 April, 7 May and 14 May
- CYC Weekly communications re: COVID 19 response and support

13. To Note matters for Information and items for next monthly meeting agenda

a. All strategic documents of Heworth Without Parish Council to be reviewed once new clerk/RFO in post

It was resolved that this be noted.

14. To Confirm date and time of next meeting

It was resolved that the next ordinary Meeting of Heworth Without Parish Council as Monday 15 June 2020 at 7pm

Meeting closed at 8.25pm