**CAWOOD PARISH COUNCIL MINUTES**

*A meeting of the Parish Council was held at 19:30 on Thursday 21st February 2019. Members present: Mr. C. Luker (Chairman), Mr. R. Wharmby (Vice-Chairman), Mrs. L. Dennon, Mr. J. Miles Dickinson, Mrs. S. Elcock, Mrs. C. Shepherd, Mr. M. Ward and Mr. A. Lloyd. The Clerk Mrs. R. Burton was also present, until 9:30pm*

1. **DECLARATION OF ACCEPTANCE OF OFFICE** – The Councillor in question was not present and thus acceptance has been deferred to the March meeting.
2. **APOLOGIES FOR ABSENCE** – none received.
3. **DECLARATION OF INTEREST** – there were none.
4. **VISITORS** – there were two. Mick Gattenby (Arriva Operations Manager at Selby Depot) and John Cattanach (Selby District Councillor).
5. **POLICE MATTERS & COMMUNITY SAFETY:** there were none.
6. **MATTERS FOR THE ATTENTION OF THE DISTRCT/ COUNTY COUNCILLORS:**

6.1 The meeting’s visitors (see above), joined the PC to discuss the provision of bus services in Cawood as the contract for the 42 service is to change from being provided by Transdev to Arriva on 29th April 2019.

Mick Gattenby stated that Arriva will mirror Transdev’s service in providing contactless payments from this date. He also provided details of a provisional timetable that would provide a later time for leaving York in the weekday evenings, benefitting those working in the city.

The service of the 42 and the 42S will now both be provided by Arriva. Councillor Cattanach informed the PC that Transdev were approached but did not wish to bid for this contract.

Due to this development, both services will now be called the ‘42.’

In order to underwrite the formerly named ‘42S’ service, Parish Councils have been asked to provide funds to ensure the continuation of the service if it is unprofitable. Councillor Cattanach has sourced commitments from: Locality Budgets from County Councillors, York City Council, Naburn Lock Caravan Park and Selby District Council. Selby Town Council funds are to be confirmed.

Councillor Cattanach requested that the PC commit to £840.00 per annum for two years to ensure the service. The PC voted to agree to this potential outlay to ensure that the Saturday night service and the Sunday service be secured. This service has been named the Parish Transport Initiative.

Timetables are to display times into and out of York.

6.2 North Yorkshire County Councillor Andrew Lee has agreed funds for the new notice boards. A request will be placed for £1000. **ACTION: CL**

1. **MINUTES** of the previous meeting were approved following amendment of date
2. **MATTERS ARISING** (not included in the Agenda):

8.1. Councillor Ward queried the membership relationship between the Parish Council and the Feoffees. It was clarified that it is not an entitlement of the PC to have a member of the council within the Feoffees and vice versa. Currently no member of the PC is a member of the Feoffees.

8.2. Councillor Dennon queried as to the environmental fund connected to the Riverside Court development. The fund is to be used for entirely new developments, not existing areas such as the Castle Garth. No appropriate areas have been identified.

8.3. Councillor Dennon reminded Councillors it was agreed in August 2018 that a new bank account should be opened to accept deposits of CIL funds. The new account will be with the current provider, HSBC. **ACTION: CLERK**

8.4. Councillor Shepherd brought to the attention of the Council the need to promptly repair any damage to PC buildings to ensure that accident or injury will not befall residents and/or property. This was with a view to the recent damage that occurred to a resident’s car from falling masonry at the Old Boys’ School. Councillors were provided with a HSE article concerning Basildon Borough Council which was prosecuted after a wall collapsed on a child.

1. **MATTERS ARISING:**

 9.1. Notice boards:

Councillor Lloyd updated the PC with regard to replacing the main village notice board at the Post Office and purchasing another for village advertisements. R & E Falkingham Ltd, of Kelfield, have shown keen interest in the project and have been asked to quote. **ACTION: AL**

9.2. PC Website:

9.2.1. A vote was held to create a Facebook Profile for the Parish Council. The motion was passed, and the profile will be launched by Councillor Miles Dickinson. **ACTION: JMD**

9.2.2. A vote was held to engage Netwise, which specialises in websites for parish councils, to build and maintain a new website. The motion was passed.  **ACTION: LD, JMD, AL**

9.2.3. The new website is also to become a fixed agenda item to ensure that the website is up to date, correct and that its content is agreed by the Parish Council. **ACTION: CLERK**

 9.3. Dog Fouling Bins:

9.3.1. A new bin is to be placed at the end of Church End, at the confluence of Marsh Road and Ings Lane. SDC to provide at a cost of £108, to include emptying. **ACTION: CLERK**

9.3.2. A resident requested a bin near the village allotments. Nickey Nackey Lane is not an adopted road. Therefore, Selby District Council would be unable to empty the bin. Nearby bag and bin provision are already located on the village Playing Fields. Clerk to inform resident. **ACTION: CLERK**

9.3.3. Councillor Miles Dickinson requested that the wide provision of bags in the village be biodegradable. Martin Bates to be asked to find out whether the current dispensers would fit bags from a biodegradable provider. If this is possible, the current stock will be depleted, and then biodegradable bags will be used. **ACTION**: **CLERK**

9.4. Village Parking: Councillor Miles Dickinson is to again contact Mrs. S. Fox (NYCC) regarding parking possibilities in the village. **ACTION: JMD**

9.5. Environment Agency: The PC requested that the Environment Agency survey the wider village flood defences. Work has been seen under way in the village behind Church End. Enquiries to be made as to whether the work was in response to a survey or whether this was coincidental. **ACTION**: **CLERK**

9.6. Cawood Bridge:

A number of bricks have been dislodged next to Cawood Bridge on the Cawood side. Ownership of the area has proved hard to ascertain. Yorkshire Water to be contacted to ascertain if they own the area / bricks. **ACTION: CLERK**

 9.7. Village Litter Pick:

 9.7.1. The PC are to take over organisation of this event which will take place on the 16th March 2-4pm. Risk assessment forms to be completed and returned to SDC. Disclaimer notice to be included on posters. **ACTION: CS, LD**

9.7.2 SDC are providing equipment and the PC are purchasing more to facilitate more villagers to take part. **ACTION: CS, LD, JMD**

9.7.3 Villager(s) to be asked to assist with refreshments **ACTION: AL**

9.8. YLCA: Councillor Dennon attended the meeting and sent written feedback to Councillors in advance of this meeting.

9.9. Village owned trees:

In continuation of the ongoing survey of all the trees in Cawood, the next area to be assessed is Gill Green on Broad Lane. The arboriculturalist Jo Ryan, who completed the previous Garth survey is to be contacted to conduct this survey as well. Chestnut trees and trees round the perimeter are to be surveyed. **ACTION: CLERK**

9.10. Trees on Broad Lane: deferred until the next meeting. To be added to the March Agenda **ACTION: CLERK**

9.11. Sherburn Street: a resident of Sherburn Street has been informed that land adjacent to 86 Sherburn Street is not PC land.

9.12. Action point checklist: discussion relating to agendas, minutes and checklist deferred in the absence of Councillor Grant. The format of these documents is to be reviewed at the next meeting to ensure their utility and accessibility. Agendas and minutes must be anonmalised. To be added to the March Agenda **ACTION: CLERK**

9.13. Good Councillor’s Guide: The PC agreed to purchase the updated Good Councillor’s Guide to Finance and Transparency for all Councillors. To be available for the March meeting. **ACTION: CLERK**

9. 14. Local Elections: Councillor Luker attended an advice session at SDC and passed on information which will be further discussed at March’s meeting. Elections take place on May 2nd. Forms are available from March 18th, to be returned by April 3rd. The relevant paperwork to be printed and brought to the March meeting **ACTION: CLERK**

9.15. Tour de Yorkshire: deferred until the next meeting. To be added to the March Agenda **ACTION: CLERK**

9.16. CEF: The CEF (Community Engagement Forum) have stated that they will provide a notice board for their projects and initiatives. As this is not a PC issue, the Council resolved to allow the CEF to arrange this themselves and maintain it after they have purchased it. **ACTION: CLERK**

9.17. Training: YLCA training events have been distributed. Councillor Miles Dickinson to attend Planning seminar on April 5th.

9.18. Replacement bench: Councillor Dennon suggested the replacement bench be sited on the Garth alongside an existing bench, so no damage will be incurred and consultation will not be required. Agreed. Liaison with the residents organising the replacement needed. **ACTION: CS**

1. **NEW ITEMS THIS MONTH:**

10.1Standing orders. Cawood SO & NALC Model SO -deferred until the next meeting. To be added to the March Agenda **ACTION: CLERK**

10.2 YCLA. Proposed review of localism Act. Model Code of Conduct & Transparency Codes - deferred until the next meeting. To be added to the March Agenda

**ACTION: CLERK**

10.2.1 Parish portal to give Councillors access to real time road / traffic updates – access to be obtained for all Councillors **ACTION CLERK**

10.3 Yorkshire Day – This is being held in Whitby (organised by Whitby Town Council) on 1 August - deferred until the next meeting. To be added to the March Agenda **ACTION: CLERK**

10.4 Litter pickers - This was covered in 9.7.2.

10.5 BT Kiosk. This is in a poor state of repair - deferred until the next meeting. To be added to the March Agenda **ACTION: CLERK**

1. **FINANCE**

 11.1. **Bills for approval**:

 11.1.1. HMRC Tax £573.38

 11.1.2. Martin Bates Handiwork £689.04

 11.1.3. Martin Bates Grass cutting none

11.1.4. Robina Burton Clerk’s salary

11.1.5. SDC Emptying OBS bin £314.32

 11.1.6. SDC Emptying cemetery bin £387.64

11.1.7. Mr Batty Repairs to Mr Batty’s car £250

 11.1.8. Ron Wharmby, cash repayment (J Noott website costs) £10.79

11.2. **Cash received**:

11.2.1. PFLC Electricity contribution £166.79

11.2.2. OBS Electricity & rent contribution £2985.85

11.3. Matters for the RFO:

An overpayment of the electricity for the Christmas tree at the Banqueting Hall from 2017 of £847:75 was held as a credit on the PC’s account despite Councillor Wharmby having been told it was a refund. The credit now stands at £665 after an estimated bill over Christmas 2018. Councillor Dennon requested the credit be returned as a refund. Agreed. **ACTION: CLERK**

1. **HEALTH & SAFETY MATTERS:** there were none
2. **WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:**

13.1. Cemetery:

 13.1.1. Correspondence will be sent to Mr. A. Argyle of Selby District Council to clarify the position of Cawood Cemetery usage. This issue arose from a former resident requesting a plot at the rate for residents. **ACTION: CLERK**

13.1.2**.** Another resident requested to reserve plots - deferred until the next meeting. To be added to the March Agenda **ACTION: CLERK**

13.1.3 Cemetery bye laws to be obtained / clarified **ACTION RW, MW**

13.2. Castle Garth: report from Councillor Luker and Councillor Lloyd deferred until the next meeting. To be added to the March Agenda **ACTION: CLERK**

 13.2.2. Pond work will be undertaken February 24th **ACTION: JMD**

 13.3. Playing Fields:

13.3.1. Retrospective permission for the container still needs further information: **ACTION: RW, AL**

 13.3.2. A resident of Maypole Gardens has donated a number of daffodil plants. Councillor Dennon has transplanted them around new trees and thanked the resident.

13.3.3. Councillor Elcock is to contact a contractor to deal with the ongoing mole problem upon the village playing fields. **ACTION: SE**

13.3.4. Insurance of both clubhouses to be confirmed.  **ACTION: CLERK**

13.4. Old Boys’ School: report deferred until next meeting

 13.5. Cawood in Bloom: no update

 13.6. Community Centre: report deferred until next meeting

1. **HANDY WORK:**

14.1No new work was added

 14.2 Cemetery wall re– pointing, guide dogs signs at OBS entrance, fencing at playing fields, ramp at tennis courts, lamp posts at Water Row, tree works on the garth, on going work at the Pavilion – update carried over until March’s meeting. To be added to the March Agenda **ACTION: CLERK**

1. **REPORTS ON HIGHWAY/FOOTPATH MATTERS:**

15.1. Email from a resident stating roadsides have not been cleared of debris and dead leaves, especially at the top end of Sherburn Street near the roundabout. Clerk has notified SDC.

15.2 To date, NYCC have replaced one of the stiles on the embankment with a kissing gate.

1. **PLANNING MATTERS:**
	1. 2019/0017/LBC – 78 Church End. OBJECTION. The PC voted to object due to the age, listing and significance in the village of the property. The inclusion of Velux windows would alter the character of the property and disturb the great beauty and style of the property.
	2. 2018/0718/LBC – No objection.
	3. 2018/1342/LBC – No objection.
	4. 2019/0066/HPA – Bank House. OBJECTION. This building has already begun the work for which it has applied. (The windows have already been replaced). The PC discourages retrospective applications. The application is also in conflict with the Village Design Statement. As the house is in the Conservation Area, uPVC windows are out of keeping.
	5. 2018/0940/REMM – No objection

*Any reference to the ‘PC’ refers to the Cawood Parish Council.*

*Meeting closed at 10:35pm*