MINUTES OF THE MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE BOWLS CLUBHOUSE ON TUESDAY 13 FEBRUARY 2018 AT 7.30PM.

Members present: Mr C Luker (Chair); Mr R Wharmby (Vice); Mrs L Dennon; Mr J Dickinson; Mrs S Elcock; Mrs C Shepherd and Mr M Ward.

There was one member of the public present.

1. APOLOGIES for absence received and accepted from Mr J Noott.
2. DECLARATIONS OF INTEREST in any matters on the agenda. There were none.
3. PC VACANCY. There were no requests for an election, so the PC was free to co-opt. Addison Lloyd was present due to his interest in joining the Council. Following discussion it was agreed to co-opt Addison and he will take his place at the March meeting.
4. VISITORS. see 8.3
5. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS. District Cllr Cattanach met reps from TransDev at their Fulford Depot to discuss the reinstatement of a Saturday night service on the 42 between York and Selby. He did not discuss a Sunday service as when TransDev won the NYCC contract they were asked to quote for a Saturday night and Sunday service for the route and it was over **£25,000**. Due to these figures JC thought it best to concentrate on the Saturday service. He provided TransDev with all the passenger information that he was given when Arriva ran the 42 route. He has **confirmed** that Arriva was willing to run the Saturday night (extra) services on a **commercial** basis between April and Dec each year. **That means they were making money running those services.** The reps are to take this to the next Director’s meeting but JC feels that TransDev wants a **no** risk situation and if you want a service, you cover all the risks. JC will come back to the PC when he has more information. JC is doing his best to reinstate the “extra” services.
6. MINUTES of the January meeting had been circulated and were approved and signed with amendments.
7. POLICE MATTERS & COMMUNITY SAFETY: Cllr Mrs Dennon reported that at the last LCA Selby Branch meeting the police urged people to report crimes however this item was not included in the Branch minutes. ***Clerk to ask the local PCSO for regular crime figures. Clerk also to investigate the local CEF and enquire if the PC can send a rep to the meetings.* Action Clerk**
8. MATTERS ARISING:
	1. Christmas Lights. Email from Mr & Mrs Barker-Grimshaw thanking PC for letter of thanks and to say thank you to the Parish Council and to Pete Hodgson and David Jones in turn – they loved the tree lights and are very happy for this to be an annual occurrence.
	2. Additional Christmas Lights. At the moment there is nothing further to report.
	3. Parking at OBS. Cllr Dickinson has had a few messages from a resident asking to park at the OBS overnight. He gave a number of reasons why it would not be a good idea and said it is unlikely permission would be granted. She asked to attend the next meeting. She has also asked that it is put on the agenda for discussion as parking is becoming increasingly problematic in the village.  *The resident did not attend the meeting as she realised that the idea was not sustainable and there would be problems if there was a booking at the hall.*
	4. Parking Bays. The possibility of parking bays will be added to next month’s agenda. **Action Clerk**
	5. DPO. Email from Kelfield Clerk sent to Cawood, Riccall, Escrick & Stillingfleet Clerks re- appointment of a Data Protection Officer.  “Obviously it is still do not know if Parish Councils will be exempt and we are getting updates all the time, but we are wondering if there is any possibility of employing a DPO between councils?”  ***Clerk to reply that as yet it is not known what is happening* Action Clerk**
	6. Landmark Trust. It is understood the Trust is considering fencing off the grassed area in front of the Banqueting Hall, Clerk contacted the Trust who replied the idea of fencing was discussed; however there are no imminent plans to carry out works and so the Trust would be happy for the PC to continue to decorate the tree at Christmas time as per the normal arrangements.

Also nothing further has been heard regarding grass cutting.

* 1. Parking in Wolsey Grange. Reply from Headteacher – he is sorry to hear from PC and other local residents about the inconsiderate parking in and around the cul-de-sac, causing obstructions for the residents. It is important that the children arrive at school safely and also that residents are not inconvenienced by cars being parked or turned around inappropriately.  He will of course ask parents to be considerate and respectful, which is in the best interests of everyone in the village.
	2. Environment Agency. No response.
	3. WWI. At the last meeting it was agreed that the end of WWI would be commemorated by the playing of the Last Post, lighting the Beacon and a peal of bells. The Community would be involved with the making of poppies and the WI would like to do a feature at the flower bed at the mini roundabout. It was suggested an additional plaque be created for the church bearing the names of the remainder of the fallen whose names do not appear on the plaque in the Church – Cllr Wharmby will speak to the Vicar about permission and ask about a peal of bells. It was suggested that the names for the additional plaque be advertised in the Noticeboards as family permission may be needed for them to be included. Cllr Mrs Dennon will speak to two villagers about lighting the Beacon and a local farmer will be asked to fill the Beacon. Cllr Mrs Dennon will ask if the school has any plans to mark the end of the war. It was suggested poppies be planted round to the entrance to the Memorial Garden but poppies are cannot be planted near the sheep on the Garth.
	4. Village Website. MC has received an invoice from 1&1 for the village website. It's about £60pa.
	Although it's not bad value at just over a pound a week it has crept up over the years. This year will have to be paid but he asks if the PC wishes to continue in 2019. MC is prepared to carry on and overseas visitors do use it.  ***It was agreed to continue with the Website & Clerk to thank MC for all he does.***

**Action Clerk**

* 1. BT Manhole. Villagers have tripped & fallen over the manhole cover. Clerk reported to NYCC & the Highways Officer has identified that the reported defect is the BT Manhole outside the post office.   In accordance with the Highways Safety Inspection Manual there is no abrupt edge or defect that would trigger intervention.  The footway does slope up to the frame only and for that reason a Section 81 has been logged with BT as they may deem it as a defect, ref: F01201275.
	2. YLCA Selby Branch Meeting. Wednesday 14 February. Cllr Mrs Dennon to attend. Any items for inclusion at the meeting to be passed to Cllr Mrs Dennon.
1. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES
	1. ***Castle Garth.***
		1. Jo Ryan will carry out a Tree Condition Survey of trees around the perimeter and pond area of Castle Garth. The quotation is to undertake a walk-over survey of the site and to inspect and record defects noted on individual trees. A written report would be prepared and would include Notes on species, age class and vitality of trees and tree groups; Risk mitigation options and/or management recommendations. The fee for the survey and preparation of the report would be £500.00. The quotation is based on reasonable site access. Further costs may be incurred where access to trees is prevented by dense undergrowth or other obstacles, particularly if additional site visits are required. The final report would be submitted digitally (in PDF format). If bound paper copies are required these can be provided at a cost of £20.00 per copy for each report. ***Price agrees, Clerk to inform Jo Ryan.***
		2. Keith Emerick spoke to SDC who agreed to the 4 trees being planted in the area of the New Cut. Scheduled Monument Consent is still required and has been applied for – permission will be granted with condition.
		3. Permission is required for work to trees on the Nissen huts area. Permission was obtained a few years ago but has expired. **Action** Clerk to re-apply for permission.
	2. ***Cemetery:***
		1. The area is in very good condition.
	3. ***Playing Fields:***
		1. The fence in the corner of the football field has been broken down, Cllr Wharmby suggested repairing with 3 steel bollards / steel bars.
		2. The fence behind the play area is partly down, Cllr Luker will find out ownership & if the responsibility of the PC Martin will be asked to repair.
		3. The additional insurance premium for the 2 Clubhouses would be £129.80 including Insurance Premium Tax. Flood damage would be excluded.  Change has been carried out to increase the Tractor Mower for the premium of £22.89. It was agreed to pay these additional premiums. **Action Clerk**
		4. Following discussion if was agreed to continue paying the Pavilion grant. **Action Clerk**
		5. The mole man will be asked to carry out pest control. **Action SE**
	4. ***Old Boys’ School:***
		1. Painting is in progress. Martin and Cllr Wharmby emptied the hall. The curtains are to be replaced with roller blinds and 3 additional keys have been obtained.
		2. Cllr Dickinson will obtain combination locks for all notice boards.
		3. Due to not being recorded a double booking took place on 3 February. Luckily one of the clients changed the booking to the afternoon. Sadly after the double booking the hall was left in a mess. It was suggested the deposit for a booking be increased to £20 which will be returned when the hall is left clean and tidy – ***this was agreed***.
		4. Cllr Dickinson has put up notices giving details of how he can be contacted.
		5. Having a caretaker was suggested but filling the cleaning post had been difficult. The cleaning bill is around £190 a month. The Committee will discuss the suggestion of a Caretaker.
		6. Cllr Dickinson asked if someone would act as administrator alongside him. New Cllr Addison Lloyd offered, and this was agreed.
	5. ***Cawood in Bloom***
		1. A meeting took place on 30 January.
		2. The Committee looks after 45 tubs, the Memorial Garden, wooden and brick planters and flower beds.
		3. The Committee asks if the planter on Ryther Road if this going to be moved / dismantled, etc, linked to the new housing development. ***It was considered the planter would be ok***.
		4. It was asked if the PC would have any objection to a sign marking the WW1 centenary and planting in red, white and blue on the roundabout similar to when the WI was commemorated? ***All agreed to the planting and a sign.***
	6. ***Community Centre***
		1. Cllr Luker did not attend the meeting but did not believe anything other than planning was discussed.
		2. Nothing further is known about possible Academy status.
2. HANDY WORK for the month.

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| * Please look at fencing behind the play area which requires repair.
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| * Please put up blinds in the OBS
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1. TREE MATTERS.
2. REPORTS ON HIGHWAY / FOOTPATH MATTERS. Cllr Luker will repaint ‘dog stencils’ when the weather is dry.
3. PLANNING MATTERS:
	1. ***Applications:***
		1. ***(8/35/58L/PA)*** Section 73 application to vary condition 01 (Four Sewage and Surface Water) of approval 2017/0175/FUL Section 73 application to vary condition 08 (caravan/tent numbers) to change permission on 15 pitches from 28 day to seasonal and condition 13 (plans) of approval 2016/0286/FUL. Section 73 application for the variation of condition 3 (Vehicular Access) of approval 2015/0721/COU Application for the change of use of land for the siting of 30 No touring caravans and 15 No camping pitches for leisure purpose on land to the north of Roydon Lodge, Broad Lane, Cawood. **Applicant:** Mr Peter Cullen

PC has NO OBJECTION to the seasonal pitches.

* + 1. ***(8/35/279B/PA)*** Retrospective application for refurbishment of annex replacement of windows, doors, new electrics, new insulation and floors at Fair View, Broad Lane, Cawood

**Applicant:** Miss L Keenaghan

PC had NO OBJECTION

* + 1. ***(8/35/508/PA)*** Proposed first floor extension and alterations to existing dwelling to create additional living accommodation at Crown Cottage, 36 Sherburn Street, Cawood.

**Applicant:** Ms K Hewick

PC had NO OBJECTION

* 1. ***Approvals:***
		1. Proposed conversion of existing garage and ancillary building into a self-contained annex. To be retained as part of the dwelling at Wistowgate House, Wistowgate, Cawood
		2. Proposed demolition of existing conservatory and erection of new single storey side extension and re-roof of existing single storey rear extension at 2 Anson Grove, Cawood.
		3. Proposed demolition of existing cottage and garage and erection of new replacement dwelling served by existing access drive at 12 Wistowgate, Cawood
		4. Proposed erection of additional agricultural building for straw at Hagg Farm, Hagg Lane, Cawood
1. FINANCE:
	1. **BILLS FOR APPROVAL:**
		1. Martin Bates Handiwork - to be advised
		2. Robina Burton Clerk’s salary ((£399.55) less tax £70.40 £329.94
		3. Robina Burton Repayment for OBS keys £28.37
		4. Robina Burton Clerk’s half year travelling £225.00
		5. Npower Pavilion VAT £8.27 £173.71
		6. Npower OBS DD VAT £159.55 £940.28
		7. HMRC Clerk’s tax £254.50
		8. SDC Planning – tractor mower container £97.50
	2. **CASH RECEIVED**:
	3. **HSBC Statemen**
2. **CORRESPONDENCE:**
	1. Letter of thanks from CAB for recent donation.
	2. Letter of thanks from Cawood Community Centre Assn for recent donation.
	3. Canal & River Trust. Planning for waterways in Neighbourhood Plans.

*There being no further business the meeting closed at 9.40pm.*

***SIGNED:……………………………………… DATE:……………..***