MINUTES OF THE MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS’ SCHOOL ON THURSDAY 21 MARCH 2019 STARTING AT 7.30PM.

MEMBERS PRESENT: Mr C Luker (Chair); Mr R Wharmby (Vice); Mrs L Dennon; Mr J Dickinson; Mrs S Elcock; Mr A Lloyd; Mrs C Shepherd and Mr M Ward.

1. APOLOGIES for absence. There were none.
2. DECLARATIONS OF INTEREST in any matters on the agenda. There were none.
3. PC VACANCY. The potential co-opted member has stepped down. As the Local Elections take place on 5 May the vacancy will not be pursued.
4. VISITORS. There were no visitors.
5. POLICE MATTERS & COMMUNITY SAFETY. Email from Sam Hutchins of the Office of the Police, Fire and Crime Commissioner for North Yorkshire he is working on a community mapping project. The aim of the project is to produce a detailed report of the local communities of North Yorkshire, which will improve how we interact with our key stakeholders and representatives, such as parish councils.

He would be really interested in meeting with Cawood Parish Council, either as a full council or meeting with a representative. He would be interested in finding out:

* The policing and crime concerns of residents – this is so we can tailor our future communication to make sure we’re delivering useful information, but also I can try to help with some of the issues
* Who are the key stakeholders, groups, community hubs etc in the local community – again this is to make sure our communication reaches the relevant people.

He will be out and about in the Selby district in the next couple of months and is happy to visit during the daytime or attend a parish council meeting. ***It was agreed to invite Sam to the April meeting.* Action Clerk**

1. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS. No Cllrs were present and no matter raised.
2. MINUTES of the February 2019 meeting for approval.
	1. The minutes of the meeting held on 21 February had been circulated and were approved and signed as a true record by the Chairman.
3. MATTERS ARISING:
	1. Notice boards.
		1. Cllr Lloyd reported that the notice boards were made of real wood and a combination lock would be obtained. It was suggested buying a laminator to laminate all notices and new drawing pins bought, etc. This was agreed and Cllr Mrs Dennon will action. **Action LD**
		2. NYCC approved £1500 for new noticeboard – this will also cover the cost of the lock. **Action Clerk**
	2. PC Website.
		1. To be a regular agenda item.
			1. Cllr Mrs Dennon has placed January & February minutes and March agenda on the website along with some photographs & Cllrs names. There is a password for the administrator. There will also be a secure area and it will have to be decided what goes in. **Action LD**
			2. Some items have been placed on the Website and anything put on can be removed if wrong. At the moment it is non profit making but this can be reviewed. It was suggested launching the Notice Board and Website at the same time. The previous website will cease to exist. **Action LD**
		2. Facebook Page. Cllrs to agree on items for inclusion.
	3. Village Parking.
		1. Cllr Dickinson to report on any response from NYCC. No response.
			1. Cllr Mrs Elcock intended to ask the people who put up the stiles but didn’t see them.
	4. Litter pick.
		1. Due take place on 16 March but postponed because of rain. litter pickers have been bought.
		2. A provisional date of 30 March between 2pm and 4pm. Cllrs to check their emails as alternative arrangements will be sent by email. Hi-vis vests and gloves have been obtained & Cllr Dickinson will try to obtain some gloves. **Action LD CS JD AL**
	5. PC Land.
		1. The cemetery & approach road. The area of the riverbank adjacent to Old Road between the bridge and Water Row. Gill Green & the bit of land at entrance to Broad Lane where the notice board is. ***For information.***
	6. Tour de Yorkshire. 2 May.
		1. PC has bunting which will be put up 2 weeks before the event. Clerk to ask the usual helpers if they will put up bunting.

**Action Clerk**

* 1. YCLA. Proposed review of Localism Act, Model Code of Conduct & Transparency Codes. NALC Media release (Sent to all.) *Deferred from Feb meeting.* The Transparency code is a guide for the website*.* The Code of Conduct needs to be reviewed, Cllrs will review this when it arrives.
	2. Yorkshire Day. This is being held in Whitby (organised by Whitby Town Council) on 1 August. *Deferred from Feb meeting.*
	3. BT Kiosk. This is in a poor state of repair. *Deferred from Feb meeting.*
		1. The kiosk is a listed structure. Clerk to write to BT to ask if it can be painted. **Action Clerk**
	4. Parish Portal. Sharon Fox advises that Cllrs can either use Google Maps or AA app on their phones or set up to receive alerts on [www.roadworks.org](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.roadworks.org&data=02%7C01%7C%7C7ce91bfc0f3a4361531908d6a24ff6e8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C636874861652881719&sdata=5THJn5ZzG7nNU8Mhcp8IcrmRk0JLXfCHAwzvnNvU0qY%3D&reserved=0) for a designated area or route / roads. The PC receive road closure notification through [www.roadworks.org](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.roadworks.org&data=02%7C01%7C%7C7ce91bfc0f3a4361531908d6a24ff6e8%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C636874861652891731&sdata=G4vu2dcS%2Bvar8lNUnmwEweiZyOg4KSz6nSjoXBgzm1w%3D&reserved=0) for all road closures that NYCC process but it isn’t something that can include individuals. She suggests APPs on mobile phones with any of the 3 websites above. ***For information.***
1. CLERKS REPORT - ITEMS FROM THE FEBRUARY MEETING:
	1. Environment Agency. Clerk asked EA about work on Church End – no response as yet.
	2. Cawood bridge. YW say bricks are nothing to do with them & are most likely NYCC.
		1. All agencies have been asked & no one claims responsibility Martin is to be asked to tidy the area. **Action Clerk**
	3. Dog Fouling Bags. All the bags are biodegradable.
	4. Trees on Gill Green. Clerk has asked Jo Ryan to survey to trees, this will take place in April.
	5. Trees – Broad Lane. The occupier of 1 Great Close says trees next to his property are overhanging his property & the road. The trees are not the responsibility of NYCC & do not have TPOs. Clerk has told the resident he can cut back any trees overhanging his property. The NYCC Inspector said the PC did plant trees in outlying areas. *Clerk has asked NYCC if they have a plan of trees. In 1973 PC planted trees on Bishopdyke Road & in 1983 PC had grant to plant trees on Broad Lane. Clerk has also written to County Hall about this matter.*
	6. Good Councillors Guide. Copies have been ordered and passed to all.
	7. May Elections. All paperwork has been forwarded to Councillors as instructed by SDC.
	8. CEF. Clerk has informed CEF they are responsible for their own noticeboards.
	9. Overpayment of electricity box. Clerk rang Npower & they want actual reading as last bill estimated. Clerk took a reading and passed to Npower, a refund has been obtained.
	10. Grave Space. Clerk has notified Andy Argyle that the purchased of a grave for the wife of a recent internment was a one off & graves for non villages are purchased at double price.
2. STANDING ORDERS. To consider setting up a Committee to go through Standing Orders. It was agreed that Cawood Standing Orders and Model Standing Orders to be forwarded again to all. Cllrs will go through and make suggestions – to be brought to the April meeting.

**Action** **All Cllrs**

1. FINANCE
	1. **BILLS FOR APPROVAL**:
		1. NETWISE Website £914.00
		2. Martin Bates Handiwork £716.94
		3. Martin Bates Grass cutting £155.00
		4. Mrs A L Dennon 15 litter pickers VAT £12.50 £75.00
		5. Robina Burton Clerk’s salary
		6. Robina Burton Heating allowance £200.00
		7. R & E Falkingham Ltd 2 Notice Boards VAT £230.00 £1380.00
		8. YLCA Planning seminar training – 5 April, Wakefield £115.00
		9. YLCA play area inspection training – 2 delegates – 17 April £160.00
		10. YLCA Good Councillors Guide £44.04
		11. Feoffment Estate OBS rent £428.00
		12. BHIB Premium – Bowls & tennis clubhouses £341.86
		13. James Dickinson Repay – Vsafety Hi-Vis vests VAT £5.83 £34.98
	2. **CASH RECEIVED:**
		1. Npower Christmas lights refund £619.23
	3. **HSBC Bank Statements**
2. H & S MATTERS.
	1. The metal Cardinal Court sign needs replacing. **Action Clerk**
3. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
	1. ***Cemetery:***
		1. Report from Cllr Ward & Cllr Wharmby – cemetery laws. Cllr Wharmby confirmed that no one can pre-book a plot however if one of a couple dies then a double plot can be purchased, the second space for the remaining partner. Selby Town Council is in charge of the cemetery. Clerk to enquire about the cemetery finances. **Action Clerk**
	2. Letter from a resident wishing to purchase grave plots for him and his wife. *Clerk has replied stating Selby Town Council carries out the administration but it was agreed a number of years ago that due to the lack of space not to sell spaces in advance. Deferred from February meeting.*
	3. ***Castle Garth:***
		1. Report from Cllr Luker & Cllr Addision -  *deferred from last meeting.* A meeting was held and required work agreed. Martin had carried out work to trees but this has stopped now due to it being the nesting season.
		2. The pond needs oxygenating, the owner of the sheep is giving advice on this.
	4. ***Playing Fields:***
		1. All is well on the fields and the electricity bills have been passed to the person who requested them.
		2. The CCTV camera needs to be moved.
		3. Cllr Mrs Elcock will ask the mole man for his bill.
	5. ***Old Boys’ School:***
		1. To discuss OBS ownership and responsibilities.
		2. Clerk to write to the Feoffees to ask if they would hand over the building to the PC for the benefit of the village, as it is currently rented there is reluctance to spend anything on the building. **Action Clerk**
		3. A meeting is to be held between the booking clerk & treasurer to sort out finances. **Action JD**
	6. ***Cawood in Bloom:***
		1. The Committee is looking for people to adopt planters and look after them. Anyone interested should speak to the Committee.
	7. ***Community Centre:***
		1. There has been no recent meeting.
4. HANDY WORK.

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| * Some time ago the PC provided a copy of a work schedule – to provide a copy of the schedule
 |
| * To remove bricks by Bridge – as enclosed photo & tidy up site.
 |
| * To tidy up benches at children’s play area.
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1. REPORTS ON HIGHWAY / FOOTPATH MATTERS.
	1. Report from NYCC – Work at cross roads. During the closure period, access to the village will be maintained via Old Road. The one way system will be removed and 2 way temporary traffic lights will be established.  It is hoped that if the weather remains fine and there are no plant break downs, the work will be completed by 3.30pm on Wednesday 20th March. The road closure includes for two additional days just in case any unforeseen circumstances arise. The working hours will be restricted to 09:00hrs – 15:30hrs. This will allow for the school run and for the continuation of the early morning and afternoon commute to work/home. NYCC agrees that it would have been far more convenient to have resurfaced the road when it was last closed in September/October. Unfortunately, the funding is a result of the Tour De Yorkshire and has only just been made available; consequently we didn’t have the budget to undertake the work last Autumn.
	2. Clerk to report the following to NYCC
		1. The steps up the church need maintenance also the stile just before the church needs repair.
		2. The two reflectors down Church End opposite the entrance to Oxfield Lane are learning badly, probably need replacing.
		3. Clerk to ask NYCC when the double yellow lines are going to be painted on the highway across from North Terrace.
		4. The highway from where the cross roads have been resurfaced, the Banqueting Hall, to Cardinals Court is in very poor condition, this area not resurfaced when  work at the cross road was undertaken. **Action Clerk**
2. PLANNING MATTERS:
	1. ***Applications:***
		1. 2019/0208/TPO - Application for consent to crown lift by 1.8 m and shape to 1no Sycamore Tree covered by TPO and to remove 4no lower limbs to crown thin by 1/3 of 1no Holly Tree and to crown reduce by 1/3 and within a conservation area at Bank House, 78 Church End, Cawood. PC had NO OBJECTION.
		2. 2019/0142/HPA - Proposed link between house & garage, internal alterations & first floor above garage at Northingales, 28 Ryther Road. PC had NO OBJECTION.
		3. 2019/0162/HPA - Proposed single storey rear/side extension at Fold Yard House, Old Boys School Lane.

PC had NO OBJECTION

* 1. ***Approvals***
		1. 2018/1342/HPA Proposed 2 storey rear extension at Chestnut Cottage, 73 Chestnut Road, Cawood
		2. Proposed conversion of existing residential ancillary building to separate dwelling at New House, Wistowgate
	2. ***Appeal***
		1. Site at 7 Wolsey Avenue, Cawood.
1. CORRESPONDENCE
	1. Clerk & Councils Direct.
	2. WRU. Forwarded to all.
	3. CPRE. AGM 13 April, Harrogate.
	4. Bus service. The Eastern Dales Bus will run to Harrogate, Ripley etc starting 21 April.
2. NOMINATION FORMS. Cllrs completed forms which the Clerk will take into SDC offices.
3. ITEMS FOR NEXT MONTH’S AGENDA.
	1. Format of agenda.
	2. Schedule of handiwork.
	3. Garth bench.
	4. Painting & maintenance of benches – in particular the one near to the bridge.

***There being no further business the meeting closed at 10.25pm***

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