MINUTES OF THE MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS’ SCHOOL ON THURSDAY 18 APRIL 2019 A 7.30PM

1. APOLOGIES for absence were received and accepted from Mrs S Elcock, Mr A Lloyd and Mrs C Shepherd.
2. DECLARATIONS OF INTEREST in any matters on the agenda. There were none.
3. LOCAL ELECTIONS. Cawood PC election is uncontested.
	1. Cllr Ward did not stand for election and was thanked for all his work since he was co-opted at the May meeting 2011.

As a gesture of thanks he was presented with a card and gifts.

* 1. LCA consider it best practice for all elected on 2 May (whether having previously held office or not) to complete a Register of Interest Form. However,  pursuant to section 30 of the 2011 Localism Act; a member of a parish council must, within 28 days of becoming a member, notify the Monitoring Officer of any "disclosable pecuniary interests" (i.e. complete a Register of Interests Form). Upon the **re-election** of a member  or, as the case may be, upon the reappointment of a co-opted member, he/she must also within 28 days notify the Monitoring Officer of “disclosable pecuniary interests” **not already included in his or her register of interests.** Therefore for those re – elected there is only a requirement to complete such a form if there are any interests that have not previously been disclosed (on the Register of Interests Form) by that member.

NALC Legal Topic Note 80 – ‘Members conduct and registration and declaration of interests’ is attached to this e-mail for the council’s information and reference. Legal topic Note attached for all.

1. VISITORS. The two visitors at the meeting were the two new members of the council who will take office at the May meeting.
2. POLICE MATTERS & COMMUNITY SAFETY.
	1. Sam Hutchins and colleague arrived at the meeting at 8.15pm. Sam is working in Julia Mulligan’s office, she is NY Police & Crime Commissioner and he is visiting PCs to find out what goes on in local areas. He asked about:
* Community – he was referred to the website where there are contacts for all clubs, etc. There are also pubs, the PO, caravan parks, etc.
* Communication – the PC has a website, Facebook page and notice board as well as emails to the Clerk. Sam is to send more than one notice for notice boards.
* Concerns – speeding & parking are issues. Incorrect parking has been reported to the police in the past but no action has been taken. Anti social behaviour has happened but has been dealt with. Any anti social behaviour and any other concerns must be reported on 101. Sam is to send information about 95 Alive with regard to speeding. He gave information on Speed Watch Groups whereas locals can check the speed of vehicles with a speed gun at any time.
	1. The Local Policing Mobile Team will be at the Castle Inn on Thursday 9 May. Poster sent to all (& in Notice Board).
1. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS. No officers were present.
	1. The bin on the Garth was reported to District Cllr Cattanach & should have been emptied now. Also he reported the Cardinals Court sign to SDC however as the sign has not been repaired/replaced Clerk to report to SDC.
	2. An election is to be held for District Councillor on 2 May.
2. MINUTES of the March 2019 meeting for approval.
	1. To approve the minutes & Chairman of the meeting to sign the minutes of 21 March 2019. The minutes were signed by Cllr Luker with a number of amendments.
		1. The item – Website – should not be under Facebook item.
		2. Hi-vis vests and gloves have been obtained for the litter pick.
		3. The Code of Conduct needs to be reviewed. Cllrs will review this when it arrives.
		4. Martin Bates wages for grass cutting & handiwork had been omitted from the March minutes.
		5. The refund from Npower for Christmas lights had been omitted from the March minutes to which they were relevant but had been placed on the agenda for the April meeting
3. MATTERS ARISING:
	1. Format of Agenda.
		1. To discuss the layout and format of the agenda.
			1. It was felt that having the Clerk’s actions on the agenda was a good idea. **Action Clerk**
			2. It was considered that ‘matters requested by Cllrs’ should be an agenda item as items are being missed off. The key words of ‘agenda items’ as headings on emails sent by Cllrs was agreed. **Action all Cllrs**
			3. The WRU should be on each month’s agenda as an item for discussion. **Action Clerk**
			4. Financial documents need to be more accessible format than excel and should have a constant running total each month. **Action Clerk**
			5. Phrasing of items needs consideration as agendas are published on the website. **Action Clerk**
	2. Planning Training.
		1. Cllr Dickinson attended recent planning training and stated any objections have to be material objections. The presentation from the training was forwarded to all. Cllr Dickinson stated that extensions on applications are sometimes requested also he suggested the possibility of setting up a planning sub-committee. ***Following discussion it was agreed to continue asking for comments on applications that come between meetings by email & all Cllrs MUST respond.*** **Action all Cllrs**
	3. Notice boards.
		1. Cllr Lloyd to report on any further information relating to the Notice Boards. *This to be deferred to the next meeting due to Cllr Lloyd’s absence.*
		2. PFLC has requested that the exiting notice board is placed at the pavilion.
	4. PC Website.
		1. To be a regular agenda item. The website has been launched & Cllr Mrs Dennon was thanked for all her work in producing and populating the website.
	5. Facebook Page -any items for inclusion.
	6. Village Parking.
		1. Cllr Dickinson to report on any response from NYCC. No response received – it was felt this is not a priority. Sharon Fox is to attend the next YLCA meeting & this can be one of the questions. **Action all Cllrs**
	7. Litter pick.
		1. The date has been change to 27 April. SDC has been given some money to coincide with Great British Spring clean & has given PC litter pickers, hi-vis vests, etc. ***Information from Insurance******company*** *-* provided the litter pick is organised by the PC volunteers are covered under the Public Liability insurance of the council. SDC also provides insurance.
	8. Housing Needs survey.
		1. Results of survey forwarded to all. The Officer from SDC cannot attend the April meeting but asks for Cllrs comments. She has been invited to the June meeting. If anyone has comments they are to be forwarded to the Clerk.
4. STANDING ORDERS. Cllrs to put forward suggestions after having received copies of Cawood SO and model SO. Various alterations have to be made and Clerk will bring to the next meeting. **Action all Cllrs**
5. PC ASSETS. Quite a number of items have been obtained since the asset register was put together. New Cllr Mike Cowling offered to go around the village and make a list of assets. This to be added to the May agenda. **Action Clerk**
6. **CLERKS REPORT FROM ITEMS FROM THE MARCH MEETING**:
	1. Ownership of OBS. Clerk has asked if the Feoffees would give the building to the PC for the benefit of the village.
	2. Tour de Yorkshire. Clerk has asked the usual helpers to decorate the village. *This is in hand.*
	3. Environment Agency. Clerk has asked EA about work on Church End – no response as yet.
	4. Bricks at Cawood bridge. Martin has moved the bricks. Martin is to be asked to cap the bricks.
	5. Dog Bin for Ings Lane. This has been ordered.
	6. Trees on Gill Green. Clerk has asked Jo Ryan to survey to trees, this will take place in April.
	7. BT Kiosk – Wistowgate. BT has added the Kiosk to the 2019 painting schedule.
	8. Dales Bus Service. Clerk has asked if this information be displayed in Notice Board.
	9. Trees – Broad Lane. SDC has no records of ownership Clerk has found out owner of land to next to the address & will write to him. The lower growth of the trees has been cut back.

11.10 Bank Account for CIL Money. A business bank account cannot be opened in Selby. One could be opened in York. The

PC has £176.63 of CIL to spend which SDC is holding  - this is from the development at 12 Wistowgate (2018/0565/FUL). There is no current S106 funds available.

***It was agreed to place the money in the existing current account along with the other CIL money.* Action Clerk**

**A Guide to the Community Infrastructure Levy (CIL) for Parish and Town Councils**
The organisation *Planning Futures* has been commissioned by the legal team of the National Association of Local Councils (NALC), to prepare a briefing note on how the Community Infrastructure Levy or CIL, can help a local council to deliver and support local infrastructure provision.

CIL is a charge on development that came into force in 2010 (and runs in tandem with s.106 contributions).  The purpose of the CIL is to fund infrastructure to support local development.   Local planning authorities can choose whether or not to charge CIL within their area and the levy is usually collected by them.  The rate of CIL is set by the authority after consulting with their communities and developers and is tested by Independent Examination.

1. FINANCE
	1. **BILLS FOR APPROVAL**:
		1. Martin Bates Handiwork £735.71
		2. Martin Bates Grass cutting £310.00
		3. Sherburn Community Library Annual contribution £50.00

***It was agreed to make no further contributions to the library so this bill will not be paid.***

* + 1. Robina Burton Clerk’s salary
		2. Npower OBS electricity VAT £300.87 £1739.98

***It was agreed to ask for a smart meter to be fitted to the OBS and Pavilion.***

* + 1. YLCA Annual subscription £429.00
		2. Mrs L Dennon Repayment – laminator, etc VAT £2.84 £17.00
		3. Cash Martin & petty cash £100.00
	1. **CASH RECEIVED:**
	2. **CLOSING BALANCE (current a/c as per Bank Statement) £10900.10**
	3. **CLOSING BALANCE (deposit a/c as per Bank Statement) £6015.64**
	4. **HSBC Bank Statements**
	5. **PC GRANT.** Grant forms have been set to Cawood Art Club.
1. H & S MATTERS. The Cardinals Court sign. **Action Clerk**
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
	1. ***Cemetery:***
		1. Selby Town Council had a request for a burial of a widow whose husband was already interred & asked if double payment should be charged as the widow went to live in Scarborough. However a double plot was purchased 20 years ago so a double charge will not be made.
	2. ***Castle Garth:***
		1. Proposal to involve Year 6 pupils in looking after the Garth. The Head wants the Y6 children to be involved in community incentives after they have taken their SATS. There are many projects they could be involved with such as planting flowers, putting up bird boxes, painting the bridge, etc. The school would have to use their Public Liability Insurance. The Head may have different ideas but ***all agreed to the proposal.* Action LD**
		2. Chicken wire on jetty needs re-doing -  *to be added to Martin’s job list.*
		3. Garth bench -  *to be added to next month’s agenda.*
	3. ***Playing Fields:***
		1. Proposal to place old Notice Board at Pavilion**.**
		2. Trainingcourse on play ground agenda to be next month’s agenda. **Action Clerk**
	4. ***Old Boys’ School:***
		1. All finances are in order.
		2. It is over 5 years since there was an electric certificate of the building. This is to be investigated.
	5. ***Cawood in Bloom***
	6. ***Community Centre***
		1. The Planning person is speaking to the Architect & then a meeting will be held which anyone interested can attend.
3. HANDY WORK. To agree work for the month

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| --- |
| * To cap the remaining bricks and tidy the bridge area.
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| * To re-do the chicken wire on the jetty at the Garth pond
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| * PFLC has requested that the existing notice board be placed at the pavilion – when the new notice boards are in place
 |
| * Request for a grass cutting schedule
 |
| * To paint benches
 |

* 1. Schedule of handiwork – Clerk will type up and send to all.

It was said that some items have not been completed which were requested a while ago.

1. REPORTS ON HIGHWAY / FOOTPATH MATTERS.

**Reply from NYCC:**

* 1. The reflective verge marker posts on Church End have been replaced.
	2. The lining crew are in the area this and next week, so Rythergate markings should be provided shortly.
	3. Thorpe Lane (from the end of the resurfaced section to Cardinal Close) was not surfaced during the crossroads works because the funding was for the crossroads only. The Highway Officer will look at the condition of the road to see if a scheme (funding) can be found.
	4. The steps at the Church will be investigated and appropriate action taken.
1. PLANNING MATTERS:
	1. ***Applications:***
		1. **2019/0343/HPA** Proposed reroofing, installation of 2 dormer windows, 3 conservation roof lights, 3 new windows and the blocking up of 1 existing window at Maypole Farm, 14 Wistowgate, Cawood. **PC had NO OBJECTION**
		2. **2019/0154/COU** – Retrospective change of use of dwelling to 1No HMO with 9 lettable bedrooms and owner’s accommodation (apartment 1) and apartment 2 to change of use of domestic to 1no self contained holiday let apartment at Roydon Lodge, Broad Lane, Cawood. **PC had NO OBJECTION.**
	2. ***Approvals*** – there were none.
2. CORRESPONDENCE
	1. Clerks & Councils Direct. This has been placed on agenda again. (No subscription is paid.)
	2. Clerk’s salary was discussed.
3. ITEMS FOR NEXT MONTH’S AGENDA.
	1. Standing Orders.
	2. The Garth Bench.
	3. Internal control as in March WRU.
	4. April WRU to be discussed.
	5. Handiwork schedule.
	6. Asset register.
	7. Questions for Sharon Fox who is to attend the next LCA meeting.
	8. Clerk’s salary.

 ***There being no further business the meeting closed at 9.50pm.***

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