Cawood Parish Council

A meeting of the Cawood Parish Council is to be held in the Old Boys’ School on Thursday 16 May 2019 at 7.30pm, you are summoned to attend.

1. DECLARATION OF ACCEPTANCE OF OFFICE – all Cllrs to sign.
2. APOLOGIES for absence. The Clerk **must** be advised of any apologies (Selby 708821) and before acceptance the PC **must** approve as valid.
3. PC ELECTIONS:
   1. REGISTER OF INTEREST. Forms must be completed by all Cllrs. It is a legal requirement to submit these within 28 days of the appointment (which is 7 May). The can be returned by post or email by Tuesday 4 June. *Forms previously sent to all.*
   2. All councillors must complete and return an election expenses return even if the election was not contested or even if a nil return. It is a legal obligation to return an election expenses return and it is a criminal offence if it is not completed. The deadline for returns to SDC is Thursday 30 May 2019. *Forms previously sent to all.*
4. ELECTION OF OFFICERS:
   1. CHAIRMAN
   2. VICE CHAIRMAN
   3. PLAYING FIELD WARDENS
   4. PLAYING FIELD LIAISON COMMITTEE
   5. CEMETERY WARDENS
   6. CASTLE GARTH WARDENS
   7. LOCAL COUNCILS ASSOCIATION
   8. CAWOOD IN BLOOM COMMITTEE
   9. OLD BOYS’ SCHOOL COMMITTEE
   10. COMMUNITY CENTRE ASSOCIATION
   11. HEALTH & SAFETY
   12. WEBSITE ADMINISTRATOR
5. DECLARATIONS OF INTEREST in any matters on the agenda.
6. VISITORS. Any visitors to the meeting.
7. POLICE MATTERS & COMMUNITY SAFETY.
   1. ’95 Alive’ form to be completed. *Sent to all.*
8. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
9. MINUTES of the April 2019 meeting for approval.
   1. To approve the minutes & Chairman of the meeting to sign the minutes of April 2019.
10. MATTERS ARISING:
    1. Training Programme
       1. YLCA training programme for 2019 sent to all.
    2. Code of Conduct.
       1. Clerk enquired of YLCA to the Code and they replied - Parliament are currently reviewing the Local Government Standards in England. Once a decision has been made and the Localism Act 2011 has been revised, YLCA will provide an update to all member councils on the Code of Conduct for Councillors.
    3. Play Area Inspection Training.
       1. Cllr Mrs Dennon & Cllr Wharmby to report.
    4. Notice boards.
       1. Cllr Lloyd to report on any further information relating to the Notice Boards.
       2. PFLC has requested that the exiting notice board is placed at the pavilion.
       3. The bill from R & E Falkingham did not include supply & fit. The items remained the property of R & E Falkingham until full payment was received.
    5. PC Website.
       1. To be a regular agenda item.
       2. Facebook Page - items for inclusion.
    6. Litter pick.
       1. To thank the 9 volunteers who undertook the litter pick and collected 18 bags of litter from within the village and on the surrounding roads out of the village and for the refreshments provided on the day.

The next litter pick will be held in October.

* 1. Tour de Yorkshire.
     1. To thank the 6 volunteers who put up the bunting on behalf of the PC around the village for the Tour de Yorkshire.
  2. Housing Needs survey.
     1. Results of survey forwarded to all. The Officer from SDC has been invited to the June meeting. She asks if Councillors could help fill in the gaps relating to the almshouses in Village, how many are there, what sizes and any letting criteria ie over 55s etc?
     2. Cllr Mrs Shepherd’s comments sent to SDC
  3. YLCA Meeting. Questions for Sharon Fox.
     1. Village parking.
  4. WRU.
     1. March & April editions for discussion.
  5. Cawood Craft Festival. Request to ask the Chair/Treasurer which organisations received funding when the Fair was disbanded.
  6. Clerk’s Salary.
     1. The Clerk’s salary compatability with NALC to be discussed. Clerk should be at least scale 18.

1. TREE MATTERS:
   1. Any update from Cllr Lloyd re- trees on land after 12 years becoming the responsibility of the landowner irrespective of the person who planted them - discussed in March's meeting although not on the minutes.

1. STANDING ORDERS. Clerk has made alterations – Cllrs to discuss.
2. PC ASSETS. New Cllr M Cowling to go around the village along with Cllr Luker & Cllr Dickinson.
3. CLERKS REPORT FROM ITEMS FROM THE APRIL MEETING & on-going matters:
   1. Clerk reported damaged Cardinals Court sign to SDC
   2. Ownership of OBS. Clerk has asked if the Feoffees would give the building to the PC for the benefit of the village. Reply received – see OBS.
   3. Environment Agency. Clerk has written again to EA about work on Church End. EA had previously sent plans already seen by the PC, Clerk informed EA of this & asked if works on Church End were in response to the survey. No response yet.
   4. Trees on Gill Green. Clerk has asked Jo Ryan to survey to trees, this was to take place in April.
   5. Trees – Broad Lane. Clerk has the address of the owner of land to next Great Close. The lower growth of the trees has been cut back.
   6. Martin has been asked to cap the bricks at the bridge.
   7. Cawood Cemetery. Clerk has asked STC for figures. *Please see Cemetery.*
   8. Clerk has asked for Smart Meters for OBS & Pavilion – these are to be provided as a matter of course.
   9. Clerk ask is investigating if the PC is liable for data protection fee.
   10. Clerk has looked back but cannot find a commitment to 3 years donations to Sherburn Library & has informed the treasurer no donation is to be made this year.
   11. Clerk has reported the damaged Chestnut Road sign to SDC.
4. FINANCE
   1. **PAYMENTS FROM 1 APRIL TO 1 MAY – HSBC STATEMENT 471**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| Payments from 1 April 2019 | | |  |  |  |  |  |  |  |  |  |
| Please note that some payments were made before 31 March but not cashed until after 1 April (see Income & exp sheet) | | | | | | | | | |  |  |
| Also payments may include VAT. The Precept payment is in Deposit a/c. | | | | | |  |  |  |  |  |  |
| **Carried forward from 31 March 2019 in cheque a/c** | | | |  | **10900.10** |  |  |  |  |  |  |
| 01-Apr-19 | DD | Npower | OBS | 508.83 | (new system payments are taken monthly) | | | | | | |
| 01-Apr-19 | DD | Npower | Pavilion | 42.43 | (new system payments are taken monthly) | | | | | | |
| 01-Apr-19 | o/s | A L Dennon | 15 Litter pickers | 75.00 |  |  |  |  |  |  |  |
| 01-Apr-19 | o/s | Feoffees | OBS rent | 428.00 |  |  |  |  |  |  |  |
| 02-Apr-19 | o/s | R & E Falkingham | Notice boards | 1380.00 |  |  |  |  |  |  |  |
| 02-Apr-19 | o/s | Martin Bates | Handiwork | 716.44 |  |  |  |  |  |  |  |
| 02-Apr-19 | o/s | Martin Bates | Grass cutting | 155.00 |  |  |  |  |  |  |  |
| 15-Apr-19 | DD | Npower | Pavilion | 144.47 | (due March but not taken out until 15 April) | | | | |  |  |
| 15-Apr-19 | DD | Npower | OBS | 1739.98 | (due March but not taken out until 15 April) | | | | |  |  |
| 25-Apr-19 | 3002 | Martin Bates | Handiwork | 735.71 |  |  |  |  |  |  |  |
| 25-Apr-19 | 3001 | Martin Bates | Grass cutting | 310.00 |  |  |  |  |  |  |  |
| 25-Apr-19 | 3008 | Cash | Martin, LD, CS, ink etc | 100.00 |  |  |  |  |  |  |  |
| 29-Apr-19 | Income | NYCC | Grant - Notice boards |  | 1500.00 |  |  |  |  |  |  |
| 29-Apr-19 | 3006 | HMRC | Clerk's tax | 69.61 |  |  |  |  |  |  |  |
| 01-May-19 | DD | Npower | OBS | 508.83 |  |  |  |  |  |  |  |
| 01-May-19 | DD | Npower | Pavilion | 42.43 |  |  |  |  |  |  |  |
| 01-May-19 | 3003 | Robina Burton | Clerk's salary |  |  |  |  |  |  |  |  |
| **Balance carried forward** | | |  |  | **5113.43** |  |  |  |  |  |  |
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| **Deposit account** | |  |  |  |  |  |  |  |  |  |  |
| **Balance brought forward - 1 April** | | |  |  | **6015.64** |  |  |  |  |  |  |
| 30-Apr-19 | CR | SDC | 1st Precept Instalment | | 16000.00 |  |  |  |  |  |  |
| **Balance carried forward** | | |  |  | **22015.00** |  |  |  |  |  |  |

* 1. **THIS MONTH’S BILLS FOR APPROVAL**:
     1. Martin Bates Handiwork - to be advised
     2. Martin Bates Grass cutting - to be advised
     3. Robina Burton Clerk’s salary
     4. HMRC Tax £80.00
     5. Npower OBS £508.83
     6. Npower Pavilion £42.43
  2. **CASH RECEIVED:**
     1. SDC 1st instalment of Precept 2019/20 £16000.00
     2. NYCC Grant towards Noticeboards £1500.00
  3. **HSBC Bank Statements**
  4. **PC Income & Expenditure – 1 April 2018 – 31 March 2019.**
  5. **OBS Income & Expenditure**
  6. **Cawood in Bloom Income & Expenditure.**

1. H & S MATTERS.
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
   1. ***Cemetery:***

Income in April 18/19 was £5015.00

Expenditure £4274.00

Balance £741.00 in Credit which can be sent to the PC of carried over to 2019 / 20.

Clerk has asked for information for previous years.

* 1. ***Castle Garth:*** 
     1. Garth bench – Cllr Mrs Shepherd to report.
  2. ***Playing Fields:*** 
     1. Proposal to place old Notice Board at Pavilion**.**
     2. Cllr Wharmby to update on retrospective planning application for playing fields container (March minutes)
     3. Proposal to paint the pavilion & replace picnic benches.
  3. ***Old Boys’ School:***
     1. Reply from Elmhirst Parker – the Trustees of the Feoffment Estate Charity held at extraordinary meeting to discuss the PCs proposal. The property constitutes part of the permanent endowment of the Charity which means that it was given to the Charity with the intention that it be held forever and that the income from the property be used in pursuit of the Charity’s objects. Permanently endowed property can only be sold with the permission of the Charity Commission and it is highly unlikely that a disposal for no consideration would be permitted in any event. The Trustees are sympathetic to the Parish Council’s wish to improve the property and whilst they would not, for the reasons given, be prepared to hand over the OBS they would agree to grant a longer lease to facilitate any plans the PC might have to obtain public works funding to carry out the desired improvements.
     2. Update on removal of stages from the OBS to Cawood primary school (January minutes)
     3. The OBS electrical safety certificate was paid/mentioned in March 2013 minutes
  4. ***Cawood in Bloom*** 
     1. Agreement between PC & C in B Committee dated 2007. Responsibilities of C in B Committee – to plant, weed & water 1) all the entrance signs to the village 2) all the planters, tubs and small beds in the verges 3) the beds on the Foreshore either side of the pumping station 4) the beds at the Church End of the Foreshore 5) Police Station Corner – where Thorpe Lane, Wistowgate & Broad Lane meet 6) baskets on the wall of Old Boys’ School car park. The Parish Council is responsible for the maintenance of the planters and the Foreshore.
  5. ***Community Centre***

1. HANDY WORK. To agree work for the month
   1. Proposal that Martin bills the work for PFLC directly to that committee.
   2. Grass cutting contract – Martin has been asked if he can supply.
   3. Work schedule provided by Martin – attached for all.

Request for update on the following outstanding handiwork items - repainting of Water Row lamp posts, repointing of cemetery wall, ramp at tennis courts, repairing / replacing playing fields fencing, CCTV camera moving and ongoing work at the pavilion

* 1. Proposal that when handy work is identified, the minutes identify when it was commissioned and the date is subsequently confirmed on subsequent  minutes as there are certain handiwork items that have been on the minutes for  months and we need to decide if Martin doesn’t have the time / capacity etc whether we ask someone else to do them. By having a date on the subsequent minutes we know exactly when the handiwork was initially commissioned and they shouldn’t drop off our radar, rather than looking back through months of minutes to find the starting point.

1. REPORTS ON HIGHWAY / FOOTPATH MATTERS.
2. PLANNING MATTERS:
   1. ***Applications:***
      1. ***2019/0333/HPA*** Proposed removal of derelict shop front and reinstatement of brick external wall including two new windows at 1 – 3 Rythergate, Cawood.
   2. ***Approvals***
      1. Proposed demolition of approximately 1m of the entrance opening to form a 3m opening, installation of a 1.8m timber automatic sliding gate and retrospective application for the retention of replacement window to the rear elevation at Bank House, 1 Market Place, Cawood
   3. ***Refusals***
      1. Outline application for erection of nine dwellings including access, layout and scale (all other materials reserved) on land Adjoining Riverside Court, Riverside Court, Cawood.

CORRESPONDENCE

* 1. A resident asks if they can plant some daffodils in October at the bottom of the plots adjacent to the footie field. They would be at the bottom of the fence between the allotments and the football field on the allotment side. It's a footpath that edges the farmer's field, the one that the allotment society rent for the allotments. They ask if permission is needed to plant them and who might be responsible for granting that permission.
  2. The next Eastern CEF Forum will be on Wednesday 19 June from 6.30 pm at the Riccall Regen Centre, Riccall, YO19 6PW.  There will be an interactive workshop on dementia awareness, with representatives from the local charity Dementia Forward in attendance.
  3. Clerks & Councils Direct.

1. ITEMS FOR NEXT MONTH’S AGENDA.

### Robina Burton

PARISH CLERK

10 MAY 2019

AGENDA FOR THE ANNUAL PARISH MEETING TO BE HELD ON THURSDAY 16 MAY AT 8PM.

MINUTES OF THE 2018 MEETING FOR APPROVAL.

MATTERS ARISING FROM THE MINUTES.

CLERK’S ANNUAL REPORT.

QUESTIONS FROM THE PUBLIC.