Cawood Parish Council

A meeting of the Cawood Parish Council is to be held in the Old Boys’ School on Thursday 20 June 2019 at 7.30pm, you are summoned to attend.

1. DECLARATION OF ACCEPTANCE OF OFFICE – Cllrs absent at the May meeting 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. ELECTION OF OFFICERS:
   1. Cllr Mrs Elcock to confirm she is willing to act as a member of PFLC & a Garth Warden, also any other committee she may be interested in.
4. DECLARATIONS OF INTEREST in any matters on the agenda.
5. VISITORS. Any visitors to the meeting.
   1. An officer from SDC is to attend regarding the Housing Needs Survey.
6. POLICE MATTERS & COMMUNITY SAFETY.
7. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
8. MINUTES of the May 2019 meeting for approval.
   1. To approve the minutes & Chairman of the meeting to sign the minutes of May 2019.
9. MATTERS ARISING:
   1. Training Programme
      1. ‘Off to a Flying Start’ training. Cllr Cowling & Cllr Hepworth attending on 14 June.
      2. Cllr Mrs Dennon to attend ‘Chairmanship Skills’ on 9 July.
   2. YLCA.
      1. Cllr Mrs Dennon attended – report passed to all.
      2. Cllr Mrs Dennon also asked about the Clerk’s salary.
      3. THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS, 2018
      4. 2019 Annual Conference to be held on 13 September.
   3. Gill Green Tree Report.
      1. All Cllrs previously received the report. Permission for the work is to be sought from English Heritage & SDC.
   4. Martin Bates Employment Position.
      1. While looking through his papers to draw up the work list Martin found his original letter of appointment from 2004, Cllrs have seen but did not have time to discuss in May.  *Copy previously forwarded to all*.  This letter shows Martin to be an employee of the PC, rather than a self-employed contractor which had been previously understood.  A number of issues then arise which need PC discussion, including:

  ·        Insurance

·        Holiday Pay

·        Tax & NI deductions

·        Tools and equipment

*Clerk has asked LCA for information.*

* + 1. To consider paying MB's Public Liability Insurance to enable him to use his own tools thereby negating the need for the PC to hire them from him.
    2. To consider stopping the original prescribed work schedule to enable MB to concentrate on summer priorities: grass cutting & any outstanding or urgent H & S concerns (currently tennis club ramp, replace wire at Garth pond viewing platform).
    3. To consider re-scheduling non urgent work (following tree works & hedge cutting in Autumn) into the winter season & also prioritising it for attention as ongoing if time allows on an ad hoc basis earlier than winter. See below #
    4. To approve Ron Wharmby as liaison between MB & PC on all matters.
  1. # Handiwork.

9.5.1 Items for urgent attention.

9.5.2. Items to add to non urgent schedule.

* 1. Handiwork Updates.
     1. Updates on the following outstanding handiwork items have been requested - repainting of Water Row lamp posts, repointing of cemetery wall, ramp at tennis courts, repairing / replacing playing fields fencing, and ongoing work at the pavilion
     2. A suggestion 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.
  2. Notice boards.
     1. Cllr Lloyd has spoken to the contractors with regard to the delivery of the notice boards. He apologises for the delay saying a member of staff has resigned and placed pressure upon all orders.   
        However the Notice Boards should be ready in the next three weeks. This was as of Monday 3rd June.
     2. To consider how the ‘Public’ board is managed, if the public contributes for displaying notices & how the contributions will be used.
  3. PC Website.
     1. Quite a lot of content has been added in the Cllrs area – the on going asset list, the play area inspection training report, a calendar when items are addressed, Schedule of Ancient Monuments and others
     2. Facebook Page - items for discussion.
  4. WRU.
     1. May edition for discussion. *Previously sent to all.* To prioritise the review or addition of policies.

1. STANDING ORDERS. Attached for approval.
2. PC ASSETS. Cllrs to agree areas to be surveyed with survey results submitted before the next meeting for discussion.
3. CLERK’S REPORT FROM ITEMS FROM THE MAY MEETING & on-going matters:
   1. Clerk has booked places on training courses for Cllr Cowling, Cllr Hepworth & Cllr Mrs Dennon.
   2. Clerk enquired with a previous helper the whereabouts of Tour de Yorkshire bunting but he says he never had any & doesn’t know where it is.
   3. Clerk sent letters of thanks to villagers who helped with litter pick & those who put up bunting for Tour de Yorkshire.
   4. Clerk has passed on address of neighbouring landowner to resident of 1 Great Close.
   5. Clerk reported damaged Cardinals Court sign & Chestnut Road sign to SDC
   6. Environment Agency. Clerk is still waiting for reply from 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.*
   7. Clerk has stopped OBS electricity DD & will stop the pavilion. Smart Meters for OBS & Pavilion are to be provided as a matter of course but no date is specified.
   8. Clerk has investigated if the PC is liable for data protection fee & has spoken to other Parish Clerks. The Clerk has filled in a registration form, the yearly fee is £40 to be paid by cheque. Clerk has named herself as Data Protection Officer. The payment due date to be added to the calendar.
   9. Clerk also contacted SDC about Data Protection and was advised that as of 1 April 2019, elected officials (which includes parish, district and county councillors) no longer have to pay an annual registration fee. Councillors are still considered data controllers in their own right but this just removes the need to pay a registration fee.
   10. Clerk has sent PC Grant forms to PFLC.
   11. Clerk has asked STC for information on previous year’s income & expenditure regarding the cemetery.
4. FINANCE
   1. **PAYMENTS FROM 2 MAY TO 1 JUNE – HSBC STATEMENT 472**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Balance carried forward | | |  |  | 5113.43 |
| 07-May-19 | 3004 | YCLA | Subscription | 429.00 |  |
| 07-May-19 | 3005 | Lesley Dennon | Laminator, etc | 17.00 |  |
| 20-May-19 | 3018 | Cash | Martin | 500.00 |  |
| 20-May-19 | TFR |  | From deposit a/c | 10000.00 |  |
| 21-May-19 | 3016 | HMRC | Clerk's tax | 80.00 |  |
| 21-May-19 | 3009 | Npower | Street lighting | 26.00 |  |
| 22-May-19 | 3013 | Robina Burton | Salary | 329.94 |  |
| 23-May-19 | 3011 | Martin Bates | Handiwork | 706.06 |  |
| 23-May-19 | 3012 | Martin Bates | Grass cutting | 310.00 |  |
| 28-May-19 | 3019 | C Potter | Pest control | 72.00 |  |
| 29-May-19 | 3015 | ICO | Data Protection Fee | 40.00 |  |
| 30-May-19 | Income | HMRC | VAT repayment |  | 2260.16 |
| 31-May-19 | 3014 | Jo Ryan | Gill Green survey | 200.00 |  |
| **Balance carried forward** | | |  |  | **14663.59** |
|  |  |  |  |  |  |
| Deposit account | |  |  |  |  |
| Balance brought forward | | |  |  | 22015.64 |
| 20-May-19 | CR | SDC | CIL Money |  | 176.63 |
| 29-May-19 | TFR |  | To Current a/c |  | -10000.00 |
| 07-Jun-19 | CR | HSBC | Interest |  | 5.54 |
| **Balance to carry forward** | | |  |  | **12197.81** |

* 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 Outstanding Tax £235.91
     5. YLCA New Cllr training – 2 delegates £230.00
     6. YCLA Chairmanship Skills – one delegate £115.00
     7. PFLC Maintenance Grant £1000.00
     8. Pavilion Annual Grant £500.00
     9. Feoffeement Estate Charity OBS rent £428.00
  2. **CASH RECEIVED:**
     1. HMRC VAT Repayment £2260.16
  3. **HSBC Bank Statements**
  4. **PC Audit – took place on 13 June. All in order & Annual governance Statement to be completed.**

1. H & S MATTERS.
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
   1. ***Cemetery:***
   2. ***Castle Garth:*** 
      1. Garth bench – Cllr Mrs Shepherd to report on further updates..
      2. As agreed at the April meeting Cllr Mrs Dennon has been in touch with the school stating the PC would be happy for the children to act as "Guardians" of The Garth or Gill Green. Assuming the school undertook their own public liability insurance, the children could: sow wild flower seeds (but no poppies as the cut grass on the Garth is used as animal fodder), make insect houses, make hedgehog shelters from wood piles, make and put up bird nesting boxes or roosting pouches, paint the foot bridge over the cut in the Garth, paint/re-paint dog poo signs on the footpath, clear ivy from tree bases, cut back weeds etc, maybe make signage. Other suggestions are welcome. It would be best to keep away from the pond. Cllr Mrs Dennon & Cllr Dickinson to visit the Y6 teacher.
      3. There is a mole problem on Gill Green.
   3. ***Playing Fields:*** 
      1. PAT testing is being undertaken at the Pavilion & Clubhouses.
      2. Proposal to place old Notice Board at Pavilion**.**
      3. Update on retrospective planning application for playing fields container. Cllr Lloyd has sent amended planning application to SDC. Hopefully merely procedural now.
      4. Proposal to paint the pavilion & replace picnic benches. *Clerk has sent ‘grant’ forms to PFLC.regarding benches & Cllr Wharmby is seeking quotes for painting*
      5. Play area inspection. Clerk to make a file starting with Sutcliffe warranties, receipts & user instructions etc.
      6. The seat on the Toddler swing needs replacing, may still be under warranty.
   4. ***Old Boys’ School:***
      1. PAT testing is being undertaken at the OBS..
      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. Cllr Wharmby arrange another inspection, undertaken June 10th.
      4. Request that the letter from the Feoffees is discussed again.
   5. ***Cawood in Bloom*** 
      1. Suggestion that the agreement between the PC & Committee is reviewed & updated**.**
   6. ***Community Centre***
3. REPORTS ON HIGHWAY / FOOTPATH MATTERS.
4. PLANNING MATTERS:
   1. ***Applications:***
      1. **2019/0468/TPO** Application for consent to crown clean throughout, weight reduction of limb protecting over the drive to NE, major weight reduction with an overall up to 20% reduction to 1no Horse Chestnut Tree (T55) covered by TPO 1/1973 at Chestnut Cottage, 73 Chestnut Road, Cawood. **PC had NO OBJECTION**
   2. ***Approvals:***
      1. Application for consent to fell and remove 1no Birch (T1 draw back by 20% to 1no Silver Birch (T2), crown reduce by 20% to 1no (T3) fell and remove 1no Sorbus SP (T4), crown lift to 3m to 1 Cedar (T5), fell and remove 1no Sycamore (T6), reduce to a height of 2m to 2no Sycamore (T7 & T8) and to crown lift to 4no Norway Maple (G9) within the conservation area at Orchard House, 3 Wistowgate, Cawood.
      2. Proposed single storey rear/side extension at Fold Yard House, Old Boys School Lane, Cawood.
   3. ***Refusals***

CORRESPONDENCE

* 1. Letter from the Council for British Archaeology in Yorkshire. *Sent to the Garth Group.*
  2. NALC Star Councils award. Information passed to all.
  3. NALC Newsletter. Passed to all.
  4. NALC Expo 2019. Passed to all.

1. ITEMS FOR NEXT MONTH’S AGENDA.

### Robina Burton

PARISH CLERK

14 JUNE 2019