Cawood Parish Council

A meeting of the Cawood Parish Council is to be held in the Old Boys’ School on Thursday 18 July 2019 at 7.30pm, you are summoned to attend.

1. APOLOGIES for absence. The Clerk **must** be advised of any apologies (Selby 708821) and before acceptance the PC **must** approve as valid.
2. ELECTION OF OFFICERS:
   1. Cllr Cowling to confirm he is willing to act as a member of any other committee.
3. DECLARATIONS OF INTEREST in any matters on the agenda.
4. VISITORS. Any visitors to the meeting.
   1. An officer from SDC has been invited to attend regarding the Housing Needs Survey. *Copies of the report have been passed to all*.
5. POLICE MATTERS & COMMUNITY SAFETY.
6. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
   1. Email from D C Cattanach proposing that Cawood PC becomes the "facilitator" of the 42 parish service. This means that Cawood PC would receive monies from those giving support to the 42 service and then pay those monies to Arriva Buses. Monies in would come from Selby District Council, Selby Town Council, North Yorkshire CC, a grant from CYC and Naburn Lock Caravan Park. Monies would go to Arriva, Yorkshire. To consider accepting the proposal.
7. MINUTES of the June 2019 meeting for approval.
   1. To approve the minutes & Chairman of the meeting to sign the minutes of June 2019.
8. To receive information on the following ongoing issues and decide further action where necessary::
   1. Training Programme
      1. Cllr Mrs Dennon attended ‘Chairmanship Skills’ on 9 July.
   2. YLCA.
      1. Cllr Mrs Dennon to report on the meeting with YLCA on 24 June regarding the Handyman & Clerk
   3. Handiwork.
      1. If employed by the PC Martin is covered by the PC insurance. If he uses his own tools a risk assessment will have to be carried out.
      2. Martin is painting the Water Row street lights.
   4. NYCC.
      1. Parking Bays. To discuss whether to proceed following NYCCs reply.
      2. Parish Portal. Clerk is in the process of registering the PC.
   5. Gill Green Tree Report.
      1. Permission for the work is being sought from SDC.
   6. Notice boards.
      1. To discuss the recent installation.
      2. To consider how the ‘Public’ board is managed, if the public contributes for displaying notices & how the contributions will be used.
   7. PC Website.
      1. Accessibility regulations for website – the deadline is September.
   8. WRU. “lessons learned: planning applications between meetings”. To consider PC actions in this regard.
   9. VE Day. Cllrs to decide if and how to celebrate the day.
9. **POLICY DOCUMENTS – to delegate and update specifically to Cawood PC the Mandatory/Statutory Requirement Documents**
   1. **Model Financial Regulations**

The model financial regulations are attached. The council should go through these regulations to fill in the figures in brackets and to ensure that the regulations are specific to Cawood Parish Council, taking into account the council’s existing standing orders and internal controls arrangements.

* 1. **Code of Conduct**

The NALC Template Code of Conduct is attached. The template form can be found from page 3.

* 1. **Complaints Policy/Procedure**

NALC Legal Topic Note (LTN) 9 (England) which is attached,  replaced the NALC model some time ago; councils are required to draft a complaints procedure/ policy which adheres to the information provided within the LTN. There is no NALC or YLCA model complaints policy/ procedure.

* 1. **Privacy notices. The NALC GDPR Toolkit**

The NALC GDPR Toolkit is attached for reference.  The General Privacy Notice and Privacy Notice for Staff, Councillors and Role Holders are at Appendix 4.

* 1. **New Data Protection Laws**
  2. **Pensions Policy**

Is a policy, created by the council,  which details the council’s policy as to the pension provision offered by the council to its employees (in line with current legislation)

9.7 **FOI Publication Scheme**

9.8 **Contract of Employment/Written Statement of Particulars**

1. PC ASSETS. Survey results to be discussed.
2. CLERK’S REPORT FROM ITEMS FROM THE JUNE MEETING & on-going matters:
   1. NYCC Highway Officers are undertaking an exercise to plot all grit bins both North Yorkshire County Council owned and Parish owned on to their system & requested locations of grit bins. Clerk has passed on this information.
   2. Clerk wrote to Selby Town Council regarding piles of soil left by gravediggers. *Please see Cemetery.*
   3. Clerk reported damaged Cardinals Court sign & Chestnut Road sign to SDC
   4. 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.*
   5. Clerk has sent PC Grant forms to the Cricket Club.
   6. Clerk has asked STC for information on previous year’s income & expenditure regarding the cemetery.
3. FINANCE
   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 Xmas Lights cubicle DD VAT £3.24 £68.08

(Clerk took a reading which was correct)

* 1. **CASH RECEIVED:**
  2. **HSBC Bank Statements**
  3. **Internal Audit – risk assessments** to consider creating an internal controls position to facilitate a third layer of monitoring with regard to risk assessments
  4. **Implications of GDPR/FOI ref finance on the agenda**: should we have a separate sheet for councillors only – to consider if a separate sheet should be produced. (see attached)

1. H & S MATTERS.
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
   1. ***Cemetery:***
      1. The grave diggers have been leaving piles of soil which Martin has had to remove. Clerk wrote to STC about this and they have spoken with the grounds maintenance team who stated they have been tipping access soil on to the middle path (from the car park towards the rear wall) and levelling it out. The idea (supported by the Parish Councillors) is to raise the path in question to a suitable level so that there may be a possibility of using the space for new graves in the future. The local Funeral Directors have been copied into this as some of them employ their own gravediggers and that they are then aware of the problem.
      2. There was a large puddle of water at the entrance to the cemetery which Martin has filled in and levelled.
   2. ***Castle Garth:*** 
      1. Garth bench – Cllr Mrs Shepherd to report on further updates.
      2. Update from Cllr Mrs Dennon on the Guardians of the Garth.
      3. The Garth pond is short of plants, both oxygenators & plants with larger leaves for the newts to lay eggs on.  Hornwort and Bog Bean would be ideal for these respectively, both being native plants.  Cllr Luker will shortly have some of both of these plants available from his garden ponds and is happy to put some in the Garth Pond if the PC is agreeable.
      4. Letter from the EA – they may require access to the Garth to carry out routine maintenance work. The work will be carried out by SAIDB in July & August.
   3. ***Playing Fields:*** 
      1. PAT testing is being undertaken at the Pavilion & Clubhouses.
      2. Update on retrospective planning application for playing fields container. Cllr Lloyd has sent amended planning application to SDC. Hopefully merely procedural now.
      3. PFLC Proposal to paint the pavilion & Cricket Club want to replace picnic benches. *Clerk has sent ‘grant’ forms to the Cricket Club regarding benches & Cllr Wharmby is seeking quotes for painting*
      4. The seat on the Toddler swing has been replaced. Swing seats are under warranty for 2 years.
      5. Email from Wicksteed - records show that the playground equipment is shortly due for an annual Safety Inspection.  As per new inspection cycle, Wicksteed to inspect at the end of September.
      6. The Pavilion has been inspected by Vesta Fire protection.
      7. Electrical Safety inspections are going to be carried out at the tennis clubhouse and bowls clubhouse.
   4. ***Old Boys’ School:***
      1. Update on removal of stages from the OBS to Cawood primary school (January minutes)
      2. The OBS electrical safety certificate was undertaken June 10th.
      3. Request that the letter from the Feoffees is discussed again. 3 Cllrs have written in support that it be raised again – Cllr Wharmby, Cllr Mrs Shepherd and Cllr Mrs Elcock.
   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. Notification in respect of a planning application for the purposes of the change of use of part of the former coal mine site to create a waste transfer for construction and demolition wastes, installation of a weighbridge, a skip storage area, portable amenity cabin (30 sq. metres) and the provision of car parking spaces at Former Stillingfleet Mine Site, Escrick Road, Stillingfleet.
      2. **2019/0685/S73** Section 73 application for proposed conversion of existing residential ancillary building to separate dwelling without complying with conditions

Condition Number (s): 2– drawings & 6 – drainage of approval 2017/0219/FUL granted on 21 March 2019

6 – surface water drainage

**Condition(s) Removal:**

Condition 2 – we wish to revise the plan layout, certain window and door locations and re-roof with insulated panels.

Condition 6 – Drainage. We wish to have this condition removed as the drawing included with this application provides details of surface water drainage.

Condition 2 – all drawings listed to be removed and replaced with drawing number 2615-05-01 ‘Planning Drawing’ which condenses all information on to one drawing.

Condition 6 – Drainage. We wish to have this condition removed as the drawing included with this application provides details of surface water drainage

At New House, Wistowgate, Cawood

* + 1. **2019/0634/LBC** Listed building consent for proposed replacement external doors, conservation rooflights, concrete steps to be replaced with stone, electrical rewire, replacement of kitchen and bathroom fitting (like for like) at Ouseview, 46 Church End, Cawood. **PC had NO OBJECTION**
  1. ***Approvals:***
     1. 2018/0940/REMM Reserved matters application relating to appearance, landscaping and scale or approval 2018/0941/OUT section 73 variation of condition 21 (plans) of approval 2015/0518/OUT Proposed outline application for the residential development (access and layout to be approved all other matters reserved) for 17 dwellings with garages, creation of access road and associated public open space following demolition of existing garages at land to the north west at Street Record, Castle Close, Cawood
  2. ***Refusals***

1. CORRESPONDENCE
   1. Welcome to Yorkshire. The PC is invited to the event which takes place on Monday 15 July at Tadcaster Leisure Centre at 7.30pm. *Letter previously sent to all.*
   2. Commercial Recycling Questionnaire. SDC has launched a public consultation: either continue collecting your recycling as we do now or move to a co-mingled collection. Either be a single bin for paper/card, glass, cans and plastic or one bin for paper/card and another bin for glass, cans and plastics. The consultation will close on 31st July 2019. To discuss the impact of change of recycling collection for businesses and whether a response is needed.
   3. SDC has commenced their consultation into polling districts and polling places. They would welcome comments from all Parish Councils and Meetings on their views on the current polling districts and polling places. Details of the review and the proposals can be found at the link below:

<https://www.selby.gov.uk/polling-places-review-2019>

**The deadline for responses is 5pm on Monday 19 August 2019.**

* 1. Archaeological dig at Cawood. The Cawood Castle Garth Group’s ‘Changing our Perception of Roman Britain through Cawood’ archaeological dig will involve local school children to help them experience the past. The archaeologist involved in the dig will also visit local residential care homes and share the artefacts found with residents. *Information previously sent to all.*
  2. A Parish Liaison meeting was to be held on Monday 29 July 2019. This meeting is now to be held on **Wednesday 7 August 2019** at **6pm in the Chamber at the Civic Centre in Selby**. Details will follow but the meeting will cover issues regarding interactions between District, County and Parish Councils and will also provide an opportunity for networking.

1. ITEMS FOR NEXT MONTH’S AGENDA.

### Robina Burton

PARISH CLERK

12 JULY 2019