MINUTES OF THE MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS’ SCHOOL ON THURSDAY 16 MAY 2019 AT 7.30PM.

This is the first meeting of the new Parish Council.

MEMBERS PRESENT: Mrs L Dennon; Mr J Miles Dickinson; Mr D Hepworth; Mr A Lloyd; Mr C Luker (who arrived following the start of the meeting); Mrs C Shepherd and Mr R Wharmby.

1. DECLARATION OF ACCEPTANCE OF OFFICE – all Cllrs signed their Declaration of Acceptance of Office.
2. APOLOGIES for absence were received and accepted from Mr M Cowling and Mrs S Elcock.
	1. All Cllrs present completed their REGISTER OF INTEREST FORMS and ELECTION EXPENSES RETURN. Forms must be completed by all Cllrs.
3. ELECTION OF OFFICERS:

As Cllr Luker had not yet arrived at the meeting Cllr Wharmby took the Chair and asked for nominations for Chairman.

* 1. CHAIRMAN – Cllr Mrs Dennon, nominated by Cllr Mrs Shepherd, seconded by Cllr Lloyd.

Cllr Luker, nominated by Cllr Wharmby, seconded by Cllr Hepworth.

 Following at vote **Cllr Mrs Dennon** was elected and took the **Chair.**

* 1. VICE CHAIRMAN – Cllr Wharmby, nominated by Cllr Mrs Dennon, seconded by Cllr Dickinson.

***Cllr Luker arrived at the meeting.***

* 1. PLAYING FIELD WARDENS – Cllr Wharmby, Cllr Mrs Dennon. Additionally, Mr M Ward was co-opted as Warden in his role as Treasurer of the Playing Field Liaison Committee.
	2. PLAYING FIELD LIAISON COMMITTEE - Cllr Wharmby, Cllr Mrs Dennon, Cllr Mrs Elcock, Cllr Lloyd.
	3. CEMETERY WARDENS – Cllr Wharmby and Cllr Dickinson.
	4. CASTLE GARTH WARDENS – Cllr Luker and Cllr Mrs Elcock, Cllr Dickinson
	5. LOCAL COUNCILS ASSOCIATION – Cllr Mrs Dennon.
	6. CAWOOD IN BLOOM COMMITTEE – Cllr Mrs Shepherd.
	7. OLD BOYS’ SCHOOL COMMITTEE – Cllr Wharmby, Cllr Lloyd, Cllr Hepworth.
	8. COMMUNITY CENTRE ASSOCIATION – Cllr Cowling.
	9. HEALTH & SAFETY – Cllr Wharmby and Cllr Luker.
	10. WEBSITE ADMINISTRATOR – Cllr Mrs Dennon and Cllr Mrs Shepherd.
	11. FACEBOOK ADMINISTRATOR. Cllr Dickinson.
		1. As Cllr Cowling and Cllr Mrs Elcock were not present Election of Officers is to be added to the **July** agenda.
1. DECLARATIONS OF INTEREST in any matters on the agenda. There were none.
2. VISITORS. Any visitors to the meeting. There were none.
3. POLICE MATTERS & COMMUNITY SAFETY.
	1. ’95 Alive’ form had been sent to all. The form is also on the PC website.
4. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS. No Cllrs were present but congratulations were expressed to D C Cattanach on his re-election.
5. MINUTES of the April 2019 meeting for approval.
	1. To approve the minutes & Chairman of the meeting to sign the minutes of April 2019. Cllr Mrs Dennon signed the minutes with the following amendments –
		1. **‘Actions’** had been missed off the minutes.
		2. All Cllrs **must** respond to planning applications the Clerk sends by email.
		3. Carried forward bank balances had not been included in the minutes.
		4. OBS 14.4.2. and 14.4.3. do not need to be included in the minutes as they are OBS matters.

***As it was now 8pm the meeting was adjourned in order for the Annual Parish Meeting to take place and reconvened when that ended at 8.10pm.***

1. MATTERS ARISING:
	1. Training Programme
		1. YLCA training programme for 2019 sent to all. Cllr Cowling & Cllr Hepworth wish to attend training for new councillors. Cllr Mrs Dennon wishes to attend training in Chairmanship. **Action Clerk**
	2. Code of Conduct.
		1. Clerk made enquiries to YLCA about the new Code and they replied – ***for information*** 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.

Cllr Mrs Dennon & Cllr Wharmby recently attended training and Cllr Mrs Dennon sent a report to all Cllrs.

The report is on the website in the councillor area. The report’s proposals were accepted.

* It was agreed not to have fencing around the play area.
* A file will be created with all previous inspection records, invoices for work carried out, accident recording, certification etc. as per the report **Action Clerk**
* Regular routine visual inspections will continue **Action: RW,LD**
* Cllr Wharmby and Cllr Mrs Dennon will carry out quarterly operation inspections of the play area**. Action RW, LD**
* Wicksteed will be asked to make their yearly inspection at the end of September**.**  **Action Clerk**

It was noted that one of the seats on the toddler swings is cracked and will need replacing.

* 1. Notice boards.
		1. Cllr Lloyd reported that the Notice Boards would probably be ready early June but as there is still no definite date, he will contact the supplier again and also ask if they can fix the boards in place, making good paintwork. **Action AL**
		2. PFLC has requested that the existing notice board is placed at the pavilion.
	2. PC Website.
		1. Some Cllr profiles are still needed for the Website along with a contact number. **Action: DH, MC, SE, AL**
		2. The Website provider has asked for comments. Cllrs are to email Cllr Mrs Dennon with any comments which she will forward on. **Action all Cllrs**
	3. Facebook Page.
		1. It is difficult to leave items for inclusion until the PC meeting as items have to be included immediately. Cllr Dickinson will post only items which are factual. All Cllrs can potentially be administrators.
	4. 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.

The litter picking equipment is now housed in the tractor container at the playing fields.

Cllr Mrs Dennon suggested buying storage boxes so everything can be stored in the container.

Cllr Dickinson may be able to obtain some storage boxes. **Action JD**

* 1. Tour de Yorkshire.

To thank the 6 volunteers who put up the bunting on behalf of the PC around the village for the Tour de Yorkshire. Bunting will be stored in the container Some of the bunting is missing – Clerk to make enquiries. **Action Clerk**

* 1. Housing Needs Survey.
		1. Results of survey forwarded to all. The Officer from SDC has been invited to the June meeting. She asked if Councillors could help fill in the gaps relating to the almshouses in Village: how many are there, what sizes and any letting criteria etc? The answers to these queries had been included in Cllr Mrs Shepherd’s comments which had been forwarded to the Officer.
	2. YLCA Meeting 7 June. Questions for Sharon Fox.
		1. Village parking and the blocked drain on Thorpe Lane – Cllr Mrs Dennon will raise with Sharon Fox. **Action LD**
	3. WRU.
		1. March edition included information on internal control, which are basic checks such as initialling cheque stubs, monthly reconciliation checks against bank statement and cheque book entries. Clerk fills in monthly salary information on the Government gateway. **Action Clerk**
		2. Clerk enquired about Data Protection and registered online. An annual fee of £40 has to be paid. **Action Clerk**
		3. April edition contained information on funding providers – Sport England and Tesco.
	4. Cawood Craft Festival. Request to ask the Chair/Treasurer which organisations received funding when the Fair was disbanded. ***No further action at the time being.***
	5. Clerk’s Salary.
		1. The Clerk’s salary does not fit in any current scale. LCA is to be asked for advice on salary scales. **Action: LD**
	6. Tree Matters: Update from Cllr Lloyd re- trees on land after 12 years becoming the responsibility of the landowner irrespective of the person who planted them. **Cllr Lloyd has made enquiries and after 12 years the trees do become the responsibility of the landowner.**

***Cllr Wharmby had to leave the meeting at 9.07pm***

1. STANDING ORDERS. Clerk has made some alterations. Cllr Mrs Dennon and Cllr Mrs Shepherd to send suggestions to the Clerk.. **Action LD, CS**
2. PC ASSETS. New Cllr M Cowling to go around the village along with Cllr Luker & Cllr Dickinson. It was suggested Cllrs be allocated different areas. **Action MC, CL, JD**

Cllr Mrs Dennon has already undertaken assets listing on the Playing Fields and Maypole Gardens area.

Also the asset register should contain the cost of each item where possible. **Actio**n **Clerk**

1. CLERK’S REPORT FROM ITEMS FROM THE APRIL MEETING & on-going matters:
	1. Clerk reported damaged Cardinals Court sign to SDC. This has not yet been repaired.
	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 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.”

The reply was discussed. When the Community Centre is built the Feoffees could then sell the building but permission would be needed from the Charity Commissioners. Cllr Hepworth said the Community Centre had a letter which states proceeds from the OBS can be made available to the Community Centre – this needs clarification.

It was agreed to continue with a rolling one year lease on the OBS as the PC is not in a position to extend the lease at this point in time whilst plans for the Community Centre are still to be concluded. The PC is not going to reply to the letter as the Feoffees have responded to the PCs questions.

* 1. The OBS accounts were also discussed and the excessive DD payment to Npower. Clerk to stop the DD payment and give an up to date meter reading. **Action Clerk**
	2. 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. **Action: Clerk**
	3. Trees on Gill Green. Clerk has forwarded the report to all. Some of the work, for example ivy clearance, could be a community event. To be on next month’s agenda. **Action Clerk**
	4. 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. Clerk to inform the resident of the name of the landowner. **Action Clerk**
	5. Martin has been asked to cap the bricks at the bridge and is making a steel plate.
	6. Cawood Cemetery. Clerk has asked STC for figures. *Please see Cemetery.*
	7. Clerk has asked for Smart Meters for OBS & Pavilion – these are to be provided as a matter of course. The bill for the Pavilion is to be sent to the Clerk in future. **Action: Clerk**
	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.
	9. 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.
	10. Clerk has reported the damaged Chestnut Road sign to SDC.
1. 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 | 329.94 |  |  |  |  |  |  |  |
| **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** |  |  | **22015.64** |  |  |  |  |  |  |

* 1. **THIS MONTH’S BILLS APPROVED FOR PAYMENT**:
		1. Martin Bates Handiwork £706.06
		2. Martin Bates Grass cutting £310.00
		3. Robina Burton Clerk’s salary
		4. HMRC Tax £80.00
		5. Npower OBS £508.83
		6. Npower Pavilion £42.43
		7. Jo Ryan Gill Green tree survey £200.00
		8. C Potter Pest Control Playing Fields VAT £12.00 £72.00
	2. **CASH RECEIVED:**
		1. SDC 1st instalment of Precept 2019/20 £16000.00
		2. NYCC Grant towards Noticeboards £1500.00
		3. SDC CIL money £176.63
	3. **HSBC Bank Statements**
	4. **PC Income & Expenditure – 1 April 2018 – 31 March 2019**. These were discussed.
	5. **OBS Income & Expenditure**
	6. **Cawood in Bloom Income & Expenditure.**
1. H & S MATTERS. Broken window pane at OBS. Martin to be asked to replace. **Action: Clerk**
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 or carried over to 2019 / 20.

Clerk has asked for information for previous years. **Action Clerk**

* 1. ***Castle Garth:***
		1. Garth bench – Cllr Mrs Shepherd reported that the matter is on going.
		2. Cutting of grass in the summer was discussed. Cllr. Luker to confirm his contact will do this again for the same terms this year. **Action: CL**
	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. Cllr Lloyd has taken up this matter to ascertain whether planning permission is actually needed for a temporary building for Parish Council use. **Action AL**
		3. It was agreed to paint the pavilion. Cllr Wharmby to seek quotes. **Action: RW**
		4. PFLC asks the PC to consider helping to fund replacement picnic benches. The cost would be £700. It was agreed PFLC apply for the PC grant. Cllr Mrs Dennon will pass this decision on to the committee. **Action LD**
		5. It was agreed to pay the outstanding grant to PFLC. **Action clerk**
	3. ***Old Boys’ School:***
		1. The reply from Elmhirst Parker on behalf of the Feoffees was discussed under item 13.2.
		2. Update on removal of stages from the OBS to Cawood Primary School. Cllr Dickinson will make contact with the school. **Action JD**
		3. The OBS electrical safety certificate was paid/mentioned in March 2013 minutes. Cllr Wharmby to arrange another inspection and has contacted Jubbs. **Action RW**
		4. A large picture has been donated showing Cawood bridge and the river. This is to be put up in OBS. Clerk to thank the donor and Cllr Dickinson is to provide her address. **Action Clerk, JD**
	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*. This is for information.* Cllr Mrs Dennon to place in Councillor area on Website. **Action LD**
	5. ***Community Centre***
		1. Cllr Hepworth stated that the plans are being ‘tweaked’ ready to go for planning permission.
1. HANDY WORK. Work for the month

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| * To repair the broken window pane in the OBS.
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| * There is a large picture in the OBS, please put this on the ‘kitchen hatch’ wall above the notice boards.
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* 1. Proposal that Martin bills the work for PFLC directly to that committee. **Following discussion it was agreed to keep one bill.**
	2. Grass cutting contract – Martin has been asked if he can supply – this is included in the work schedule.
	3. Work schedule provided by Martin – attached for all. To be placed on the next agenda. **Action Clerk**
	4. Request for update on the following outstanding handiwork items - repainting of Water Row lamp posts, re-pointing of cemetery wall, ramp at tennis courts, repairing / replacing playing fields fencing, CCTV camera moving and ongoing work at the pavilion. To be placed on the next agenda. **Action Clerk**
	5. It was suggested 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 the PC radar, rather than looking back through months of minutes to find the starting point.  To be placed on the next agenda. **Action Clerk**
1. REPORTS ON HIGHWAY / FOOTPATH MATTERS. Cllr Mrs Shepherd will report a obsolete bus timetable holder on Bishopdyke Road to NYCC. **Action CS**
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. **PC had NO OBJECTION.**
		2. **2018/0940/REMM** Reserved matters application relating to appearance, landscaping and scaleof 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 Castle Close, Cawood. **PC had NO OBJECTION.**
	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. **Clerk to inform the resident they need to contact the allotment society. Action Clerk**
	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.   **For information.**
	3. Clerks & Councils Direct.
1. ITEMS FOR NEXT MONTH’S AGENDA.
	1. Update on outstanding Handywork items
	2. Minutes to identify when Handywork items are commissioned
	3. Standing Order amendments.
	4. Gill Green tree report.
	5. Election of Officers

Cllr Luker was thanked for all his hard work during his many years as Chairman.

 There being no further business the meeting closed at 10.40pm.

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