MINUTES OF THE MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS’ SCHOOL ON THURSDAY 20 JUNE 2019 AT 7.30PM.

MEMBERS PRESENT: Mr R Wharmby (Vice); Mr A Lloyd; Mr C Luker and Mrs C Shepherd.

There were 2 members of the public present.

1. DECLARATION OF ACCEPTANCE OF OFFICE – Cllr Mrs Elcock & Cllr Cowling had signed their forms and forwarded them to the Clerk.
2. APOLOGIES for absence were received and accepted from Cllr Mrs Dennon, Cllr Mrs Elcock, Cllr Cowling, Cllr Dickinson and Cllr Hepworth.
3. ELECTION OF OFFICERS:
   1. Cllr Cowling‘s and Cllr Mrs Elcock’s positions will be carried over to the July meeting. **Action Clerk**
4. DECLARATIONS OF INTEREST in any matters on the agenda. There were none.
5. VISITORS TO THE MEETING.
   1. The Handyman and his wife were present at the meeting & this item was moved up on the agenda..
   2. 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 – no response as yet.*

**Martin’s position was discussed and the following was agreed -**

* + Contract. Martin has never had a contract & does not have set hours he therefore would have a zero hours contract – a casual contract. PC would then be responsible for tax, NI and Holiday pay.
  + Insurance. As an employee Martin would be covered by the PC insurance. He only has public liability for the grass cutting he does.
  + Holiday Pay. Martin has never received holiday pay. The PC agreed Martin was an employee & would therefore commit to pay holiday pay – to backdate as necessary.
  + Tax. The PC should take on Martin’s tax and NI. In the past he has been responsible for his own tax through his own accountant
  + Tools. It was agreed to rent Martin’s tools & equipment & pay so much an hour for the time they are used – Martin was happy with this. Cllr Luker gave information on an organisation called CECA which publishes a list of plant & includes chainsaw hourly rates.
  + Work Schedule. The work schedule needs to be reviewed. Martin & Cllr Wharmby will work together on this.
  + Certificates. It was asked for copies of Martin’s certificates, eg chainsaw, to be placed in the private area on website.
  + Liaison Officer. It was approved that Cllr Wharmby would act the liaison between Martin and the PC and to prioritise work.
    1. **Cllr Mrs Dennon is to attend a meeting with YLCA on Monday 24 June when all the above items will be discuss and clarified. The Clerk’s salary will also be discussed.**
    2. 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. **No, he has Public Liability for grass cutting only.**
    3. 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). **Cllr Wharmby & Martin are to go through the schedule. Martin has repaired the wire at the Garth pond and will attend to the tennis club ramp.**
    4. 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. **Martin is to concentrate on grass cutting, outstanding urgent matters & H & S concerns. Anything urgent of an H & S matter can be passed to Martin immediately.**
    5. See below #
  1. # Handiwork.

9.5.1 Items for urgent attention. **The ramp at the tennis club.**

9.5.2. Items to add to non urgent schedule. **A light out on Water Row. Painting Water Row lamp posts. A bench near the Water Row pumping station needs painting.**

* 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. **Martin has been attending to each job a bit at a time & trying to concentrate on urgent matters.**
     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.  **Timesheets are recorded with the month & year. It is impossible to push Martin at the moment as grass cutting is taking priority.**
  2. **Housing Needs Survey** An officer from SDC was to attend regarding the Housing Needs Survey but due to illness she was unable. She left answers to Cllr Mrs Shepherd’s questions, the Housing Needs Survey & a summary. She is to be invited to the July meeting to go through the survey and answer any questions. **Action Clerk**

1. POLICE MATTERS & COMMUNITY SAFETY.
   1. No matters were raised.
2. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
   1. No Councillors were present. A list of required works were given to C C Lee but no feedback has been forth coming.
3. MINUTES of the May 2019 meeting for approval.
   1. To approve the minutes & Chairman of the meeting to sign the minutes of May 2019. The minutes were signed by Cllr Wharmby with minor amendments & typing errors.
4. MATTERS ARISING:
   1. Training Programme
      1. ‘Off to a Flying Start’ training. Cllr Cowling & Cllr Hepworth attending on 14 June. Clerk received a message from Cllr Cowling that this had been a good course.
      2. Cllr Mrs Dennon to attend ‘Chairmanship Skills’ on 9 July.
   2. YLCA.
      1. Cllr Mrs Dennon attended Selby Branch meeting on 12 June – items discusses as follows:.
   * Cllr Mrs Dennon asked about resurfacing issues, notably Thorpe Lane, but this is out of Sharon Fox’s hands.
   * Sharon Fox will send a plan of the Cardinal Close area to be annotated with PC proposals for advisory parking bays. Once returned it Sharon thought it would be relatively cheap (£200?) to get the painting done.  **Clerk to ask Sharon Fox for the plan. Action Clerk**
     1. Sharon is going to send information to all PCs about the **Parish Portal**: the online tool whereby the PC & individual Councillors can register and access highway issues in the area which are almost in real time. There will be 5 forms for reporting problems:

road condition

pavements

foliage

drainage

road lighting

Cllrs can use it to report issues and see how they are progressing, so this will be the tool we can use to press for action on resurfacing etc. in future and then use the report for PC meetings.

Sharon Fox is also going to send info regarding overhanging trees etc stating the prescribed heights etc.

* + 1. YLCA is creating "**lessons learned**" papers for additional guidance. Most recent is **handling planning applications between meetings.**
    2. YLCA have launched a new internal audit service for any PC struggling to find auditor
    3. PCs are being asked to support and put forward for Selby branch to take further a resolution that instead of 10 residents being able to trigger an election (instead of PC just co-opting) it should be 10% of residents. This is because an election lands a PC with a £4000 bill.
    4. Cllr Mrs Dennon has a meeting on 24 June regarding the Clerk’s salary & the Handyman.
    5. THE PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS, 2018
    6. 2019 Annual Conference to be held on 13 September. *For information.*
  1. Gill Green Tree Report.
     1. All Cllrs previously received the report. Permission for the work is to be sought from SDC. It was considered permission was not required from English Heritage as work is not taking place underground. **Action Clerk**
  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. **Cllr Lloyd will pursue. Action AL**
     2. To consider how the ‘Public’ board is managed, if the public contributes for displaying notices & how the contributions will be used. **Cllr Lloyd will speak to the postmaster. The fund is nothing to do with fireworks. No one knows how much would be raised but the charge is 50p an advert & it should be kept as a charitable fund – this will be deferred until more Cllrs are present. To be placed on July agenda. Action Clerk**
  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. **As Cllr Dickinson was not present this was not discussed.**
  4. WRU.
     1. May and June editions for discussion. *Previously sent to all.*  The May edition contained an item regarding prioritising the review or addition of policies. **Clerk to ask YLCA for Model Documents of Statutory Requirements. Action Clerk**
     2. The 75th Anniversary of VE day was raised and if the PC is going to mark it. **To be placed on July agenda.** **Action Clerk**
     3. The June edition of WRU contains an item on permitted development, extensions can be built without planning permission. This is something NALC disagree with as they want an independent review.

1. STANDING ORDERS. Cllr Mrs Dennon & Cllr Mrs Shepherd worked together on the Standing Orders which were approved and therefore adopted by the PC.
2. PC ASSETS. Cllrs to agree areas to be surveyed with survey results submitted before the next meeting for discussion. **It was agreed that Cllr Luker, Cllr Cowling and Cllr Dickinson would go round the village together and not split the village into areas. Cllr Mrs Dennon has done a survey of Maypole Gardens & the playing fields.**
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. Therefore a large amount is missing.
   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 the address of the neighbouring landowner to the 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 & pavilion electricity DD. 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 none has been forthcoming as yet.
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 APPROVED FOR PAYMENT:**
     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
     10. Cash Martin 75.80 £85.00
     11. Vesta Fire Inspection – OBS £52.50
  2. **CASH RECEIVED:**
     1. HMRC VAT Repayment £2260.16
     2. OBS Committee Rent & electricity contribution £1644.37
     3. PFLC Repayment C Potter pest control £72.00
  3. **HSBC Bank Statements**
  4. **PC Audit The Internal Audit took place on 13 June, all was in order & the Internal Audit Report was sent to all. The Annual governance Statement was completed and all paperwork to be send to the External Auditors PKF Littlejohn.**

1. H & S MATTERS. The ramp at the tennis club.
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
   1. ***Cemetery:***
      1. The cemetery is looking good.
   2. ***Castle Garth:*** 
      1. Garth bench. Cllr Mrs Shepherd reported the bench had been bought by the villager & will be put in place shortly, however if the villager is unable to do this Martin will be asked.
      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 met the Y6 teacher. Cllr Dickinson has collected lots of items for insect hotels and the children are keen to be hands on. Cllr Mrs Dennon suggested a gallery web page with pictures would be a nice way of launching the project.
      3. Cllr Luker will make enquiries about cutting the grass on the Garth. **Action CL**
      4. There is a mole problem on Gill Green. It was agreed to take no action as Gill Green is part of the Scheduled Ancient Monument.
   3. ***Playing Fields:*** 
      1. PAT testing is being undertaken at the Pavilion & Clubhouses. Letters are being sent to each club advising that the testing has to take place. **Action RW**
      2. Proposal to place old Notice Board at Pavilion**.** This will take place when the new notice boards are put in place.
      3. Update on retrospective planning application for playing fields container. Cllr Lloyd has sent amended planning application to SDC. Hopefully merely procedural now. **Action AL**
      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.*  Three quotes have been sought only one quotation received. £680 + paint but Cllr Wharmby know of someone who might do it for less – this will go to the next PFLC meeting. **Action RW**
      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. A seat has been ordered and Martin has been asked to fix in place. **Action Clerk**
   4. ***Old Boys’ School:***
      1. PAT testing is being undertaken at the OBS. **Action RW**
      2. Update on removal of stages from the OBS to Cawood primary school (January minutes). The staging has not yet been moved. **Action JD**
      3. The OBS electrical safety check has been carried out. Cllr Wharmby arranged this to take place & is now just waiting for the paperwork to come back. **Action RW**
      4. Request that the letter from the Feoffees is discussed again. According to the new Stating Orders (number 7) if three members write to agree an item is discussed again it can be within 6 month. **Members are to write in agreement and this will be an item on the July meeting. Action Clerk**
   5. ***Cawood in Bloom*** 
      1. Suggestion that the agreement between the PC & Committee is reviewed & updated**. This to be placed on July agenda. Action Clerk**
   6. ***Community Centre.*  No report.**
3. REPORTS ON HIGHWAY / FOOTPATH MATTERS.
   1. Reply from Passenger Transport saying they will remove the a obsolete bus timetable holder on Bishopdyke Road.
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:***
      1. **2019/0142/HPA** Proposed link between house and garage, internal alterations and first floor above garage at Northingales, 28 Ryther Road, Cawood.

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.
   1. Housing Needs Survey.
   2. Cllr Mrs Elcock and Cllr Cowling’s positions on sub-committees.
   3. Cawood in Bloom agreement with PC.
   4. Old Boys’ School & the letter from the Feoffees.
   5. Cllr Mrs Dennon to attend Chairmanship training.
   6. Report from Cllr Mrs Dennon of meeting with YLCA on 24 June.
   7. Management of Public Notice Board.
   8. VE day celebrations.
   9. Agreement with Cawood in Bloom and the PC.
   10. Management of Public Noticeboard.

There being no further business the meeting closed at 9.15pm.

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