***Cawood Parish Council***

***MINUTES OF THE MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS’ SCHOOL ON TUESDAY 15 AUGUST 2019 AT 7.30PM***

MEMBERS PRESENT: Mrs L Dennon (Chair); Mr M Cowling; Dr D Hepworth; Mr C Luker and Mrs C Shepherd.

1. APOLOGIES for absence were received and accepted from Mr R Wharmby (Vice) and Mr A Lloyd.
2. RESIGNATION:
   1. Letter of resignation from Mrs Elcock, Clerk has notified SDC & the vacancy has been displayed. Clerk to write and thank Mrs Elcock for all her work. **Action Clerk**
3. DECLARATIONS OF INTEREST in any matters on the agenda. **There were none**.
4. VISITORS.
   1. There was one visitor at the meeting who expressed interest in co-option.
   2. The visitor has been approached by villagers complaining that overgrown hedges are blocking footpaths and causing obstruction. The address of the property is to be passed to the Clerk. This matter could be reported through the Parish Portal when it is up and running in the meantime it will be passed the C C Lee. **Action Clerk**

(Legal note: The owner or occupier of the property has a legal responsibility to ensure that a public highway adjacent to a property is not obstructed by vegetation, local authorities also have a legal duty to ensure that public highways and streetlights are unobstructed. The public highway is defined by law as consisting of any verge, footway, carriageway, bridleway or footpath that is maintained at public expense over which the public has a right of way.)

1. POLICE MATTERS & COMMUNITY SAFETY.
   1. It has been reported to the police that a combine has had a tyre stabbed while the machine was being stored.
2. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
   1. Arriva 42. Email from D C Cattanach stating the Clerk may not have to collect monies from different bodies as SDC may action.
3. MINUTES of the July 2019 meeting for approval.
   1. To approve the minutes & Chairman of the meeting to sign the minutes of July 2019. The attachments were for information only. **The July minutes were signed with one amendment - Minute 8.7.1. ‘an old map, etc’ is to be altered to ‘old maps, etc’ as there are a number of them.** **Action Clerk**
4. **To receive information on the following ongoing issues and decide further action where necessary**:
   1. Housing Needs Survey.
      1. To confirm accuracy & inform SDC Officer**. The only comment received is that there is no Appendix 1 as referred to on page 5. Apart from that comment all were happy it was an accurate report.** **Action Clerk.**
   2. Statutory regulations – Cllrs to approve documents recently circulated.

Where applicable an informal approach is to be used in the first instance.

* + 1. Code of Conduct - **approved**
    2. Disciplinary Policy – **this & the grievance policy have a reference relating to contract also it was agreed to change ‘line manager’ to ‘staffing committee’. (If there is a grievance with employment it should firstly be raised with the Chairman of the Staffing Committee, any appeal against a disciplinary sanction should be raised with the Chairman of the Council.)**
    3. Grievance policy - **approved**
    4. Privacy Notice 1 & 2 – **approved**
    5. Handling Complaints – **this was discussed at length. It was agreed to add at the beginning that in the interest of good relations with the public the Council will follow every avenue of informal approaches to resolve any complaints informally. If all informal approaches fail to resolve the matter the Handling Complaints Policy will be initiated.**
    6. Sickness & absence - **approved**
    7. Equal opportunities - **approved**
    8. Website policy – **approved**
    9. **Cllr Luker commented that Financial Regulations were not on the list.** **It had been agreed at the last meeting that Cllr Cowling would amend the regulations which is still ongoing. NALC has just produced updates which the PC has not received as yet. Cllr Luker comments that the Regs included delegating £5000 of spending to committees which he feels is too large an amount. *Note will be taken of this.* Action MC**

There are other regulations that have not been included and amended as yet.

* 1. YLCA information on employment matters
     1. To review staffing pension arrangements and legal responsibilities relating to them to ensure compliance with the pension regulator. **The minutes of November 2015 record that Cllr Luker had asked advice from LCA on pensions, they stated that the Clerk had to ask for a pension but the PC was not obliged to contribute & Clerk decided not to pursue a pension. Cllr Luker is to look for a reference /registration number relating to this.**

**As the Declaration has to be updated every 3 years it was agreed that the Clerk would contact the Regulators to find out all possible information but will still not pursue a pension as the PC will not contribute. There may be a fine if the declaration is late. Action Clerk**

**The Pension Regulator is also to be included in the Financial Regulations. Action MC**

* 1. Notice Boards
     1. Cllr Lloyd to report on any further updates. **This is ongoing**. **Action AL**
  2. WRU mid July edition
     1. Forwarded to all, two items in particular to discuss.
     + Public Participation - **NALC’s legal opinion is that minutes are not a verbatim record of a council meeting**
     + Remember to take advice before starting a major project **- YLCA has seen a couple of instances over the past month where councils have embarked on projects but have not sought advice beforehand and then found themselves in difficulties with the contract or the finance.**
  3. NYCC.
     1. Parish Portal. Clerk is in the process of registering the PC. **This is still ongoing. Cawood has now been added to the list of Parishes but there is trouble with a password, the Clerk is in regular contact with NYCC Customer Services regarding this. Action Clerk**
  4. PC Website.
     1. Any items for discussion. **PFLC minutes are on the website & PFLC has their own page. The Declarations of Interest which Cllrs filled in after the May elections are also on the website in the Cllrs area.** YLCA Publication.
     2. Proposal to buy copies of the Good Councillors Guide to being an employer**. As the Staffing Committee is elected every year it would be useful for everyone to have a copy not just the current Staffing Committee.**  **Clerk to order booklets for all & a copy in pdf. Action Clerk**

1. ITEMS TO BE PLACED ON THE AGENDA FROM THE LAST MEETING:
   1. Cllr Wharmby proposes to accept the Feoffees proposal to extend the lease of the OBS and enter into discussion regarding this. **Cllr Cowling had circulated a report of what the Community Centre Association (CCA) has done so far & its future plans. He said that with the Community Centre going at the school it would always be owned by the Feoffees & become part of their assets. Cllr Luker proposed an amendment to Cllr Wharmby’s proposal that any decision is not made until the October meeting, this then gives Cllrs time to take in what is said at the meeting with the Feoffees in September. The amendment was agreed.**
   2. Assets register. **Forwarded to all by Cllr Cowling plus additional lists.** 
      1. **To complete the list a nominal price of replacement is required. Cllrs were asked to provide replacement costs if they can. As the PC mower is not stored on PC property Clerk to check if is covered by PC insurance. Action Clerk**
   3. Bench on Old Road. **Repairs are required.**
   4. Bike ride in September. **To display bunting for the** **Para-Cycling International race, first day 21 September**.
      1. **An email asking for volunteers will be sent to all nearer the time.**
   5. VE Day**. To decide at a later date how to celebrate.**
   6. Planting saplings. **Landowners to be asked permission to plant saplings.** 
      1. **Request that this be discussed at September meeting as the information pack from the Woodland Trust hasn’t been received yet.**
   7. Protocol on recording & filming meetings. **For approval.** 
      1. **This to be deferred to the September meeting.**
   8. Litter pick taking place in October. **Date to be agreed.** 
      1. **Either the 5 or 12 October subject to confirmation.**
   9. Cutting of the Garth grass. **To enquire about Risk assessment & insurance.** 
      1. **Clerk to enquire if the PC insurance covers someone who is employed for just one day in order to cut and bale the grass on the Castle Garth**. **Action Clerk**
2. CLERK’S REPORT FROM ITEMS FROM THE JULY MEETING & on-going matters:
   1. Trees on Gill Green. Clerk submitted application form to SDC & copied exactly from the Arboriculturalist report.
   2. Clerk has again reported damaged Cardinals Court sign to SDC
   3. 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.*
   4. Clerk has asked STC again for information on previous year’s income & expenditure regarding the cemetery.
   5. Npower advises that the standing charge for the Christmas box cannot be reduced as it is a set charge.
   6. Clerk returned ‘rough sleepers’ form to SDC with NIL return.
   7. Clerk asked Insurance if Martin could be insured as handyman – they replied he was insured under Public Liability.
   8. Clerk has replied to a survey carried out by SDC that the PC does not carry out any commercial recycling in Cawood.
   9. Clerk has replied to planning control at NYCC supporting Escrick PCs objection to change of use of part of the former coal mine site to create a waste transfer for construction and demolition wastes.
3. FINANCE
   1. Cllr Cowling visited the Clerk to go through financial matters.
   2. **THIS MONTH’S BILLS FOR APPROVAL**:
      1. James Dickinson Purchase of storage boxes £31.98
      2. Martin Bates Handiwork £607.54
      3. Martin Bates Grass cutting £325.00
      4. Robina Burton Clerk’s salary
      5. HMRC Tax £80.00
      6. Henry Jubb Electrical installation condition report at OBS VAT £162.64 £975.82
      7. Henry Jubb Electrical installation condition report at Pavilion VAT £41.76 £250.56
      8. Npower Pavilion VAT £2.53 £44.02
      9. Npower OBS (*in credit by £58.19)*
      10. BHIB CCTV & Play equipment insurance £187.76
   3. **CASH RECEIVED:**
   4. **HSBC Bank Statements**
4. **BANK CARD. Councillors agreed to obtaining a bank card for cash payments made by the village handyman. HSBC is to be asked to provide a card with a spend limit of £500 if possible**
5. H & S MATTERS.
6. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
   1. ***Cemetery:***
   2. ***Castle Garth:*** 
      1. Garth bench – Cllr Mrs Shepherd to report on any further updates. **The bench is installed.**
   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 had to do some more clarifications but is hopeful it is going ahead this time. Action AL**
      3. The painting of the pavilion has been completed & paid.
      4. The Cricket Club want to replace picnic benches. *Clerk has sent ‘grant’ forms to the Cricket Club.*
      5. Electrical Safety inspections are going to be carried out at the tennis clubhouse and bowls clubhouse. **These have been completed.**
   4. ***Old Boys’ School:***
      1. Cllr Wharmby proposes accepting the Feoffees proposal to extend the lease of the OBS & enter into discussion regarding this. **This item was discussed under 9.1.**
   5. ***Cawood in Bloom*** 
      1. Suggestion that the agreement between the PC & Committee is reviewed & updated**. Cllr Mrs Shepherd read out a draft she has produced for discussion. The original agreement had stated the PC was responsible for the maintenance of the planters and the foreshore and most of the planters need replacing.**
      2. **The C in B Committee was never a sub-committee of the PC but set up to make the village attractive & in order to enter the Britain in Bloom competition. A few years ago they asked to be included in the PC Audit which makes them a sub committee. If they are a committee of the PC there has to be some terms of reference. Cllr Mrs Shepherd stated she hasn’t received any recent minutes of Cawood in Bloom and meetings are very irregular.**
      3. **It was suggested asking members to attend a meeting of the PC in October to clarify what they expect from the PC & what the PC expects from them. This matter to be placed on next month’s agenda.**
   6. ***Community Centre***
      1. To receive an update from the committee. **This matter has been discussed.**
7. REPORTS ON HIGHWAY / FOOTPATH MATTERS.
   1. **The Great Close sign is in a dangerous condition and needs replacing. Clerk to report to SDC. Action Clerk**
8. PLANNING MATTERS:
   1. ***Applications:***
      1. **2019/0712/FUL** Proposed conversion of storage building to single dwelling at the Workshop, Ryther Road, Cawood. **PC had NO OBJECTION.**
      2. **2019/0740/TPO** Application for consent to fell 1No walnut tree covered by TPO 28/2003 at The Little House, Thorpe Lane, Cawood **PC had NO OBJECTION to the felling of the tree but asks that a tree of the same species is planted as a replacement.**
      3. **2019/0821/FUL** Proposed workshop extension and tractor/hgv servicing bay at Hagg Farm, Hagg Lane, Cawood. **PC had NO OBJECTION.**
   2. ***Approvals:* None**
   3. ***Refusals:* None**
   4. ***Appeal:***
      1. Northingales, 28 Ryther Road, Cawood. **The PC to make no further comments on this.**
9. CORRESPONDENCE
   1. **National Association of Local Councils – Elections 2019; request to complete surveys**
   2. Eastern CEF Forum - Thursday 26 September from 6.30 pm at Barlby Library and Community Hub.  The theme for the evening will be addressing crime and crime prevention across Selby District. *Forwarded to all.*
   3. Sherburn Community Library information. *Forwarded to all.*
   4. Email from the Council for British Archaeology in Yorkshire. *Forwarded to all.*  **Cllr Hepworth has passed this on to the village history group who plan to attend.**
10. ITEMS FOR NEXT MONTH’S AGENDA.
    1. Cawood in Bloom committee to be invited to attend.
    2. Planting tree saplings.
    3. Gate from a private property on to the Garth. **Cllr Hepworth to find the number of the property.**
    4. Financial regulations.
    5. Risk assessments.
    6. Freedom on Information.
    7. Recording of meetings protocol.
    8. Model publication scheme.
    9. Insurance register.
    10. Health & safety policy.
    11. Expenses policy.
    12. Hiring equipment – terms of agreement.
    13. Pensions.
    14. Storage & disposal of documents.

***There being no further business the ordinary meeting closed at 9.45pm.***

***SIGNED…………………………………………………………………………. DATE:…………………………………..***