Cawood Parish Council

A meeting of the Cawood Parish Council is to be held in the Old Boys’ School on Thursday 15 August 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. RESIGNATION:
   1. Letter of resignation from Mrs Elcock, Clerk has notified SDC & the vacancy has been displayed.
3. DECLARATIONS OF INTEREST in any matters on the agenda.
4. VISITORS. Any visitors to the meeting.
5. POLICE MATTERS & COMMUNITY SAFETY.
6. 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.
7. MINUTES of the July 2019 meeting for approval.
   1. To approve the minutes & Chairman of the meeting to sign the minutes of July 2019.
8. **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.
   2. Statutory regulations – Cllrs to approve documents recently circulated.
      1. Code of Conduct
      2. Disciplinary Policy
      3. Grievance policy
      4. Privacy Notice 1 & 2
      5. Handling Complaints
      6. Sickness & absence
      7. Equal opportunities
      8. Website policy
   3. YLCA information on employment matters
      1. To review staffing pension arrangements and legal responsibilities relating to them to ensure compliance with the pension regulator
   4. Notice Boards
      1. Cllr Lloyd to report on any further updates.
   5. WRU mid July edition
      1. Forwarded to all, two items in particular to discuss. 1) Public Participation 2) Remember to take advice before starting a major project.
   6. NYCC.
      1. Parish Portal. Clerk is in the process of registering the PC.
   7. PC Website.
      1. Any items for discussion. PFLC minutes are on the website.
   8. YLCA Publication.
      1. Proposal to buy copies of the Good Councillors Guide to being an employer.
9. 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.
   2. Assets register. **Forwarded to all by Cllr Cowling plus additional list.**
   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**.
   5. VE Day**. To decided at a later date how to celebrate.**
   6. Planting saplings. **Landowners to be asked permission to plant saplings.**
   7. Protocol on recording & filming meetings. **For approval.**
   8. Litter pick taking place in October. **Date to be agreed.**
   9. Cutting of the Garth grass. **To enquire about Risk assessment & insurance.**
10. 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 SDC that there is no 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.
11. FINANCE
    1. **THIS MONTH’S BILLS FOR APPROVAL**:
       1. James Dickinson Purchase of storage boxes £31.98

*(This has been paid)*

* + 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. Henry Jubb Electrical installation condition report at OBS VAT £162.64 £975.82
    6. Henry Jubb Electrical installation condition report at Pavilion VAT £41.76 £250.56
    7. Npower Pavilion VAT £2.53 £44.02
    8. Npower OBS (*in credit by £58.19)*
  1. **CASH RECEIVED:**
  2. **HSBC Bank Statements**

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 any further updates.
   3. ***Playing Fields:*** 
      1. PAT testing is being undertaken at the Pavilion & Clubhouses.
      2. Update on retrospective planning application for playing fields container.
      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.
   4. ***Old Boys’ School:***
      1. Cllr Wharmby proposes accepting the Feoffees proposal to extend the lease of the OBS & enter into discussion regarding this..
   5. ***Cawood in Bloom*** 
      1. Suggestion that the agreement between the PC & Committee is reviewed & updated**.**
   6. ***Community Centre***
      1. To receive an update from the committee.
3. REPORTS ON HIGHWAY / FOOTPATH MATTERS.
4. PLANNING MATTERS:
   1. ***Applications:***
      1. **2019/0712/FUL** Proposed conversion of storage building to single dwelling at the Workshop, Ryther road, Cawood
      2. **2019/0740/TPO** Application for consent to fell 1No walnut tree covered by TPO 28/2003 at The Little House, Thorpe Lane, Cawood
   2. ***Approvals:***
   3. ***Refusals:***
   4. ***Appeal:***
      1. Northingales, 28 Ryther Road, Cawood
5. 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.*
6. ITEMS FOR NEXT MONTH’S AGENDA.

1. THE FOLLOWING MATTERS TO BE DISCUSSED ‘IN CAMERA’

To request Clerk leave the meeting and Cllr Shepherd to be minute taker thereafter

To resolve to exclude members of the press and public due to the nature of the business to be transacted in the rest of the meeting by virtue of the Public Bodies (Admissions to Meetings Act, 1960)

To accept minutes of the Extraordinary meeting held on July 22nd 2019 as a true and accurate record

To accept both amended staff contracts

To accept Handyman job description

To accept staffing committee terms of reference  
To resolve compliance with Regulation 13 of the Working Time Regulations 1989

To agree the travel expense rate of 0.45p / mile which is reimbursed to Councillors and employees without any tax implications or complications to the councillor, employee or the Parish Council and to agree the proposed format for a travel expenses claim form

To agree method of determining expenses outlay by setting up expense accounts and debit card with fixed limit

### Robina Burton

PARISH CLERK

9 AUGUST 2019