MINUTES OF THE MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS SCHOOL ON THURSDAY 18 JULY 2019 AT 7.30PM.

1. APOLOGIES for absence were received and accepted from Cllr Miles Dickinson and Cllr Mrs Elcock.
2. ELECTION OF OFFICERS:
	1. Cllr Cowling to confirm he is willing to act as a member of any other committee. **Cllr Cowling was willing to act in the new Internal Controls Position. See 12.4.**
3. DECLARATIONS OF INTEREST in any matters on the agenda. There were none.
4. VISITORS. Housing Needs Survey Officer attended: Councillors discussed the results and implications of the survey (information previously circulated) including the potential need for a mixed affordable housing tenure development of approximately 12 properties. This would be in addition to the 10 properties already included in active planning permissions. The Rural Exception Site policy was also discussed. No further action is required in the short term.
5. POLICE MATTERS & COMMUNITY SAFETY. No Officers were present.
	1. **Cllr Lloyd has filled in the ’95 Alive’ form.**
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.*

**Clerk had no objection to collecting the money and keeping a spreadsheet of payments: it was resolved that the PC act as facilitator. Action Clerk**

1. MINUTES of the June 2019 meeting for approval.
	1. To approve the minutes & Chairman of the meeting to sign the minutes of June 2019. The minutes were approved and signed with amendments:

**It was agreed the amendments will be added in the form of notes having checked for accuracy on the Dictaphone & will be affixed in the Minutes Book after the June minutes.**

7.2. Cllr Cowling requested the discussion to be minuted: **attached**

1. 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**. There is protocol on recording and filming which Cllr Mrs Dennon will add into the August agenda**.

**Action LD**

* 1. YLCA.
		1. Cllr Mrs Dennon to report on the meeting with YLCA on 24 June regarding the Handyman & Clerk**. Cllr Mrs Dennon has sent to Cllrs all advice she has received from YLCA and the extraordinary meeting will be held on 22 July when all councillors will be in attendance.**
	2. 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. Discussion deferred to July 22nd meeting.
		2. Martin has finished painting the Water Row street lights. **He has done a good job.**
	3. NYCC.
		1. Parking Bays. To discuss whether to proceed following NYCC’s reply which recommended the PC not to proceed. **It was proposed to proceed with this despite NYCC’s reply – a vote was taken but the proposal was not carried.**
		2. Parish Portal. Clerk is in the process of registering the PC. **No further information as yet.**
	4. Gill Green Tree Report.
		1. Permission for the work is being sought from SDC.
	5. Notice boards.
		1. To discuss the recent installation.  **Cllr Lloyd awaiting a reply from the contractors before any further discussion takes place.**
		2. To consider how the ‘Public’ board is managed, if the public contributes for displaying notices & how the contributions will be used**. This will be discussed when a reply is received about the PC noticeboards**.
	6. PC Website.
		1. Accessibility regulations for website – the deadline is September.  **Cllr Mrs Dennon has asked Netwise if they could put their accessibility statement on the footer of the PC homepage – they have said this is probably feasible. Cllr Mrs Dennon and Cllr Mrs Shepherd have also added the Accessibility Statement, thus fulfilling statutory obligations and to the best of their knowledge, the new website is an accessible site other than the exceptions that are allowed, eg old maps. Accessibility Statement can be viewed on ‘what we do’ (sub heading).**
	7. WRU. “lessons learned: planning applications between meetings”. To consider PC actions in this regard. **PC had previously voted against having a planning sub committee but not all Cllrs reply when the Clerk sends information on applications that come between meetings. It was therefore agreed that the Clerk would contact SDC on any applications received between meetings and ask for an extension until after the next meeting. Action Clerk**
	8. VE Day. Cllrs to decide if and how to celebrate the day. **There is a Bank Holiday on 8 May & YLCA suggest the holding of street parties. Cllr Mrs Dennon suggested Cllrs look at the website for different ideas and at a later date the PC will decide if some celebrations organised or instigated by the PC are to take place. Cllrs were asked to give it some thought. Action all Cllrs**

**Cllr Wharmby reported that the misplaced yellow & blue bunting has been found, it is now stored with the other bunting.**

1. **POLICY DOCUMENTS – to delegate and update specifically to Cawood PC the Mandatory/Statutory Requirement Documents. These need to be put in place & put on the website.**
	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. **Cllr Cowling to review. Action MC**

* 1. **Code of Conduct**

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

* 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. **This is straight forward & can be downloaded straight away.**

 **Action CS**

* 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. **These are fairly straight forward but do need customising & the data protection laws need to link in with these. Action CS**

* 1. **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). **This is worth thinking about in relation to the meeting on Monday.**

 9.7 **FOI Publication Scheme**

9.8 **Contract of Employment/Written Statement of Particulars. These will also arise on Monday.**

1. PC ASSETS. The risk assessments also need to be done. Cllr Luker & Cllr Cowling will go round the village & email the results to everyone before the next meeting. Risk assessments can be added if necessary. The Playing Fields & Maypole Gardens were done in May and the results are on the password protected area of the website.
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.  **The signs have not yet been repaired, but has been reported a number of times. Clerk to report again. Action Clerk**
	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. **No response**
	6. Clerk has asked STC for information on previous year’s income & expenditure regarding the cemetery. **No response yet.**
3. FINANCE
	1. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. Sutcliffe Play Replacement cradle seat VAT £32.40 £194.40
		2. Martin Bates Handiwork £919.52
		3. Martin Bates Grass cutting £325.00
		4. Robina Burton Clerk’s salary
		5. HMRC Tax £80.00
		6. B Thornton Cutting Garth £500.00
		7. M Cowling Bill for previous website VAT £10.71 £64.25
		8. Mrs L Dennon Travelling expenses (27.30) & Guardians of Garth expense (24.20) £51.50
		9. Npower Xmas Lights cubicle DD VAT £3.24 £68.08

(Clerk took a reading which was correct)

James Miles Dickinson plastic Storage boxes

* 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. **The Accounts & Audit Regulations state PCs must have a system of internal control. As the PC had previously voted against having a finance sub committee as a compromise Cllr Mrs Dennon proposed having an internal controls position & Cllr Cowling was asked if he would be interested in taking on the role. It would involve checking cash received, bank statements, cheques paid, etc. Checking risks, insurance, fire safety certificates, etc. Cllr Cowling would find it helpful to go through the financial regulations. A vote was taken & it was agreed to have the internal controls position. Action MC**
	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). **All agreed to having a separate balance sheet to the agenda which gives a running total of income & expenditure. Action Clerk**
1. H & S MATTERS.
	1. There was a large puddle of water at the entrance to the cemetery which Martin has filled in and levelled.
	2. Martin has also made safe the ramp at the tennis club.
	3. Cllr Lloyd has filled in the ’95 Alive’ form. There is a continuous problem with speeding on Thorpe Lane.
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. **For information.**
	2. ***Castle Garth:***
		1. Garth bench – Cllr Mrs Shepherd has been in touch with the provider who in turn has contacted Martin to put the bench in place.
		2. Update from Cllr Mrs Dennon on the Guardians of the Garth & Gill Green. **A certificate has been provided for the class involved & a copy has been placed on the website gallery, and some of the children’s comments are also on the gallery. Cllr Mrs Dennon gave information on what was used to paint the bridge on the Garth, a second coat will be painted in September. One of the struts on the bridge has been vandalised since it was painted & litter bins on the Garth have been tipped out. However the children have cleared grass from around the newly planted Whitebeam trees (as was advised by the arboriculturalist), they have also cut some of the brambles. In September the new Y5/6 class will take over: a new activity will be to make insect hotels (Cllr Dickinson has the equipment). Further ideas from Cllrs would be welcome.**
		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. **All were in agreement & Cllr Luker was thanked for his generous offer. Action CL**
		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. **This has already taken place.**
		5. ***Playing Fields:***
		6. PAT testing is being undertaken at the Pavilion & Clubhouses. **This is ongoing. Cllr Wharmby needs a key to the tennis clubhouse from Cllr Mrs Elcock. Action RW**
		7. Update on retrospective planning application for playing fields container. Cllr Lloyd has sent amended planning application to SDC. Hopefully merely procedural now.  **Action AL**
		8. 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.* **Cllr Wharmby reported that a contractor started painting the pavilion on Tuesday. Action RW**
		9. The seat on the Toddler swing has been replaced. Swing seats are under warranty for 2 years. **Photos of the damaged swing has been sent to Sutcliffe Play in case the seat is still under warranty. Action Clerk**
		10. 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. An interim inspection is due shortly by the Wardens. **The Wicksteed inspection has been ordered for the end of September. Action Clerk, RW, LD**
		11. The Pavilion has been inspected by Vesta Fire protection**. This took place in June & the certificate is on display**.
		12. Electrical Safety inspections are going to be carried out at the tennis clubhouse and bowls clubhouse. **Cllr Wharmby is still waiting to hear when they are coming to inspect the clubhouses. The Pavilion was inspected in June & a lot of faults were found. Action RW**
	3. ***Old Boys’ School:***
		1. Update on removal of stages from the OBS to Cawood primary school (January minutes). **The staging is going to be used in the holidays so will not be moved until September. Action JD**
		2. The OBS electrical safety certificate was undertaken on 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. After a lengthy discussion (see attached notes) **Cllr Mrs Dennon suggested continuing this matter & make no decision tonight. Cllr Cowling was asked to pass on a report he had read out as Chair of the Community Centre Committee.**

**This matter will be placed on the August agenda.**

***Cllr Wharmby had to leave the meeting.***

* 1. ***Cawood in Bloom***
		1. Suggestion that the agreement between the PC & Committee is reviewed & updated**. Cllr Mrs Shepherd will go back to the committee to update the agreement. Action CS**
	2. ***Community Centre***
		1. **This has been discussed, ref 14.3.3**
1. REPORTS ON HIGHWAY / FOOTPATH MATTERS.
	1. **’95 Alive’ has been reported.**
	2. **Sharon Fox was going to send information on overhanging tree which has not been received as yet. Cllr Mrs Dennon will look into this. Action LD**
2. 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.

**The PC previously supported Stillingfleet and Escrick PC. The main objection was that when the coal mining ceased, the land should have been returned to agricultural land – it is not a brown field site but should be a green field site. Agreed to submit an objection to the new application using Escrick PC submission. Action Clerk**

* + 1. **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

**Cawood PC OBJECT as the design and materials are not in keeping with the immediate area.**

* + 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. **The meeting ratified the decision taken by email that** **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. **2019/0343/HPA** Proposed reroofing, installation of 2 dormer windows, 3 conservation roof lights, 3 new windows and the blocking up of 1 existing window at Maypole Farm, 14 Wistowgate, Cawood
		3. **2019/0468/TPO** Application for consent to crown clean throughout, weight reduction of limb projecting over the drive to NE, major weight reduction with an overall up to 20% reduction to 1 Horse Chestnut Tree (T55) covered by TPO 1/1973 at Chestnut Cottage, 73 Chestnut Road (Back Lane), Cawood
	2. ***Refusals***
		1. There were none.
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. **The Parish is going to reply & ask for recycling. Action Clerk**
	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.**

**SDC is concerned that there is an issue with the disabled ramp sticking out too far but the PC agreed to take no action regarding making a comment.**

* 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.* **This has been put on the website**
	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.
	3. Rough Sleepers. SDC has recently been successful in a bid for the 2019/20 Rough Sleeping Initiative Funding. The district has appointed a full time Coordinator to specifically tackle rough sleeping in the area. The post is funded for 12 months and SDC is required to conduct a bi-monthly rough sleeper count. The first count will be on 26th July. **Clerk will fill in & return the document but the PC is not aware of any rough sleepers in the village.**
1. ITEMS FOR NEXT MONTH’S AGENDA
	1. Assets register.
	2. Bench on Old Road.
	3. Bike ride in September.
	4. VE Day.
	5. Planting saplings.
	6. Protocol on recording & filming meetings.
	7. Litter pick taking place in October.
	8. A profile picture of Cllr Mrs Elcock is required.
	9. Cutting of the Garth grass.

There being no further business the meeting closed at 10.30pm

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