Cawood Parish Council

A meeting of the Cawood Parish Council is to be held in the Old Boys’ School on Thursday 19 September 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. PC CO-OPTION: The vacancy has been advertised.
3. DECLARATIONS OF INTEREST in any matters on the agenda.
4. VISITORS. Any visitors to the meeting.
   1. A visitor is to attend regarding planting saplings & potentially planting an oak tree.
5. POLICE MATTERS & COMMUNITY SAFETY.
6. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
   1. Arriva 42. No further information on collecting money for the service.
7. MINUTES of the August 2019 meeting for approval.
   1. To approve the minutes & Chairman of the meeting to sign the minutes of August 2019.
8. **To receive information on the following ongoing issues and decide further action where necessary**:
   1. Community Centre. To be updated.
   2. Policies for approval.
      1. Freedom of Information procedure.
      2. Records Management Policy
      3. Model publication scheme.
      4. Protocol on the recording and filming of Council and Committee Meetings
      5. Expenses policy.
      6. OBS Fire Procedure
      7. Pavilion Fire Procedure.
      8. Health & Safety Policy
      9. Handyman Work Schedule
   3. D of E Volunteers helping with Handiwork.
   4. NALC LEGAL TOPIC NOTE 22: 'DISCIPLINARY AND GRIEVANCE ARRANGEMENTS’ - UPDATES AND REVISED TEMPLATES. Forwarded to all.
   5. YLCA employment matters
      1. To review staffing pension arrangements and legal responsibilities relating to them to ensure compliance with the pension regulator. **The Clerk completed the Declaration of Compliance, which had also been completed in 2017. Clerk has enquired about the village handyman.**
      2. To agree pension scheme to offer employees
      3. To agree handyman's contract
      4. To agree written consent to other employment for handyman
      5. To provide handyman with copies of policies appertaining to employment
      6. *For information the Clerk has signed her contract.*
   6. Notice Boards
      1. Cllr Lloyd to report on any further updates.
   7. WRU August edition
      1. Forwarded to all.
   8. NYCC.
      1. Parish Portal. Clerk is in the process of registering the PC. This is still ongoing.
   9. Insurance Matters
      1. Temporary public liability insurance for contractors & managing the Garth whilst work takes place.
   10. PC Website.
       1. Any items for discussion.
9. ITEMS TO BE PLACED ON THE AGENDA FROM THE LAST MEETING
   1. Financial Regulations.
   2. Insurance register.
   3. Hiring equipment – terms of agreement.
   4. Storage & disposal of documents relating to record management.
   5. Assets register. **Cllrs were asked to provide replacement costs if they can. .**
   6. Bench on Old Road. **Repairs are required.**
   7. Bike ride in September. **To display bunting for the** **Para-Cycling International race, first day 21 September**. A villager had expressed concern about advertising blocking pavements.
   8. VE Day**. To discuss how to celebrate.**
   9. Litter pick taking place in October. **12 October agreed.**
10. CLERK’S REPORT FROM ITEMS FROM THE JULY MEETING & on-going matters:
    1. Previously circulated to all – BHIBs reply to storage of the mower & cutting the Garth grass.
    2. Clerk wrote letter of thanks to Mrs Elcock for her work on behalf of the PC.
    3. Clerk again reported damaged Cardinals Court sign & the Great Close signs to SDC, the Cardinals court sign has been replaced.
    4. Clerk ordered booklets of the Good Councillors Guide to being an Employer from YLCA & copies on pdf.
    5. Clerk informed the SDC Officer that the only comment received to the Housing Needs Survey was that there was no Appendix 1 as referred to on page 5. Apart from that comment Cllrs were happy it was an accurate report.
    6. Environment Agency. Clerk has asked again & 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 asked STC again for information on previous year’s income & expenditure regarding the cemetery.
11. TREE WORKS
    1. Next tree survey from Treesource: Playing Fields & Cemetery.
12. FINANCE
    1. **THIS MONTH’S BILLS FOR APPROVAL**:
       1. Martin Bates Handiwork - to be advised
       2. Martin Bates Grass cutting - to be advised
       3. Robina Burton Clerk’s salary
       4. Robina Burton Clerk’s expenses
       5. Petty Cash £40.00
       6. HMRC Tax £80.00
       7. YLCA 10 copies of Good Cllr guide to being an Employer £40.55
       8. Feoffeement Estate Charity OBS rent due September quarter day £428.00
       9. PKF Littlejohn External Audit VAT £40.00 £240.00
    2. **CASH RECEIVED:**
    3. **HSBC Bank Statements**
    4. **Debit Card.** Cllr Cowling & the Clerk visited HSBC bank. The form requesting debit card has to be signed by 2 signatories & the Handyman.
    5. **Balance Sheet –** attached.
    6. **The closure of Audit & external Auditors report.**

(Clerk queried the report & informed that the public rights provision was not made last year so ‘No’ to Assertion 4 in the following year’s AGAR should have been ticked & not ‘yes’ since Assertion 4 is backward looking and refers to the events that occurred during the financial year. The ‘other’ matter raised in our report was in reference to the fact that the public rights notice period commenced on 17 June, which was before the date of approval of the AGAR (20 June). The inspection period must not commence until after the approval date.

We will therefore be expecting to see Section 1, Assertion 4 ticked ‘No’ next year in acknowledgment of this matter.)

1. H & S MATTERS.
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
   1. ***Cemetery:***
   2. ***Castle Garth:*** 
      1. Request to cut a section of the Garth to the rear of 14 Broad Lane.
      2. To discuss access from a private properties on to the Garth.
   3. ***Playing Fields:*** 
      1. PAT testing at the Pavilion & Clubhouses has been completed.
      2. Update on retrospective planning application for playing fields container.
      3. Electrical Safety inspections at the tennis clubhouse and bowls clubhouse have been completed & certificates are awaited.
      4. Sport England contacted the Clerk about sporting facilities. Clerk confirmed football, cricket & tennis also informed about bowls & skatepark.
      5. Anti social behaviour.
      6. Spraying is required.
      7. To discuss replacing the wooden boundary adjoining the access road.
   4. ***Old Boys’ School:***
   5. ***Cawood in Bloom*** 
      1. Draft agreement forwarded to all, to decide terms of reference.
      2. Committee reps to be invited to the October meeting.
   6. ***Community Centre***
3. REPORTS ON HIGHWAY / FOOTPATH MATTERS.
   1. The entrance to Church End is being narrowed by overgrown vegetation.
4. PLANNING MATTERS:
   1. ***Applications:***
      1. **2019/0850/HPA** Proposed single storey front and rear extension and two storey side extension at Greenways, 12 Fostergate, Cawood
   2. ***Approvals:***
      1. Proposed crown reduction by 0.5-1.0 meters, crown lifting over the road to 4 meters, prune branch ends only to 1 no Horse Chestnut (T3) covered by G2 Tree Preservation Order 1/1973 at Gill Green, Broad Lane, Cawood.
      2. 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
      3. 2018/0718/LBC Listed building consent for replacement of all windows with double glazed timber windows and other internal alterations and external alterations to the rear at Ivy Cottage, 22 Church End, Cawood.
      4. 2019/0740/TP0 Application for consent to fell I No Walnut tree covered by TPO 28/2003 at The Little House, Thorpe Lane, Cawood on condition that Within 3 months of the felling of the identified Walnut Tree covered by TPO 28/2003, or the first available planting season after the walnut tree is removed (whichever is the soonest) a replacement Walnut tree shall be planted in a location and of a specified size to be agreed in writing by the Local Planning Authority.
   3. ***Refusals:***
5. CORRESPONDENCE
   1. Email from resident of Sherburn Street re- traffic issues. **Clerk to reply advising she contact D C Cattanach & NYCC.**
   2. Clerk sent email from SDC to all re- greenspaces in the district. **Comments to be returned to SDC – green space around Broad Lane roundabout needs adding, Keesbury is private land & needs to be removed. The allotments need adding & the closed church yard. Wolsey Avenue play area needs removing.**
   3. Letter attached from BT to SDC & received by the Planning Service at the Council, regarding the consultation on the removal or community purchase of phone boxes across the District. **None are relevant to Cawood.**
   4. Invitation from the Chairman of SDC, Councillor Donald Mackay to his Last Night of the Proms Concert at the Riley Smith Hall in Tadcaster on Saturday 12 October. Civic heads are invited to drinks and a buffet from 6pm onwards and the music will start at 7.30pm. Tickets are £20 per person and all profits will go towards the Chairman’s Charities, Dementia Forward and St Leonards Hospice. RSVP by 5 October to buy tickets.
   5. A financial planning consultant from Hillam who writes an article for Hillam News would like to write for a similar publication in Cawood.  **Clerk replied that the PC does not have a Newsletter, the website & noticeboard do not take advertising but are for village use only.**
6. ITEMS FOR NEXT MONTH’S AGENDA.

### Robina Burton

PARISH CLERK

7 SEPTEMBER 2019