***Cawood Parish Council***

***A meeting of the Cawood Parish Council is to be held in the Old Boys’ School on Thursday 17 October 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. DECLARATIONS OF INTEREST in any matters on the agenda.
3. VISITORS. Any visitors to the meeting.
4. POLICE MATTERS & COMMUNITY SAFETY.
5. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
	1. To discuss Cllr Cattanach’s proposal to contribute to set aside contingency fund regarding Arriva 42 -contributions from PCs. To agree ring fencing within our own budget £525 per annum as contingency.
	2. To agree to send funding for the 42 service to SDC for payment to Arriva when requested (when deficits are determined).
	3. Email from resident who wrote to D C Cattanach about HGVs coming through village.

Mr Cattanach, I was driving back from Sherburn this morning and did check the signage again: the sign near the Biggin crossroads does come AFTER the crossroads and not before. Most drivers would not be able to read the sign in time to turn right and drive through Bishop Wood. Such drivers would get as far as the weight limit sign on Bishopdike Road before actually realising. This will help explain the lorry that got stuck trying to turn on the mini roundabout a while ago. (Clerk to explain at the meeting any actions required )

1. MINUTES of the September 2019 meeting for approval.
	1. To approve the minutes & Chairman of the meeting to sign the minutes of September 2019.
2. To receive information on the following ongoing issues and decide further action where necessary:
	1. Community Centre. To be updated.
	2. Housing Needs Survey.
		1. Email thanking PC for confirming the Housing Needs Report for Cawood is approved, this has now been circulated across the authority and shows the current affordable local housing need. The Officer is leaving her post as RHE next week. As discussed at the meeting the next stage will to be to identify a suitable piece of land to meet the identified need and do a “call for land” that meets Rural Exception Site policy, the PC should hear from the replacement once in post.
	3. YLCA employment matters
		1. To agree pension scheme to offer employees.
		2. To approve a Pension Policy
		3. To discuss future training opportunities and needs for staff
		4. To confirm line manager for the Clerk
	4. Notice Boards
		1. Cllr Lloyd to report on any further updates.
	5. YCLA Selby Branch meeting.
		1. Cllr Dennon to report from meeting on 9 October.
	6. WRU September & October editions
		1. Forwarded to all. For information, NALC are still working on Grievance & Disciplinary updated Policies
		2. Sport England Community Asset Fund applications are invited
	7. NYCC.
		1. Parish Portal. Clerk is in the process of registering the PC. This is still ongoing.
	8. PC Website.
		1. Councillor area has several new pages. Cllrs requested to check content & submit any new suggestions.
	9. The new Financial Regulations & internal control are ongoing
	10. Insurance register – ongoing.
	11. Hiring equipment – terms of agreement. Report from Cllr Wharmby.
	12. Storage & disposal of documents relating to record management. Update from Clerk
	13. Assets register. Cllrs were asked to provide replacement costs if they can. Updates attached
	14. Litter pick taking place on 12 October.
3. CLERK’S REPORT FROM ITEMS FROM THE JULY MEETING for information:
	1. Clerk has asked the arboriculturalist to survey trees on the PFs & cemetery.
	2. Clerk has asked Elmhirst Parker when the OBS lease expires.
	3. Clerk to distribute Good Councillor Guides to being a Good Employer
	4. Clerk has asked STC again for information on previous year’s income & expenditure regarding the cemetery. No response.
	5. Clerk contacted NYCC about the hedging near Chestnut road – they replied that the hedge is the responsibility of the landowner to cut back so if NYCC is made aware or identify through a highway safety inspection then they would send the attached letter and guidance. *Letter attached.*
	6. Clerk has written to homeowner asking they remove gate on to Garth
4. 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. Cash
		6. HMRC Tax £80.00
		7. Npower Pavilion £113.92
		8. Npower OBS £62.39
	2. **CASH RECEIVED:**
		1. PFLC Contribution to electricity
		2. SDC 2nd Precept instalment £16000
	3. **HSBC Bank Statements**
	4. **Debit Card.** The form has been submitted to HSBC..
	5. **Balance Sheet –** attached.
	6. **The closure of Audit & external Auditors report.** ***Deferred from the last meeting, will be addressed when internal controls are discussed***
5. H & S MATTERS.
6. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
	1. ***Cemetery:***
	2. ***Castle Garth:*** *To r*eview and agree the 2017 maintenance plan having due regard to the impact on adjoining properties, copies forwarded prior to meeting
	3. ***Playing Fields:***
		1. Update on retrospective planning application for playing fields container.
		2. Play area inspection has taken place. *Forwarded to all. To agree actions resulting from the report*
		3. *T*o discuss a proposal by the Cricket Club to provide 2 wash hand basins in the toilet areas
		4. To discuss a proposal by the Cricket Club to fund materials(only) to replace fencing at the Pavillion seating area. Photo attached as example.
		5. To discuss the replacement of perimeter low level fencing adjoining the access road and playing fields
		6. To review and agree Playing Fields area maintenance plan, copy attached
	4. ***Old Boys’ School:*** To discuss long term storage of the stage blocks at the OBS
	5. ***Cawood in Bloom***
		1. The Cawood in Bloom Committee have requested that the PC take over the running and organisation of Cawood in Bloom including its finances from January 2020. This includes buying / ordering the plants, pruning, watering, feeding, planting, weeding, removal of broken tubs, organising volunteers etc, excluding the memorial garden.. To agree action going forward from January about communal planted areas in the village. Cllrs Dennon & Shepherd are meeting a representative on Oct 19th to review the current situation
	6. To examine and define the roles of Wardens for clarity and guidance
7. REPORTS ON HIGHWAY / FOOTPATH MATTERS. To address issues of overhanging vegetation blocking street lighting
8. PLANNING MATTERS:
	1. ***Applications:***
		1. **2019/0999/S73** Section 73 application for two storey rear extension, two storey ancillary accommodation and timber framed car port without complying with condition 05 of approval 2017/0410/HPA granted on 16 June 2017 at Millstone House, 26 Rythergate, Cawood
	2. ***Approvals:***
	3. ***Refusals:***
9. CORRESPONDENCE
	1. The Redmond Review – *previously sent to all***.**
	2. Robin Road mobile app platform
	3. Rural News Sept , notice of meeting, Sherburn in Elmet: Selby Community Buildings Network meeting 29 October 9.30am – 12 noon
10. ITEMS FOR NEXT MONTH’S AGENDA.

### Robina Burton

PARISH CLERK

4 OCTOBER 2019