***MINUTES OF A MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS’ SCHOOL ON THURSDAY 17 OCTOBER 2019 AT 7.30PM***

MEMBERS PRESENT: Mrs L Dennon (Chair); Mr R Wharmby (Vice); Dr D Hepworth; Mr A Lloyd; Mr C Luker and Mrs C Shepherd.

*There were 4 members of the public present.*

1. APOLOGIES for absence were received and accepted from Mr M Cowling, Mr J Dickinson and Mr M Ward.
2. DECLARATIONS OF INTEREST in any matters on the agenda. **There were none.**
3. VISITORS. 4 visitors were present due to concerns over the following planning application which was brought forward on the agenda:

**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

**The PC object to the application, Cllr Dennon will draft and circulate a response to all for approval. Action LD**

1. POLICE MATTERS & COMMUNITY SAFETY. **There are some concerns about anti social behaviour at the playing fields. Damage has occurred near the tennis courts**
2. 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. **The proposal was agreed the money is to be kept in the PC account. Clerk to inform D C Cattanach. Action Clerk**
	2. To agree to send funding for the 42 service to SDC for payment to Arriva when requested by DC Cattanach (when deficits are determined). **This was agreed, Clerk to inform D C Cattanach. Action Clerk**
	3. Email from resident who wrote to D C Cattanach about HGVs coming through village.

**The PC is waiting for Cllr Dickinson’s report & then will contact D C Cattanach & NYCC. Action JD / Clerk**

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. **The minutes had been circulated and agreed and signed along with the following - It was agreed that any addendums or reports relating to meetings but not included in minutes are to be placed on the Councillor area on the website, this for reference purposes. The letter from the Feoffees to Cllr Cowling is to be added and Cllr Shepherd’s report on hedges Action LD**
2. **To receive information on the following ongoing issues and decide further action where necessary:**
	1. Community Centre. To be updated. **The Association has sent a letter to the Feoffees asking why they no longer wish the Community Centre to be at the school when they had previously supported this. Also asking if the Association can still have their support in the proceeds from the sale of the OBS. Cllr Wharmby proposed getting in touch with the Feoffees & respond to their earlier letter. This to be placed on the November agenda.**

 **Action Clerk**

* 1. 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. 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. ***For information.***
	2. YLCA employment matters
		1. To agree pension scheme to offer employees. **Agreed to go with NEST. Clerk to set up Staff Pension Scheme, letter to Handyman inviting opt in, Handyman details to join scheme, letter to Pension Regulator ensuring compliance Action Clerk**
		2. To approve a Pension Policy. **Agreed.**
		3. To discuss future training opportunities and needs for staff**. Cllr Dennon gave information on Webinar Training which will be cost effective. YLCA is planning to role out several bite size interactive training sessions. The cost is still to be determined. Once paid up & registered, access will be given to the training for 14 days if the live session is missed; also accompanying paperwork will be emailed to keep. YLCA invite suggestions for topics for future training.**

**The handyman is up to date with his training.**

* + 1. To confirm line manager for the Clerk.  **Cllr Cowling will act as Line Manager.**
	1. Notice Boards
		1. Cllr Lloyd to report on any further updates.  **The matter is still on ongoing.**
	2. YCLA Selby Branch meeting.
		1. **Cllr Dennon sent report of the meeting to all. Items discussed included Webinar training, community gritting partnership & funding using s137 money.**
	3. 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.  **Providing 3 or 4 pieces of adult fitness equipment on the playing fields was suggested by Cllr Dennon; Cllr Lloyd is to investigate feasibility. Action AL**
	4. NYCC.
		1. Parish Portal. **The Clerk has successfully registered & the matter will be placed on a future agenda. Action Clerk**
	5. PC Website.
		1. Councillor area has several new pages. Cllrs requested to check content & submit any new suggestions.
	6. The new Financial Regulations & internal control are **ongoing.**
	7. Insurance register – **ongoing**.
	8. Hiring equipment – terms of agreement. **This is still ongoing**. **Action RW / MB**
	9. Storage & disposal of documents relating to record management. **This is ongoing. The old Garth Committee minutes are to be stored in the container on the playing fields.**
	10. Assets register. Cllrs were asked to provide replacement costs if they can. Updates attached
	11. Litter pick took place on 12 October. **12 people came to help & it was a successful day.**
1. CLERK’S REPORT FROM ITEMS FROM THE SEPTEMBER 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 distributed Good Councillor Guides to being a Good Employer to all present.
	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 when NYCC is made aware or identify through a highway safety inspection then they would send the attached letter and guidance. *Letter attached.* **Clerk to forward information sent by Sharon Fox to all Cllrs. A number of properties with overhanging vegetation were mentioned. Clerk will also pass on to NYCC streetlights being blocked by overhanging vegetation. Action Clerk**

**Cllrs were asked to pass on to the Clerk any overhanging hedges & blocked street lights which can then be reported to NYCC. Action all Cllrs**

* 1. Clerk has written to homeowner asking they remove gate on to Garth. **No response.**
1. FINANCE
	1. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. A L Dennon Stationery & replacement tree at Playing Fields £68.49
		2. Martin Bates Handiwork £853.84
		3. Martin Bates Grass cutting £310.00
		4. Robina Burton Clerk’s salary
		5. Robina Burton Clerk’s expenses
		6. Cash Martin & petty cash £25.00
		7. HMRC Tax £80.00
		8. Npower Pavilion VAT £2.31 £113.92
		9. Npower OBS VAT £2.76 £62.39

 9.1.10.Wel Medical Defibrillator pads VAT £24.76 £148.58

* 1. **CASH RECEIVED:**
		1. PFLC Contribution to electricity £44.02
		2. SDC 2nd Precept instalment £16000
	2. **HSBC Bank Statements**
	3. **Debit Card.** The form has been submitted to HSBC along with Minutes of when the decision was agreed. Cllr Dennon signed the minutes which Clerk will take to the bank. **Action Clerk**
	4. **Balance Sheet –** attached.
	5. **The closure of Audit & external Auditors report.** ***Deferred from the last meeting, will be addressed when internal controls are discussed***
1. H & S MATTERS.
	1. **The Defibrillator pads have been replaced.**
	2. Clerk received email from a resident stating that the flood defence railings outside his property on Water Row have been damaged and the brickwork broken away. The resident had not reported the damage to the police. **Clerk had forwarded this to EA**. Cllr Lloyd knew of a contact at EA which he will pass to the Clerk. **Action AL, Clerk**
	3. As yet it is not known if the Great Close sign has been repaired.
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
	1. ***Cemetery:***
		1. There have been complaints regarding the cemetery gate which requires replacement. **Cllr Wharmby stated prices are being sought for a replacement gate. The conifer tree at the entrance to the cemetery will be removed as the roots are cracking the pillar at the end of the wall. All agreed to the removal of the tree. Action: RW**
	2. ***Castle Garth:***
		1. *To r*eview and agree the 2017 maintenance plan having due regard to the impact on adjoining properties, copies forwarded prior to meeting. **It was explained that the plan is a five-year rolling programme for maintenance which was originally produced by the Castle Garth Committee in 2009 (the committee is no longer in existence), to look after the wildlife habitats. The Garth Wardens all had the document which also went before the PC when it was new. All Councillors have now seen the current (2017) document. It was agreed that cutting the area to the rear of Gill Green on a yearly basis will be added to Martin’s work schedule. Action RW / MB**
		2. Painted stones have been hidden in the grass on the Garth. As they have been hidden from view the mower has hit them which has resulted in damage being caused. **Cllr Lloyd is to place this matter on Cawood Folk asking that stones are not hidden in the grass.**   **Mower to be repaired if possible. Action AL / MB**
		3. The Guardians of the Garth have resumed activities & have painted the struts that were replaced following recent vandalism. Cllr Dickinson has worked with them & they have built an insect hotel. A new gallery is being developed on the website. Action: LD
	3. ***Playing Fields:***
		1. Update on retrospective planning application for playing fields container. **Ongoing.**
		2. Play area inspection has taken place. *Forwarded to all. To agree actions resulting from the report.* Cllr Dennon & Cllr Wharmby shadowed the inspector.
* **Replacement posts are required at the Log Cabin, it was agreed Handyman would replace the 2 rotten ones that had been identified**. Replacements posts to be purchased from Playdale. **Action: Clerk / RW**
* **Cllr Dennon has twice removed the fungus growth at the base of ’Pick up Sticks’ – this issue will be monitored. Action: LD, RW**
* **The swings were originally installed properly but mole activity has raised the matting; to solve the issue the chains will be shortened. Action: RW**
* **A letter is to be sent to Sutcliffe Play as the Multi Play Unit has failed BS EN 1176 Head & Torso Probe Test from installation. A copy of the report is to be enclosed. Action Clerk**
* **A letter to be sent to Wicksteed Leisure as ’Pick up Sticks’ which was supplied by the company failed BS EN 1176 Toggle Test. A copy of the report is to be enclosed. Action Clerk**
	+ 1. To discuss a proposal by the Cricket Club to provide 2 wash hand basins in the toilet areas. Agreed **payment for this will come from the PF grant. Action RW, MW**
		2. To discuss a proposal by the Cricket Club to fund materials (only) to replace fencing at the Pavilion seating area. Photo attached as example. **The cost will be around £250. Drainage needs sorting out in the first. Agreed PFLC will fund this. Action RW / MW**
		3. To discuss the replacement of perimeter low level fencing adjoining the access road and playing fields. **If and when money is obtained from the proposed development on Ryther Road it needs to be spent on the provision for Toddler’s play equipment in the play area rather than fencing. The perimeter fencing is in a bad condition & has been vandalised. Installing gabions instead of replacing the fencing was suggested & Cllr Luker is to investigate the price of gabions. Other suggestions welcomed. Action CL**
		4. To review and agree Playing Fields area maintenance plan produced by Cllrs Dennon and Wharmby ,copy attached. **Agreed.**
	1. ***Old Boys’ School:***
		1. To discuss long term storage of the stage blocks at the OBS. **It was agreed they would continue to be stored at the OBS.**
	2. ***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. **The 2 Councillors will report to the PC at the next meeting. Action LD / CS**
	3. To examine and define the roles of Wardens for clarity and guidance. **Cllrs were asked to give the responsibilities of the role some thought for discussion at the next meeting. Action all Cllrs**
1. REPORTS ON HIGHWAY / FOOTPATH MATTERS. **Discussed earlier.**
2. PLANNING MATTERS:
	1. ***Applications:***
		1. **Discussed earlier.**
	2. ***Approvals:***
		1. **2019/0850/HPA** Proposed single storey front & rear extensions and two storey side extension at Greenways, 12 Fostergate, Cawood
	3. ***Refusals:* None**
3. CORRESPONDENCE
	1. The Redmond Review – *previously sent to all***. No action.**
	2. Robin Road mobile app platform.  **No action.**
	3. Rural News Sept, notice of meeting, Sherburn in Elmet: Selby Community Buildings Network meeting 29 October 9.30am – 12 noon. **Cllr Hepworth will try to attend. Action DH**
4. ITEMS FOR NEXT MONTH’S AGENDA.
	1. VE Day celebration.
	2. Response to Feoffees regarding OBS.
	3. Role of Wardens.
	4. Cawood in Bloom.
	5. Financial matters.

***There being no further business the meeting closed at 10.15pm***

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

The following amendments were agreed Nov 21st 2019

6.1 Cllr Shepherd’s report on hedges - “ provided a report on the hawthorn hedge at Gill Green, 14 Broad Lane adjacent to the Garth.2

7.14 “thank you to the 12 people who came to help...”

11.2.1 amend the last sentence. “It was agreed that cutting the area adjacent to Gill Green, 14 Broad Lane on a yearly basis will be added to Martin’s work schedule,” as it is not ‘to the rear’ and this prevents future misunderstandings / confusion.