***Cawood Parish Council***

***A meeting of the Cawood Parish Council is to be held in the Old Boys’ School on Thursday 21 November 2019 at 7.30pm, you are summoned to attend following an in camera precept meeting at 7pm***

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.
   1. Crime Prevention event at the OBS on Saturday 30 November, 2 – 4pm
5. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
   1. D C Cattanach confirmed the PC will ring fence £525 annually as the bus service contingency and retain it in the PC budget. He has also been informed the PC will send the Arriva money to SDC when requested once the deficits are confirmed.
   2. HGVs coming through village. In response to Cllr Miles Dickinson’s report, D C Cattanach is trying to arrange a meeting with NYCC to discuss the problem. An email from D C Cattanach forwarded to all plus reply from David Bowe.
   3. To approve paperless planning applications in future instead of SDC sending paper copies to the Clerk. Email from D C Cattanach re- planning. *Forwarded to all.*
6. GENERAL ELECTION – 12 December. Information from LCA forwarded to all.
7. MINUTES of the October 2019 meeting for approval.
   1. To approve the minutes & Chairman of the meeting to sign the minutes of October 2019.
8. To receive information on the following ongoing issues and decide further action where necessary:
   1. Clerk’s Laptop. To agree replacement computer for Clerk and discuss external secure storage of data. Clerk has had various problems with the laptop & has been unable to carry out various tasks. Cllr Cowling, as line manager, has looked at the machine & recommends a laptop with much more storage space is obtained.
   2. Community Centre. Updates regarding Feoffees’ response to CC Cttee letter.
   3. Selby Community Buildings network meeting. Report from Cllr Hepworth.
   4. Notice Boards
      1. Cllr Lloyd to report on any further updates and to agree future action.
   5. NYCC.
      1. Parish Portal. Clerk has registered the PC. To agree existing ongoing issues to be brought to the attention of NYCC. To agree best use of Portal and councillors to be registered.
   6. PC Website.
      1. Councillor area has several new pages. Cllrs requested to check content & submit any new suggestions.
   7. To approve revised Financial Regulations, distributed earlier
   8. To approve statement of Internal Control, distributed earlier
   9. To approve Risk Management Schedule, distributed earlier
   10. To agree Clerk to provide up to date Insurance Register for the December meeting.
   11. Hiring equipment – terms of agreement. Report from Cllr Wharmby.
   12. To agree purchase of second hand lockable metal filing cabinet for storage of documents relating to record management. Clerk to update on disposal of old documents.
   13. To confirm Pension arrangements in place for Handyman now new contract is signed.
   14. To confirm approval of Cllrs and Clerk accessing Webinar training. To agree maximum number of courses/trainees.
   15. VE Day Celebrations require action if anything is to take place
9. WRU November: Digital mapping. BHIB is offering free digital asset mapping licences with Parish Online to all councils who insure with them on a three-year deal.
10. D of E volunteers: to be updated on progress, determine tasks, ensure their safety
11. **TREE MATTERS:** Tree charter day. Information from YLCA to Join NALC, The Woodland Trust and the National Union of Students in The Big Climate Fight Back by hosting a tree planting event on the 30 November. As Tree Charter members, you are entitled to free trees from The Woodland Trust for these events! Please let NALC know how many trees you will need for your event and where you would like the trees to be delivered. They will arrive near to Tree Charter Day by post. You don’t need to have a tree for every person. Instead, focus on getting the right number of trees for the space available. *Information previously sent to all.*  
    CLERK’S REPORT FROM ITEMS FROM THE OCTOBER MEETING for information:
    1. Cllrs approved Cllr Dennon’s comments regarding objection to application at 26 Rythergate, Cawood, which were submitted to Planning Dept at SDC.
    2. Clerk has asked STC again for information on previous year’s income & expenditure regarding the cemetery. *No response.*
    3. Clerk asked NYCC to write to homeowners about overhanging hedging also Clerk notified NYCC of streetlights blocked by trees.
    4. Clerk wrote to EA about damaged railings on Water Row. EA is dealing directly with the homeowner.
    5. Clerk replied to sender of email about problems with cemetery gate that a replacement is to be obtained.
    6. Clerk has written to homeowner asking they remove gate on to Garth. *No response. To discuss whether further action needed.*
    7. Clerk wrote to Sutcliffe Play as the safety inspection identified the Multi Play Unit failing the Head & Torso Probe Test from installation. Photos have also be sent & the problem will be raised with the Quality team
    8. Clerk wrote to Wicksteed Leisure as ’Pick up Sticks’ which was supplied by the company failed the Toggle Test.
    9. Clerk informed Sharon Fox that information has not been received about closure of bridge or Great Close. Sharon has contacted NYCC IT dept.
    10. Clerk has asked BHIB if the PC can sign up to the free digital asset mapping.
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. HMRC Tax £80.00
       6. SAIDB Garth – land drainage rate £7.70
       7. SAIDB Garth - land drainage rate £12.98
       8. Community First Yorkshire Clerk attending GDPR training VAT £4.00 £24.00
       9. PCC Contribution to upkeep of Parish Clock £140.00

*(In 2015 the PCC paid £140 but the PC did not contribute*

*In 2016 the PCC paid £140 and the PC reimbursed that amount*

*In 2017 the PCC paid £140.00 for the annual service and the PC contributed that amount.*

*In 2018 the clock was serviced, but there is no record of payment being made no invoice was received despite*

*chasing for it.)*

* + 1. BHIB Insurance premium £2835.42
    2. Cash £50.00

(Clerk has queried this with BHIB as the premium has increased from £2223.65 last year)

* 1. **TO RESOLVE TO AUTHORISE PAYMENT OF THIS MONTH’S BILLS**
  2. **CASH RECEIVED:**
  3. **HSBC Bank Statements**
  4. **Debit Card.** The card has been given to MB.
  5. **Balance Sheet –** attached.
  6. **The conclusion of Audit & external Auditor’s report.** The Clerk to indicate arrangements to be put in place in response to External Audit’s report regarding non-compliance of Reg 15, the exercise of public rights. To agree the appointment of a new Internal Auditor.

1. H & S MATTERS.
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
   1. ***Cemetery:***
   2. ***Castle Garth:*** *Update regarding painted stones being hidden in the grass*
   3. ***Playing Fields:*** 
      1. Cllr Luker to provide information about gabions to potentially replace the perimeter low level fencing adjoining the access road and playing fields. Any other suggestions for discussion.
      2. Cllr Lloyd to provide information on feasibility of providing adult equipment on the fields, using Sport England grants.
   4. ***Old Boys’ School:*** To discuss the PC contacting the Feoffees in response to their letter from April this year.
   5. ***Cawood in Bloom:*** 
      1. To approve the recommendations in the report from Cllr Dennon & Cllr Shepherd on recent meeting with a member of the committee.
      2. Message from a member of the Committee that a couple of tubs opposite the school are water logged + one on Chestnut Rd near the flats. (Passed to Cllr Wharmby for attention by MB.) Also in the email - does the PC have a view on people leaving items for recycling on the road side? There is a house on Sherburn Rd that regularly puts out electrical items that stay there for weeks. The latest is a settee that has been the at least 2 weeks.
   6. **To examine and define the roles of Wardens for clarity and guidance**
3. REPORTS ON HIGHWAY / FOOTPATH MATTERS.
   1. Paving slabs at Church end. 1 x loose paving slab & 1x uneven paving slab on the right hand side of pumping station, Church End, near wooden planters.
   2. Email from resident to NYCC asking when kerbs on Thorpe Lane are to be raised. NYCC reply that the works remain outstanding but as savings on schemes have to be made this year it was necessary to reduce the Capital spend in the area, the kerbing could not be included when the contractors were last in Cawood. As the defect wasn’t dangerous it meant that as not a high priority it had to be put on hold.  The works will be completed sooner rather than later.
4. PLANNING MATTERS:
   1. ***Applications:***
      1. **2019/0821/FUL** Proposed workshop extension and tractor/hgv servicing bay Hagg Farm, Hagg Lane, Cawood
   2. ***Approvals:***
      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

**(Email thanking PC for allowing visitors to speak at the last meeting. Although the application has been approved it has been reiterated that the properties cannot be let out and must remain as one dwelling.)**

* 1. ***Refusals:*** 
     1. **2019/0333/HPA** Proposed removal of shop front and reinstatement of brick external wall including two new windows at 1-3 Rythergate, Rythergate, Cawood

1. CORRESPONDENCE
   1. Message from the PCC Treasurer – the PCC has recently had the Church clock serviced for a cost of £140, this amount has been paid. The PCC ask if the PC will contribute to the payment.
   2. Invitation for Cawood PC to take part in the Festival of Christmas Wreaths. *Letter attached for all.*
   3. *Letter from CAB requesting a donation*
   4. *Newsletter from Clerks & Councils Direct*
2. ITEMS FOR NEXT MONTH’S AGENDA.

**Robina Burton**

PARISH CLERK

13 NOVEMBER 2019