***Cawood Parish Council***

***A meeting of the Cawood Parish Council is to be held in the Old Boys’ School on Thursday 19 December 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. PRECEPT. To finalise Precept request. *Information from SDC sent to all.*
4. VISITORS. Any visitors to the meeting.
5. POLICE MATTERS & COMMUNITY SAFETY.
	1. *Clerk reported the vandalised Information boards to the Police, incident NYP221120190361. When they have 'down time' police will visit the village and speak to & try to engage with young people.*
6. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
	1. *D C Cattanach has had a meeting with Gary Lumb of NYCC & an important part of the meeting was based around the* *letter that Cllr Dickinson had written. D C Cattanach suggests the PC invite Gary Lumb to a meeting in the new year for an update of what they are doing & hope to do, he also suggests designating Cllr Dickinson to be the representative of the PC to liaise with Gary on any HGV incidents or updates on NYCC actions.*
	2. *D C Cattanach was saddened that the PC wish to keep receiving paper copies of planning applications.*
7. MINUTES of the November 2019 meeting for approval.
	1. To approve the minutes & Chairman of the meeting to sign the minutes of November 2019.
8. **To receive information on the following ongoing issues and decide further action where necessary:**
	1. Clerk’s Laptop & Filing cabinet. Cllr Cowling has obtained the laptop. To agree the disposal of the existing laptop.
	2. Community Centre. Updates regarding Feoffees’ response to CC Committee letter & site meeting with SDC.
	3. Notice Boards
		1. Cllr Lloyd to report on any further updates and to agree future action.
	4. PC Website.
		1. Cllr Cowling to report on cost of retaining domain name.
	5. To provide up to date Insurance Register for the December meeting. Clark has asked that the Clerk’s email address is changed. Suggestion that Handyman container is added.
	6. To confirm Pension arrangements in place for Handyman now new contract is signed.
	7. *Webinar training.*
	8. *VE Day Celebrations*
	9. Hiring equipment from Handyman.
9. D of E volunteers: to be updated on progress
10. WRU December edition
11. *CLERK’S REPORT FROM ITEMS FROM THE OCTOBER MEETING for information:*
	1. *Clerk reported the Castle Garth vandalism to the police.*
	2. *Clerk sent £30 donation to CAB.*
	3. *Clerk sent payment of maintenance of Parish Clock to PCC.*
	4. *Clerk asked STC again for information on previous year’s income & expenditure regarding the cemetery. Andy Argyle has replied – see cemetery.*
	5. *Clerk has written again to homeowner asking they remove gate on to Garth. No response.*
	6. *Sutcliffe Play raised the play equipment problems identified in the safety inspection with their Quality team. Clerk notified Cllr Wharmby that it was to be delivered to Martin Bates.*
	7. *Clerk wrote to Wicksteed Leisure as ’Pick up Sticks’ which was supplied by the company failed the Toggle Test. No response.*
	8. *Clerk has asked BHIB if the PC can sign up to the free digital asset mapping. BHIB reply that Parish Online will be in touch shortly to assist in setting up  the licence. BHIB rolled out the Parish Online incentive in October this year*
	9. Clerk has enquired about a Credit Card. HSBC say the bank mandate states two sign on the account therefore a credit card cannot be provided. To agree another debit card.
	10. *Clerk has ordered 3 copies of ‘Good Cllrs Guide’ – for new councillors.*
12. FINANCE
	1. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. Cash Wreath & cash £50.00

(Although the money was withdrawn the action was not discuss or agreed at the November meeting)

* + 1. Martin Bates Handiwork salary
		2. Robina Burton Clerk’s salary
		3. Robina Burton Clerk’s expenses
		4. HMRC Tax £80.00
		5. Cawood Feoffment Estate Charity OBS rent due quarter day 25 December £148.00
		6. Mr M Cowling Repayment for laptop VAT £79.99 £399.95
		7. Cash Petty Cash £30.00
		8. YLCA Good Cllrs Guide £13.73
		9. Npower OBS VAT £70.40 £351.99
	1. **TO RESOLVE TO AUTHORISE PAYMENT OF THIS MONTH’S BILLS**
	2. **CASH RECEIVED:**
		1. OBS Committee Rent & electricity contribution £1013.77
	3. **HSBC Bank Statements**
	4. **Balance Sheet –** attached.
	5. **Petty Cash Sheet –** attached.
1. H & S MATTERS.
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
	1. ***Cemetery:***
		1. Arboriculturalist report of the cemetery forwarded to all. To decided what action to be taken.
		2. *Cemetery accounts. Email form Andy Argyle apologising for delay in responding but recently there was a change to the Town Clerk & then a major IT problem. Two new members of staff have been appointed who will be in post by mid-January. He has informed the new Town Clerk of the PCs request, she will look at it in due course and respond accordingly.*
	2. ***Castle Garth:***
		1. Tree works on Garth & Gill Green, to decide what action to be taken.
		2. Signs at each entrance require new mounts.
		3. *A resident has said that the sign on the gate nearest to the school is missing. Clerk has replied that appropriate work is taking place.*
	3. ***Playing Fields*:**
		1. Cllr Lloyd to provide information on feasibility of providing adult equipment on the fields, using Sport England grants.
	4. ***Old Boys’ School:***
		1. To accept OBS Management Committee & terms of reference *Forwarded to all.*
		2. Community Centre and OBS future action to be agreed. To consider next step re- contacting the Feoffees in response to their letter of April.
	5. ***Cawood in Bloom:***
3. **To discuss guidelines or roles of Wardens**
4. REPORTS ON HIGHWAY / FOOTPATH MATTERS / PARISH PORTAL.
	1. *Clerk has reported on Parish Portal –*

*1) the new Wolsey Walk sign on Wistowgate opposite Maypole Gardens which sticks into the pavement at eye level – reply received this matter will be investigated and appropriate action taken.*

*2) the pavement up from the school where they stopped redoing it – reply that this will be repaired within 90 days.*

*3) the roundabout at the end of Sherburn St, photos were also attached. Reply received that a safety inspection has been completed at the Sherburn Street roundabout. However the issue reported does not meet the criteria for repair at this time. NYCC will continue to monitor the problem during routine inspections.*

1. PLANNING MATTERS:
	1. ***Applications:***
		1. **2019/1252/HPA** Proposed erection of a garden room at the rear of the house at 12 Wistowgate, Cawood
		2. **2019/1231/HPA** Proposed part two single storey rear extension at River Cottage, 3 Water Row, Cawood
	2. ***Approvals:***
		1. 2019/0821/FUL Proposed erection of 1no. vehicle maintenance building and 1no. feed store, extension to existing workshop and retention of 1no. general purpose store at Hagg Farm, Hagg Lane, Cawood
	3. ***Refusals:***
2. NEW YEAR FIREWORKS, QUIZ & PARISH WALK. To discuss arrangements are in place.
3. CORRESPONDENCE
4. ITEMS FOR NEXT MONTH’S AGENDA.
	1. Playing Fields Terms of Reference & Licences.
	2. Cawood in Bloom – thanks to Stockbridge for the plants.
	3. Insurance Policy Schedule
	4. H & S – Play Area, Cemetery, Garth, OBS safety inspections.

**Robina Burton**

PARISH CLERK

13 DECEMBER 2019