***MINUTES OF A MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS’ SCHOOL ON THURSDAY 21 NOVERMBER 2019 AT .30PM***

1. APOLOGIES for absence were received from Cllr Luker & Cllr Lloyd. Cllr Shepherd arrived following the start of the meeting.
2. PRECEPT. Due to the hall being in use at 7pm the Precept & finance matters were discussed at the start of the meeting at 7.30pm. Cllr Dennon had previously raised some anomalies on the summary expenses sheet with the Clerk. A new expenses sheet had been produced & sent to all. More details as to handiwork expenses on the petty cash information are required. Cllrs will make a final decision on the required Precept at the December meeting.
3. DECLARATIONS OF INTEREST in any matters on the agenda**. There were none.**
4. VISITORS. **There were no visitors at the meeting**.
5. POLICE MATTERS & COMMUNITY SAFETY.
	1. A Crime Prevention event will be held at the OBS on Saturday 30 November, 2 – 4pm. It is hoped that recent vandalism in the village will be reported at this event.
	2. Vandalism has taken place to the Garth information Board by the Bishopdyke. Also youngsters have thrown stones at cars. **Clerk to report the Garth damage to the Police & to ask if a Community Support Officer can visit the playing fields where youths are congregating. Action Clerk**
6. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
	1. D C Cattanach confirmed his agreement 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 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. **Clerk to ask DC Cattanach if the meeting with NYCC can involve Cllr Dickinson as PC rep. Action Clerk**
	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.* **Following a vote Cllrs agreed not to go paperless, Clerk to inform DC Cattanach. Action Clerk**
7. GENERAL ELECTION – 12 December. Information from LCA forwarded to all.
8. MINUTES of the October 2019 meeting had been circulated and were approved and signed by the Chairman Cllr Dennon with amendments;
* 6.1. Cllr Shepherd did not give a report on hedges but provided a report on the Hawthorne hedge at Gill Green adjacent to the Garth.
* 7.14 To be amended to say thank you to the 12 people who helped with the litter pick.
* 11.2.1. The last sentence to be amended to say that 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 14 Broad Lane & Gill Green are both called the same & this prevents future misunderstanding/confusion.

 **These amendments to be affixed in the Minute Book after the October minutes. Action Clerk**

1. 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. Due to its lack of storage space Clerk has had 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. **It was agreed to purchase a new laptop which Cllr Cowling will obtain. Action MC**
	2. Community Centre. Updates regarding Feoffees’ response to CC Committee letter. **Cllr Cowling has written to the Feoffees asking why they had changed their minds about building at the school, he has not received a response to his letter as yet but has been assured a reply will come shortly.**

**Cllr Cowling has also been in touch with the Planning Dept at SDC for their opinion on development at the Playing Fields. The Community Centre Committee would have to have consultation with PFLC as they have leased control of the playing fields. This matter is ongoing. Action MC**

* 1. Selby Community Buildings network meeting. **Cllr Hepworth reported that the meeting had been a chance to meet others who run community buildings. He added that a more structured OBS Management Committee is to be formed & Terms of Reference to be set up which will be brought to the next meeting. Action DH**
	2. Notice Boards
		1. Cllr Lloyd to report on any further updates and to agree future action. **To be added to December agenda.**
	3. 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. **It was agreed to pass any matters of concern to the Clerk to report. Cllr Dennon is to send photos of existing problems such as Sherburn Street roundabout & the lack of tarmac on Thorpe Lane, to the Clerk. Action LD / Clerk**
	4. PC Website.
		1. Councillor area has several new pages. Cllrs requested to check content & submit any new suggestions.
		2. **Cllr Cowling stopped the website he set up but has retained the domain name, he is to check the renewal cost & it will be decided at the next meeting if to retain. Action MC**
	5. To approve revised Financial Regulations, distributed earlier. **Approved. Clerk to ask the bank if it will be possible for the PC to have a credit card. Action Clerk**
	6. To approve statement of Internal Control, distributed earlier. **Approved, with minor amendments. The Asset Register will be reviewed in September each year with the village divided into areas for Cllrs to inspect.**
	7. To approve Risk Management Schedule, distributed earlier. **Cllrs approved the scheme after adding the risk rating to each item. It was agreed 4 monthly inspections in line with those already undertaken at the Play Area would be implemented at the Cemetery, Garth (esp. Pond area) and external OBS including recording findings and actions. Months are JANUARY, MAY, SEPTEMBER.**
	8. To agree Clerk to provide up to date Insurance Register for the December meeting. The statement of fact document requires attention. **It was agreed to pay the annual premium. Action Clerk**
	9. Hiring equipment – terms of agreement. Report from Cllr Wharmby.  **The following prices - £30 a day for the hedge cutter, £5 an hour for the chainsaw, £5 for the wacker plate were agreed. A simple hire form to be created . Action : RW**
	10. 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. **Clerk to obtain a filing cabinet. The disposal of documents is still ongoing. Action Clerk**
	11. To confirm Pension arrangements in place for Handyman now new contract is signed. **Handyman signed his contract and pension arrangement are to be put in place. Action Clerk**
	12. To confirm approval of Cllrs and Clerk accessing Webinar training. To agree maximum number of courses/trainees. **Approval was confirmed.**
	13. VE Day Celebrations require action if anything is to take place. **Cllr Cowling will add a piece on Cawood Folk.**

**Action MC**

1. 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. **It was agreed to go ahead with the licence as a 3 year deal was set up in 2108. Action Clerk**
2. D of E volunteers: to be updated on progress, determine tasks, ensure their safety. **The arrangement needs to be formalised. It was agreed that Cllr Wharmby would ask the Handyman to speak to the boy’s father. Action RW/MB**
3. **TREE MATTERS:** Tree charter day, information *previously sent to all.* **There is nowhere suitable in the village on Parish Council owned land to plant trees.**
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.* **Clerk to pursue this. Action Clerk**
	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.* **Clerk to write again to the home owner. Action Clerk**
	7. **Clerk to ask NYCC to confirm the next bridge** **closure. Action Clerk**
	8. 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 now been sent & the problem will be raised with the Quality team
	9. Clerk wrote to Wicksteed Leisure as ’Pick up Sticks’ which was supplied by the company failed the Toggle Test. Photos to be sent to Wicksteed. **Action: LD/Clerk**
	10. Clerk informed Sharon Fox that information has not been received about closure of bridge or Great Close. Sharon has contacted NYCC IT dept.
	11. Clerk has asked BHIB if the PC can sign up to the free digital asset mapping.
4. FINANCE
	1. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. Martin Bates Handiwork £985.02
		2. Martin Bates Grass cutting £155.00
		3. Martin Bates (Debit Card) 471.60-dog bags, fuel-70.00 VAT £90.67 £541.60
		4. Robina Burton Clerk’s salary
		5. Robina Burton Clerk’s expenses
		6. HMRC Tax £80.00
		7. SAIDB Garth – land drainage rate £7.70
		8. SAIDB Garth - land drainage rate £12.98
		9. Community First Yorkshire Clerk attending GDPR training VAT £4.00 £24.00

*The course was cancelled so the bill was not paid.*

* + 1. PCC Contribution to upkeep of Parish Clock £140.00
		2. BHIB Insurance premium £2835.42
		3. Cash Clerk £10 £10.00
		4. CAB Donation £30.00
	1. **PAYMENT OF THIS MONTH’S BILLS WAS AUTHORISED**
	2. **CASH RECEIVED:**
	3. **HSBC Bank Statements**
	4. **Debit Card.** The card has been given to MB. Expenditure now to be detailed monthly.
	5. **Balance Sheet –** attached.
	6. **Petty Cash payments** – attached.
	7. **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. Clerk to ask YLCA for list of approved internal auditors. **Action: Clerk**
1. H & S MATTERS. **No matters were raised.**
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
	1. ***Cemetery:***

**The gate has been repaired. Handyman is going to cut down the tree. Action MB**

* 1. ***Castle Garth:***
		1. Update regarding painted stones being hidden in the grass. **No update was received.**
		2. **Signs at each entrance require new mounts. Action: RW/MB**
	2. ***Playing Fields:***
		1. Cllr Luker provided information about gabions to potentially replace the perimeter low level fencing adjoining the access road and playing fields at an approximate cost of £4000. UPVC fencing would be appproximately £5000 and replacement wood fencing approximately £3000. **Cllr Wharmby suggested using the metal fencing from the Wolsey Avenue play area along with steel posts. PFLC will pay all costs. This was agreed. Action RW**
		2. Cllr Lloyd to provide information on feasibility of providing adult equipment on the fields, using Sport England grants. **To be placed on next month’s agenda. Action Clerk**
	3. ***Old Boys’ School:*** To discuss the PC contacting the Feoffees in response to their letter from April this year.
		1. **It was proposed there should be a reduction in rent as the OBS is not making any money. A longer lease would make improvement works more viable. It was also suggested the PC leave the building & let the Feoffees run it. Information will be obtained on the OBS income & expenditure. Cllr Cowling asked that Cllrs wait a month & hopefully a reply will have been received from the Feoffees & the Planning Dept. This was agreed.**
	4. ***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. **Cllr Dennon & Cllr Shepherd will oversee the transition from the Committee to the PC, it is then intended that areas of the village will be adopted. It was agreed to approve the report**.
		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? Clerk to reply this is not within PC remit. **Action: Clerk**
	5. **To examine and define the roles of Wardens for clarity and guidance. To be discussed at the next meeting.**
1. 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. Reported to NYCC.
	2. Email from a resident regarding traffic problems between the school and the roundabout where it meets Thorpe Lane: **Clerk to replay that unfortunately the matters raised are beyond the remit of the Parish Council but they will be passed on to NYCC who are hopefully coming to the village on another matter. Action Clerk**
	3. 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. Wolsey Walk sign opposite Maypole Gardens entrance sticks out into pavement. Photo via Parish Portal. **Action: LD/ Clerk**
2. PLANNING MATTERS:
	1. ***Applications:***
		1. **2019/0821/FUL** Proposed workshop extension and tractor/hgv servicing bay Hagg Farm, Hagg Lane, Cawood. **PC had NO OBJECTION**.
		2. **2019/1182/FUL** Proposed erection of shed in rear yard of 6 High street, Cawood. **PC had NO OBJECTION.**
		3. **2019/1136/LBC** Listed building consent for retention of 2 lager cooling units and associated pipe work to the adjoining listed party wall at 3 and at Jolly Sailor Inn, 5 Market Place, Cawood. **PC had NO OBJECTION**
		4. **2019/1138/FUL** Retrospective application for 3 lager coolers and the installation of 14 solar panels on the rear main roof at 3 and at Jolly Sailor Inn, 5 Market Place, Cawood**. PC had NO OBJECTION.**
	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. **It was agreed to contribute £140. For information: the PCC pay for repairs and the PC pay for annual service.**
	2. Invitation for Cawood PC to take part in the Festival of Christmas Wreaths. *Letter attached for all. Cllr Dennon will make wreath for the festival at no cost to the PC.* ***ACTION: LD***
	3. Letter from CAB requesting a donation. **It was agreed to donate £30.**
	4. Newsletter from Clerks & Councils Direct
2. ITEMS FOR NEXT MONTH’S AGENDA.
	1. To finalise the Precept request.
	2. Vandalism in the village.
	3. HGV problems in village.
	4. Community Centre and OBS future action
	5. OBS Management Committee & terms of reference.
	6. VE Day.
	7. D of E volunteers.
	8. The Roles of Wardens.
	9. Notice Boards update.
	10. Domain name of old website.
	11. Quarterly safety inspections, Play Area, Cemetery, Garth, ext. OBS
	12. New Year Fireworks & Parish Walk arrangements
	13. Insurance register
	14. Pension arrangements
	15. Tree works at Garth & Gill Green

***There being no further business the meeting closed at 10.45pm.***

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