***MINUTES OF THE MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS’ SCHOOL N THURSDAY 19 DECEMBER 2019 AT 7.30PM***

1. APOLOGIES for absence were received and accepted from Cllr Dickinson & Cllr Lloyd.
2. DECLARATIONS OF INTEREST in any matters on the agenda. There were none.
3. PRECEPT. To finalise Precept request. **It was agreed to accept Option 4 of the estimated parish base** **(Band D Equivalents) for Cawood Parish supplied by SDC** **– the Precept request is £32,460.01**
4. VISITORS. There were no 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. **The minutes were agreed & signed with the following amendment: The safety inspections take place every 4 months, January, May & September & not quarterly. (Cllr Wharmby carries out a visual inspection every week on the play equipment.)**
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 a laptop which has been set up by a resident. *The disposal of the existing laptop* *will be discussed at the next meeting.*

Cllr Cowling also obtained a filing cabinetwhich when unpacked was found to be damaged & will be returned & replaced.  **Clerk to write & thank the resident who set up the laptop. Action Clerk**

* 1. Community Centre. Updates regarding Feoffees’ response to CC Committee letter & site meeting with SDC. **Cllr Cowling reported that the Feoffees were adamant they do not want the Community Centre at the school. 2 other sites are being investigated. Cllr Cowling visited the Head of Planning at SDC when his views were asked regarding access but will not respond until the middle of January. The Clerk was requested to check legal documentation relating to PC owned land. Action Clerk / MC**
	2. Notice Boards
		1. Cllr Lloyd to report on any further updates and to agree future action. **No report received.**
	3. PC Website.
		1. Cllr Cowling to report on cost of retaining domain name. **The cost if £15.74 (inc VAT) for another year. It was agreed to retain for another year. Action MC**
	4. Insurance. To provide up to date Insurance Register for the December meeting. Clerk has asked that the Clerk’s email address is changed. Suggestion that Handyman container is added. **Insurance documents forwarded to all. Clerk to query Building No 4 on the Statement of Fact with BHIB. Clerk to query the insurance cover of freezer stock also data breach. Action Clerk**
	5. Fireworks & Christmas Tree Insurance. **Clerk advises the Insurance Company that the New Year Fireworks are to take place & notifies the Police & Fire Brigade 7 days beforehand. Medical people are on site & the fireworks are lit some 60 yards away from the spectators. The lights on the Christmas Tree are lit with a blue plug into a socket, no wiring takes place.**
	6. To confirm Pension arrangements in place for Handyman now new contract is signed. **Clerk has registered the Handyman with NEST & 2 signatures are required for the Direct Debit (Cllr Ward & Cllr Wharmby signed the document). Handyman has been registered on the PAYE system but Clerk is unable to add him to the Pensions Regulator so has asked them for advice. Action Clerk**
	7. Webinar training. **There were audio problems at recent training so no charge has been made. Paperwork is available for viewing on the Cllr protected area.**
	8. VE Day Celebrations. **A villager has come forward to be involved & a further post on Cawood Folk will be made after Christmas. Money for organisational costs will be discussed at the next meeting. Action MC**
	9. Hiring equipment from Handyman. It was resolved to accept **the hiring agreement.**
1. D of E volunteers: to be updated on progress.  **It appears they are volunteering through the D of E & not the PC.**
2. WRU December edition
3. *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. Sutcliffe responded by sending replacement parts, now fitted.*
	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 Councillors sign on the account therefore a credit card cannot be provided. To agree another debit card. **It was agreed the debit card would be obtained for the Clerk’s use. HSBC require signed copies of the minutes when this action was agreed. Action Clerk**
	10. *Clerk has ordered 3 copies of ‘Good Cllrs Guide’ – for new councillors.*
4. FINANCE
	1. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. Cash Poppy wreath & cash £50.00

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

* + 1. Martin Bates Handyman 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 £428.00
		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

(This amount has not been paid as more bills have been received. Clerk has submitted readings from the meters)

* 1. **IT WAS RESOLVED TO AUTHORISE PAYMENT OF THIS MONTH’S BILLS**
	2. **CASH RECEIVED:**
		1. OBS Committee Rent (140) & electricity (873.77) 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. To decided what action to be taken. *Clerk had omitted to forward the report to all but it is on the PC website.*  **It was proposed and agreed to accept the report apart from the tree at the gate which, in advance of the report, the PC had agreed had to be removed as it was damaging the wall.**
		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. **The work was approved by SDC earlier this year & although too wet at the moment the report will be passed to Handyman for him to action as soon as he can. Action: RW**
		2. Signs at each entrance require new mounts, **these have been costed**.
		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. **No information provided as yet.**
		2. **Cllr Luker was thanked for providing scaled drawings of the tractor container as required by SDC planning department, these were forwarded to Cllr Lloyd. Action: AL**
		3. **The container is painted with anti-climbing paint & signs are displayed but there is a risk someone could fall between the container & the wall. Handyman to be asked to carry out action on this problem. Action: RW**
	4. ***Old Boys’ School:***
		1. To accept OBS Management Committee & terms of reference. *Forwarded to all.* **The revised terms of reference will be taken to the next OBS Management Committee on 8 January & then brought to the next PC meeting. Action DH**
		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. **Clerk to write to Feoffees asking if an exploratory meeting can take place regarding the OBS & Community Centre. Action Clerk**
	5. ***Cawood in Bloom:***
		1. **Clerk to ask the treasurer about the transfer of funds. Action Clerk**
3. **To discuss guidelines or roles of Wardens –** *deferred to the next meeting****.***
4. REPORTS ON HIGHWAY / FOOTPATH MATTERS / PARISH PORTAL.
	1. *Clerk has reported on Parish Portal using photos from Cllr Dennon:*

*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.* ***This has been repaired.***

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

*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.*

16.2. **Clerk to report to NYCC concerns over safety that dead wood may fall from a neighbouring tree on to the footpath which runs from Broad Lane to the playing fields. Action Clerk**

16.3. **Clerk to write to NYCC about overhanging hedges at 2 properties which have not responded satisfactorily to NYCC letters. Action Clerk**

16.4. **Clerk to write to residents asking that guests at the property do not park on the pavement. Action Clerk**

16.**5. The pavement at the end of the driveway to Gill Green is poor condition. Cllr Luker to take photos & send them to the Clerk to report. Action Cllrs**

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.

**PC had NO OBJECTION.**

* + 1. **2019/1231/HPA** Proposed part two single storey rear extension at River Cottage, 3 Water Row, Cawood.

**PC had NO OBJECTION.**

* 1. ***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
	2. ***Refusals:***
1. NEW YEAR FIREWORKS, QUIZ & PARISH WALK. To discuss arrangements are in place. **Cllr Cowling is organising the firework fund raising quiz on 30 December starting at 8.30pm in the Jolly Sailor, notices are being displayed. He is also arranging the New Year fireworks; in addition to the money raised at the quiz collections have been obtained from the Post Office & the PC makes up the total funds to £1000. Cllr Cowling is to ask on Cawood Folk if anyone would be willing to lead the New Year’s Day walk.**
2. CORRESPONDENCE
	1. Letter of thanks from CAB for the PCs donation o0f £30.
	2. CEF has published an Eastern Area Development Plan which they wish to be delivered to each household. *Areas are to be agreed next meeting.*
3. ITEMS FOR NEXT MONTH’S AGENDA.
	1. Playing Fields Licences.
	2. Playing Field Liaison Committee terms of reference
	3. CEF development plan distribution
	4. Cawood in Bloom – thanks to Stockbridge for the plants & to thank members of the Committee for their hard work.
	5. Insurance Policy Schedule
	6. H & S – Play Area, Cemetery, Garth, OBS safety inspections.
	7. Disposal of existing laptop.
	8. To discuss continued subscription to Microsoft Office, Clerk has subscribed to this year.

***There being no further business the meeting closed at 9.50pm***

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