***Cawood Parish Council***

***A meeting of the Cawood Parish Council is to be held in the Old Boys’ School on Thursday 16 January 2020 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. VISITORS. Any visitors to the meeting.
4. POLICE MATTERS & COMMUNITY SAFETY.
5. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
	1. Email from resident of Sherburn Street asking who should be planting the trees on Sherburn Street to screen the smart meter mast, erected over a year ago. The planning permissions / application clearly shows tress screening the mast, but so far none have been planted.

[http://publicaccess.selby.gov.uk/PublicAccess.WebSearch/(S(afsn2xmx1mhzkexsdgtd41xq))/Results.aspx?grdResultsP=1](http://publicaccess.selby.gov.uk/PublicAccess.WebSearch/%28S%28afsn2xmx1mhzkexsdgtd41xq%29%29/Results.aspx?grdResultsP=1)

*D C Cattanach has looked again at the application and cannot see any plan for trees around the mast.*

1. MINUTES of the December 2019 meeting for approval.
	1. To approve the minutes & Chairman of the meeting to sign the minutes of December 2019.
2. **To receive information on the following ongoing issues and decide further action where necessary:**
	1. NALC revised Disciplinary & Grievance Policies. To be agreed.
	2. Clerk’s Office Equipment. The filing cabinet has been obtained & delivered to the Clerk. To agree the disposal of the existing laptop.
	3. MacAfee Virus Protection. The has expired, Cllr Cowling has downloaded a free anti virus.
	4. Community Centre. Updates regarding Feoffees’ response to CC Committee letter & site meeting with SDC.
	5. Notice Boards
		1. Cllr Lloyd to report on any further updates and to agree future action.
	6. PC Website.
		1. To resolve to pay domain renewal & NETWISE premium & support & maintenance package before the end of February.
	7. Insurance. Clerk has notified BHIB that the Clerk’s email address has changed & building No 4 is to be removed from the cover – updated documents attached for all. £60.46 has been credited to the PC account.

*In respect of the freezer stock cover, this is provided as standard and cannot be removed from the policy, there is no additional charge for this cover. Regarding cover for Data Breach Response the additional premium is £62 Including Insurance Premium Tax.  If a more comprehensive Cyber Insurance policy is required, the premium will be £299.99 Including Insurance Premium Tax*

* 1. To confirm Pension arrangements in place for Handyman now new contract is signed. Clerk will update*.*
	2. Payroll Provider**.** To consider using a payroll provider, Autela Payroll Services, for PC employees' pay, tax and pension services. Information has been sent to all.
	3. *Webinar training. Code of Conduct training on 7 January. Information sent to all.*
	4. VE Day Celebrations. Further updates. To agree to fund hire of school premises on Sat May 9th on behalf of the community.
	5. *Hiring equipment from Handyman.*
	6. CEF development plan distribution.
	7. To discuss continued subscription to Microsoft Office – Clerk subscribed this year & next subscription is due on 10 July 2020.
1. *CLERK’S REPORT FROM ITEMS FROM THE OCTOBER MEETING for information:*
	1. *Clerk asked the Solicitor of the Feoffees if a meeting can be arranged with reps of the PC.*
	2. *Clerk sent letter to the resident thanking him for setting up the laptop.*
	3. *Clerk sent information to NYCC regarding overhanging hedges which still require attention.*
	4. *Clerk advised BHIB, the Police & Fire Brigade of the New Year Firework display.*
	5. *Clerk reported concerns over falling dead wood on Parish Portal.*
	6. *Clerk has asked that guests do not park on the pavement outside the guest house.*
	7. *Clerk sent the Precept request to SDC.*
	8. *Clerk has signed up to the free digital asset mapping.*
	9. *Clerk has thanked residents who decorated the village Christmas trees.*
	10. Signed copies of minutes are required when the decision to obtain a new Debit Card was agreed. (December 2019)
2. FINANCE
	1. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. Martin Bates Handiwork salary
		2. Robina Burton Clerk’s salary
		3. Robina Burton Clerk’s expenses
		4. HMRC Tax - Clerk £80.00
		5. HMRC Tax – Handyman
		6. Pension payments
		7. Jo Ryan Cemetery tree survey £350.00
		8. Jo Ryan PF tree survey £500.00
		9. Mr M Cowling Repay filing cabinet VAT £7.54 £44.99

(The bill below have been paid)

* + 1. Npower OBS VAT £186.19 £1489.13
		2. Npower Pavilion VAT £7.53 £198.13
		3. Npower Christmas lights box DD VAT £3.14 £65.99
		4. D & R Group Fireworks VAT £166.00 £1000.00

(some of the payment was made up of the collections from the Post Office)

* 1. **TO RESOLVE TO AUTHORISE PAYMENT OF THIS MONTH’S BILLS**
	2. **CASH RECEIVED:**
		1. Fireworks Donations/collections (475.00) quiz (190.00) £665.00
	3. **HSBC Bank Statements**
	4. **Internet Banking.** Clerk has obtained a form from HSBC which has to be signed by Cllrs. Minutes when action was agreed must be taken to bank.
	5. **Payroll Provider.** To consider using a payroll provider, Autela Payroll Services, for PC employees' pay, tax and pension services. Information has been sent to all.
	6. **Balance Sheet –** attached.
	7. **Petty Cash Sheet –** attached.
1. H & S MATTERS. Play area, cemetery, Garth, OBS safety inspections.
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
	1. ***Cemetery:***
		1. Controlled Waste Transfer. Annual agreement £422.28 (Emptying bins.) To resolve to reduce from 2 bins to one bin.
	2. ***Castle Garth:***
		1. Tree works on Garth & Gill Green, to decide what action to be taken. To resolve to buy Hawthorne whips for the Gill Green.
		2. To discuss clearing out the Garth pond.
	3. ***Playing Fields*:**
		1. Cllr Lloyd to provide information on feasibility of providing adult equipment on the fields, using Sport England grants.
		2. PF tree survey report forwarded to all. To agree to actions.
		3. Playing Field Lease. Clarification from the Clerk.
		4. PF terms of reference.
		5. To agree to resend photos and report to Wicksteed ref the failure of toggle test.
		6. Reply from Wicksteed re- Pick up Sticks. ‘ This unit was installed over 4 years ago, May 2015, and based on the fact this has only just been reported we believe that this has occurred as a result of the timber contracting as it has dried out; timber is of course a natural product and as such will contract and expand with the changing weather/seasons.  I can confirm that Fawns (the manufacturer) agree with the findings of the Inspector as in the risk is categorised as low risk and as such would recommend that this is monitored as part of your ongoing inspection and maintenance regime.  Alternatively as part of your ongoing maintenance you could infill the gap between the deck and the post with either a wood filler or a fillet of wood.  Please be advised that as this is a result of the characteristics of timber this is not covered under warranty.’
		7. Update on the safety aspect of the container discussed at last meeting: possibility of blocking the gaps so children don't fall & get trapped
	4. ***Old Boys’ School:***
		1. To accept OBS Management Committee terms of reference. *Forwarded to all.*
		2. The Feoffees Solicitor will contact the Feoffees regarding a meeting & report back to the PC.
		3. Controlled Waste Transfer. Annual agreement £334.14
	5. ***Cawood in Bloom:***
		1. To thank members of the committee for all their hard work.
		2. Councillors are invited to adopt a planter.
		3. The treasurer suggests the Committee write a cheque to the PC for the full remaining funds and then close the account with the bank. It would be then up to the PC whether to open a separate account. (It can be difficult changing names on a mandate.) Cllr Shepherd has a lot of information from the committee.
	6. **To discuss guidelines & agree roles of Wardens.** *Information forwarded to all.*
3. REPORTS ON HIGHWAY / FOOTPATH MATTERS / PARISH PORTAL.
4. PLANNING MATTERS:
	1. ***Applications:***
		1. **2019/1331/OUT** Outline application for erection of six dwellings including access, layout and scale(all other matters reserved) on Land Adjoining Riverside Court, Riverside Court, Cawood
	2. ***Approvals:***
	3. ***Refusals:***
5. CORRESPONDENCE
6. ITEMS FOR NEXT MONTH’S AGENDA.

**Robina Burton**

PARISH CLERK

09

09 January 2020