***MINUTES OF THE MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS’ SCHOOOL ON THURSDAY 16 JANUARY 2020 AT 7.30***

MEMBERS PRESENT: Mrs L Dennon (Chairman); Mr R Wharmby (Vice Chairman); Mr M Cowling; Mr J Dickinson; Dr D Hepworth; Mr A Lloyd; Mr C Luker; Mrs C Shepherd and Mr M Ward.

There were no members of the public present.

1. APOLOGIES for absence. There were no apologies for absence.
2. DECLARATIONS OF INTEREST in any matters on the agenda. There were none.
3. VISITORS. There were no visitors to the meeting.
4. POLICE MATTERS & COMMUNITY SAFETY.
	1. **Tractors belonging to a local farmer have had tyres slashed on two separate occasions.**

**On the 7th January 2020 it was reported to the Police that a tractor tyre had been maliciously stabbed at Field House Farm.**

**On the 13th January 2020 at Field House Farm another tractor tyre was maliciously stabbed. This too was reported to the Police.**

**This is in addition to a combine tyre being maliciously stabbed in August 2019 within a Dutch barn at Wood Ends Farm. This incident was reported to the Police at the time.**

**Additional security measures have been installed.**

1. 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 resident states the planning permissions / application shows trees screening the mast, but so far none has been planted.

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

**Clerk to reply that unfortunately the PC cannot help with this matter. Action Clerk**

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. **The minutes of the December meeting had been circulated and were agreed and signed by the Chairman of the meeting.**
2. **To receive information on the following ongoing issues and decide further action where necessary:**
	1. NALC revised Disciplinary & Grievance Policies. **The Disciplinary & Grievance Policies were both accepted & adopted.**
	2. Clerk’s Office Equipment. The filing cabinet has been obtained & delivered to the Clerk. To agree the disposal of the existing laptop. **All information has been wiped from laptop & it was agreed to donate it to a community group in the village should there be a need for one. Action RW**
	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. **Cllr Cowling has had no response but a representative from SDC has been to the Playing Fields & taken photographs.**
	5. Notice Boards
		1. Cllr Lloyd to report on any further updates and to agree future action. **The contractors have given a quote for a third board if the board is still required. The pebbledash on the Post Office wall needs repair & the existing boards need to be lowered. This matter is still ongoing. Action AL**
	6. PC Website.
		1. To resolve to pay domain renewal & NETWISE premium support & maintenance package before the end of February. **This was agreed.**
	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.* **It was agreed that Data Breach cover is not needed, Clerk to inform BHIB.**

 **Action Clerk**

* 1. To confirm Pension arrangements in place for Handyman now new contract is signed**. The first pension payment has been paid to NEST. There has been no reply to an email the Clerk sent to the Pension Regulator.**
	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. **Following discussion it was agreed to use a payroll provider & agreed to appoint Autela Payroll Services. Action Clerk**
	3. *Webinar training. Code of Conduct training on 7 January. Information sent to all.* **Cllr Dennon took part in the Duties & Powers training.**
	4. VE Day Celebrations. Further updates. To agree to fund hire of school premises on Sat May 9th on behalf of the community.  **Friday 8 May will be a Bank Holiday. Initial plans are: on the Friday evening following community singing at the Foreshore, a bugler is to play the Last Post, the Church bells to ring and the Beacon lit at 7pm. A parade, and afternoon and evening events are being planned for Saturday 9 May. Cllrs agreed to make a grant of £200 to the Committee to help with these events. The Old Boys’ School premises will be made available without charge.**
	5. *Hiring equipment from Handyman.* ***The agreement has been signed.***
	6. CEF development plan distribution. **Areas for Cllrs to distribute were agreed.**
	7. To discuss continued subscription to Microsoft Office – Clerk subscribed this year & next subscription is due on 10 July 2020. **It was agreed to continue subscription. Clerk paid for this year’s subscription.**
1. *CLERK’S REPORT FROM ITEMS FROM THE DECEMBER 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.* ***Clerk to ask NYCC to write to the non-resident owners about overhanging vegetation on Rythergate blocking lamppost 6. Action: Clerk***
	4. *Clerk advised BHIB, the Police & Fire Brigade of the New Year Firework display.*
	5. *Clerk reported concerns on the Parish Portal over falling dead wood.*
	6. *Clerk has asked that guests do not park on the pavement outside a guest house.*
	7. *Clerk sent the Precept request to SDC.*
	8. *Clerk has signed up to BHIB free digital asset mapping.* ***Clerk to forward the information to Cllr Dickinson.***

***Action: Clerk***

* 1. *Clerk has thanked residents who decorated the village Christmas trees. Residents who provide tree and electricity to be thanked.* ***Action: Clerk***
	2. FINANCE
	3. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. Robina Burton Clerk’s salary
		2. Robina Burton Clerk’s expenses
		3. HMRC Tax - Clerk £80.00
		4. Martin Bates Handyman salary
		5. Pension payments to NEST DD
		6. Jo Ryan Cemetery tree survey £350.00
		7. Jo Ryan PF tree survey £500.00
		8. Mr M Cowling Repay filing cabinet VAT £7.54 £44.99
		9. Npower OBS VAT £186.19 £1489.13
		10. Npower Pavilion VAT £7.53 £198.13
		11. Npower Christmas lights box DD VAT £3.14 £65.99
		12. D & R Group Fireworks VAT £166.00 £1000.00

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

* 1. **IT WAS RESOLVED 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 (Dec 2019) must be taken to bank. **The form was signed.** Clerk to make arrangements with HSBC bank.

**Action: Clerk**

* 1. **Balance Sheet –** attached.
	2. **Petty Cash Sheet –** attached.
1. **Internal Audit. Clerk has asked Riccall Clerk who they use as Internal Auditor. Cllr Cowling offered to attend the next Internal Audit with the existing Auditor & then review.**
2. H & S MATTERS. Play area, cemetery, Garth, OBS safety inspections. **The Play Area, Cemetery, OBS & Garth inspections are due this month & reports are to be kept on the website. Action: LD, RW, JD, CL, DH**
3. 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. **This was agreed, Clerk to inform SDC. Action Clerk**
	2. ***Castle Garth:***
		1. Tree works on Garth & Gill Green, to decide what action to be taken. To resolve to buy Hawthorn whips for the Gill Green. Handyman  **has undertaken work on the Garth & the work to the Chestnut tree on Gill Green. The boundary of Gill Green requires tidying work and the ivy cut when the land dries out. A mixed bundle of whips are to be obtained, some are to be put on the playing fields & some on Gill Green. Action: RW/MB**
		2. To discuss clearing out the Garth pond. **This will not take place this year as the water level is so high.**
	3. ***Playing Fields*:**
		1. Cllr Lloyd to provide information on feasibility of providing adult gym equipment, using Sport England grants. **There are 2 types of grants that can be applied for, Sport England suggested the Community Asset Fund would be the most appropriate. It was agreed the PC would put a post of Cawood Folk to help gauge need for this equipment. Action: JD, AL**

 **Prices for equipment to be obtained. Action: LD**

* + 1. PF tree survey report forwarded to all. To agree actions. **Permission will be required for trees covered by TPOs so work can be carried out in the Autumn. Trees recommended to be felled will be replaced, the wild cherry T34 will be replaced with a rowan, T20 will be replaced with an oak. It was agreed Clerk to apply to SDC for the works to be carried out using Treesource report. Action Clerk**
		2. Playing Field Lease. Clarification from the Clerk. **Information was provided that in order for PFLC to obtain grants in 2010 the playing fields had to be leased to the Committee & in order to have a lease the land had to be registered to PFLC. The Land Registration had to be in the name of individuals & not positions held on the committee. The lease is for 99 years.**
		3. PF terms of reference. **These are ongoing**.
		4. To agree to resend photos and report to Wicksteed ref the failure of toggle test. **Reply received from Wicksteed – below.**
		5. 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.’ **The suggested action inserting a filler or fillet will be taken. Action RW/MB**
		6. Update on the safety aspect of the container discussed at last meeting: possibility of blocking the gaps so children don't fall & get trapped. **Handyman to create a protective metal barrier**.

**Action RW/MB**

* 1. ***Old Boys’ School:***
		1. To accept OBS Management Committee terms of reference. *Forwarded to all.* **Cllr Hepworth is to amend the document & then forward it to the Clerk who in turn will send to the Feoffees. Terms agreed.**

**Action DH/Clerk**

* + 1. *The Feoffees Solicitor will contact the Feoffees regarding a meeting & report back to the PC.*
		2. *Controlled Waste Transfer. Annual agreement £334.14*
	1. ***Cawood in Bloom:***
		1. **The departing Committee has thanked Stockbridge for the summer plants.**
		2. To thank members of the committee for all their hard work. **The PC thanks the departing Committee members who are Joan Hicks, Rosemary Nellis, Janis Yeoman and Judy Jones in addition to past committee members Gerald and Barbara Hirst. Over thirty years ago David Jones, Joan Hicks and Tim Slater set up Cawood in Bloom which has provided colourful beds and containers throughout the village.**
		3. Councillors are invited to adopt a planter**. A spreadsheet has been created by Cllr Shepherd listing all the planters and beds & Cllrs were invited to adopt a planter/tub. Members of the public will be invited to get involved later in the Spring. Action : CS, LD**
		4. The treasurer of CIB suggests the Committee write a cheque to the PC for the full remaining funds thus closing the account with the bank. **The final bank statement will be received at the end of January, then the accounts of the Committee will be finalised** **& a cheque sent to the PC.**
		5. **There is a box of documents from the Committee which are to be kept in the Playing Field container.**

**Action: RW**

* 1. **To discuss guidelines & agree roles of Wardens.** *Information forwarded to all.*
	2. REPORTS ON HIGHWAY / FOOTPATH MATTERS / PARISH PORTAL.
		1. **Clerk to report on Parish Portal the footpath between Keesbury Field & Maypole Gardens fence, the sides of the path are falling away. Action: Clerk**
		2. **Clerk also to report the Garth path by the school field which is sinking into the cut**

**Action: Clerk**

1. PLANNING MATTERS:
	1. ***Applications:***
		1. **2019/1331/OUT** PC had **NO OBJECTION** toOutline 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:***
2. CORRESPONDENCE. **There was none.**
3. ITEMS FOR NEXT MONTH’S AGENDA.
	1. Litter pick. To take place in March.
	2. Payroll Provider.
	3. Community Centre Update.
	4. Update regarding the Laptop.
	5. Notice Boards.
	6. VE Day celebrations.

***There being no further business the meeting closed at 10.20pm***

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