***MINUTES OF A MEETING OF THE CAWOOD PARISH COUNCIL HELD IN THE OLD BOYS’ SCHOOL ON THURSDAY 20 FEBRUARY 2020 AT 7.30PM***

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

1. APOLOGIES for absence. There were no apologies.
2. DECLARATIONS OF INTEREST in any matters on the agenda. There were none.
3. VISITORS. Any visitors to the meeting. There were no visitors.
4. POLICE MATTERS & COMMUNITY SAFETY.
	1. The same farmer who was reported at the last meeting as having two tractor tyres maliciously stabbed has suffered another 2 criminal incidents. A PTO shaft was stolen on 26 January & on 13 January 8 bags of seed corn were slashed. Both incidents have been reported to the police.
5. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS. **No matters were raised & no Cllrs present.**
6. MINUTES of the January 2020 meeting for approval.
	1. To approve the minutes & Chairman of the meeting to sign the minutes of January 2020. **The January 2020 minutes were agreed and signed with the addition of a more detailed report of the criminal damage at a local farm –**

**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. **To receive information on the following ongoing issues and decide further action where necessary:**
	1. Community Centre. Updates regarding Feoffees’ response to CC Committee letter & site meeting with SDC. **No updates have been received**
	2. Meeting with Feoffees. To agree a basic agenda for the meeting and determine PC reps. **The agenda was agreed and Cllr Wharmby will attend the meeting along with Cllr Dennon & Cllr Lloyd. Cllr Dickinson also expressed interest. Action RW, LD, AL, Clerk**

**This will be a basic fact-finding meeting, to establish the Feoffees’ viewpoint with the understanding the Community Centre is still on going.**

* 1. Notice Boards. Cllr Lloyd to report on any further updates and to agree future action. **Cllr Lloyd will draft a letter advising that the PC will not now pursue the community board, the existing boards are to be lowered and the wall made good. The Handyman will be asked to carry out the work. Action AL, RW**
	2. YLCA Meeting. Report from recent meeting. Cllr Dennon sent a report to all. **GDPR was discussed; it was noted there is a security incident template available on the new YLCA website The Data Audit is a statutory requirement. *This matter will be placed on the next agenda for further discussion.*  Action: Clerk**

 **Cllr Dennon asked about Planning applications not received in time for the agenda and YLCA advised.**

**For further discussion: a scheme of delegation, detailed responses to be delegated to the Clerk, forming a**

 **subcommittee. When SDC weekly lists are checked then all applications are covered. To be placed on next month’s**

**agenda. Action Clerk**

* 1. YLCA Policies. To agree to adapt policies cited by YLCA as necessary for adoption (the list is in WR Feb 10th).  **NALC has produced several new policy guidance docs with templates available on new YLCA website. The adaptation & adoption of the documents is strongly recommended which all relate to areas of employment. Cllr Dennon & Cllr Shepherd have started looking at the list: policies and guidance will be passed to the staffing committee for action. Action LD, CS, staffing committee**
	2. PC Website. The website has been very well used during recent flood issues with over 1000 visits in one week. YLCA new website launch**. *New passwords and usernames are now on the password protected page.***
	3. *Payroll Provider****.*** *Autela Payroll Services is now dealing with for PC employees' pay, tax and pension services.*

 **Autela are also dealing with the Pension Regulator.**

* 1. VE Day Celebrations. Further updates. **A meeting took place last Tuesday, several village groups are joining the parade which will end at the school. If it’s raining the school can hold 150 people, the OBS can also accommodate 150 & the marquee can be set up in the car park. There will be a dance in OBS on Saturday evening with prizes for the best dressed. The Jolly Sailor is to brew a special beer which will be on sale. BHIB has been asked if the event will be covered under PC insurance. A fund-raising /quiz will also take place on 27 February.**
	2. CEF. The next forum will take place on 18 March at Riccall Primary School.
	3. Litter Pick*.* This will take place on Saturday 28 March. To receive information from Cllr Shepherd. Arrangements are in place with SDC. **The litter pick will take place between 2-4pm.****The OBS has been booked & refreshments will be available. Cllr Ward will collect the litter from the OBS in his trailer. Action: CS, LD, MW**
	4. Rural Housing. The new enabler is in post & asks for any updates & to arrange a walk around the village to identify locations. (Letter attached.) To agree further action. **Clerk to reply that the PC was happy with the previous enabler’s report & the sites that were identified. Cllr Wharmby will meet the enabler to view the sites & Clerk to ask that he brings the correct map. Action Clerk, RW**
	5. HMRC. A penalty notice has been received due to Clerk being unable to send tax returns on old laptop. Autela has been informed & advised appealing against the fine. **Clerk has sent a letter of appeal & explained how the error came amount. Autela also advised paying the fine which will hopefully be reduced. Action Clerk**
1. *CLERK’S REPORT FROM ITEMS FROM THE JANUARY MEETING for information:*
	1. *Clerk has thanked residents for allowing their tree to be second Christmas tree.*
	2. *Clerk asked NYCC to contact the Diocese about vegetation at the Vicarage.*
	3. *Clerk informed BHIB that Data Breach cover is not required.*
	4. *Clerk sent the Old Boys’ School Terms of Reference to the Feoffees Solicitor to pass to the Trustees.*
	5. *Clerk has submitted Playing Field TPO application to SDC.*
	6. *Clerk has informed SDC that only one waste bin is required at the cemetery.*
	7. *Clerk has submitted Internet Banking forms to HSBC.*
	8. *Clerk reported on Parish Portal the path to the rear of Maypole Gardens.*
	9. *NYCC report steps have been repaired and are reasonably available for use by the public.*
	10. *Clerk reported on Parish Portal the path on the Garth is slipping.*
2. FINANCE
	1. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. CPRE Subscription DD £36.00

(This subscription is to be canaelled)

* + 1. Martin Bates Handyman’s salary and pension
		2. Robina Burton Clerk’s salary
		3. Robina Burton Clerk’s expenses
		4. Yorks Local Councils Assn Webinar: Powers & Policies training – 16 January £15.00
		5. NETWISE Website package support & maintenance & domain name (1 year) £315.00
		6. Wicksteed Leisure Ltd Play area inspection VAT £9.00 £54.00
		7. SDC Controlled Waste Transfer – emptying OBS bin £334.14
		8. SDC Controlled Waste Transfer – emptying cemetery bin £223.64
		9. Robina Burton Clerk’s heating / electricity expenses £4 per week x 52 £208.00
		10. Cash Petty Cash £10.00
		11. HMRC Penalty for late tax return £200.00
	1. **IT WAS RESOLVED TO AUTHORISE PAYMENT OF THIS MONTH’S BILLS**
	2. **CASH RECEIVED:**
		1. Martin Bates Return of tax & pension over-payments £176.42
		2. OBS Rent (140) & electricity (729.35) £869.35
		3. Cawood in Bloom funds Transferred to PC due to ending the of the Committee £2363.66
		4. PFLC Electricity contribution £198.13
	3. **HSBC Bank Statements**
	4. **Balance Sheet –** attached.
	5. **Petty Cash Sheet –** attached.
1. H & S MATTERS. Play area, cemetery, and OBS safety inspections have been received and added to the website. **The Large Multi Play Unit has some wear on edges of main platform &Cllrs Wharmby & Dennon recommend replacement as the edges are tearing. *Clerk to ask Sutcliffe to replace.* Action Clerk**

The Garth safety inspection( January) has still to take place. **Action JD, CL**

1. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
	1. ***Cemetery:***
		1. The area looks good.
	2. ***Castle Garth:***
		1. The wardens will check if the gate from a private property on to the Garth has been blocked off.

**Action: CL, JD**

* + 1. Whips for the hedging at Gill Green to be purchased if not already done so. **Action: RW/ Handyman**
	1. ***Playing Fields*:**

11.3.1 Cllr Dennon provided information on prices of adult equipment on the fields, circulated to all. **The equipment would be obtained with the help of a Sport England grant. Cllr Lloyd is to place an item on Cawood Folk to measure villagers’ interest in the provision of adult outdoor gym equipment. Action: AL**

11.3.2. To agree to replace platform on large multiplay (ref latest report from Wardens). **This was agreed**.

11.3.3. PFLC have expressed concern they had not been contacted by the committee regarding recent discussions about using the Playing Fields site. A straw poll was conducted which unanimously opposed the development there. **Discussed earlier.**

11.3.4. The football team would like to put in some extra drainage. This would be near the Allotment container. The PFLC to pay for materials & the football team to do the work. **This will be discussed at the next PFLC meeting.**

* 1. ***Old Boys’ School:***
	2. ***Cawood in Bloom:***
		1. The retiring treasurer has sent a cheque for the Cawood in Bloom balance of £2363.66, Clerk will pay this amount into the PC account & then the C in Bloom account will be closed. **Action Clerk**
1. WARDENS:

To discuss guidelines & agree roles of Wardens. *Information forwarded to all by Cllr Dennon.* **The informal guidelines were approved.**

1. REPORTS ON HIGHWAY / FOOTPATH MATTERS / PARISH PORTAL.
2. PLANNING MATTERS:
	1. To agree Clerk checks recent validations prior to sending out agenda. To discuss dealing with applications that arrive after the agenda has gone out. See 7.4. **It was agreed the weekly lists on the public portal will be checked.**

**Action : Clerk (ongoing)**

* 1. SDC Local Plan Public Consultation: to consider implications for Cawood and discuss a response. **Cllrs found the document to be over whelming because of its size; it was felt there is too much to understand & react to. It was agreed commenting on the mine sites which were originally agreed would be returned to green field sites & not redeveloped. Action: Clerk**
	2. ***Applications:***
		1. **2020/0035/HPA** Proposed single storey rear/side extension to Fold Yard House, Old Boys School Lane,

Cawood. **No objection.**

* + 1. **2019/1336/LBC** Listed building consent for internal and external works to roof including the installation of

heritage style roof lights to rear, repairs of roof and reinstating of gable & window at Bank House, 78 Church

End, Cawood. **No objection.**

* + 1. **2020/0065/S73** Section 73 application to vary/remove condition 02 (approved plans) of planning

permission reference 2018/0565/FUL for proposed demolition of an existing cottage and the erection of a

replacement dwelling granted on 4 October 2018 at 12 Wistowgate, Cawood. **No objection.**

* + 1. **2020/0134/HEN** House Extension Notification for a single storey rear extension extending 7.00 metres

to rear, 3.00 metres to ridge and 2.95 metres to eaves, 29 Broad Lane Cawood **No objection**.

* + 1. **2020/0113/TCA |** Application for consent to fell 1No Leylandii tree (T1), fell 1No Elder tree (T2), fell 2No

Pyracantha trees (T3 & T4), fell 1No Ash tree (T5), remove 1No Hawthorne hedge (H1) and reduce 1No

Hawthorne hedge (H2) by 50% in the conservation area |Pinfold Cottage 17 Water Row Cawood

**No objection.**

* + 1. **2020/0152/ADV** Advertisement consent for display of 2 No non illuminated contact/showroom signs and

4 No flags, STREET RECORD, Willow Crest Road Cawood **No objection.**

* + 1. **2020/0099/TPO** Proposed felling of 1 No Wild Cherry (T34), cut 3 branches at 1 metre to 1 No Goat Willow

(T37) and remove 2 lowest branches to 1 No Norway Maple (T40), remove dead branch and prune to 1 No

Ash (T12), reduce branch with crack and reduce other branches to 1 No Oak (T15) covered by TPO 1/1973

and TPO 4/1997 Location: Cawood Sports Field, Maypole Gardens, Cawood **Notice of validation received.**

* 1. ***Approvals:***

14.4.1. 2019/1182/FUL Proposed erection of shed in rear yard at 6 High Street, Cawood, Selby

14.4.2. 2019/1231/HPA Proposed part two storey part single storey rear extension, River Cottage, 3 Water Row, Cawood

1. CORRESPONDENCE

15.1 Volunteering in North Yorkshire. Poster & postcards asking for volunteers. These will go in the main board.

**Action: LD**

15.2. Recycling**.** Homes in Selby district will receive two, new wheeled bins: a blue one for glass, cans and plastic and a brown one for paper and cardboard.

15.3. CEF Leaflet. Cllr Dennon will email Cllrs areas with approximate numbers for delivery. **Action: LD**

15.4. Planning Seminars. YLCA is running two Planning Seminars in April 2020. These will focus on helping councils to

understand their role in the planning system and guide them in making effective responses to planning

applications.

**16.** ITEMS FOR NEXT MONTH’S AGENDA.

* 1. **Garth safety inspection & report.**
	2. **Garth gate.**
	3. **YLCA policies.**
	4. **Cawood in Bloom**
	5. **Old laptop.**

**There being no further business the meeting closed at 10pm.**

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