General guidelines for the role of Warden, Cawood Parish Council

The Parish Council works as a whole based on collective responsibility, but each councillor has additional areas of responsibility undertaken on behalf of all.

The Wardens’ areas of interest relate to: the Cemetery, the Garth, the Playing Fields.

The Cemetery:

Primarily having regard to any maintenance or safety issues and informing the PC of them as they arise. There are a lot of trees there. They will be surveyed by an arboriculturist every 3 or 4 years. None is subject to a TPO so any interim work may be undertaken without recourse to SDC.

The perimeter wall is subject to long term on-going re-mortar work.

The bins are emptied every Tuesday at 9am and the bin needs to be wheeled to the road end of the lane before then and returned to the cemetery.

SDC is responsible for burials and the admin of them, so the PC is solely involved in maintenance and Health & Safety.

The Garth & Gill Green:

Both are subject to statutory scheduling and all work requires permission from not only SDC regarding trees with TPO status but also English Heritage if any digging is required. The trees without a TPO are subject to Conservation Area rules. Trees are surveyed by an arboriculturist every 3 or 4 years.

A conservation management schedule has been drawn up by a mixture of interested parties but is subject to PC approval. Wardens should be aware of the yearly work to be undertaken to ensure the schedule is adhered to and to make suggestions if the works require amendment.

Reed mace removal can be undertaken in the winter, before the end of February. Volunteers can be involved using PC insurance but risk assessments and H&S must be adhered to. If this becomes an annual activity, the pond can be kept healthy more easily.

The Wardens liaise with the farmer involved with grazing sheep and the contractor who cuts the grass in the summer. The PC currently pay £500 for the summer cut. Awareness of Health & Safety implications linked to PC Public Liability insurance is needed. Primarily having regard to any general maintenance or safety issues and informing the PC of them as they arise. A 4 monthly safety inspection (Jan., May, Sept.) will be undertaken and recorded.

No access from private residences or the school directly onto the Garth is allowed.

The Environment Agency require vehicular access to clear Bishopdyke periodically. They and the sheep farmer have a key to the access gate padlock off Thorpe Lane.

Children from the primary school partake in activities in the Garth which is undertaken at the school’s risk. Wardens are not required to be involved in these activities.

The Playing Fields:

Primarily having regard to any general maintenance or safety issues and informing the PC of them as they arise. There are several single TPO & 2 group TPO orders on a variety of trees, including some recently planted as replacements. Trees are surveyed by an arboriculturist every 3 or 4 years.

The Pavillion and its outbuildings are owned by the PC under lease to the PFLC; the other buildings are owned by the Tennis Club, Bowls Club and Allotment Society. The PC also owns 2 containers used for storage.

The playing field grass is currently cut using a sit on tractor by Wardens (voluntarily), except the main cricket pitch and square. The Handyman cuts and strims edges and all hedges. The access road is maintained by the Handyman.

Wardens make frequent visual inspections around the general area, and record Play Area Basic Routine Inspections in January and May, for which they have received training. A full annual inspection of the Play Area is undertaken in September by Wicksteed. The PFLC do not have any remit for the Play Area.

All 3 Wardens are members of the Playing Field Liaison Committee, acting as Chair, Treasurer and Minute Taker. The meetings are held on the first Tuesday of alternate months (February, April, June, August, October, December).

Keys to the Pavillion buildings are held by 1 Warden in addition to officers of Cricket & Football Clubs. CCTV access is housed in the Pavillion. The Warden also holds a key to the access barrier. Insurance for the club buildings is paid by the PC. The PC grants the PFLC annually £1000 for maintenance and £500 for the Pavillion. Electricity & Water bills are paid by the clubs. Electrical safety is undertaken by clubs and the LPG boiler is the responsibility of the PC.

Brief written reports from inspections undertaken in Jan, May and September will be stored in the password protected Councillor area of the PC’s website as due records should any issues arise.

Cawood Parish Council January 2020