**MINTUES OF A MEETING OF CAWOOD PARISH COUNCIL HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 16th September 2021 AT 7:45PM.**

**Members present: Cllr Dennon (Chairman), Cllr Cowling, Cllr Ward, Cllr Hepworth**

1. To **receive** **APOLOGIES for** absence given in advance of the meeting and to **consider** the approval of reasons given for absence. **Apologies were received and accepted from Cllr Shepherd, Cllr Wharmby, Cllr Lloyd, Cllr Luker, Cllr Horsfield.**

2. To receive **DECLARATIONS OF INTEREST** in any matters on the agenda. **There were no declarations of interest.**

3. **VISITORS:** Members of the public may request to attend this meeting by emailing the Clerk: [cawood.pclerk@gmail.com](mailto:cawood.pclerk@gmail.com). They may make a request to address the meeting in advance stating the particulars of the request by email. Visitors may address the Council within an allotted time of 15 minutes. **There were two visitors, a resident and the North Yorkshire Highways Engineer, both invited by the Parish Council to discuss the HGV signage.**

4. To discuss any **POLICE MATTERS & COMMUNITY HEALTH & SAFETY**.

A Discuss HGV signage issues, visitors from NYCC Highways and the village have been invited

**A very positive discussion was held using the 2019 report as a basis. Proposed signs on Sherburn industrial Estate, and to turn right at Long Lane – last turn for HGV’s. NY Highways Engineer to look at type of signage to be used.**

**Clerk to email NY Engineer monthly for an update Action: Clerk**

**Clerk to share contact details with Engineer Action: Clerk**

Both visitors left the meeting at 8:11hrs

B to **agree** to restarting Autumn village litter pick **Agreed: Sunday November 7th 2021**

**Cllrs Shepherd and Dennon organise the event**

**Cllr Ward to provide his trailer**

**Cllr Hepworth to book the OBS from 1100hrs-1400hrs**

C Damage to spring seat at the Playing Field (see item 14A) no further action required

D Anti-social behaviour reported by resident (see item 14A)

**Advise resident to report to the non-emergency police (1010 and give details of Community police Officer for our area** **Action: Clerk**

Cllr Shepherd joined the meeting at 2019hrs

5. **MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS**.

**Awaiting details on Speed Management Protocol Action: Clerk**

6. To **resolve to agree minutes** of Thursday 19th August 2021 meeting (attached) **Resolved**

7. To **receive information on the following issues, some ongoing, and decide further action where necessary:**

A to **resolve to ratify** request for list of internal auditors from YLCA for use at financial year end 2021/2022 **Resolved**

B to **resolve to ratify** response to planning application2021/0994/DOC **Resolved**

C to **resolve to ratify** to allow the use of the Garth for a village memorial ceremony **Resolved**

**One bench on Cemetery, one on Cricket Grounds, one at far side of Garth Pond Agreed**

**Respond to other residents with available locations** **Action: Cllr Dennon, Clerk**

D to **resolve to allow** access to the Garth by Network Rail for survey (previously circulated)

**Resolved, Action: Clerk**

E to **resolve to discuss and agree** a tree planting proposal for the Queen's Jubilee; confirm a response regarding Woodland Trust trees and agree on whether to replace the tree killed on the Garth during grass cutting.

**It was agreed to join the national initiative “Plant a tree for the Jubilee” in commemoration of the Queen’s reign. 4 ornamental trees will be planted in the Playing Fields, rather than a 30 saplings pack from Woodland Trust as available Parish Council owned land is unable to accommodate so many potentially large trees.**

**Wait until the Spring before making a decision about Garth Tree Agreed**

**Respond to residents Action: Cllr Dennon, Clerk**

F to **resolve to enquire** whether NYCC have removed signage in the village and request they inform the PC in future and to agree a response to resident/NYCC regarding Wolsey Walk signage. **The Parish Council will request wayfinder signage relating to the Wolsey Walk.**

**Resolved, Action: Clerk**

G to **discuss any responses** regarding Selby District Council is holding a six-week consultation from Friday 3 September until 5pm on Friday 15 October 2021 on the following Evidence Base documents to support the Selby District Local Plan:

Green Belt Review (2021)

Greenspace Audit (2021)

Local Plan and CIL Viability Report (2021)

Indoor and Outdoor Sports Facilities Assessment (2021) **Agreed: No response**

H to **agree c**hange of PC meeting start times during term times to 7:45pm following changes to Brownies' meetings. **It was agreed to review the times again at December meeting**

I to **accept** data audit for the website recently undertaken by Cllrs Dennon and Shepherd **Accepted**

**Clerk to be advised by YLCA on undertaking a generalised data audit. Action: Clerk**

J to **discuss a response** to the NALC policy consultation briefing on the Local Nature Recovery Strategies (previously circulated) **Action Clerk: to send a response to item 6 suggesting specific inclusion of Parish Councils and also Internal drainage Board as bodies not already mentioned in the strategy.**

K to **agree to request** a TPO is placed on the Sycamore tree in front of the banqueting hall, as a follow up from the PC response to the Conservation Area review consultation **Agreed, Action: Clerk**

L to **resolve to agree** to the proposal of a change of bank, due to a change in pricing and services effective from 1st November 2021, on the PC both bank accounts **Agreed, Action: Clerk**

M to **resolve to accept** policy reviews: Health and Safety; Recording of Meetings Policy and Addendum; Freedom of Information Policy **Resolved**

N to **receive and accept** actions from last meeting (attached) and note actions still required; in particular updates regarding bridge data, speed management protocol, Clerk's meeting with Sharon Fox, electrical connection for Christmas tree **Received**

**8 FINANCE:**

A to **resolve to confirm authorisation of payment of this month’s bills**:

S Gowlett (to pay) Net salary

M Bates (to pay) Net salary

NEST (paid) £57.39 Pension

S Gowlett (SO) £10.00 Clerk’s WFH Allowance

Giff Gaff (DD) £6.00 Clerk’s Mobile Phone

JRB Enterprise (VISA) £393.00 (VAT £78.60) Dog Waste Bags (Mutts Butts)

B&Q (VISA) £20.00 Maintenance Supplies

British Gas (Lite) £7.68 (VAT £0.38) Christmas Box Electric

YLCA (paid) £22.50 Public Rights of Way Webinar (Cllr Shepherd)

Elite Gas Solutions (paid) £180.00 (VAT £36.00) Gas Certificate & Service PF

Martin Bates (paid) £325.00 Grass Cutting Contract July

BATA (VISA) £26.33 (VAT £5.27) Handyman Fuel

Eon Next (paid) £62.53 (VAT £3.13) OBS Electric-August

Eon Next (paid) £55.29 (VAT £2.76) OBS Electric-July

Cartridge People (VISA) £28.52 (VAT £5.70) Printer Ink

EU Signs (VISA) £14.05 (VAT £2.81) No Cycling Signs

Selby Area IDB (to pay) £7.78 Agricultural Drainage Rates

Selby Area IDB (to pay) £13.10 Agricultural Drainage Rates

Martin Bates (to pay) £325.00 Grass Cutting Contract August

Eon Next (to pay) £21.80 (VAT £1.09) Pavilion Electric

**Resolved**

B Income Received

C to **receive** HSBC bank statements

D to **receive** balance sheet – attached

9 **GARTH** REPORTS and agree any further ACTIONS:

A Safety report due to be undertaken by end Sept.; Handyman to complete actions from last report

B to **agree** to price QR signage for Nature Trail not discussed

10 **OLD BOYS’ SCHOOL** REPORTS and decide any ACTIONS:

A External Safety report due to be undertaken by end Sept.; Handyman to complete actions from last report

11 **PLAYING FIELDS** REPORTS and decide any ACTIONS:

A Annual full inspection of Play Area by Wicksteed due this month; Handyman to complete actions from last report. **Clerk to confirm Wicksteed date Action: Clerk**

12 **CEMETERY** REPORTS and decide any ACTIONS:

A Safety report due to be undertaken by end Sept.; Handyman to complete actions from last report

13 **PLANNING**:

A1 Application: Application for consent to thin out the canopy by 35% and to lower branches to 5m above ground to 3no Beech Trees covered by TPO 1/1973 Location: Wistowgate House, Wistowgate, Cawood Application Number: 2021/1070/TPO **No objection, Action: Clerk**

A2 Application: Demolition of existing side extension, erection of single storey side and rear extension and erection of double garage with office above Location: Station Masters House, 30 Broad Lane, Cawood Application Number: 2021/1022/HPA **No objection, Action: Clerk**

A3 Application: Application for consent to fell 1No Sycamore tree and replace with 3 trees in the conservation area Location: 1 King Street, Cawood Application Number: 2021/1076/TCA **Objection.**

**Suggest reduction rather than removal, as per applicants’ suggestion. Action: Clerk**

B1 Approval: Consent to crown lift 1No Oak tree (T1) by 4 metres, removal of deadwood and low branches up to 4 metres to 1No Oak tree (T2), crown lift 1No Cherry tree by 4 metres (T3), removal of sub-dominal stem over the driveway to 1No Cherry tree (T4), and reduction of height by 30% to 2No Conifer trees (T5 & T6), removal of deadwood and light reduction (less than 10%) to 1No Cherry tree (T7) and fell 1No Wild Cherry tree (T8) covered by TPO 1/1973 Location: Garth House, Thorpe Lane, Cawood Decision Number: 2021/0390/TPO

B2 Approval: Single storey rear extension and single storey front porch extension Location: 27 Broad Lane, Cawood Decision Number: 2021/0804/HPA

C Refusal:

14 **CORRESPONDENCE**:

A Phone call from resident regarding play area damage and anti-social behaviour (attached)

B Resident sent Woodland Trust tree planting information to the Parish Council (see 7e)

C Resident emailed regarding the Wolsey Walk route, following discussion in August meeting (previously circulated) (see 7f)

D Councillor has a report from a resident that a sign post is missing from the corner of the allotments (on Nickey Nackey Lane) that points to the playing fields. (see 7f)

E Resident sent link to Plant a tree for the Jubilee (see 7e)

F resident requests occasional use of the main noticeboard to inform residents of church events. It was felt the noticeboard, having such limited space, should be used for Parish Council business

Additional late correspondence was appertaining to a tree at the Playing Fields and North Yorkshire Funding Summit taking place on September 30th ( **Action : Clerk)**

Date of next full meeting 21st October 2021 at 7:45pm

There being no further business the meeting closed at 2150hrs

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

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