**MINUTES OF A MEETING OF CAWOOD PARISH COUNCIL HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 18th NOVEMBER 2021 AT 7:30PM**

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 Hepworth.**

2. To receive **DECLARATIONS OF INTEREST** in any matters on the agenda. **Cllr Shepherd declared a non-pecuniary interest in item 7Q.**

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 no visitors.**

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

A to **receive** the monthly crime report from North Yorkshire Police

**Request the community police officer gives advice on CCTV at the Playing Fields Action: Clerk**

**Continue to chase for monthly crime reports Action: Clerk**

B to **discuss** suggestion of a bell bollard at the crossroads to NYCC

**Suggest to NYCC one on each diagonal corner (Pickled Postie & Old Butchers corners), half bell bollard to allow room for passing Action: Clerk**

C to **receive** an update on signage from NYCC

D to **agree** that both defibrillators' information stickers require attention

**Request replacement stickers Action: Cllr Wharmby (to give Clerk details), Clerk**

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

A To **resolve to agree** to request funding from CC Lee for speed management as soon as prices are ascertained by Clerk from TWM Traffic and another supplier

**Request funding for solar sign, from TWM for Bishopdyke Road Resolved, Action: Clerk**

**Suggest to DC Cattanach that he pays half towards a new defibrillator Action: Clerk**

**Suggest the PFLC pay half towards a new defibrillator Action: Cllr Dennon**

6. To **resolve to agree minutes** of Thursday 21st October 2021 meeting (attached) **Resolved**

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

A to **receive** update regarding the TPO request on the Sycamore Tree on Thorpe Lane

**Chase for an update Action: Clerk**

B To **consider** Fields in Trust involvement at the Garth and Playing Field

**Agreed to add Gill Green and proceed with Deeds of Dedication to protect our greenfield assets Action: Clerk**

C To **resolve to ratify** the response/update to the Parish Services Audit 2021 **Resolved, Action: Clerk**

D To **resolve to ratify** the response to 2021/1223/HPA **Resolved**

E To **resolve to ratify** the response to 2021/1285/MAN2 **Resolved**

F To **resolve to ratify** the response to 2021/1169/TCA **Resolved**

G to **receive and accept** the revised IT policy

**Add 6.14 from Financial Regulations document to the IT policy Accepted, Action: Clerk**

H To **discuss and agree** a response to the National Grid Consultation Letter **Agreed, No Response required**

I To **discuss and agree to** recommendations from Clear Utility Solutions **Agreed, Action: Clerk**

J To **resolve to agree** for the Staffing Committee to check policies requiring review and **accept** revised terms of reference

**Revised Terms of Reference Accepted**

**Policies to be reviewed: Annual Leave, Emergency Dependent Leave, Staff Development (all due December 2021). Equal Opportunities, Sickness Absence, Expenses Policies**

**Action: Cllr Shepherd then Staffing Committee**

**Amend policies from bullet points to numerical Action: Cllr Horsfield**

**Policies to be reviewed: Complaints, Privacy for Staff, Pensions Action: Cllr Dennon**

**Policies to be reviewed: Records Management, Model Publication Scheme, Public Privacy Notice Action: Clerk**

K To **resolve to agree** to proposal that after 20 years, fireworks at New Year have reached a natural conclusion

**No fireworks this year due to Covid, post to be added to PC website then linked to Cawood Folk Action: Clerk, Cllr Dennon, Cllr Cowling**

**Cllr Horsfield to lead on instigating a new team for 2022, no monetary contribution from the PC, PC will cover the event with their insurance. Add to April 2022 agenda Action: Clerk, Cllr Horsfield**

L To **resolve to agree** for the Clerk to query CIL money not received for Windsor Grange development (now complete), but money received for Ryther Road (not yet started) **Resolved, Action: Clerk**

M To **discuss and agree** how/where to keep the defibrillator codes for emergency use

**Contact ambulance service for advice Action: Clerk**

**Share location of village defibrillators with the British Heart Foundation Action: Clerk**

N To **resolve to agree** whether to claim on the insurance for the Honda lawnmower **Resolved, No Action**

O To **resolve to adopt** revised Code of Conduct **Resolved**

P To **resolve to complete** the Risk Management Schedule to determine the current levels of risk to the Council and record any necessary actions **Resolved Action : Clerk to complete agreed levels of risk**

**Diary to be updated for GDPR reviews Action: Clerk**

**Set up a record of contractors used Action: Clerk**

Q to **resolve to discuss and agree** the request from the Cawood Feoffment Estate Charity to nominate one Trustee.

**Contact nominee for confirmation, pass details onto the Feofees upon agreement Action: Clerk**

R To **resolve to** **accept** the reviewed financial regulations document **Resolved**

**Take diary dates from this document and add to PC diary Action: Clerk**

S To **resolve to ratify** thanking those involved in last week’s litter pick (thanks posted on Cawood Folk and the PC website)

**Add picture and thank you note to Broad Lane and main notice boards Action: Clerk**

T to **resolve to determine** a response to EA regarding flood management **Action: Cllr Luker, Cllr Lloyd**

**Copies to Local MP, Selby District Council, North Yorkshire County Council, County Cllr Andrew Lee, District Cllr John Cattanach Action: Clerk**

U to **receive and accept** actions from last meeting (attached) and note actions still required; in particular update regarding the request for a meeting with the Feofees, request for Yorkshire Wildlife for help in clearing Mace, request from PCC for PC to maintain tree in the Memorial Garden. **Received**

**Christmas tree, liaison with donators Action: Cllr Dennon**

**Christmas tree to be erected weekend of 4/5th December**

**Action: Cllr Cowling, Cllr Horsfield, Cllr Wharmby, Handyman**

**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

British Gas Lite (DD) £9.60 (VAT £0.48) Christmas Box Electric

BHIB (paid) £2875.22 Parish Council Insurance Renewal

Citizens Advice £50.00 Donation (as per 7A, October 2021 minutes)

The Royal British Legion £40.00 Remembrance Day Wreath

GiffGaff £6.00 Clerk’s Mobile Phone

Eon Next £54.17 (VAT £2.71) PF Electricity

Martin Bates £295.00 October 2021 Grass Cutting Contract

BATA £13.72 (VAT £2.74) Handyman Fuel

B&Q £12.90 Maintenance Supplies

Eon Next £75.22 (VAT £3.76) OBS Electricity October

Fields Garden Centre £50.00 Deposit for tree purchase

B Income Received

Selby District Council £1014.61 CIL Payment

**Resolved**

C to **receive** HSBC bank statements **Received**

D to **receive** balance sheet **Received**

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

A To **discuss** thistle control

**Continue to use strimmer to control Action: Handyman**

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

A To **request** that the OBS committee replace signage, in particular ‘disabled toilet’ to ‘accessible toilet’ and ‘guide dogs’ to ‘assistance dogs’

**Put request to OBS Committee Action: Cllr Wharmby**

**Speak to resident about signage for assistance dogs Action: Clerk**

B To **request** that the OBS committee address with residents the large conifer overhanging the roof and new guttering

**Put request to OBS Committee Action: Cllr Wharmby**

C To **resolve to agree** for the Clerk to seek YLCA advice RE the parking situation at the OBS

**Resolved, Action: Clerk**

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

A **to resolve to agree** whether to fell or manage Ash dieback on Ash tree at Playing Fields

**Agreed to Fell because of position of access thoroughfares**

**Discuss with SDC Tree Enquiries Team and arrange necessary permissions Action: Clerk**

B **To resolve to ratify a**greement to purchase x3 Betula Jaquemontii from Fields Garden Centre to commemorate the Platinum Jubilee of HM The Queen **Resolved**

C **To resolve to instruct** R & N Landscape and Fencing to proceed with work to Playing Field access road having received 3 quotes for the work **Resolved, Action: Clerk**

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

A to **resolve to determine** a response to DEFRA proposals relating to groundwater regulation changes, Nov 26th deadline

**Respond to NALC and explain that any and all the three proposals would be the end of Cawood Cemetery**

**Action: Clerk**

Cemetery gate needs replacing/repair **Action: Clerk, Handyman**

13 **PLANNING**:

A1 Application: Erection of single storey front porch Reference No:2021/1328/HPA Location: Meadow Cottage, 16 Chestnut Road, Cawood **No objection, Action: Clerk**

B1 Approval: 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 Decision No: 2021/1070/TPO Location: Wistowgate House, Wistowgate, Cawood

C Refusal: Proposed first floor over existing single story kitchen Decision No: 2021/0455/HPA Location: 2 Old Builders Yard Cottages, Chestnut Road, Cawood

14 **CORRESPONDENCE**:

A Letter of thanks from Councilor John Duggan for donation

B Letter of thanks from Citizens Advice for donation

C Request from Cawood Castle Garth History Group regarding siting an information board to commemorate bridge’s 150th anniversary. **Agreed, Action: Clerk**

**Cricket club ownership Agreed, action: Cllr Dennon**

Date of next full meeting 16th December 2021

There being no further business the meeting closed at 2205hrs

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

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