**MINUTES OF A MEETING OF CAWOOD PARISH COUNCIL HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 20th January 2022 AT 7:45PM**

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 Luker.**

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 no visitors.**

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

A To **receive** the monthly bridge data **Received**

B To **resolve to agree** to take the advice of the Yorkshire Ambulance Service regarding the third defibrillator, and to thank Cllr Cattanach for his kind offer of funding **Resolved, Action: Clerk The new defibrillator, to be identical to the other 2, will be fully funded from DC fund and sited at the Playing Fields.**

**C The Speed Management Protocol is still outstanding and NY Police to be contacted again regarding an update, see 5a**

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

**A Phone and/or write to Cllr Lee RE speed sign funding. The Council were first offered funding in the summer and are anxious to see this to fruition.**  **Action: Clerk**

**B Continue to try and contact SDC to get sight of HGV signage to ensure it is as previously agreed with Glen Donaldson in September**  **Action: Clerk**

6. To **resolve to agree minutes** of Thursday 16th December 2021 meeting and Friday 7th January 2022 extraordinary meeting (attached) **Resolved**

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

A To **resolve to ratify** Controlled Waste Transfer Note for the Cemetery 01/04/2022-31/03/2023

**Resolved**

B To **resolve to ratify** that the EA may remove bollards/planters as necessary should they require external pumps putting in place, and to **agree** that they may replace the existing bollard with a drop bollard  **Resolved, Action: Clerk**

Handyman to look at smashed bollard down Old Road **Action: Handyman**

C To **resolve to agree** a response (if any) to the SDC Taxi Licensing Policy consultation

**Resolved, No Action**

D To **resolve to agree** a response (if any) to the SDC Gambling Policy consultation

**Resolved, No Action**

E To **resolve to agree** to complain to Selby District Council regarding the time planning application posters are displayed in relation to the deadline to submit comments for the consultative body  **Resolved Write to Local Government Minister, copy to SDC, citing recent examples locally**

**Action: Clerk**

F To **discuss** planting a Christmas Tree at the Broad Lane/Wistowgate flower bed for future years

**To investigate costs of a large, rooted, tree (Vertigrow) and look at solar/battery lights to save money rather than get electric connection at the roundabout**  **Action: Handyman, Cllr Ward, Clerk**

G To congratulate the Clerk on successful completion of first year of appointment and thank for all her hard work **The Chairman and Councillors officially acknowledged the Clerk’s successful first year in post**

H To **discuss** the erecting and removal of the Christmas Tree and lights to enable the risk assessments to be updated

**At least two helpers to put lights up, Handyman on his own to remove (at Broad Lane tree); fence to no longer be used around the cut tree Action: Cllr Dennon**

**Contact Ulleskelf Parish Clerk to find out about their unlit tree decorations**   **Action: Clerk**

I To **receive and accept** the reviewed Equal Opportunities Policy **Received, Action: Clerk to post on website**

J To **receive and accept** the reviewed Statement of Internal Control **Received, Action: Clerk to post on website**

K To **receive** an update on street lighting on Water Row and the car park at Chestnut Road **Received**

**Send a letter requesting an update/report to both departments at NYCC Action: Cllr Hepworth**

**Add to agenda for February for an update Action: Clerk**

L To **resolve to agree** to contact/request to meet with resident instigating Christmas lights in the village to enable works to co-ordinate with the PC’s Christmas decorations **Resolved, Action: Clerk**

M To **resolve to accept** a change in asset register audit, from September to February, to ensure it is up-to-date for the external audit and financial year end  **Resolved, Action: Clerk**

**Digital Mapping to be used if possible in future**  **Action: Cllr Horsfield**

N To **receive and accept** actions from last meeting (attached) and note actions still required

**Received**

**Request up-to-date accounts from STC for the Cemetery, arrange meeting to go through them.**

**Speak to Carlton PC for information as they took over their cemetery management from STC.**

**Complete cemetery management training. Action: Clerk**

**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

HMRC (paid) £549.20 Quarterly P32 Payment

Autela (paid) £57.23 (VAT £11.45) Quarterly Payroll Charge

HSBC (automatic payment) £8.00 Bank Charges

Cawood Feoffment Estate (SO) £428.00 Quarterly Rent

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

Eon Next (paid) £144.92 (VAT £7.25) OBS Electric Dec 2021

Eon Next (paid) £43.56 (VAT£ £2.18) PF Electric Dec 2021

YLCA (paid) £30.00 Clerk training (internal audit)

Cartridge People (paid) £33.32 (VAT £6.67) Printer Ink

GiffGaff (DD) £6.00 Clerk’s Mobile Phone

Martin Bates (to pay) £215.00 Hire Agreement Usage 2021

**Resolved**

B Income Received

PFLC £770.00 Contribution to access road works at PF

PFLC £216.87 Contribution to electricity charges

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

D to **receive** balance sheet – attached **Received**

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

A Safety report due end of January

B To **receive, discuss and agree** further actions following email from Natural England with regard to the Reed Mace at the Garth Pond. **As the Parish Council is still unable to access practical help from Natural England or Yorkshire Wildlife, they will now approach Askham Bryan College, to see if they have students who would like practical work that the PC could form a partnership with**  **Action: Clerk**

C To **receive** an update from Jo Ryan regarding the tree report **There are several large trees still to be assessed now access is easier with vegetation dormant** **Received**

D Guardians: this year’s new project will be linked to wildflowers:

**Purchase seed bombs which don’t contain poppy seeds** **Action: Clerk**

**Contact Selby College Art Students, to potentially help Primary children to paint picnic table/s following liaison with Cawood School**  **Action: Cllr Dennon**

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

A Safety report due end of January; neighbouring conifer remains a concern

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

A Safety report due end of January

B To **receive** an update from Jo Ryan regarding a report on the Ash Tree (Ash Dieback) **Received**

Current postion:

**The PC applied to SDC to have the tree removed due to safety concerns, branches dropping onto the footpath as Ash Dieback was suspected. SDC refused its removal.**

**The PC contacted two tree surgeons: one stated no Ash Dieback and no need to remove; one stated it does have Ash Dieback, but it doesn’t need immediate removal.**

**The PC contacted a local Arboriculturist who confirmed Ash Dieback, but is currently of the opinion it’s not affecting the structure of the tree, and thus unnecessary to remove at this stage and advises to revisit when in full leaf.**

C To **discuss and agree** to arrange delivery and plant the 3 Betula Jaquemontii trees **Agreed**

**Action: Clerk, Handyman, Cllr Dennon**

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

A Safety report due end of January

**Cemetery turning area, order 2 skips of scalpings, Clerk to liaise with Handyman RE ordering/delivery. Cllr Cowling, Cllr Lloyd able to help the Handyman to apply.** **Action: Clerk, Handyman, Cllr Cowling, Cllr Lloyd**

13 **PLANNING**:

A1 Application: Discharge of conditions 8 (floor levels) 15 (energy) and 16 (archaeology) of planning permission 2017/0177/FULM Ref No: 2021/1489/DOC Location: 23 Ryther Road, Cawood

B1 Approval: Demolition of existing outbuilding. Proposed single storey rear extension. Decision No: 2021/1115/HPA Location: Dovecot, 24 Sherburn Street, Cawood

B2 Approval: Extension to the front of the existing double garage, extension to extend 1.4m to the front of the garage and across the full width, 0.7mof this to be open under a pitched canopy with one side ending against a new wall extended out from the end of the house and oak beam columns to be fitted at each side and in the middle of the canopy Decision No: 2021/1367/HPA Location: moorlands, 6 Fostergate, Cawood

B3 Approval: Application for consent to crown lift by 2m, crown reduce by 30% and prune branch ends to 1No Silver Birch tree in the conservation area Decision No: 2021/1475/TCA Location: Street Record, Fostergate, Cawood

14 **CORRESPONDENCE**:

A Resident request for a community garden in the village **Action: Clerk/Cllr Dennon**

Late correspondence received after agenda published:

B YLCA requested items for Branch Meeting to be held Feb 9th

C Card to be sent to resident **Action: Cllr Dennon**

There being no further business the meeting closed at 2140hrs.

Date of next full meeting 17th February 2022

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

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