**MINUTES OF A MEETING OF CAWOOD PARISH COUNCIL HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 21st April 2022 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 Horsfield, Cllr Lloyd and Cllr Cowling.**

**MEMBERS PRESENT: Cllr Dennon, Cllr Shepherd, Cllr Hepworth, Cllr Luker, Cllr Wharmby and Cllr Ward**

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. 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.

**Cllr Andrew Lee attended to thank Cawood PC and say goodbye; Cllr Dennon thanked Cllr Lee for all of his help and support to the village over his 17 years as County Councillor**

**Georgina Ashton attended the meeting at 2145hrs to introduce herself to the Parish Council.**

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

A To **receive** the monthly bridge data for March 2022 **Received**

B Paving at Church End near the pump house is a trip hazard and requires replacement

**Report to NYCC Action: Clerk**

C Brickwork at Broad Lane entrance sign planter needs re-pointing **Action: Handyman**

D PC/NYCC to write to owners re overhanging branches enveloping lamp post 6 at Vicarage

**Report to highways Action: Clerk**

E Dead tree in flower bed at Foreshore to be removed, SDC approval needed as in Conservation area

**Check if permission is needed before doing anything else Action: Clerk**

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

6. To **resolve to agree minutes** of Thursday 17th March 2022. **Resolved**

**Cllr Ward arrived at the meeting**

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

A To **receive** an update from Cllr Hepworth on complaint submitted to NYCC regarding street lighting

**Cllr Hepworth has a meeting on Thursday 28th April and will send an update**

B To **resolve to agree** an amount to make available for adult gym equipment: PFLC have agreed to contribute £4000

**£10,000 to be made available from the PC without having to find any “new” money from precept (Cemetery income and expenditure repaid)**   **Resolved**

C To **resolve to ratify agreement** Cawood Parish Council take over responsibility from Selby Town Council as Burial Authority for Cawood Cemetery. Residents informed. **Resolved**

D To **resolve to agree** for the Clerk to be the Burial Authority appointed officer on behalf of the Parish Council **Resolved**

E To **resolve to agree** for the Parish Council Chairman and Cemetery Wardens to be delegated to act in the absence of the Clerk in the administration of Cawood Cemetery **Resolved**

F To **resolve to agree** the Cemetery prices will stand until a 6 month review in September 2022 **Resolved**

**Clerk to add to agenda in September 2022 Action: Clerk**

G To **resolve to agree** to join the ICCM (Institute of Cemetery and Crematorium Management) at a cost of £95.00 per year **Resolved**

**Clerk to ascertain membership benefits regarding a possible need for additional insurance/notify the insurance** **Action: Clerk**

 H To **resolve to agree** the Clerk to attend the Cemetery Management and Compliance Course in July 2022 at a cost of £135.00, plus Clerk overtime **Resolved**

 I To **resolve to agree** to arrange a rolling roadblock for the Jubilee parade with NYCC (no cost incurred before April 29) and Clerk to inform insurers **Resolved**

**Clerk to begin completing the form, needs to be submitted by 29th April 2022 Action: Clerk**

J To **resolve to agree** other necessary arrangements and expenditure with the Jubilee working group following their meetings on March 24th, 31st and April 14th. **Resolved**

K To **resolve to accept** overview of Cawood Grows Together and **agree** this year’s actions recommended by Cllrs Shepherd and Dennon **Resolved**

L To **thank** Cllr Hepworth and Cllr Cowling, who are not seeking re-election, for their valued contributions to the PC over the last 3 years

M To **resolve to agree** Cllr Dennon’s draft version of the New Councillor Induction web page **Resolved**

**Check with YLCA when we can give the new Cllrs access to the PC documents Action: Clerk**

N To **resolve to accept** Staffing Committee minutes and recommendations **Resolved**

O To **resolve to agree** to thank Nigel Adams MP and Yorkshire Water regarding repairs to the penstock on Bishopdyke **Resolved, Action: Clerk**

P To **thank** the Community Litter Pickers for their help on Saturday 9th April 2022 (thanks are already posted on website)

**Print off picture and add to noticeboards Action: Clerk**

Q To **accept** updates on the bridge committee preparations for July celebrations and decide any actions; agree siting of info board, no charge for OBS, bunting on loan at pump house, Handyman to paint bench seat  **Accepted and actions agreed**

**Paint bench Action: Handyman**

**PC request that it is at least 1m in front of the flowerbed, and on legs rather than brick, (consider using a removable post/legs)** **Agreed**

R To **resolve to agree** the felling of dead Hawthorn at Gill Green following planning approval

**Agreed, Action: Handyman**

S To **resolve to request** Landmark Trust inform us of their arrangements for grass cutting the land outside and under the new fence

**Grass has now been cut No Action**

T To **resolve to agree** to object to the increase in the number of flights using the Leeds East Airport , in particular the introduction of more large scale jet aircraft and training exercises. Deadline for submissions April 28th. **Resolved, Action: Clerk**

U To **resolve to agree** to hold the Annual Meeting of Cawood Parish Council at 1945hrs and the Annual Parish Meeting at 2130hrs on Thursday 19th May 2022 **Resolved**

V To **receive** the NALC letter requesting information from smaller councils (with an electorate under 6000) and **agree** a response **Received, No Response**

W To **highlight** outstanding actions which may require further input

X To r**eview** overall efficacy of the "actions" and agree whether to continue with this format or change to an alternative

**Implement a traffic-light system to trial** **Action: Clerk**

Y To **receive and accept** actions from last meeting (attached) and note actions still required; in particular quote for stickers for dog waste bins, electrical connection for Christmas Tree on Broad Lane

**Go ahead with stickers for dog waste bins Action: Clerk**

**Go ahead with Fields in Trust for The Garth and The PF, continue to search for details of ownership for Gill Green 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

M Bates (to pay) 18.5hrs Overtime (Playing Fields fence)

S Gowlett (to pay) Salary Scale Revision Back Pay

M Bates (to pay) Salary Scale Revision Back Pay

NEST (paid) £57.39 Pension

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

HSBC (auto payment) £10.50 Bank Charges March

YLCA (to pay) £456.00 Annual Membership

HMRC (paid) £549.20 P32 Quarter 4

Autela Payroll (paid) £54.60 (VAT £10.92) Payroll Services Quarter 4

Millford Plants (paid) £70.00 PF Hedge Plants

Shell Fuel (paid) £28.01 Fuel (handyman)

Reimbursement to LD (paid) £50.00 Cawood Grows Together Plants

Martin Bates (to pay) £155.00 Grass Cutting Contract

J Wood & Son (paid) £277.17 (VAT 52.80) Mower Service and Works

Eon Next (paid) £103.06 (VAT £5.16) PF Electricity March 2022

British Gas Lite (DD) £8.77 (VAT £0.44) Christmas Box Electric

Giffgaff (DD) £6.00 Clerk’s Mobile Phone

Aldi (Visa) £26.85 CGT Plants

Cooper’s Grocers Selby (Visa) £3.50 CGT Plants

Amazon (Visa) £43.96 Jubilee Bunting

Easthill Computers (Visa) £45.00 (VAT £9.00) PC Laptop Check and new charger

B&Q (Visa) £15.00 Maintenance Supplies

NPower (to pay) £722.28 (VAT £36.11) Yearly Street Lighting Invoice

 **Resolved**

B Income Received

PFLC £277.17 Contribution to mower service/works

PFLC £174.40 Contribution to electricity

Selby Town Council £8084.00 Cemetery Income 2021/2022

North Yorkshire County Council £1000.00 Speed Sign Grant from NYCC/Cllr Lee

 **Resolved**

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

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

E To **accept** 6 monthly CIL/106 update **Received**

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

A Remove Whitebeam **Action: Handyman**

**Broken bench, handyman emailed Action: Handyman**

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

A To **resolve to accept** additional comments from the Feoffees regarding March meeting and decide further actions

**Clarify that the fully repairing lease is to end, and that the PC have had to do much more than clean windows, paint and decorate** **Action: Clerk**

B Defibrillator information needs renewing: permanent marker back up until rectified

**Continue to try and source Action: Clerk**

C New padlock sourced and keys being distributed to users

**List of keyholders to be supplied Action: Cllr Hepworth**

**Order 2 more pads for the Defibrillator Action: Clerk**

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

A To **resolve** to determine intentions of Football Club regarding re- positioning of goalposts **Resolved**

**The PC do not give permission for the goalposts to be moved**

B Hedge infilling at Play Area/ Wolsey Grange has been undertaken

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

A Moles in Cemetery **Action: Cllr Wharmby/Handyman**

**Request Orion Homes assist by checking the drains under their land as they’re not draining the cemetery as they did previously.** **Action: Cllr Luker, Clerk**

13 **PLANNING**:

A1 Application: Erection of rear first floor extension and single storey extension Ref No: 2022/0262/HPA Location: 32 Wistowgate, Cawood (SDC confirmed by email 24/03/2022 extension to comment submission deadline) **No objection, Action: Clerk**

A2 Application: Application for consent to reduce the overall shape of 1No Yew tree by 40% in the conservation area Ref No: 2022/0365/TCA Location: Nether Farm, 20 Church End, Cawood

 **No objection, Action: Clerk**

B1 Approval: Single storey side extension Ref No: 2021/1334/HPA Location: 50 Chestnut Road (Back Lane), Cawood

C1 Refusal: Fell 2 No Lombard Poplar trees in the conservation area Ref No: 2022/0202/TCA Location: Church End Farm, 54 Church End, Cawood

**Write to SDC to clarify (in the interest of fairness) around the Local Arboriculturist report completed for 54 Church End, but not for King Street, and ask if this is what they’re going to do with every tree in the conservation area from hereon in. Action: Clerk**

 14 **CORRESPONDENCE**:

A Resident requests NYCC inform residents of Rythergate to move cars in advance of next planned road sweeping **Action: Clerk**

B Resident requests oil seed rape is cut by NYCC along dyke verges before it sets seed **Action: Clerk**

There being no further business the meeting closed at 2205hrs

Date of next full meeting, Thursday 19th May 2022. Annual Meeting of Cawood Parish Council at 1945hrs, followed by the Annual Parish Meeting at 2130hrs.

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

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