**MINUTES OF THE ANNUAL MEETING OF CAWOOD PARISH COUNCIL HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY MAY 19TH 2022 AT 7.45PM.**

1. ELECTION OF OFFICERS:

Chairman – **Cllr Dennon nominated by Cllr Shepherd, seconded by Cllr Lloyd**

Vice Chairman – **Cllr Wharmby nominated by Cllr Lloyd, seconded by Cllr Dennon**

Internal Control/Finance – **Cllr Brown, Cllr Dennon**

Playing Field Wardens – **Cllr Dennon, Cllr Ward, Cllr Wharmby**

Playing Field Liaison Committee – **Cllr Dennon, Cllr Ward, Cllr Wharmby, Cllr Lloyd**

Cemetery Wardens – **Cllr Lloyd, Cllr Horsfield**

Castle Garth Wardens – **Cllr Luker, Cllr Lloyd, Cllr Horsfield**

Local Councils Association – **Cllr Green (lead), Cllr Dennon (cover)**

Old Boys’ School Committee – **Cllr Green, Cllr Horsfield**

Community Centre Association/Hub – **Cllr Luker**

Cawood Grows Together – **Cllr Dennon, Cllr Shepherd**

Website Administrators –  **Cllr Dennon, Cllr Shepherd**

Staffing Committee – **Cllr Wharmby, Cllr Shepherd, Cllr Brown**

**Highways and Footpaths – Cllr Brown**

The Chair signed their declaration of Acceptance of Office

2. 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**

3. To receive **DECLARATIONS OF INTEREST** in any matters on the agenda. **Cllr Shepherd declared an interest in item 14A2**

4. **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. **There were no visitors**

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

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

B To **receive** updates following Clerk and Chairman's site meeting with NYCC Highways Senior Engineer and NY Police reply **Received**

**A VAS (vehicle activated sign) is not suitable for the entrance on Bishopdyke currently; if a buffer area (40MPH) was in place a VAS could be used within this. The Parish Council’s request for a reduced speed limit/relocation of 30 MPH limit further towards the Caravan Park, and 40mph buffer zone on Ryther Rd was acknowledged and NYCC Highways confirmed they will keep the PC updated. NYCC Highways confirm that Wistowgate is a good location for the VAS following week long speed survey. North Yorkshire Police completed their speed survey on Bishopdyke in 2021, it is suitable for an enforcement zone, they are now monitoring and a speed van has been on site. PC now needs to see what NYCC are prepared to do about the buffer zone.**

**Resident asked again about the line painting on Old Road. Highways have confirmed it is on their jobs list for the next works in Cawood. Clerk has taken photos of it as it is now, and will monitor.**

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

**To reach out to Cllr Cattanach to attend a full council meeting. We would very much appreciate his attendance at the next meeting or one after, so we can understand what he envisages going forward. Action, Clerk**

7. To **resolve to agree minutes** of Thursday 21st April 2022 **Resolved**

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

A To **resolve to permit** any Councillor unable to sign their Declaration of Acceptance of Office at this meeting, or who has not undertaken this task before this meeting, to sign their Declaration before or at the next ordinary meeting of the Council **Resolved**

B To **appoint** two Councillors to attend the YLCA branch meetings to represent Cawood Parish Council as voting representatives, and to **agree** for the Clerk to share the email addresses of the appointed Councillors with the YLCA

**Cllr Green and Cllr Dennon** **Agreed: Action, Clerk**

C To **resolve to agree** to increase the hourly rate for use of the OBS for children’s groups to match the charge for all other users to meet the rising energy costs and to ensure fairness and consistency

**OBS Management Committee agreed to keep the rates the same, except for children’s parties which have increased. Feoffees stipulate subsidised costs for children’s welfare groups. Agreed to leave with the OBS Committee, to be discussed in their next meeting and monitored** **Resolved**

D To **resolve to** **accept** the amended Standing Orders, as per the YLCA Weekly Bulletin 6th May 2022 **Resolved**

E To **agree** to tidy the flowerbed at the foreshore prior to the Bridge Ceremony

**Cllr Dennon and Cllr Brown to assist Agreed**

F To **receive** details of vacant Cawood Grows Together areas: Wistowgate Barrel (near Manor House), Church End Barrel (pumping station, right hand side), Old Road Bed (up to 5 sections), Old Boys’ School (2 plastic tubs), Old Boys’ School Bed, Bishopdyke Road 2 village entrances. **Received**

**Cllr Lloyd to care for the Church End barrel**

**Advertise vacancies on Cawood Folk Action: Cllr Dennon, Cllr Shepherd**

G To **ratify agreement** for the Clerk to complete the NALC Local Council Finance Survey 2022 **Ratified**

H To **resolve to agree** to set up a direct debit payment for the yearly ICO (data protection) fee (direct debit payments receive an annual reduction of £5.00) **Resolved**

I To **receive and accept** new password for Councillor area on website **Received**

J To **agree** to challenge NYCC regarding trees in verges having received YLCA advice

**Clarify legalities around NYCC stating it’s the PC responsibility** **Agreed: Action, Cllr Green**

K To **agree** to explore a village Open Gardens next year in conjunction with National Garden Scheme charity

**Agreed: Action, Cllr Dennon**

L To **receive** request in White Rose Bulletin (13th May 2022) to complete NALC survey on Local Council Elections

**Received**

M To **receive and accept** actions from last meeting (attached), receive any updates and note actions still required. Jubilee: roadblock processed, rubbish disposal quote received; confirmation of litter bin order (Bishopdyke); confirmation of Maypole Gardens sign ordered; dog waste bin stickers received; skatepark signage and QR sign ordered; advice taken from NYCC RE speed management. **Received**

**Reiterate that we would like to be a part of the decibel pilot scheme Agreed: Action, Clerk**

**SINC report still not received, chase again Agreed: Action, Clerk**

**Water Row lighting, await reply and chase if nothing in one weeks’ time. Set up street lighting and maintenance contract.** **Agreed: Action, Clerk**

**Need identified in 2020 for 12 affordable houses in the village, no further update following meetings. Request update Agreed: Action, Cllr Wharmby**

**Cllr Dennon requested help on Jubilee weekend**

**Search for bunting at Playing Fields Action, Cllr Wharmby**

**Chase Orion Homes for an update Agreed: Action, Clerk**

**Cemetery wall, facilitate access for a quote for works Agreed: Action, Cllr Wharmby**

**9 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 (DD) Pension

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

HSBC (auto payment) £9.00 April Bank Charges

British Gas Lite (DD) £6.69 (VAT £0.80) Christmas Box Electric

Wel Medical (Paid) £750.00 (VAT £150.00) Defibrillator, paid for by SDC Grant (Cllr Cattanach)

NPower (paid) £722.28 (VAT £36.11) Street Lighting 1st Apr 21 – 31st Mar 22

Eon Next (paid) £544.98 (VAT £109.00) OBS Electric March 2022

Amazon (Visa) £173.46 (VAT £29.50) Jubilee Items

Home Bargains (Visa) £19.44 CGT Items

GiffGaff (DD) £6.00 Clerk’s Mobile Phone

Fields Garden Centre (Visa) £10.93 CGT Items

British Gas (DD) £69.74 (VAT £3.49) PF Electricity April/May 2022

British Gas (DD) £298.07 (VAT £14.90) OBS Electricity Apr/May 2022

Wel Medical (to pay) £85.85 (VAT £17.17) Defib Pads

ICO (to pay) £35.00/£40.00 (see 7H) Yearly Data Protection Fee

Avery (Visa) £31.32 (VAT £6.27) Stickers – dog waste bag dispensers

Martin Bates (to pay) £310.00 Grass Cutting Contract April 2022

Eon Next (paid) £2.36 (VAT £0.12) PF Final Bill Apr 2022

B Income Received

Selby District Council £16,681.35 Precept Payment

HMRC £750.22 VAT Return

Jubilee Event £284.00 Fundraising/donations

**Resolved**

C To **receive** HSBC bank statements **Received**

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

E To **receive and accept** the year end accounts 2021/2022 (attached) **Received**

**The Clerk was thanked for their work on the accounts.**

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

A May Safety Report due

B To **discuss and review** access **Agreed: No action currently**

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

A May Safety Report due

B To **resolve** SDC correspondence be sent to Clerk in future to ensure prompt receipt. SDC Valuation completed.

**Resolved: Action, Clerk**

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

A May Safety Report due

**No Horses sign to be ordered Agreed: Action, Clerk**

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

A May Safety Report due

**Clerk to arrange meeting following Cemetery training with Cllr Dennon, Cllr Lloyd and Cllr Horsfield to ensure they know the procedure in Clerk’s absence** **Agreed: Action, Clerk**

14 **PLANNING**:

A 1 **Application (Lawful Development Certificate)**: Lawful development certificate for existing use of land as part of a domestic curtilage Ref: 2022/0468/CPE Location: Four Acres, Bell Lane, Cawood

A 2 **Application (Permitted Development):** Prior notification for erection of a general purpose agricultural storage building Ref: 2022/0461/AGN Location: Field House, Broad Lane, Cawood

**A3 Application: Crown lift of 3.2 metres over path to 1No Yew Tree (T1), crown reduction by 10% to 1 No Sycamore (T3) in the conservation area and crown lift to 3.2 metres to 1 No Yew (T2) covered by TPO 1/1973 Ref: 2022/0268/TPO Location: Church of All Saints, Church End, Cawood No Objection: Action, Clerk**

B 1 **Approval**:

15 **CORRESPONDENCE**:

A see 5

Date of next meeting Thursday 16th June 2022

There being no further business the meeting closed at 2155hrs

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

07541 434569