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

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 Ward, Cllr Luker and Cllr Lloyd.**

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 from NYCC for August and September 2022 **Received**

B Over 1 mile of BT cabling stolen overnight 20th/21st September 2022

C Footpath at Woodends Farm, and other footpath/road marking issues for NYCC/County Councillor

**Discussed with Cllr Cattanach who will look further into rectifying the ongoing issues. Clerk to add correspondence to the appendices. Action: Clerk, Cllr Cattanach**

D To **discuss** the need to enforce the cutting of overgrown hedges adjacent to footpaths and the clearance of trees and branches blocking streetlights

**Audit of overgrown areas to be completed, then reported to NYCC. Agreed, Action: Cllr Brown**

E Window in OBS toilet removed/broken

**Repaired immediately by the handyman, glass had fallen out into the neighbour’s garden. Feoffees to be kept informed. Action: Clerk**

5. **MATTERS FOR THE ATTENTION OF THE DISTRICT AND COUNTY COUNCILLOR**.

**District Councillor Cattanach requested a meeting with the Chairman to highlight the current main concerns for the village. The meeting was arranged, to be held on Tuesday 25th October. It was agreed to request his assistance to resolve ongoing issues with NYCC Highways concerning lack of upkeep and maintenance and potential impact on general safety; continuing issues with NYCC Highways concerning HGV lorries and signage requested; re-iterate request for a 40mph buffer zone to be created at Ryther Rd entrance to village at Button Hill; SDC Local Plan Consultation including objections to preferred site “Heronby”; query regarding affordable housing and a complaint to NYCC Lighting Dept. regarding Water Row lights**

6. To **resolve to agree minutes** of Thursday 18th August 2022 **Agreed**

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

A To **resolve to agree** to follow YLCA guidance and not opt-out of the SAAA sector led auditor appointment regime **Agreed, Action: Clerk**

B To **resolve to agree** follow the YLCA request to sign up to the civility and respect pledge, and advise the YLCA once actioned **Agreed, Action: Clerk**

C To **resolve to accept** the minutes from the Staffing Committee meeting on 18th August 2022 **Resolved**

D To **discuss and agree** response to request for donation from Citizens Advice

**£50 donation Agreed, Action: Clerk**

E To **discuss and agree** response to request to pay (all or part) of the repair bill of £110.00 for the Church clock (snapped wire in mechanism)

**The Parish Council agree to uphold their agreement made in the November 2013 meeting, paying the yearly maintenance in full and 50% of any repair bills. The PC also request that prior notification is given of repair bills in future. Agreed, Action: Clerk**

F To **discuss** the pre-submission publication Local Plan consultation and **accept** further comments from Cllrs Dennon & Brown for objection **Accepted, Action: Clerk**

G To **resolve to ratify** providing S137 funding of up to £500 in support of the Halt Heronby action group and **accept** joint (Cawood, Escrick, Stillingfleet) Parish Council letters to Nigel Adams requestinghisresponse to the SDC Consultation **Resolved**

H To **resolve to agree** the yearly update of the Pensions Policy, no update on thresholds

**Agreed, Action: Clerk**

I To **update** the Risk Management Schedule

**Update document, add to website appendices and to November agenda to agree**

**Agreed, Action: Clerk**

J To **discuss** potentially re-siting the new bin on Bishopdyke Road to lamp post at end of Back Lane

**Look at potential other space on Bishopdyke, discuss with the PC before moving**

**Action: Cllr Wharmby, Handyman**

K To **receive and accept** the quote from Account-ant for the internal audit 22/23

**Accepted, Action: Clerk**

L To **discuss and agree** a plan for maintaining village benches

**View on asset register, and discuss further Agreed, Action: Cllr Dennon, Cllr Wharmby**

M To **accept** the updated website GDPR actions **Accepted**

N To **agree** date of Sunday 6th November 2022 for the litter pick **Agreed**

O To **discuss** the access road to new site Rythergate

**Request some reassurance from Orion Homes regarding the level of the access road.**

**Agreed, Action: Clerk**

P To **resolve to ratify** planning comment, no objection, on application 2022/0981/HPA **Resolved**

Q To **resolve to agree** for the Parochial Church Council to keep the condolence book **Resolved**

R To **receive** the quarterly budget management review for July, August, September 2022

**Add cemetery income Action: Clerk**

S To **receive** the 6-monthly CIL statement from SDC **Received**

T To **receive** the 6-monthly S106 statement from SDC

**Ask for clarification as to S106 money for Windsor Close as the PC haven’t received anything Action: Clerk**

**Contact Orion Homes for 19K donation to PC Action: Clerk**

U To **discuss and agree** next steps with VAS fitting as electrical connection is not available

**Await contact from TWM who are looking at a slimmer transformer.**

V To **agree** all new builds in the village should be asked to have hedgehog “highways” commencing by sending request Orion Homes **Agreed, Action: Clerk**

W To **agree** mature tree to be sourced and planted to celebrate Coronation next May and to serve as village Xmas lights tree

**Clerk to contact YW, BT. Cllr Brown to ask resident to check for electric cables.**

**Agreed, Action: Clerk, Cllr Brown, Cllr Dennon**

X Insurance renewal due November

**Check RE cemetery Action: Clerk**

Y To **resolve to accept** the draft deed of dedication for The Garth (Fields in Trust), and to **agree** to the Clerks home address being used for contact for title registers for both The Garth and the Playing Fields, both of which are needed for the Fields in Trust deed of dedication

**Amendments requested, plus additional to 3.4. To add resolution to November agenda, all Cllrs to correspond with Clerk RE amendments. Agreed, Action: Clerk**

Z To **receive and accept** actions from last meeting (attached) and note actions still required in particular electric connection at Broad Lane roundabout, street lighting contract.

**Street lighting issue to Cllr Cattanach. Cancel electrical connection at Broad Lane. Silver Birch tree, Fostergate – clerk to write letter for residents and share with resident to hand out. Action: Clerk**

**8 FINANCE:**

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

S Gowlett (paid) Net salary SEPTEMBER

M Bates (paid) Net salary SEPTEMBER

NEST (paid) £58.36 Pension SEPTEMBER

S Gowlett (to pay) Net Salary October

M Bates (to pay) Net Salary October

NEST (DD) £58.36 Pension October

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

HSBC £10.00 Bank Charges August 22

HSBC £8.00 Bank Charges September 22

British Gas £44.79 (VAT £2.24) PF Electricity Jul/Aug 22

British Gas £49.45 (VAT £2.47) PF Electricity Aug/Sept 22

YLCA (paid) £66.80 Developing your skills webinar JG July 22

Royal Mail (visa) £0.95 Green Slip Postage

Elite Gas Solutions (BACS) £220.00 (VAT £44.00) PF Annual Gas Check

Homebase (paid) £9.70 CGT Plants

British Gas (DD) £9.87 (VAT £0.49) Christmas Box Electric

GiffGaff (Visa) £6.00 Clerks Mobile Phone September

Shell (Visa) £22.63 (VAT £4.53) Handyman Fuel

JRB Enterprise Ltd (paid) £450.00 (VAT £90.00) Dog Waste Bags

Martin Bates (paid) £310.00 Grass Cutting August 22

Under Cover UK (Visa) £33.32 (VAT £6.67) Condolence Book

The Works (Visa) £30.00 Stationery

PKF (paid) £200.00 (VAT £40.00) External Audit

Autela Payroll (paid) £54.60 (VAT £10.92) Quarterly Payroll Charges

British Gas Lite (DD) £10.25 (VAT £0.51) Christmas Box Electric Aug/Sept

HMRC (paid) £520.60 Quarterly P32 Payment

NetwiseUK (paid) £50.03 (VAT £10.01) Upgrade to premium package

Cawood Feoffment Estate (SO) £428.00 OBS Rent

Parish Noticeboard Co. (paid) £375.00 (VAT £75.00) PFLC Noticeboard

Home Bargains (Visa) £3.33 (VAT £0.66) Fairy Door PF

Wilko Selby (Visa) £5.00 (VAT £1.00) CGT Plants

GiffGaff (Visa) £6.00 Clerk’s Mobile Phone October

York Digital Image (paid) £160.00 (VAT £32.00) Halt Heronby Banners (S137 payment)

Wel Medical (paid) £15.13 (VAT £3.03) Defib Cabinet Stickers

Martin Bates (paid) £295.00 Grass Cutting Aug/Sept 22

B Income Received

OBSMC £2070.50 Contribution to rent/electric

HSBC £6.58 Interest

Selby District Council £16681.35 Precept Payment

J Punton & Son £910.00 Cemetery Invoice 0322

HH Chambers & Son £125.00 Cemetery Invoice 0422

**Resolved**

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

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

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

A To **receive** the safety report

**NYCC fence at Sherburn Street needs fixing, it’s been reported, send a reminder. Action: Clerk**

**Dyke fence, request handyman supplements with metal like he has at the PF to reinforce.**

**Action: Handyman**

B To **resolve to ratify** requesting help from YWT to restore the original pond on the Garth

**Clerk to reply to resident and advise contact has been made YWT will not help, no second pond due to trouble maintaining the current one. Action: Clerk**

**Cllr Wharmby awaiting correspondence RE pond maintenance.**

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

A To **receive** the safety report **Received**

**Forward reports to Feoffees Action: Clerk**

**Remove fascia over car park Action: Handyman**

B To **receive** the Fire Safety Audit from North Yorkshire Fire and Rescue Service **Received**

**Ask cleaners to move chairs back out of old toilets. Action: Clerk**

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

A Wicksteed inspection booked

B To discuss the possibility of acquiring accessible roundabout at play area (price to include removal of existing nonfunctioning equipment)

**Await response from Orion Homes, request guidance from YLCA. Add to November agenda.**

**Action: Clerk**

C Damage to large picnic bench at the park

D Elephant rocker damaged, removed and area made safe by handyman

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

A To **receive** the safety report **Defer to November agenda**

B To **discuss** the query over grave purchase and **agree** further action

**Cllrs Dennon and Horsfield met with the Clerk, issue now understood and resolved.**

13 **PLANNING**:

A1 Application: Conversion of light industrial outbuilding into a single dwelling house Ref: 2022/1057/FUL Location: Fairholm, 9 Wistowgate, Cawood **No objection, Action: Clerk**

B1 Approval: Crown lift of 3.2 metres over path to 1 No 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

B2 Approval: Demolition of existing conservatory and proposed 1 1/2 storey extension with dormer in its place Ref: 2022/0886/HPA Location: Wharfe Cottage, Ryther Road, Cawood

B3 Approval: Lawful development for proposed single storey rear extension Ref: 2022/0787/CPP Location: 33 Ryther Road, Cawood

B4 Approval: Listed building consent to repair and make watertight the tiled roof. Replace the

windows and frames. Repair the interior insulation and plasterboard. Repair the

ceiling. Replace the faulty electrical wiring. Replace the front double doors. Replace

the rear door with a wider French door. Add mains electrical heating. Ref: 2022/0185/LBC Location: 3 Market Place, Cawood

C Refusal:

14 **CORRESPONDENCE**:

A Resident emailed regarding the ramps at the skate park and the ground surface

**Copy of report to be sent to resident**

B Resident emailed regarding the possibility of accessible play equipment at the park (11b)

C Phone call from resident upset by siting of new bin outside their home (7j)

D Email from resident about the uncompleted work at the side of Sylvan Close/Sherburn Street

**Respond to confirm that the PC have contacted NYCC and complained, suggest that the resident does the same and contacts Councillor Cattanach for support too. Action: Clerk**

E Resident complaint/concern about the upkeep of village benches

F Resident thanked the PC for the prompt action fixing the picnic bench at the PF

Date of next full meeting Thursday 17th November 2022

There being no further business the meeting closed at 2205hrs

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

07541 434569