**THE ANNUAL MEETING OF CAWOOD PARISH COUNCIL IS TO BE HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY MAY 18th 2023 AT 7.45PM; YOU ARE SUMMONED TO TAKE PART. THIS WILL BE FOLLOWED BY THE ANNUAL PARISH MEETING TO BE HELD ON THURSDAY 18th MAY 2023 AT 9.30PM.**

1. ELECTION OF OFFICERS:

Chairman

Vice Chairman

Internal Control/Finance

Playing Field Wardens

Playing Field Liaison Committee

Cemetery Wardens

Castle Garth Wardens

Local Councils Association

Old Boys’ School Committee

Community Centre Association/Hub

Cawood Grows Together

Website Administrators

Staffing Committee

Highways and Footpaths

Chair to receive and sign 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.

3. To receive **DECLARATIONS OF INTEREST** in any matters on the agenda.

4. **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.

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

A To **receive** the monthly bridge data

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

A Update received from Cllr Cattanach regarding the number 42 Saturday bus service

B To receive highways and access issues and discuss actions required

7. To **resolve to agree minutes** of Thursday 20th April 2023

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

A To **receive and accept** ‘job description’ for Councillors, provided by the YLCA

B To **receive and accept** the reviewed Security Incident policy

C To **receive and accept** the Staffing Committee notes from meeting and **discuss any necessary** terms of reference updates

D To **receive** an update on Christmas structures/lights, and **agree** any further actions

E To **resolve to agree** All Parish Councillors to review their register of interests and amend/update as necessary, as detailed in the risk management schedule and item 7A

F To **resolve to accept** theinternal control review

G To **resolve to agree** the internal audit report and agree necessary action from it

H To **receive** letter for the external auditor, from the internal auditor

I To **resolve to agree** the assertions in section 1 of the Annual Governance and Accountability Return

J To **resolve to agree** the accounting statement in section 2 of the Annual Governance and Accountability Return

K To **resolve to agree** the exercise of public rights for 30 clear days, from Monday 5th June 2023 to Friday 14th July 2023

L To **resolve to agree** to the yearly subscription of Microsoft 365 on the PC laptop, £59.99

M To complete the monitoring form for the contribution to the seesaw, from Cllr Cattanach’s NYC Locality Budget. **Two Councilors to sign. To resolve to thank PFLC, NYC and Cawood Players’ rep for new play equipment**

N To **resolve to congratulate** councillors and handyman involved in coronation events and their organisation

O To **resolve to thank** JS Jetwash for the removal of graffiti and **inform** Yorkshire Water of the removal at no expense to them as a gesture of thanks for allowing use of the pumphouse for the walking trail

P To **receive and accept** actions from last meeting (attached) and note actions still required, in particular; Ash tree on PF doesn’t appear to be coming into leaf like other surrounding trees – discuss further actions. Progress on “conditions of hire” document.

**9 FINANCE:**

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

Clerk’s Wages (to pay) Net salary

Handyman’s Wages (to pay) Net salary

NEST (paid) £99.15 Pension

Clerk (SO) £10.00 Clerk’s WFH Allowance

HSBC £8.00 Bank Charges April 2023

British Gas (DD) £64.82 (VAT £3.23) PF Electric Mar/Apr 2023 (PFLC)

ICCM (paid) £95.00 Corporate Membership annual fee

British Gas (DD) £349.74 (VAT £69.95) OBS Electric Mar/Apr 2023 (OBSMC)

J.Jones (Paid) £71.67 (VAT £14.33) Walking trail paints

British Gas (DD) £10.44 (VAT £0.52) Christmas Box Electric

PFLC (Trfr) £186.00 (VAT £37.20) Reimbursement of mower works invoice

Signs Express (paid) £132.00 (VAT £26.40) Walking Trail Signs

DC Cleaning Solutions (paid) £260.48 OBS Cleaning (OBSMC)

Yorkshire Trading (visa) £2.07 (VAT £0.42) Coronation Bunting

PFLC (trfr) £1420.24 Grant and mower works (Agreed April mtg 11A)

Paxtons (paid) £250.00 (VAT £50.01) Mower Works

Streetscape (to pay) £6171.00 (VAT £1234.20) New play equipment

J.S Jetwash (to pay) £64.24 Graffiti Removal

Martin Bates (to pay) £310.00 Grass Cutting April 2023

British Gas (DD) £98.63 (VAT £4.93) PF Electric Apr-May 23 (PFLC)

British Gas (DD) £203.97 (VAT £10.20) OBS Electric Apr-May 23 (OBSMC)

Account-ant (paid) £200.00 Internal Audit, quote agreed Oct 2022 mtg

GiffGaff (visa) £6.00 Clerks mobile phone

B&Q (visa) £16.48 Maintenance supplies

Penny Petroleum (visa) £58.23 (VAT £11.65) Handyman fuel

B Income Received

CFIT £25.00 Monthly PF Useage

SDC £16681.35 Precept Payment

Lloyds Bank £12.10 Bank Interest

C to **receive** HSBC and Lloyds bank statements

D to **receive** balance sheet

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

A To **receive** the May safety report

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

A To **receive** the May safety report

B To **receive** the OBSMC minutes

C To **receive** the updated terms of booking from the OBSMC (addition: safeguarding)

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

A To **receive** the May safety report

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

A To **receive** the May safety report

14. **PLANNING**:

A1 Application: Erection of single storey rear extension Ref: 2023/0328/HPA Location: Athelstone House, 1 Keesbury Park, Cawood **(Extension agreed for comment until the morning of 19th May – email received 28/04/2023 11:27)**

B1 Approval: Demolition of existing conservatory and proposed 1 1/2 storey extension with dormer in its place Ref: 2022/1304/HPA Location: Wharfe Cottage, Ryther Road, Cawood

B2 Approval: Deed of variation of approval 2017/0177/FULM Proposed residential development of 0.78

Ha to provide 23 no. dwellings with ancillary infrastructure, access road, parking spaces and garages to

change the plot numbers of the Affordable Housing units Ref: 2022/1437/DOV Location: 23 Ryther Road, Cawood

C1 Refusal: Crown reduce 1 No Lombardy poplar tree (T2) and 1 No Poplar tree (T5) by 50% protected by Tree Preservation Order TPO/13/2022 Ref: 2023/0119/TPO Location: Fairholm, 9 Wistowgate, Cawood

 15. **CORRESPONDENCE**:

Date of next full meeting 15th June 2023

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

07541 434569

**AGENDA FOR THE ANNUAL PARISH MEETING TO BE HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 18th MAY 2023 AT 9.30PM.**

MINUTES OF THE 2021/2022 MEETING FOR APPROVAL (attached).

MATTERS ARISING FROM THE MINUTES, or from the Clerk’s Annual Report 2021/2022

CLERK’S ANNUAL REPORT, 2022/2023

QUESTIONS FROM THE PUBLIC.