**MINUTES OF A MEETING OF CAWOOD PARISH COUNCIL HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 13th July 2023 AT 7:45PM**

**Members present: Cllr Dennon, Cllr Brown, Cllr Luker, Cllr Lunn, Cllr Horsfield, Cllr Lloyd, Cllr Ward**

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 Wharmby and Cllr Shepherd.**

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. **There were no visitors.**

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

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

B Damage to lamp post on at Sherburn Street/Chestnut Road, reported to NYC by Clerk

**Bollard knocked off at Sherburn Street/Chestnut Road roundabout, reported to NYC by Clerk.**

**Received report via facebook that the mesh on the pontoon at the Garth has come loose, handyman aware and has secured.**

**The Chairman brought forward Item 7O. The handyman has made the PC aware that the wood on the pontoon is rotten and suggests removal for safety, with a fence across the bottom of the steps.**

**Investigate composite replacement, feed back at August meeting. Agreed, Action: Clerk**

**Report received via facebook that a slat is missing on the Bishopdyke footbridge into the Garth, the responsibility lies with NYC however due to safety concerns the PC have agreed to fix this. Clerk has contacted the handyman. Action: Handyman**

**Children playing in the pump house outfall dyke and surrounding area**

**Inform YW as it’s their pump station and outfall dyke Agreed, Action: Clerk**

**Cllr Ward arrived at 2015hrs**

**Three trees on Old Road/Foreshore, one owned by the PC. Cllr Lunn to discuss with residents RE other two initially, and feedback. PC suggest possibility of applying for tree works permission for the three, on behalf of the residents and PC/surrounding residents/safety, for them to then complete the work Arboriculturist report would be required Agreed, Action: Cllr Lunn, Clerk**

**Fly-tipping on Broad Lane, reported to NYC by Clerk**

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

**The Chairman brought forward item 7N. Feedback from the YLCA Branch Meeting: Hybrid meetings are not granted. A concern was raised from 2 Parish Councils about battery storage facilities and fire: request that statutory consultations should include the fire service, and the Environment Agency as statutory consultees. Charter between North Yorkshire Council and Parish Councils, Cllrs Brown and Dennon raised that communications between bodies are poor (for example, highways should have communicated upcoming road closures for the air show with Parish Councils).**

**Request the Cllr Cattanach supports the request for better communication Agreed, Action: Clerk**

6. To **resolve to agree minutes** of Thursday 15th June 2023 **Resolved**

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

A To **discuss** the sharing of documents related to the agenda, and agree a cutoff date prior to meetings

**No cut off agreed as some information cannot be left until the next monthly meeting**

B To **resolve to accept** the updated Councillor job description, received in the April 2023 meeting

 **Resolved**

C To **receive** the D-Day anniversary guide and decide further actions

**Beacon lighting to go ahead Agreed**

D To **resolve to ratify** comments on planning application 2023/0457/HPA **Resolved**

E To **resolve to agree** to requesting the PC litter pickers back from school before the summer holidays

**Donate the three litter pickers to Guardians of Garth Agreed, Action: Clerk**

**Purchase new set of litter pickers for PC Agreed, Action: Clerk**

F To **resolve to accept** the internal control check for the first quarter of financial year 23-24

 **Resolved**

G To **resolve to accept** the budget monitoring review for the first quarter of financial year 23-24

 **Resolved**

H To **review** the Garth Management Plan and update accordingly

**Deferred at the request of Cllr Shepherd**

I To **resolve to agree** to draft a management plan regarding PC owned land including those areas mown and those not mown and to agree a communication plan on how to notify Cawood residents

**Deferred at the request of Cllr Shepherd**

**A meeting has taken place between the Chairman, Clerk and Handyman. Proposal to increase Handyman’s hours from 2024, and do away with grass cutting contract, to be added to August agenda. Agreed, Action: Clerk**

J To **receive** the Yorkshire and Humber Climate Commission Consultations and **agree** a response to each, if any **No response**

K Pensions policy review due September (staffing committee)

L To **resolve to ratify** fixing of leak on cemetery track, and to continue investigation of ownership for future **Resolved**

**Advise resident of booking for fix Agreed, Action: Clerk**

M To **resolve to accept** the revised staffing committee terms of reference

**Agreed, with slight amendment Resolved, Action: Staffing Committee**

N To **receive** feedback from YLCA branch meeting attended by Cllrs Dennon and Brown

O To **receive and accept** actions from last meeting (attached) and note actions still required; in particular Ash Tree in the playing fields, closure of HSBC completed as per agreement in April 2023 meeting, info received from STC RE: Pontoon and further actions regarding the maintenance, update on electric box report arrangements.

**HSBC closure form signed**

**EICR report on electric box 19/07/2023**

**8 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) £103.77 Pension

Clerk (SO) £10.00 Clerk’s WFH Allowance

HSBC £8.00 Bank Charges June 2023

Wel Medical £59.95 (VAT £13.18) Replacement defib pads OBS

Argos (visa) £55.00 Microwave (OBSMC)

Shell (Visa) £27.80 (VAT £5.56) Mower fuel

Websters Burn (Visa) £111.30 (VAT £22.26) Timber decking

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

HMRC (paid) £552.20 P32 Quarter 1

Amazon (Visa) £42.50 (VAT £8.50) Staffing Committee Safe

North Yorkshire Council (to pay) £350.94 (VAT £70.19) Street Light maintenance **(Clerk has requested breakdown of charges)**

B&Q (Visa) £13.33 Maintenance supplies

Cawood Feoffment Charity £428.00 OBS Rent (OBSMC £140.00)

DC Cleaning Solutions (paid) £257.28 OBS Cleaning (OBSMC)

Autela Payroll Services (paid) £66.96 (VAT £13.40) Quarterly payroll charges

Land Registry (Visa) £6.00 Land search for cemetery track

Land Registry (Visa) £6.00 Land search for cemetery track

Cobblers Last (Visa) £18.00 PF Toilet keys x 4

Sainsbury’s (Visa) £8.80 Postage Stamps

GiffGaff (Visa) £6.00 Clerk’s mobile phone

B To **resolve to confirm authorisation of payment of this month’s S137 Expenditure:**

JRB Enterprises (to pay) £450.00 (VAT £90.00) Dog waste bags

C Income Received

Lloyds £26.55 Bank Interest

CFIT £25.00 Monthly PF Usage

Grundy’s £165.00 Cemetery invoice 0323

 **Resolved**

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

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

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

A Thistles overdue for cutting, agreed to be completed in June

**Deferred at the request of Cllr Shepherd**

**Rough area on footbridge on Garth, wood and nail been pulled out/picked, along bottom of hand rail Action: Handyman**

**Guardians need new yellow spray paint Action: Clerk**

**Brambles on footpath on Sherburn Street, report to NYC to cut back. Request Handyman do a light cut in the meantime Action: Clerk, Handyman**

**Guardians of the Garth certificate for 2022/2023 Action: Clerk**

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

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

**The Chairman brought forward item 14E, request that the resident speak with the football club manager to see if they can come up with an agreement. The PC suggest the resident running the proposed business is charged and income ring fenced for the PFLC.**

**Concerns about over usage of playing surface may result as club will be running 2 teams next year.**

**Clerk to contact school for information RE hire of the school/school field on weekends and evenings Action: Clerk**

**PC mower to be discussed at PFLC meeting, and the PC to be updated.**

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

13 **PLANNING**:

A1 Application

B1 Approval: Removal of existing side garage and erection of two storey side extension Ref: 2023/0272/HPA Location: Cobweb Cottage, 4 Chestnut Mews, Cawood

B2 Approval: Erection of single storey rear extension Ref: 2023/0328/HPA Location: Athelstone House, 1 Keesbury Park, Cawood

B3 Approval: Listed building consent for replacement of existing front door Ref: 2022/1233/LBC Location: 3 Market Place, Cawood

C1 Refusal: Ref: 2021/0994/DOC Bank House, 78 Church End Cawood Discharge of conditions 04 (Window) and 05 (Historic Building Recording and Analysis) of approval 2021/0148/LBC Listed building consent for Installation of heritage style roof lights to rear and reinstating of gable end window

 14 **CORRESPONDENCE**:

A Resident contacted offering the PC a plum tree, to plant in the park

**If happy to keep until November than the PC would like it, potential siting on the Foreshore.**

B Local company arranging ‘Jolly Christmas Drive Through’ request PC thoughts and feedback

**The PC have no objection to this going ahead.**

C Resident contacted regarding the leak on the track to the cemetery

D Resident contacted regarding the thistles on the Garth

E Resident has requested information regarding use of playing fields for junior football coaching

F Resident has requested advice regarding Sycamore trees at Old Road

**Email received RE the village defibrillators; Clerk confirmed that they are registered on the circuit.**

Date of next full meeting Thursday 17th August 2023

There being no further business the meeting ended at 2225hrs

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

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