**AGENDA OF A MEETING OF CAWOOD PARISH COUNCIL TO BE HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 19TH OCTOBER 2023 AT 7:45PM.**

1. To **receive** **APOLOGIES for** absence given in advance of the meeting and to **consider** the approval of reasons given for absence.

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

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.

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

A To **receive** the monthly bridge data

B To **receive** the NYP Newsletter

C To **discuss** the parking and access issues on Rythergate/Ryther Road

D Cllr Cattanach contacted IDB, YW and EA regarding the OBS Lane pumping station, YW have now responded to the PC and are in the process of making safe the pump house door

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

A Cllr Cattanach confirms that he is awaiting a meeting with the EA regarding Bishopdyke pumping station

6. To **resolve to agree minutes** of Thursday 21st September 2023

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

A To **resolve to accept** Cllr Wharmby’s resignation; the PC thanks him for all his help over many years; the vacancy has been advertised. To **elect** a new Vice Chairman.

B To **receive and agree** staffing committee recommendations after meeting on 17th October 2023

C Due to the resignation of Cllr Wharmby there are vacancies on the staffing committee and the PFLC

D To **receive and accept** quote for internal audit 2023/2024 from Account-Ant

E To **resolve to agree** a response, if any, to the Jo Cox Civility Commission call for evidence, as requested in the WR Bulletin 22nd September 2023

F To **receive** draft deed for the Playing Fields from Fields in Trust and **agree** to sign

G The Good Councillor Guide to Staffing was updated in May 2023, as advised in the September WR Bulletin. This document is available online via the YLCA website

H To **receive** correspondence regarding D-Day beacon lighting 6th June 2024, agreed to go ahead with beacon lighting item 7C, July 2023 meeting

I To **receive** the statutory notice regarding Hackney Carriage Zones from the licensing team at NYC

J To **receive** the NYC Recharge Policy

K To **receive** request from Zero Hour for support with Climate and Ecology Bill and **agree** further actions, if any

L To **receive** correspondence from Quickline RE community involvement and **agree** any further action

M To **review** the Risk Management Schedule

N To **resolve to ratify** purchase and delivery of replacement Whitebeam from Vertigrow, to be planted near the one destroyed. Clerk to request permission from HE. Request deduction in full from grass cutting invoice.

O Tree reports to be requested for PF and Garth

P Litter pick 22nd October1030-1300hrs, to **agree** final arrangements

Q Bulb planting at Cawood Castle to take place in October half term with the help of the Brownies

R NPower is now sending bills for 2 x contracts: Water Row lights, Clerk is investigating and has advised NPower of this

S To **receive and accept** the salary budget review for April 2024

T To **resolve to accept** the quarterly internal control review

U To **resolve to accept** the budget monitoring review

V To **receive request** for precept figures for 2024/2025 by Dec 31st 2023 and **discuss** figures

W Policies due for review in November: Financial Regulations, IT

X To **resolve to agree** to review the Garth Management Schedule, particularly the addition of a mowing schedule and tree works

Y To **receive** donation request from Citizens Advice and **agree** any donation figure

Z To **receive and accept** actions from last meeting (attached) and note actions still required; in particular response from Keir Mather regarding ownership of Bishopdyke Pumping Station, response from HSE regarding OBS Lane Pumping Station (Cllr Cattanach is also investigating ownership), response RE Green Bin information, update regarding metal arch for Christmas lights display, to receive quote received for reed mace removal.

**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) £107.20 Pension

Clerk (SO) £10.00 Clerk’s WFH Allowance

The Osprey Company (paid) £140.00 Garth plaques agreed Aug 2023 9B

Land Registry (visa) £6.00 Title plans for FIT (skate park strip of land)

Home Bargains (visa) £13.73 (VAT £2.74) CGT Bulbs

Aldi (visa) £14.63 Accidental card use, see reimbursement 8C

Shell Fuel (visa) £33.24 Handyman Fuel

HMRC (paid) £839.62 P32 Second Quarter

ML Discount Appliances (paid) £108.33 (VAT £21.67) OBS Fridge (OBSMC)

British Gas (DD) £33.72 (VAT £1.69) Christmas Electric Box

Selby IDB (to pay) £16.18 Annual drainage rates

Cawood Feoffment Charity (SO) £428.00 Quarterly Rent (£140 OBSMC)

Marks & Spencer (Visa) £6.00 Accidental card use, see reimbursement 8C

Ron Wharmby (paid) £40.00 Reimbursement - new tyre for PC tractor

DC Cleaning Solutions (paid) £255.73 OBS Cleaning (OBSMC)

Fire Seals Direct (visa) £23.75 (VAT £4.75) OBS Door Guard (OBSMC)

GiffGaff (visa) £6.00 Clerk’s mobile phone

Cartridge People (visa) £47.47 (VAT £9.50) Stationery/ink

B&Q (visa) £59.82 Timber

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

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

JRB Enterprise (paid) £450.00 (VAT £90.00) Dog waste bags

C Income Received

T Dennon £14.63 Reimbursement for accidental card use

T Dennon £6.00 Reimbursement for accidental card use

Dignity Funerals £690.00 Cemetery invoice 0423

Lloyds Bank £25.32 Bank Interest

North Yorkshire Council £19981.35 Precept Payment

C to **receive** bank statements

D to **receive** balance sheet

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

A To **receive** the September report, deferred from last meeting

B Coronation Oak tree planting planned for 21st or 23rd November, Clerk to advise HE of dig W/C 13th November

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

A To **receive** the September report, deferred from last meeting

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

A To **receive** the Wicksteed annual inspection report, and **agree** any further actions

B The PFLC advise that the tennis club house is in a poor state of repair, the tennis club have been requested to take action by the PFLC. To **resolve to request** confirmation from Tennis Club that remedial work will be undertaken (PC pay building insurance)

C Mole control is ongoing, Clerk has contacted company to change details following Cllr Wharmby’s resignation

D Confirmation received from resident RE damaged satellite dish, no charges have been added to their account

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

A To **receive** the September report, deferred from last meeting

13 **PLANNING**:

A1 Application:

B1 Approval: Removal of 1 No branch from 1 No Twisted Willow, prune by 1/3 2 No Cherry trees, 1 No Rowan tree and 1 No Apple tree in the conservation area Ref: 2023/0884/TCA Location: Oban House, 18 Rythergate, Cawood

C1 Refusal:

14 **CORRESPONDENCE**:

A Resident contacted the Clerk regarding cutting of grass outside their property, as agreed item 14A, August 2023

Date of next full meeting Thursday 16th November 2023

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

07541 434569