**MINUTES OF A MEETING OF CAWOOD PARISH COUNCIL TO BE HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 16th NOVEMBER 2023 AT 7:45PM.**

**MEMBERS PRESENT: Cllr Dennon, Cllr Brown, Cllr Horsfield, Cllr Luker, Cllr Ward, Cllr Lunn**

1. To **receive and note** apologies from councillors who are unable to attend the meeting

**Apologies were received from Cllr Shepherd.**

 A To **consider** reasons for absence provided by councillors who cannot attend and **resolve** the council’s acceptance of these if felt relevant **Resolved**

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 To **receive** the monthly NYP newsletter **Received**

**The Chairman brought forward item 14C, Clerk to investigate and provide NYP with further details**

 **Action: Clerk**

C NYC Signage not collected, reported to NYC

D Street lights have not been updated since the clock change, Clerk has reported to NYC

**Yorkshire Water have failed to make safe the pumping station on Old Boys’ School Lane, now ownership has been identified this can be reported again to HSE Action: Clerk**

**Incident where the EA had not correctly shut a floodgate on Water Row, no readily available contact details available for the village flood wardens. Request contact details for the flood wardens, if the wardens do not wish to share their numbers the Parish Council have a spare mobile phone that is currently unused, offer to flood wardens as an emergency contact phone for the village**

 **Agreed, Action: Clerk**

5. MATTERS FOR THE ATTENTION OF THE COUNTY COUNCILLOR.

**The Chairman brought forward item 7B and item 7E**

**Cllr Lunn arrived at 2003hrs, no declarations of interest**

6. To **resolve to agree minutes** of Thursday 19th October 2023 **Resolved**

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

A To **receive** letter from Cawood Feoffment Estate Charity regarding the lease of the Old Boys’ School

 **Received**

B To **receive** information from Cllr Cattanach regarding the Health and Social Care Defibrillator fund and **agree** any further action **Received, no action**

C To **receive and accept** the insurance renewal documents, currently on a three year long term

 **Received, Action: Clerk**

D To **receive** information from RJC (see item 14B) and **agree** to further action (display on website/NB) **Agreed, Action: Clerk**

E To **discuss** allocation of the NYC community budget

**Compile a contingency plan for future available budget Agreed, Action: Clerk**

**Request contribution from community budget for replacement and repair of blind/s, and 4 x barriers for the parking area, plus wifi, approximately £2000.00 Agreed, Action: Clerk**

F To **receive** correspondence regarding the SDC Local Plan, **agree** to be added to the consultee database and **receive** the draft statement of community involvement **Agreed, Action: Clerk**

G To **receive** Lets Talk Money brief and toolkit and **agree** to display on the PC website and NB

 **Agreed, Action: Clerk**

H To **resolve to accept** Councillor Resignation Procedure, reviewed and updated October 2023

 **Resolved**

I To **resolve to accept** statement of internal control, reviewed October 2023 **Resolved**

J To **resolve to agree** the NJC salary increase as per the staffing committee’s recommendation, and **accept** an increase in staffing budget from the previously approved 5% to 9% in line with this increase

  **Resolved**

**Advise Autela of increase Action: Cllr Brown, Clerk**

K To **receive** further information and calculation for precept, including the NALC briefing, and **agree** precept request for 2024/2025

**Increase the precept by 9.43% as precept requests over the last 5 years have resulted in an effective decrease in real terms and ongoing cost increases, including national pay awards, can no longer be absorbed Agreed, Action: Clerk**

L To **receive** permission to plant replacement Whitebeam tree at the Garth, and **agree** planting at the same time as the Oak tree (verbally agreed with HE, awaiting written confirmation) **Received, written also confirmation received after agenda was sent out**

M To **accept** financial regulations policy, reviewed November 2023

**Updated by NALC Accepted**

N To **accept** the IT policy, reviewed November 2023 **Accepted**

O Policies due for review in December: Website policy; expenses policy; expenses policy addendum; sickness absence policy (staffing committee); annual leave policy (staffing committee); emergency dependents policy (staffing committee); staff development policy (staffing committee)

P To **resolve to agree** signing of the Deed of Dedication for the Playing Fields

**Resolved, Action: Clerk, Cllr Dennon**

Q To **resolve to accept** the updated risk management schedule, as per discussion in the October meeting **Resolved**

R To **receive** feedback report from YLCA meeting and discuss implications **Received**

S To **receive and accept** the pension policy, figures updated to 2022/2023 **Received**

**Statutory contributions amendment included now Action: Cllr Brown**

T To **receive and accept** actions from last meeting (attached) and note actions still required; in particular update on Christmas arch; insect house on Water Row still needs re-siting; further actions for review of Garth maintenance plan; update on contact with Groundworks RE pontoon & reedmace; update on CIL money expenditure.

**Christmas Arch: to purchase Christmas decorations for the area in front of banqueting hall (arch ‘Merry Christmas’ and lights) using the £500 donation from the producers of the Boat Story. Cllr Horsfield to supply the Clerk with purchase details Agreed, Action: Clerk**

**The person who quoted for reed mace removal has confirmed insurance, risk assessment has been discussed and will be provided. Disposal needs to be investigated, Clerk to contact local farmer for ideas/biomas local. Accept quote at £50 per hour, £500 provisional cap followed by a progress discussion once 10 hours is completed. 12ft width starting at pontoon.**

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

**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

Autella Payroll (paid) £66.96 (VAT £13.40) Quarterly payroll charges

Wicksteed (paid) £264.00 (VAT £52.80) Annual PF Inspection

Home Bargains (visa) £17.45 (VAT £3.49) CGT Bulbs

Vertigrow (visa) £80.00 Whitebeam Replacement (to be reimbursed from contractor)

Mrs J Smith (paid) £670.00 Garth cut (£750 less £80.00, above)

DC Cleaning Solutions (paid) £256.28 OBS Cleaning October (OBSMC)

British Gas (DD) £66.40 (VAT £66.40) OBS Electricity (OBSMC)

British Gas (DD) £76.22 (VAT £3.81) PF Electricity (PFLC)

Timpsons (Visa) £19.00 Keys cut/padlock

Penny Petroleum (Visa) £16.79 (VAT £3.36) Mower fuel

British Gas (DD) £16.50 (VAT £0.82) Christmas Box Electric

B&Q (Visa) £28.67 Maintenance supplies

Clear Councils (to pay) £3237.50 Insurance renewal (see item 7C)

Royal British Legion (Visa) £40.00 Yearly donation for wreath

Martin Bates (to pay) £310.00 October grass cutting

GiffGaff (Visa) £6.00 Clerk’s mobile phone

 **Resolved**

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

C Income Received

Susie Gowlett £124.00 Reimbursement from Yorkshire Water, paid via SG

Lloyds Bank £44.63 Bank Interest

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

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

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

A To **agree** to thank Brownie leader for help at recent bulb planting at Landmark Trust land

 **Agreed, Action: Clerk**

B To **agree** to request horse chestnut removal and replacement near Bishopdyke Rd

 **Agreed, Action: Clerk**

C To **receive** updates on Coronation tree planting on Nov 21st **Received, Action: Cllr Dennon**

**Willow tree has fallen on the Garth Agree to leave as is, it poses no risk currently, but to include in planned upcoming arboriculturist report**

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

A To **receive** the proposal of bollards for the parking area at the OBS and **agree** that the OBSMC has permission to go ahead (permission has also been sought from the Feoffees)

**Further investigation required Action: Cllr Horsfield, Clerk**

B To **receive** minutes from the OBSMC meeting on 8th November 2023 **Received**

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

A To **agree** no action is needed at skate park following Wicksteed annual report as rust is not corroding the powder coated metal surface **Agreed, Handyman’s advice accepted**

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

**Orion Homes have agreed to fit new coping stones on the cemetery wall; PC to provide materials**

**Check local reclamation yards for coping Action: Cllr Ward**

13 **PLANNING**:

A1 Application:
Coppice at 0.5 m above ground level to 6 No Willow trees (T1-T6) in the conservation area Ref: 2023/1091/TCA Location: Cawood Castle Garth, Thorpe Lane, Cawood **No objection**

B1 Approval: [Lawful development certificate for existing use of land as part of a domestic curtilage](https://public.selby.gov.uk/online-applications/applicationDetails.do?keyVal=RXXYILNXFTJ00&activeTab=summary) Ref: 2023/0730/CPE

C1 Refusal:

 14 **CORRESPONDENCE**:

A Resident requests shrubs/trees at the skate park and bordering their property are reduced in height

**Investigate further Action: Cllr Dennon, Handyman**

B Poster received from RJC regarding their Jolly Christmas Drive Thru, in support of Mission Christmas

C Resident contacted Clerk regarding children under the foreshore ramp, with serious concerns over their safety. Resident also advised that the children were verbally abusive to two residents who were concerned for their safety

Date of next full meeting Thursday 21st December 2023

There being no further business the meeting closed at 21:58hrs.

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

07541 434569