**MINUTES OF A MEETING OF CAWOOD PARISH COUNCIL HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 21st December 2023 AT 7:45PM**

**Members present: Cllr Dennon; Cllr Brown; Cllr Luker; Cllr Horsfield**

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

 **Apologies were received from Cllr Shepherd; Cllr Lunn and Cllr Ward Received**

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.

**Two residents attended the meeting with a view to showing an interest in the Parish Council vacancy**

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**

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

**Permission for barriers for the OBS not agreed by the Feoffee; request for internet/technology for the OBS – application submitted via Quickline for free wifi installation, so awaiting response before requesting funds from Cllr Cattanach from Locality budget.**

**For further locality budget expenditure request help with proposed work on the Foreshore to make it into a community area for residents to enjoy, starting with fencing and fruit trees. Request handyman prices up fencing requisites. Trees would be about £50 each (initially plum, apple, pear x 2 each) Clerk to request funds. Agreed, Action: Handyman, Clerk**

6. To **resolve to agree minutes** of Thursday 16th November 2023 **Resolved**

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

A To **receive** quotes for tree reports and **agree** which company to instruct

**Instruct Richard Lancaster to complete the report/s as one (as quoted). Cllr/Clerk/Handyman to attend when the report is undertaken Agreed, Action: Clerk**

**Request a report on the tree on the corner of Old Road/foreshore is incorporated/added**

 **Agreed, Action: Clerk**

B To **resolve to ratify** handyman’s suggestions for fallen Willow tree on Garth, for safety reasons

 **Resolved**

C To **receive** statement on Selby Local Plan from NYC **Received**

D To **receive** notice of making B1223 Cawood, 30mph and 40mph speed limit **Received**

E To **resolve to agree** to book Wicksteed for September 2024 now, to bring the inspection back in line with the inspection plan, quote shared **Resolved, Action: Clerk**

F To **resolve to accept** the reviewed website policy **Resolved**

G To **resolve to accept** the reviewed expenses policy and addendum **Resolved**

H To **resolve to accept** the reviewed sickness absence policy **Resolved**

I To **resolve to accept** the reviewed annual leave policy **Resolved**

J To **resolve to accept** the reviewed emergency dependants policy **Resolved**

K To **resolve to accept** the reviewed staff development policy **Resolved**

L Policies due for review in January: equal opportunities (staffing committee) **Action: Cllr Horsfield**

M To **receive** NY Local Plan launch briefing slides, Q&A, and Clerk’s notes

**Clerk’s notes received. Slides and Q&A to be circulated, add to January agenda. Received, Action: Clerk**

N To **receive** the draft budget for 2024/2025 and **agree** any amendments, to be signed off in March 2024 meeting **Received**

**Add to January agenda, for further discussion and agreement as to whether an extraordinary meeting is necessary Agreed, Action: All, Clerk**

O To **resolve to adopt** the new Biodiversity Policy **Resolved**

P To confirm remaining budget previously agreed from 137 still available to Halt Heronby Campaign (October 2022 mtg item 7G) **Confirmed, Action: Cllr Dennon**

Q To **receive** correspondence from Natural England requesting access to survey the Garth (Natural Capital and Ecosystem Assessment) and **agree** further actions **Agreed, Action: Clerk**

**Request suggestions for the Garth maintenance plan Action: Clerk**

 R To **resolve to thank** Mr & Mrs Spinks for providing Christmas tree and Mr & Mrs Grey for providing electricity for tree lights **Resolved, Action: Clerk**

**Discuss alternative plans for future lighting/electricity in January agenda Agreed, Action: Clerk**

S To **resolve to update** Two Brothers Film company on successful expenditure of their £500 donation on Christmas lighting

**Include photos Resolved, Action: Clerk**

**The Parish Council thanks the handyman for all of his hardwork and expertise with the Christmas decorations**

T To **resolve** to ascertain why a mobile pump is still needed at Bishopdyke station and request update on current state of the transfer to EA from YW

**Contact the EA and YW, copy in Keir Mather and Cllr Cattanach to request an urgent update**

 **Resolved, Action: Clerk**

U To **receive** update on public liability insurance from contractor for Reed Mace removal, and **agree** further actions

**Contact PC insurers to check whether the insurance will cover the contractor Agreed, Action: Clerk**

V To **receive and accept** actions from last meeting (attached) and note actions still required; in particular update from NYP regarding foreshore; Tennis Club have made repairs to the clubhouse; no further quotes received for Garth cut 2024; information on planings as a contaminant shared; no update from NYC regarding yellow lines on Rythergate and Ryther Road, this is still with the legal team at NYC; update on sourcing coping for the Cemetery; brickwork at Bishopdyke entrance still requires attention

**Cemetery coping: Rosemary tiles, contact local builder to see if they have any contacts for sourcing**

 **Agreed, Action: Clerk**

**Agree to contractor for Garth cut 2024, and ask for a quote for cutting the football field**

 **Agreed, Action: Clerk**

**Request handyman to remove brick planter from Bishopdyke Cawood sign, add any plants from there to planter to right hand side of pumping station on foreshore Agreed, Action: Handyman**

**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 Workshop Aberfeldy (visa) £38.32 (VAT £7.67) Oak Tree Plaque

Citizens Advice £50.00 Donation (Item 7Y, October 2023 meeting)

British Gas (DD) £195.23 (VAT £9.76) OBS Electric Oct/Nov 2023 (OBSMC)

British Gas (DD) £98.71 (VAT £4.94) PF Electric Oct/Nov 2023 (PFLC)

Amazon (Visa) £116.66 (VAT £23.33) Christmas sign

Yorkshire Trading (Visa) £1.00 (VAT £0.20) Ribbon (tree planting ceremony)

Sainsbury’s (Visa) £8.00 Biscuits (tree planting ceremony)

Yorkshire Trading (Visa) £2.08 (VAT £0.41) First Aid Kit (tree planting/future events)

Fields Garden Centre £28.00 Awaiting receipt – tree planting items

Festive Lights (Visa) £235.70 (VAT £47.14) Christmas lights

British Gas (DD) £13.14 (VAT £0.66) Christmas Box Electric

Amazon (Visa) £8.75 (VAT £1.75) Suspension files (stationery)

DC Cleaning Solutions (trfr) £296.50 OBS Cleaning (OBSMC)

NPower (trfr) £0.74 (VAT £0.04) Street lighting

NPower (trfr) £0.95 (VAT £0.05) Street lighting

NPower (trfr) £0.95 (VAT £0.05) Street lighting

NPower (trfr) £1.41 (VAT £0.07) Street lighting

NPower (trfr) £1.41 (VAT £0.07) Street lighting

Amazon (Visa) £11.65 (VAT £2.33) Christmas Lights

SLCC (to pay) £144.00 Clerk’s yearly membership

NPower (trfr) £1.46 (VAT £0.07) Street lighting

Amazon (visa) £8.75 (VAT £1.75) Suspension files (stationery)

Amazon (visa) £20.82 (VAT £4.16) Desk tray (stationery)

Giffgaff (visa) £6.00 Clerk’s mobile phone

British Gas (DD) £442.01 (VAT £88.40) OBS Electricity (OBSMC)

British Gas (DD) £91.07 (VAT £4.55) PF Electricity (PFLC)

 **Resolved**

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

C Income Received

HMRC £2155.65 VAT Reclaim

OBSMC £2999.46 Contribution

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

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

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

A To **ratify agreement** to allow sheep grazing again next year **Ratified**

B Coppicing of willow completed (item 13 B1)

C See 14 B & D

**Tree survey due, the PC will update resident re upcoming survey and once the survey has been completed**

 **Agreed, Action: Clerk**

**Clerk advised that the agreement from NYC to fell the Horse Chestnut tree on the Garth has been received. Handyman to fell, Clerk to request permission from Historic England to plant new replacement tree.**

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

A To **receive** plans for refurbishment from the Feoffees **Received**

**Request a meeting with Feoffees and PC, and the community hub committee in the New Year**

 **Agreed, Action: Cllr Dennon**

B Clerk advised that the downpipes and gutters are blocked **Action: Clerk/Handyman**

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

A PFLC request action re Pavilion roof is noted

**PC handyman will complete this when the weather improves enough**

B PFLC request Handyman to ascertain if any metal fencing still available for use

**Clerk to check with Handyman, to block the gap between the bowls club and the allotments Agreed, Action: Clerk, Handyman**

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

13 **PLANNING**:

A1 Application: Conversion of outbuilding into a one-bed ancillary annex Ref:2023/1193/HPA Location: The Grange, 1 Wistowgate, Cawood **(extension for comment to 22/12/2023 agreed by email 21/11/2023 1432hrs) No objection, Action: Clerk**

A2 Application: Application for consent to prune tree to laterally reduce canopy to north-west by approximately 2-2.5 metres and raise canopy by approximately 4 metres to 1 No Hybrid Black Poplar (T1), prune tree down to approximately 6 metre high standing stem to 1 No Common Ash (T3) and prune trees to raise to approximately 3.5 metres to 3 No Common Ash (G1) covered by TPO 13/2022 Ref: 2023/1240/TPO Location: Fairholm, 9 Wistowgate, Cawood **No objection, Action: Clerk**

A3 Application: Conversion and extension of existing dwelling to form 2no. holiday cottages Ref: 2023/1156/FUL Location: Cawood Holiday Park, Ryther Road, Cawood **No objection, Action: Clerk**

A4 Application: Demolition of existing single storey rear extension and proposed two storey rear extension in place Ref: 2023/0972/HPA Location: 1 Bishops Close, Cawood

 **No objection, Action: Clerk**

B1 Approval: 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

C1 Refusal: Conversion of light industrial outbuilding into a single dwelling house (resubmission) Ref: 2023/0783/FUL Location: Fairholm, 9 Wistowgate, Cawood

 14 **CORRESPONDENCE**:

A Thank you received from Citizens Advice for donation

B Email received from resident RE tree work on the Garth

C Correspondence received from the Halt Heronby team

D Correspondence received from Natural England requesting access for NCEA on the Garth (see item 7)

E Correspondence received from resident RE flood water at Church, and a Tale of Two Selbys production

**Report to the EA, advise resident of the PC action Action: Clerk**

F Correspondence received from resident advising that the OBS gutters and downpipes are blocked (see item 10)

Date of next full meeting Thursday 18th January 2024, **suggest change of date to Thursday 25th January 2024 TBC**

There being no further business the meeting closed at 2123hrs.

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

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