**MINUTES OF A MEETING OF CAWOOD PARISH COUNCIL HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 25th JANUARY 2024 AT 7:45PM.**

**Members in attendance: Cllr Dennon, Cllr Brown, Cllr Lunn, Cllr Luker, Cllr Shepherd, Cllr Ward, Cllr Horsfield**

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

 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 was one visitor who attended regarding the flooding down Church End. Three areas of seepage at the Church, the Clerk passed this information on to the EA on 22/12/2023. The resident has also contacted the MP about this issue, who has also contacted the EA.**

**The Chair advised the resident that the information was passed on to the EA and advised that an in-person meeting is taking place next week with the EA next week.**

**PC to reiterate request to the EA, and copy to MP Agreed, Action: Clerk**

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**

C Picnic bench damaged on PF, reported to NYP via PCSO. Bench repaired by Cawood Property Maintenance, thanked on website and CF

D Broken padlock reported on PF barrier by NYC (refuse collectors), handyman has checked and fixed

E PCSO is planning a Police surgery in February and requests information for where this could take place

**Suggest Village Tearoom, or to PC meeting Agreed, Action: Clerk**

**The Chair brought forward 14D: The foliage referred to is on private property and not on PC land, it is not impeding the public footpath. Advise resident, include photograph Agreed, Action: Clerk**

**The Chair brought forward 14E: The PC will request that the shepherd adds electric fencing signage at each entrance, and on the fence every 100m Agreed, Action: Clerk**

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

A Cllr Cattanach continues to assist in the longstanding issue of the pumping station door on OBS Lane

B Update received from Cllr Cattanach RE Selby Local Plan and Heronby **Received**

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

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

A To **receive** NY Local Plan launch briefing slides, and Q&A **Received**

B To **receive and accept** the budget monitoring review for the third quarter **Received**

C To **resolve to accept** Reserves Policy as an agreed methodology of regularly drawing down budget as advised by YLCA   **Resolved**

D To **discuss** implications of projected expenditure next financial year and the possible ways to work towards balancing the budget, to be signed off in March 2024 meeting

E To **consider** the need to call a single item agenda extraordinary meeting to enable extended discussion on budget

**Extraordinary meeting to be called Agreed, Action: Chair/Clerk**

F To **discuss** alternative options for lighting Broad Lane Christmas tree

**Suggest village Christmas tree be located behind the estate fence at the Banqueting Hall, investigate further Action: All**

G To **resolve to accept** the reviewed equal opportunities policy **Resolved**

H To **receive** NALC new employee contract templates **Received**

I To **receive** D-Day 80 letter and information from the Pageantmaster, Bruno Peek, and to **discuss** preliminary arrangements for beacon lighting for national event June 6th 2024 **Received**

**Beacon lighting at 9.45pm, Chair to co-ordinate;**

 **request help from local farmers with filling and lighting Action: Cllr Shepherd**

**Assist with parking/H&S Action: Cllr Horsfield**

**Provide details to PC for event, from insurance Action: Clerk**

J PAT testing due across all sites, February. Clerk to book. **Action: Clerk**

 **Cllr Dennon to pass date to PFLC, Clerk to pass to OBSMC**

K To **resolve to accept** quarterly internal control review **Resolved**

L To **adopt** terms of reference for independent internal auditor **Resolved**

M To **discuss and agree** date for Spring litter pick in March, and any further actions

**24th March 2024, Clerk to check OBS availability, Cllr Ward to provide trailer, Cllr Shepherd to contact NYC Agreed, Action: Clerk, Cllr Shepherd, Cllr Ward**

N To **discuss and agree** potential agenda items for Selby branch mtg YLCA (including reminding them of planning issues carried over from October mtg)

**Remind YLCA that the PC raised several issues that are still to be discussed following Martin Grainger not attending the previous meeting Agreed, Action: Clerk**

O To **accept and discuss** Chairman's overview of 2024 plans and projects **Accepted**

P To **agree** to investigate means of ending lease with PFLC and revising committee

**Defer to discuss at extraordinary meeting, within budget Agreed, Action: Chair/Clerk**

Q To **discuss** possibility of holding village open gardens in June **Deferred**

R To **receive** the proposed amendment order for waiting restrictions on Ryther Road, and **agree** any comments prior to the deadline on 15/02/2024 **No action**

S To **receive** urban highway grass cutting letter, and **agree** actions from it

**Print map for documentation reference, advise that the PC will cut these areas, and that the PC have been doing so for a number of years, request backpay from previous years Agreed, Action: Clerk**

T To **receive and accept** actions from last meeting (attached) and note actions still required; in particular confirmed Garth Cut with contractor – PL certificate to follow; confirmed tree report with contractor – added Old Road tree, awaiting date; VAS was turned off for one week in December as per planning rules previously agreed with NYC; update received from YW on transfer of pumping station; PC insurance confirmed that the contractor would not be covered by the PC insurance to remove reed mace on the Garth pond – discuss further options; Historic England – permission received to plant replacement Horse Chestnut tree, need to give two weeks’ notice prior to plant date; Clerk continues to chase, with the help of Cllr Cattanach RE OBS Lane Pump House door, YW will contact with an update by 1730hrs 23/01/2024; thank you cards sent to Mr & Mrs Spinks for supplying the village Christmas tree; thank you card sent to Mr & Mrs Gray for providing electricity for the Christmas tree lights; update on NY Local Plan; J O’Connor to liaise with Orion Homes RE replacement of coping on cemetery wall – thank you card to be sent; bulbs are coming up on the foreshore (near Water Row), grass to be cut around them so as not to damage them.

**Reed Mace: advise contractor that unless they can do this as a volunteer/provide their own insurance the PC cannot go ahead with this work. Investigate Aquatic Roundup. Action: Clerk**

**Reiterate to handyman that there are bulbs planted down the cut (Garth), round trees (cemetery), grass opposite roundabout, Gill Green etc. and not to cut/strim these areas Action: Clerk, 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) £116.30 Pension

Clerk (SO) £10.00 Clerk’s WFH Allowance

Yorkshire Trading Company (visa)£1.00 Cable ties

Screwfix (visa) £3.74 (VAT £0.75) Timer

Cawood Feoffment Estate (SO) £428.00 OBS Rent (£140 OBSMC)

HMRC (paid) £1012.36 Quarterly P32 Payment

British Gas (DD) £9.01 (VAT £7.77) Xmas box electric

DC Cleaning Solutions (paid) £224.00 OBS December cleaning (OBSMC)

Autela Payroll Services (paid) £66.96 (VAT £13.40) Quarterly invoice

British Gas (DD) £71.85 (VAT £3.59) PF Electricity Dec/Jan (PFLC)

British Gas (DD) £301.18 (VAT £60.24) OBS Electricity Dec/Jan (OBSMC)

NPower (paid) £1.56 (VAT £0.08) Street lights

Giff Gaff (Visa) £6.00 Clerk’s Mobile Phone

Post Office (Visa) £4.20 FIT PF Postage

PCC (to pay) £168.00 Annual clock service

Marktek (Visa) £70.80 (£14.16) Signage PF (Item 11A, Oct 2023 mtg)

 **Resolved**

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

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

C Income Received

Lloyds £44.12 Bank Interest

HH Chambers £170.00 Cem invoice 0723

H Hunt £210.00 Cem invoice 0124

Lloyds £36.20 Bank Interest

D to **receive** bank statements **Received**

E to **receive** balance sheet **Received**

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

A To **receive** Jan H&S report **Received**

**Pass actions over to handyman Action: Clerk**

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

A To **receive** Jan H&S report **Received**

**Pass actions over to handyman, share with Feoffees Action: Clerk**

B The OBSMC request the PC's agreement in use of weighted parking cones as a deterrent to keep the OBS parking area, and fire assembly point clear. The cones will be provided by the OBSMC.

**The PC support the OBSMC request Action: Clerk**

C To **receive** government announcement to extend VAT reduction on installation of energy saving materials to buildings used for charitable purchase and to **agree** further actions/passing information to the Feoffees **Agreed, Action: Clerk**

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

A To **receive** Jan H&S report **Received**

**Pass actions over to handyman Action: Clerk**

B Moles continue to be a problem at the PF, **discuss** handyman attending training to manage them ‘in-house’

**Book mole man for both cricket and football pitch Agreed, Action: Clerk**

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

A To **receive** Jan H&S report **Received**

**Pass actions over to handyman Action: Clerk**

**Arising from Jan H&S report: Orion Homes have lifted the ground level and backfilled the area using the cemetery wall as a retaining wall, photos taken, the wall above the ground is only 4 bricks high at their side, 11 bricks high originally. Raise dispute with Orion Homes, it’s a boundary wall, not a party wall and should not be used as a retaining wall. It has little to no foundation. Request they remove their material with immediate effect and stop any further works involving soil being retained against the Cemetery wall Agreed, Action: Clerk**

**Contact building control officer, planning enforcement, resident previously in planning. Include photos in all correspondence Agreed, Action: Clerk**

13 **PLANNING**:

A1 Application: **For Information.** Non material amendment of approval 2022/1342/FUL Erection of a replacement dwelling following the demolition of the existing buildings known as Bishopdyke Farm Ref: 2024/0016/MAN2 Location: Bishopdyke Farm Bishopdyke Road Cawood

A2 Application: **For information.** Discharge of conditions 05 (contamination), 06 (contamination) and 07 (contamination) of planning permission 2022/1057/FUL Conversion of light industrial outbuilding into a single dwelling house Ref: 2024/0004/DOC Location: Fairholm, 9 Wistowgate, Cawood

**Application: Addition of 2 dormer extensions to the front of the property including partial new roof slope angle and front porch Ref: 2024/0032/HPA Location: West View, 33 Broad Lane, Cawood**

**Ratify in Feb meeting, no objection Agreed, Action: Clerk**

B1 Approval: Discharge of condition 20 (remediation) of approval 2017/0177/FULM Proposed residential development of 0.78 ha to provide 23 dwellings with ancillary infrastructure, access road, parking spaces and garages Ref: 2023/0792/DOC Location: 23 Ryther Road, Cawood

B2 Approval: Erection of a replacement dwelling following the demolition of the existing buildings known as Bishopdyke Farm Ref: 2023/1342/FUL

B3 Approval: Fell 1 No Horse Chestnut tree in the conservation area Ref: 2023/1233/TCA Location: Castle Garth, Cawood

C1 Refusal:

 14 **CORRESPONDENCE**:

A Resident contacted Chairman regarding difficulty reading reference code on defibrillators, and access difficulties. **Clerk contacted the Circuit (BHF) and YAS for further information. Reference codes no longer in use, W.3.W referenced added to each defibrillator. Confirmed that the ambulance service has all details needed to allow access to devices. Responses from YAS & BHF shared.**

B Correspondence received from NYC and Home Upgrade Grants, request to share with residents

C Email received from EA and permission granted to access the Garth to clear the trash screen

D Email received from resident regarding footpath from Broad Lane to PF (Wolsey Walk)

E Email received from resident regarding electric fence on the Garth

Date of next full meeting Thursday 15th February 2024

There being no further business the meeting closed at 2200hrs

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

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