**MINUTES OF A MEETING OF CAWOOD PARISH COUNCIL HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 21st March 2024 AT 7:45PM**

**Members in attendance: Cllr Dennon, Cllr Luker, Cllr Ward, Cllr Lloyd**

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

**Apologies were received from Cllr Brown, Cllr Horsfield, Cllr Shepherd and Cllr Lunn**

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 (Jan & Feb combined) **Received**

C Graffiti reported on skate park

**Request handyman removes ASAP Agreed, Action: Clerk/Handyman**

**The Chair brought forward Item 14D:** Resident contacted Clerk regarding a tree down on the Garth (end of Broad Lane gardens), tree is completely down but against another tree

**Handyman to make safe and stop the fallen tree from leaning against the live tree Agreed, Action: Clerk/Handyman**

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

A Update received from Cllr Cattanach RE green bins

**The PC has no available facilities to take green waste during the winter months**

 **Agreed, Action: Clerk**

B To **agree** to request Cllr Cattanach refers all queries from residents regarding precept directly to the PC Clerk. Cllr Brown will then address the queries in collaboration with the Clerk

 **Agreed, Action: Clerk/Cllr Brown**

6. To **resolve to agree minutes** of Thursday 15th February 2024 **Resolved**

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

A To **receive** NALC briefing on council email addresses and **agree** further actions

**Where there are opinions of the Parish Council it is advisable for Councillors as individuals to direct any external correspondence via the Clerk Agreed**

B To **receive** North Yorkshire Council home to school travel policy consultation, and **agree** a response

 **No response**

C To **receive** North Yorkshire Health and Wellbeing Strategy consultation, and **agree** to send any responses **No response**

D To **receive** information from ‘floodnav’ and **agree** any actions

**Clarify if there are any charges, pass on to flood wardens Agreed, Actions: Clerk**

E To **resolve to accept** the reserves policy

**Add EMR of money for the PFLC from use of the PF Agreed, Action: Clerk**

F To **resolve to agree** the budget for financial year 2024/2025

 **Resolved**

G To **receive** draft tree report (all areas) and **agree** any actions arising from it. **Clerk to respond to resident (Item 14B, Dec 2023 mtg).**

**Apply for thinning of pine trees, request Handyman removes bench from below the Lime Tree to another location (towards bridge/over bridge), Ivy removal is ongoing, apply for removal of Cherry tree at the play area, replace with an Oak at far end of the PF (T25), apply for work to Ash tree as per report, Willow at Skatepark to have relevant work as per report – no permission needed, apply for tree works as advised in the report on Old Road trees. Request tree report undertaken in May in the cemetery, Area 6 – advise owner of ongoing issues. Agreed, Action: Clerk**

**Ascertain from resident what they would like to see happen with the Willow tree overhanging into their garden Agreed, Action: Clerk**

H To **receive** information on the Councils new duty to prevent sexual harassment, policy to be put in place October 2024 **Received**

I To **receive** LTN 87: Procurement and summary document from the Parkinson Partnership

 **Received**

J To **receive** consultation on the pre-submission revised publication Selby Local Plan and **agree** any comments **No response**

K Reminder of the Spring litter pick Sunday 24th March 2024

L To **resolve to accept** payroll processing changes from Autela for 2024/2025 **Resolved**

**Investigate alternative payroll provider, see if YLCA have recommendations Agreed, Action: Clerk**

M To **receive** the Ministry of Justice ‘Managing the Safety of Burial Ground Memorials’ and **agree** any actions **Received**

**Handyman regularly safety checks the area, wardens safety check 4 monthly and report in their H&S reports**

N To **resolve to accept** notes taken at informal meeting regarding OBS renovations and **discuss** further actions **Resolved**

**Cllr Luker to share larger scan of plans and find results of previous questionnaire**

**Action: Cllr Luker**

**Feoffees request that no consultation takes place without them seeing it prior. Received by Clerk and shared with PC and OBSMC. Received**

O To **receive and accept** actions from last meeting (attached) and note actions still required; in particular

* Quote received from Bedford Mowers and Hardcastle Amenity for weedspray and pitch cutting

**Go ahead with cheaper quote, to be paid by the PC, 50% to be deducted from the PFLC grant**

 **Agreed, Action: Clerk**

* Update from Highways, and YLCA: animals on roads

**Offer use of the foreshore area for the chickens, ensure owners know that the PC take no responsibility for the animals or people when using this area Agreed, Action: Clerk**

* Update received from Quickline RE free internet connection at OBS
* Update from shepherd RE electric fencing signage, and barn owl box
* 1 x wild harvest pack and 2 x year-round colour packs confirmed from Woodland Trust, delivery November 2024
* Quote received from Dan Wright Electrical Ltd for 5 yearly fixed testing

**Previous company failed to return quote; request quote from additional companies Action: Clerk**

* Response from Highways about potential siting of VAS on Bishopdyke

**Investigate current price, apply to Cllr Cattanach for full grant to cover Action: Clerk**

**Orion Homes still haven’t completed the village welcome signs on the Ryther Road village entrance, Clerk to chase Action: Clerk**

**Contact Orion Homes RE lack of access to the wall for access/repair, the PC were told by representatives of the company that the fence would be removeable Action: Clerk**

**8 FINANCE:**

Clerk’s Wages (to pay) Net salary (for note, not approval)

Handyman’s Wages (to pay) Net salary (for note, not approval)

A To **resolve to confirm authorisation of payment of this month’s bills**:

NEST (paid) £191.02 Pension

Clerk (SO) £10.00 Clerk’s WFH Allowance

M Blundell (paid) £66.00 Pat testing (OBSMC £15.00; PFLC £51.00)

British Gas (DD) £13.20 (VAT £0.66) Christmas Box Electric

Banner Buzz (Visa) £9.17 (VAT £0.84) Defib location stickers

Banner Buzz (Visa) £15.29 (VAT £2.03) Cone stickers (OBSMC)

B&Q (Visa) £21.48 Cemetery coping materials

Readman Mowers Ltd (paid) £676.51 (VAT £135.30) PC tractor repair and service

DC Cleaning Solutions (paid) £248.79 OBS Cleaning Feb 2024 (OBSMC)

North Yorkshire Council (paid) £16.68 OBS Recycling Bin (OBSMC)

Richard Lancaster (to pay) £680.00 Tree reports

North Yorkshire Council (to pay) £428.82 OBS Waste (OBSMC)

North Yorkshire Council (to pay) £275.68 Cemetery Waste

British Gas (DD) £482.55 (VAT £96.51) OBS Electricity Feb/Mar 2024 (OBSMC)

British Gas (DD) £105.08 (VAT £5.25) PF Electricity Feb/Mar 2024 (PFLC)

Amazon (Visa) £31.61 (VAT £6.33) OBS Bin (OSBMC)

Amazon (Visa) £16.99 OBS Bin (OBSMC)

NPower (to pay) £1.46 (VAT £0.07) Street Lighting

HMRC (to pay) £1189.97 Quarterly P32 payment **Resolved**

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

C Income Received

Lloyds £35.24 Bank Interest

Pilkington, J £425.00 Cem invoice 0224

HM Land Registry £4.00 Refund

PFLC £1258.11 Contribution to electric 2022-current

OBSMC £1997.99 Contribution to payments

Lloyds £33.58 Bank Interest

C to **receive** bank statements **Resolved**

D to **receive** balance sheet **Resolved**

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

**Diarize in October 2024 to contact Shepherd RE Reedmace removal Action: Clerk**

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

A To **receive** the minutes from the OBSMC meeting on 21st February 2024 **Received**

**Actions from OBS minutes passed to handyman Action: Clerk**

B To **resolve to accept** the updated fire RA for the OBS **Resolved**

C Side door rotten and come away, Feoffees advised and requested to fix

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

A Wardens check of CCTV and aerator due

**Clerk to check CCTV, request Handyman to fix and make good the aerator (full information from Cllr Ward), request handyman to fix ladies toilet door**

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

A Handyman instructed to remove tree growing alongside a grave, contravening rules and regulations

13 **PLANNING**:

A1 Application: Rear ground floor and first floor extension with demolition of existing porch Ref: 2024/0123/HPA Location: Blossom Tree Farm, Bell Lane, Cawood **(extension for comment to Friday 22nd March agreed by email 23/02/2024 0832hrs) No objection, Action: Clerk**

A2 Application: **(for information only)** Section 73 Application to vary condition 02 (approved plans) of approval 2022/1057/FUL Conversion of light industrial outbuilding into a single dwelling house granted on 17 February 2023 Ref: 2024/0229/S73 Location: Fairholm, 9 Wistowgate, Cawood

B1 Approval: Conversion of integral garage to bedroom and erection of gazebo in garden (retrospective) Ref: 2023/0039/HPA Location: 5 Windsor Close, Cawood

C1 Refusal: 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

 14 **CORRESPONDENCE**:

A NYC Lets Talk…Food survey, shared on website and noticeboard

B Information received from ‘floodnav’ (see item 7D)

C Photo received from resident clearing dog waste up on the footpath outside the Pickled Postie

D Resident contacted Clerk regarding a tree down on the Garth (end of Broad Lane gardens), tree is completely down but against another tree **See item 4**

**Resident contacted the Clerk regarding the footpath to Maypole Gardens (ginnel opposite the Castle Inn) being particularly muddy. Clerk to respond to resident advising that the path is privately owned by residents and not under the management of the PC or NYC. Agreed, Action: Clerk**

Date of next full meeting Thursday 18th April 2024

There being no further business the meeting closed at 2205hrs

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

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