**THE ANNUAL MEETING OF CAWOOD PARISH COUNCIL IS TO BE HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY MAY 16th 2024 AT 7.45PM. THIS WILL BE FOLLOWED BY THE ANNUAL PARISH MEETING TO BE HELD ON THURSDAY MAY 16th 2024 AT 9.30PM.**

1. ELECTION OF OFFICERS:

Chairman

Vice Chairman

Internal Control/Finance

Playing Field Wardens

Playing Field Liaison Committee

Cemetery Wardens

Castle Garth Wardens

Local Councils Association (elected to attend branch meetings as voting representatives)

Old Boys’ School Committee

Community Centre Association/Hub

Cawood Grows Together

Website Administrators

Staffing Committee

Highways and Footpaths

Chair to receive and sign their declaration of Acceptance of Office

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

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

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

4. **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.

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

A To **receive** the monthly bridge data

B To **receive** the monthly NYP newsletter

C Footpath post on Water Row knocked over, **handyman has refitted**

D Wistowgate to Oxfield Lane ginnel very overgrown**, NYC contacted**

E Response received from PSCO Hannah Price RE wine bottles collected during litter pick, **Clerk to report to NYC and EH**

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

7. To **resolve to agree minutes** of Thursday 18th April 2024

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

A To **receive** consultation into barriers to community energy projects (Department for energy security and net zero) and **agree** a response, if any

B To **resolve** to thank shepherd for supplying and fitting the owl nesting box to the Lime Tree in the Garth

C To **receive** notes from meeting with EA (1st May 2024)

D Policies to be reviewed in June meeting: Staffing Committee Terms of Reference; Standing Orders

E All Councillors to review their register of interest and update if necessary

F To **resolve to agree** company to undertake the fixed electrical testing over all sites, due June 2024 and note number of quotes received

G To **resolve to agree** a change of date of the August meeting, to allow for Clerks annual leave, to Thursday 22nd August 2024

H To **resolve to accept** NALC Revised Model Financial Regulations

I To **receive** request from NALC to complete survey by the committee on standards on public life, and **agree** a response, if any

J Handyman advises a shortage of dog waste bags (supplier issue), **Clerk to notify residents via CF and website**

K To **resolve to accept** internal control review to March 2024

L To **resolve to agree** the internal audit report and agree necessary action from it

M To **receive** letter for the external auditor, from the internal auditor

N To **resolve to agree** the assertions in section 1 of the Annual Governance and Accountability Return

O To **resolve to agree** the accounting statement in section 2 of the Annual Governance and Accountability Return

P To **resolve to agree** the exercise of public rights for 30 clear days from Monday 10th June 2024 to Friday 19th July 2024

Q To **receive and accept** actions from last meeting (attached) and note actions still required; in particular Garth trees overhanging residents garden, **agree** action; cemetery tree report completed, awaiting document; no response from letter sent to Orion RE disputes and request for meeting; quote received from TWM, awaiting second quote for fittings only; village entrance sign (Ryther Road) inspected and is fine

9. **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) £124.20 Pension

Clerk (SO) £10.00 Clerk’s WFH Allowance

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

Radmore & Tucker (visa) £1384.31 (VAT £276.86) Mower, strimmer, battery

Marktek (visa) £32.45 (VAT £6.49) Oxfield Lane sign

B&Q (visa) £13.94 Maintenance Supplies

British Gas (DD) £12.81 (VAT £0.64) Christmas Light Electricity

Account-ant (to pay) £210.00 Internal Audit

British Gas (DD) £54.86 (VAT £2.74) PF Electricity Apr/May 24 (PFLC)

British Gas (DD) £282.72 (VAT £56.54) OBS Electricity Apr/May 24 (OBSMC)

BATA (Visa) £32.42 Mower Fuel

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

C Income Received

HMRC £968.55 VAT Reimbursement

North Yorkshire Council £18349.40 Precept Payment ½

Lloyds £26.81 Bank Interest

D to **receive** bank statements

E to **receive** balance sheet

10. **GARTH** REPORTS and agree any further ACTIONS:

A To **receive** May H&S report

11. **OLD BOYS’ SCHOOL** REPORTS and decide any ACTIONS:

A To **receive** May H&S report

B To **receive** the OBSMC minutes from 8th May 2024, and note OBSMC agreement to contact scout association

12. **PLAYING FIELDS** REPORTS and decide any ACTIONS:

A To **receive** May H&S report

13. **CEMETERY** REPORTS and decide any ACTIONS:

A To **receive** May H&S report

14. **PLANNING**:

A1 Application: Listed building consent for replacement of non-original windows with matching competent versions to the front side and rear Ref: 2024/0329/LBC Location: 3 Market Place, Cawood

A 2 Application: Erection of rear extensions and alterations to form additional living accommodation allowing for on site changes including stepping the rear elevation away from the back of the house to allow for eco friendly construction and cladding part of the property to reduce the massing appearance Ref: 2024/0438/HPA Location: Holly Cottage, 41 Wistowgate, Cawood

B1 Approval: 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

C1 Refusal: Rear ground floor and first floor extension with demolition of existing porch Ref: 2024/0123/HPA Location: Blossom Tree Farm, Bell Lane, Cawood

 15. **CORRESPONDENCE**:

A Information on Northern Powergrid Foundation, sent via YLCA

B Consultation into barriers to community energy projects (see item 7)

C Up for Yorkshire Integrated Neighbourhood Teams Survey, **shared on PC website**

Date of next full meeting Thursday 20th June 2024

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

07541 434569

**AGENDA FOR THE ANNUAL PARISH MEETING TO BE HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 16th MAY 2024 AT 9.30PM.**

MINUTES OF THE 2022/2023 MEETING FOR APPROVAL (attached).

MATTERS ARISING FROM THE MINUTES, or from the Clerk’s Annual Report 2022/2023

CLERK’S ANNUAL REPORT, 2023/2024

QUESTIONS FROM THE PUBLIC.