**MINUTES OF A MEETING OF CAWOOD PARISH COUNCIL HELD AT THE OLD BOYS’ SCHOOL ON THURSDAY 19TH OCTOBER 2023 AT 7:45PM**

1. To **receive** **APOLOGIES for** absence given in advance of the meeting and to **consider** the approval of reasons given for absence. **Apologies were received and accepted from Cllr Ward.**

2. To receive **DECLARATIONS OF INTEREST** in any matters on the agenda. **There were no declaration 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, a resident of Sherburn Street.**

**The resident attended to advise the PC of the new government agreement to allow Local Councils to apply for vehicle noise cameras. Resident received email from PC advising that the Police have conducted a noise survey on Sherburn Street and the results were that the Police have not found any vehicles using Sherburn Street with any sound modifications. Resident requests that the PC apply for a camera for Sherburn Street. PC advise that more information would be required, particularly with regard to regulations of use and costs. The PC advised that no other residents have contacted with concerns over noise, suggested that resident consults with their neighbours, and contacts Cllr Cattanach for support.**

**Investigate costs, responsibility Action: Clerk**

**Cllr Lloyd arrived at 1948hrs.**

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

A To **receive** the monthly bridge data **Received**

**Cllr Cattanach has confirmed that he is happy to get involved with this, including requesting heavier penalties for heavier vehicles.**

B To **receive** the NYP Newsletter **Received**

**Add to website and noticeboard Action: Clerk**

**Thank North Yorkshire Police for reinstating these newsletters Action: Clerk**

C To **discuss** the parking and access issues on Rythergate/Ryther Road

**Request NYC to review the double yellow lines on Rythergate to Ryther Road, copy Cllr Cattanach**

 **Agreed, Action: Clerk**

D Cllr Cattanach contacted IDB, YW and EA regarding the OBS Lane pumping station, YW have now responded to the PC and are in the process of making safe the pump house door

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

A Cllr Cattanach confirms that he is awaiting a meeting with the EA regarding Bishopdyke pumping station.

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

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

A To **resolve to accept** Cllr Wharmby’s resignation; the PC thanks him for all his help over many years; the vacancy has been advertised. To **elect** a new Vice Chairman. **Resolved**

**Cllr Brown was elected as Vice-Chairman Nominated by Cllr Horsfield, Seconded by Cllr Lunn**

**Send thank you card to Ron Wharmby Action: Clerk**

**Update emergency contact documents on website Action: Clerk**

**Passwords to councillor area on website to be updated as per PC policy Action: Cllr Dennon**

B To **receive and agree** staffing committee recommendations after meeting on 17th October 2023

 **Received and agreed**

**Recommendation for Clerk to day-to-day manage the Handyman, Cllr Brown to conduct all employee reviews Agreed, Action: Clerk, Cllr Brown**

**Updated contract (provided by YLCA) to be drafted by Cllr Brown Agreed, Action: Cllr Brown**

C Due to the resignation of Cllr Wharmby there are vacancies on the staffing committee and the PFLC

D To **receive and accept** quote for internal audit 2023/2024 from Account-Ant **Received and accepted**

E To **resolve to agree** a response, if any, to the Jo Cox Civility Commission call for evidence, as requested in the WR Bulletin 22nd September 2023 **Resolved, No Response**

F To **receive** draft deed for the Playing Fields from Fields in Trust and **agree** to sign

**Defer to November meeting**

**Recirculate Garth Deed Action: Clerk**

G The Good Councillor Guide to Staffing was updated in May 2023, as advised in the September WR Bulletin. This document is available online via the YLCA website

H To **receive** correspondence regarding D-Day beacon lighting 6th June 2024, agreed to go ahead with beacon lighting item 7C, July 2023 meeting **Received**

I To **receive** the statutory notice regarding Hackney Carriage Zones from the licensing team at NYC

 **Received**

J To **receive** the NYC Recharge Policy **Received**

K To **receive** request from Zero Hour for support with Climate and Ecology Bill and **agree** further actions, if any **Received, No Action**

L To **receive** correspondence from Quickline RE community involvement and **agree** any further action

 **Received**

**Suggest passing details on to local groups who hold similar community Christmas events (WI and Church) These groups have no link to the PC, only to the community. Agreed, Action: Clerk**

**Seek more information RE community hub, for OBS Agreed, Action: Clerk**

M To **review** the Risk Management Schedule **Reviewed**

**Update as per discussion Action: Clerk**

N To **resolve to ratify** purchase and delivery of replacement Whitebeam from Vertigrow, to be planted near the one destroyed. Clerk to request permission from HE. Request deduction in full from grass cutting invoice for cost of tree and delivery **Resolved, Action: Clerk**

O Tree reports to be requested for PF and Garth

**Request 3 quotes for tree reports going forward Action: Clerk**

**Advice needed on Gill Green trees ASAP Action: Clerk**

P Litter pick 22nd October1030-1300hrs, to **agree** final arrangements

**Access to PF lock up required for litter pickers/hi-viz etc Action: Clerk**

Q Bulb planting at Cawood Castle to take place in October half term with the help of the Brownies

**Agreement received from Landmark Trust in rough grass, Thursday 2nd November**

**Risk Assessment Action: Cllr Dennon**

R NPower is now sending bills for 2 x contracts: Water Row lights, Clerk is investigating and has advised NPower of this

**Clerk to continue to investigate, contact unmetered supplies by phone Action: Clerk**

S To **receive and accept** the salary budget review for April 2024

**5% contingency suggested, due to lack of information available at this point**

**Received, Action: Cllr Brown, Clerk**

T To **resolve to accept** the quarterly internal control review **Resolved**

U To **resolve to accept** the budget monitoring review **Resolved**

V To **receive request** for precept figures for 2024/2025 by Dec 31st 2023 and **discuss** figures

**Cllr Brown to investigate and share information for a decision in November meeting**

 **Action: Cllr Brown**

**Add to November agenda Action: Clerk**

**Request table of figures from NYC prior to November meeting Action: Clerk**

W Policies due for review in November: Financial Regulations, IT

**Financial regulations currently being reviewed by YLCA, review after YLCA have completed this**

X To **resolve to agree** to review the Garth Management Schedule, particularly the addition of a mowing schedule and tree works

**Ask NYC if they have an ecologist working for them, and request information from team who completed the SINC review Action: Clerk**

Y To **receive** donation request from Citizens Advice and **agree** any donation figure **Received**

**Send donation of £50.00 Action: Clerk**

Z To **receive and accept** actions from last meeting (attached) and note actions still required; in particular response from Keir Mather regarding ownership of Bishopdyke Pumping Station, response from HSE regarding OBS Lane Pumping Station (Cllr Cattanach is also investigating ownership), response RE Green Bin information, update regarding metal arch for Christmas lights display, to receive quote received for reed mace removal.

**One quote received for Reed Mace removal, other requests for quotes have,to date, been unsuccessful, continue to chase for further quotes Action: Clerk, Cllr Lloyd**

**Cllr Dennon to speak to resident regarding quote received**

**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 Osprey Company (paid) £140.00 Garth plaques agreed Aug 2023 9B

Land Registry (visa) £6.00 Title plans for FIT (skate park strip of land)

Home Bargains (visa) £13.73 (VAT £2.74) CGT Bulbs

Aldi (visa) £14.63 Accidental card use, see reimbursement 8C

Shell Fuel (visa) £33.24 Handyman Fuel

HMRC (paid) £839.62 P32 Second Quarter

ML Discount Appliances (paid) £108.33 (VAT £21.67) OBS Fridge (OBSMC)

British Gas (DD) £33.72 (VAT £1.69) Christmas Electric Box

Selby IDB (to pay) £16.18 Annual drainage rates

Cawood Feoffment Charity (SO) £428.00 Quarterly Rent (£140 OBSMC)

Marks & Spencer (Visa) £6.00 Accidental card use, see reimbursement 8C

Ron Wharmby (paid) £40.00 Reimbursement - new tyre for PC tractor

DC Cleaning Solutions (paid) £255.73 OBS Cleaning (OBSMC)

Fire Seals Direct (visa) £23.75 (VAT £4.75) OBS Door Guard (OBSMC)

GiffGaff (visa) £6.00 Clerk’s mobile phone

Cartridge People (visa) £47.47 (VAT £9.50) Stationery/ink

B&Q (visa) £59.82 Timber

Martin Bates (to pay) £310.00 Grass Cutting Sept 2023 **Resolved**

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

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

C Income Received

T Dennon £14.63 Reimbursement for accidental card use

T Dennon £6.00 Reimbursement for accidental card use

Dignity Funerals £690.00 Cemetery invoice 0423

Lloyds Bank £25.32 Bank Interest

North Yorkshire Council £16681.35 Precept Payment

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

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

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

A To **receive** the September report, deferred from last meeting **Received**

**Send on to Handyman Action: Clerk**

B Coronation Oak tree planting planned for 21st or 23rd November, Clerk to advise HE of dig W/C 13th November

**Confirmed for 21st November at 1330hrs, all welcome to attend, school to send out invites, plaque on order.**

**Advise HE of dig w/c 13th November, to be confirmed with handyman Action: Clerk**

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

A To **receive** the September report, deferred from last meeting **Received**

**Send on to Handyman and Feoffees Action: Clerk**

**Cllr Lloyd advised the PC that the Feoffees have requested their solicitor contact the PC regarding the fully repairing lease.**

**Update from Feoffees, a sketch has been prepared, the architect will use the sketch to prepare a report. Inspection to take place to draft proposals in regard to alterations/extensions, and to discuss reducing the size of the kitchen to utilize the space better**

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

A To **receive** the Wicksteed annual inspection report, and **agree** any further actions

**Request booking for September next year, send actions on to Handyman, order signage for adult gym**

 **Action: Clerk, Handyman, Cllr Dennon**

B The PFLC advise that the tennis club house is in a poor state of repair, the tennis club have been requested to take action by the PFLC. To **resolve to request** confirmation from Tennis Club that remedial work will be undertaken (PC pay building insurance) **Resolved, Action: Clerk**

**The PC pays the Tennis Club's building insurance, and it will be invalidated if the issues are not resolved.**

C Mole control is ongoing, Clerk has contacted company to change details following Cllr Wharmby’s resignation

D Confirmation received from resident RE damaged satellite dish, no charges have been added to their account

**Football club do not feel that switching sides would have much effect, but they are having ‘dug outs’ installed that will all be on the tennis court side of the pitch.**

**Advise resident of update Action: Clerk**

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

A To **receive** the September report, deferred from last meeting **Received**

**Send on to Handyman Action: Clerk**

13 **PLANNING**:

A1 Application:

B1 Approval: Removal of 1 No branch from 1 No Twisted Willow, prune by 1/3 2 No Cherry trees, 1 No Rowan tree and 1 No Apple tree in the conservation area Ref: 2023/0884/TCA Location: Oban House, 18 Rythergate, Cawood

C1 Refusal:

 14 **CORRESPONDENCE**:

A Resident contacted the Clerk regarding cutting of grass outside their property, as agreed item 14A, August 2023

**Resident contacted PC about Poplar trees in the primary school field, suspected leaf curl. Advised to contact head teacher. The trees belong to NYC, PC to contact North Yorkshire Council, expressing our concerns about safety. copy Cllr Cattanach. Action: Clerk**

**There being no further business the meeting closed at 2200hrs.**

Date of next full meeting Thursday 16th November 2023

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

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