***CAWOOD PARISH COUNCIL***

***A MEETING OF THE CAWOOD PARISH COUNCIL IS TO BE HELD IN THE OLD BOYS’ SCHOOOL ON THURSDAY 19 MARCH 2020 AT 7.30PM; YOU ARE SUMMONED TO ATTEND***

1. To receive APOLOGIES for absence. The Clerk **must** be advised of any apologies (Selby 708821) and before acceptance the PC **must** approve as valid.
2. To receive DECLARATIONS OF INTEREST in any matters on the agenda.
3. VISITORS. Any visitors to the meeting.
4. To discuss any POLICE MATTERS & COMMUNITY SAFETY.
5. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS. *Correspondence regarding bus services attached: no action required.*
6. MINUTES of the February 2020 meeting for approval.
	1. To approve as a true and correct record, & Chairman of the meeting to sign the minutes of the meeting held February 20th, 2020.
7. **To receive information on the following ongoing issues and decide further action where necessary:**
	1. Flooding Issues. To thank the 3 Flood Wardens, NY Highways & the Environment Agency for their input over the last few weeks.
	2. Rural Housing. A meeting has been arranged between Cllr Wharmby and the new Rural Housing Enabler – to receive updates on the meeting.
	3. Planning Applications not on the agenda which cannot be deferred: to consider a proposal that the PC adopts the following:
* The Clerk sends out details of the Application by email, giving a date for Councillors to reply within 7 days
* If at the end of the 7 days, at least 5 Councillors have replied by email, all in agreement **on a Response**, and no Councillors have disagreed, then that becomes the PC Response.  The Clerk sends this Response to the Selby Planners
* If we don’t meet the conditions of Point 2, the normal rules about calling an Extraordinary Meeting will apply
	+ 1. to consider amendment to bullet point 2 to state: **on a response of “no objection”**
	1. YLCA Policies. To accept Security Incident Policy draft, previously circulated.
	2. Meeting with the Feoffees. To receive updates on the meeting with the Feoffees held at 10am on 19 March.
	3. YLCA advice re- CORONAVIRUS. MEETINGS AND THE ADMINISTRATION OF LOCAL COUNCILS AND PARISH MEETINGS (*attached for all.)*
	4. Clerk’s Old Laptop. To decide on disposal.
1. White Rose Update, March 6& 13: **Business continuity plan: to agree to address this issue**
2. To accept CLERK’S REPORT FROM ITEMS FROM THE FEBRUARY MEETING for information, attached
3. FINANCE
	1. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. Martin Bates Handyman’s salary
		2. Robina Burton Clerk’s salary
		3. Robina Burton Clerk’s expenses
		4. Cash Petty cash £10.00
		5. Feoffeement Estate Charity OBS rent due 25 March £428.00
		6. Npower OBS electricity VAT £200.01 £1200.06

(This bill has been paid)

* + 1. Autela Quarterly bill VAT £10.92 £65.52
		2. HMRC Clerk & Handyman tax £728.80
		3. SDC Non-domestic rate Cemetery Charge 1/4/20-31/3/21 - £484.03, less rate relief £0.00
	1. **TO RESOLVE TO AUTHORISE PAYMENT OF THIS MONTH’S BILLS**
	2. **To agree to resolving payment issues regarding Npower at the OBS**
	3. **To agree internet banking will be implemented and blank cheques must not be signed. Another copy of Dec. minutes to be signed for info to HSBC**
	4. **To agree Clerk to determine amount available as 137 money (relating to number of electorates in Parish)**
	5. **HMRC – Letter confirming the appeal over the penalty has been accepted & the penalty has been cancelled.** *Clerk has informed Autela.*
	6. **CASH RECEIVED:**
	7. **HSBC Bank Statements**
	8. **To receive Balance Sheet –** attached.
	9. **To receive Petty Cash Sheet –** attached.
1. H & S MATTERS.
2. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
	1. ***Cemetery:***
	2. ***Castle Garth:***
		1. To receive January’s Castle Garth safety inspection.
		2. To decide further action regarding gate from private property on to Castle Garth.
	3. ***Playing Fields*:**
		1. Email from resident re- condition of roadway. (*Email Attached for all which includes comments on the Cawood Castle application.)*
	4. ***Old Boys’ School:***
		1. *To investigate the legal requirement for EPC*
	5. ***Cawood in Bloom:***
		1. To receive updates on the Cawood in Bloom transition.
3. REPORTS ON HIGHWAY / FOOTPATH MATTERS / PARISH PORTAL: to agree to delegate to Clerk reporting concerns prior to PC meetings
	1. Email from resident of Wistowgate re- difficulties she encounters crossing the road with a child in a wheelchair. (Forwarded to all.) Clerk advised she contact NYCC who state at present NYCC has a two-year rolling programme for dropped crossing requests. The 2020 budget has been allocated, therefore the request (if approved) will be included within the 2021 programme.
4. PLANNING MATTERS:
	1. ***Applications:***
		1. **2020/0207/FUL** Proposed erection of an estate fence and gateway, planting of a perennial wildflower meadow, repair and consolidation of low-level ruined wall at Cawood Castle, 2 Thorpe Lane, Cawood

(Email comments from a resident – *attached.)*

* + 1. **2020/0218/FUL** Proposed change of use from agricultural storage to depot for the Selby Area Internal Drainage Board and siting of a modular site office / changing room at Model Farm, Broad Lane, Cawood.
		2. **2020/0239/HPA** Proposed single storey extension and alterations to form additional living accommodation at Holly Cottage, 41 Wistowgate, Cawood
	1. ***Approvals:***
		1. 2020/0065/S73 Section 73 application to vary/remove condition 02 (approved plans) of planning permission reference 2018/0565/FUL for proposed demolition of an existing cottage and the erection of a replacement dwelling granted on 4 October 2018 at 12 Wistowgate, Cawood.
		2. 2020/0134/HEN House Extension Notification for a single storey rear extension extending 7.00 metres to rear, 3.00 metres to ridge and 2.95 metres to eaves at 29 Broad Lane, Cawood, Selby

(The proposed single storey rear extension, as shown on the submitted information received by the Local Planning Authority on 7th February 2020, does comply with all the relevant criteria set out in Schedule 2, Part 1, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015. As such, formal planning permission is not required in this instance.)

* 1. ***Refusals:***
1. CORRESPONDENCE:
	1. YLCA Training Programme - previously circulated.
	2. VE Day service at Ripon Cathedral – previously circulated.
	3. Land to rear of Riverside Court.
2. ITEMS FOR NEXT MONTH’S AGENDA.
3. Employment matters:
	1. To resolve to exclude press & public due to nature of business to be discussed at items 17.2. & 17.3.
	2. Clerk’s Appraisal.
	3. Handyman’s Appraisal.
	4. To receive minutes of staffing committee meeting of 2 March & to consider recommendations from them.
	5. To prioritise the policies / guidance most useful to the PC at this time which were flagged in the WRU of 6 February & decide whether to proceed with them.

**Robina Burton**

PARISH CLERK

13f March 2020