***CAWOOD PARISH COUNCIL***

***MINUTES OF A ‘VIRTUAL’ MEETING OF THE CAWOOD PARISH COUNCIL HELD ON WEDNESDAY 15 APRIL 2020 AT 7.30PM***

MEMBERS TAKING PART: Mrs L Dennon (Chair); Mr R Wharmby (Vice); Mr M Cowling; Mr J Dickinson; Dr D Hepworth; Mr A Lloyd; Mr C Luker; Mrs C Shepherd and Mr M Ward.

1. To receive APOLOGIES for absence. **There were none**.
2. To receive DECLARATIONS OF INTEREST in any matters on the agenda. **There were none.**
3. ANY VIRTUAL VISITORS. **Members of the public may request to attend this virtual meeting by emailing the Clerk at clerk@cawoodvillage.org.uk, They may make a request to address the meeting in advance stating the particulars of the request by email. There were no virtual visitors to the meeting**.
4. To discuss any POLICE MATTERS & COMMUNITY SAFETY:
	1. To discuss social distancing on public paths. **Social distancing on narrow public footpaths & putting up advisory signage was discussed and it was agreed not to take this matter further.**
	2. A suggestion was made to leave the gates to the Garth open to avoid hand contact. **Following discussion it was agreed not to tie gates open but to leave as they are.**
	3. On the 29 February 2020 6 humane rabbit traps were stolen from Wood Ends Farm worth £30 each.On approximately 14 March 2020 a hawk bird scaring kite was stolen from a field adjacent to Wood Ends Farm worth £120. **Both thefts have been reported to the police.**
5. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS. *Correspondence regarding bus services attached: no action required.* **Cllr Cattanach has provided up to date information which has been forwarded to all.**
6. MINUTES of the February 2020 meeting for approval.
	1. To approve as a true and correct record, & Chairman to electronically sign the minutes held on February 20, 2020. **The February minutes were agreed with the amendment ‘slashed’ tyres to be altered to ‘maliciously stabbed’ tyres.**
7. **To receive information on the following ongoing issues and decide further action where necessary:**
	1. Emergency Measures Document. To ratify agreement of the document. **Ratified**
	2. Micro Agenda. To ratify decisions taken by email since the last meeting presented to the Council as ‘micro agenda’. **This was agreed with the addition of the comments submitted to the Planning Department regarding the Landmark Trust application - *The PC would comment that wild meadows would not have been acceptable in Wolsey’s day but formal gardens would be the most appropriate.***
	3. Community Caring. To ratify the decision to grant Cawood Community Caring Volunteers Food Bank £250 using s137 power. **Ratified**
8. To agree Npower to be informed of the closure of PC run/owned/insured premises. **This was agreed. Action:Clerk**
9. To agree to request a rent amnesty from the Feoffees for the Old Boys’ School for this quarter payment (last paid March). **This was agreed. Action Clerk**
10. To accept Business Continuity Plan and agree paper copies to be held in sealed envelopes by both the Chairman and Vice Chairman of the PC. To be opened only as necessary and in the presence of at least one additional Councillor. **Agreed, Clerk to provide two copies. Action Clerk**
11. To discuss Dedicated PC email addresses following a review of the clerk’s new email address.  **Cllr Dennon will pursue dedicated email addresses for all Cllrs with NETWISE. Action LD**
12. To accept Clerk’s Report for information and updates. **The report was accepted.**
13. FINANCE
	1. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. Martin Bates Handyman’s salary
		2. Nest Handyman’s pension
		3. Martin Bates Grass cutting £155
		4. Martin Bates Hire of chainsaw & hedge cutter £100
		5. Robina Burton Clerk’s salary
		6. YLCA Employment Webinar 23 March. MC, DH, CS £45.00
		7. YLCA Audit processing Webinar – MC £10.00
		8. YLCA Annual subscription £440.00
	2. **IT WAS RESOLVED TO AUTHORISE PAYMENT OF THIS MONTH’S BILLS. Clerk to sign cheques in payment & then forward to Cllr Wharmby for the second signature along with SAEs to send on to payees. Action Clerk, RW**
	3. To accept year end 2019/20 finances. Finances were not available for the meeting  **Action Clerk**
	4. To agree the Clerk’s new laptop to be added to a Statement of Variances to be available to Internal / External Auditors. **Agreed. Action Clerk**
	5. To ensure AGAR 2018/19 recommendations are adhered to. **Action Clerk**
	6. **CASH RECEIVED:**
	7. HSBC Bank Statements
	8. To receive Balance Sheet – attached.
	9. To receive Petty Cash Sheet – attached.
14. PLANNING MATTERS:
	1. ***Applications:***
	2. ***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. 2020/0152/ADV Proposal: Advertisement consent for display of 2 No non illuminated contact/showroom signs and 4 No flags at STREET RECORD, Willow Crest Road, Cawood
		2. 2020/0035/HPA Proposed single storey rear/side extension at Fold Yard House, Old Boys School Lane, Cawood

***The Clerk then left the meeting.***

 ***Signed:……………………………………………………….. Date:…………………***

1. Employment matters:
	1. To resolve to exclude press & public due to nature of business to be discussed at items 17.2. & 17.3.
	2. To accept Clerk’s Appraisal.
	3. To accept Handyman’s Appraisal.
	4. To ratify acceptance of staffing Committee’s appraisals following discussion in camera of the appraisals and to agree staff move onto next incremental pay scale. When new scales for 2020 have been provided, new salaries will be backdated to April 1st 2020
	5. To discuss provision of employment policies referred to in staff Statement of Particulars, noting 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.