***CAWOOD PARISH COUNCIL***

***A ‘VIRTUAL’ ANNUAL MEETING OF THE CAWOOD PARISH COUNCIL IS TO BE HELD WEDNESDAY 20 MAY 2020 AT 7.30PM; YOU ARE SUMMONED TO TAKE PART***

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. ELECTION OF OFFICERS:
   1. Chairman
   2. Vice Chairman
   3. Playing Field Wardens
   4. Playing Field Liaison Committee
   5. Cemetery Wardens
   6. Castle Garth Wardens
   7. Local Councils Association
   8. Cawood in Bloom
   9. Old Boys’ School Committee
   10. Community Centre Association
   11. Health & Safety
   12. Website Administrators
   13. Staffing Committee
3. To receive DECLARATIONS OF INTEREST in any matters on the agenda.
4. ANY VIRTUAL VISITORS. **Members of the public may request to attend this virtual meeting by emailing the Clerk at clerk@cawoodvillage.org.uk, or** [**robina.burton23@gmail.com**](mailto:robina.burton23@gmail.com)**. They may make a request to address the meeting in advance stating the particulars of the request by email**
5. To discuss any POLICE MATTERS & COMMUNITY SAFETY.
6. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
7. To agree minutes of April meeting, minutes of meeting held in camera regarding employment matters, summary of conference call
8. **To receive information on the following ongoing issues and decide further action where necessary:**
   1. OBS Finances. The finances have been received & forwarded to all.
   2. Clerk’s phone signal strength (JD)
   3. Staffing committee to provide information on request to Autela regarding annual leave.,
   4. Small business grants at the OBS (RW) & PFLC (LD)
9. To discuss adoption of annual leave policy
10. To review staffing committee terms of reference
11. To receive feedback on Webinar training on risk assessment – Cllr Cowling.
12. To discuss sending the Handyman on training for mole control
13. White Rose Update. Sent to all. To review training needs of councillors
14. To accept Clerk’s report, attached
15. FINANCE
    1. **THIS MONTH’S BILLS FOR APPROVAL**:
       1. Martin Bates Handyman’s salary and pension
       2. Martin Bates Grass cutting £325.00
       3. Robina Burton Clerk’s salary
       4. YLCA Risk Assessment Webinar £15.00
       5. YLCA GDPR Webinar £15.00
       6. Npower Street lighting VAT £17.63 £370.16
       7. ICO Data Protection fee £40.00
       8. Npower Pavilion - £218.04
16. **TO RESOLVE TO AUTHORISE PAYMENT OF THIS MONTH’S BILLS**
    1. **Clerk has received Debit card from HSBC**
    2. **To accept End of Year Finances.**
    3. **CASH RECEIVED:**
    4. **HSBC Bank Statements**
    5. **To receive Balance Sheet –** attached.
    6. **To receive Petty Cash Sheet –** attached.
17. H & S MATTERS.
18. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
    1. ***Cemetery:***
       1. To discuss using a green recycling bin at the cemetery JD
    2. ***Castle Garth:*** 
       1. To discuss the issue of mole control at the Garth
    3. ***Playing Fields*:** 
       1. To discuss the issue of mole control at the Playing Fields
    4. ***Old Boys’ School:*** 
       1. To receive updates on NPower at the OBS from Cllr Hepworth
19. PLANNING MATTERS:
    1. ***Applications:***
    2. ***Approvals:***
       1. 2019/0154/COU Change of use of single dwelling to a 9-bed HMO (Sui Generis), 1No. self-contained apartment (1) and 1no self-contained holiday let apartment (part retrospective) at Roydon Lodge, Broad Lane, Cawood
    3. ***Refusals:***
20. CORRESPONDENCE:
21. ITEMS FOR NEXT MONTH’S AGENDA.
22. To agree date of next conference call will be Wednesday June 3 and next PC meeting will be Wednesday 17 June.

**Robina Burton**

PARISH CLERK

14 May 2020