***CAWOOD PARISH COUNCIL***

***MINUTES OF THE ANNUAL MEETING OF THE CAWOOD PARISH COUNCIL HELD VIRTUALLY ON WEDNESDAY 20 MAY 2020 AT 7.30PM***

1. MEMBERS PRESENT: Mrs L Dennon (Chairman); Mr R Wharmby (Vice Chairman); Mr M Cowling; Mr J Dickinson; Dr D Hepworth; Mr A Lloyd; Mr C Luker; Mrs C Shepherd and Mr M Ward.
2. To receive APOLOGIES for absence. There were none.
3. ELECTION OF OFFICERS:
   1. Chairman: **Cllr L Dennon**
   2. Vice Chairman: **Cllr R Wharmby**
   3. Playing Field Wardens: **Cllr R Wharmby, Cllr L Dennon & Cllr M Ward**
   4. Playing Field Liaison Committee: **Cllr L Dennon, Cllr R Wharmby, Cllr M Ward, Cllr A Lloyd**
   5. Cemetery Wardens: **Cllr R Wharmby & Cllr J Dickinson**.
   6. Castle Garth Wardens: **Cllr J Dickinson & Cllr C Luker**.
   7. Local Councils Association: **Cllr L Dennon**.
   8. Cawood in Bloom: **Cllr L Dennon & Cllr C Shepherd** ( now to be known as Cawood Grows Together)
   9. Old Boys’ School Committee: **Cllr R Wharmby, Cllr D Hepworth & Cllr A Lloyd**.
   10. Community Centre Association: **Cllr M Cowling**.
   11. Health & Safety: **Cllr R Wharmby & Cllr M Ward.**
   12. Website Administrators: **Cllr L Dennon & Cllr C Shepherd.**
   13. Staffing Committee: **Cllr M Cowling, Cllr D Hepworth & Cllr R Wharmby.**
   14. Internal Control/ Finance: **Cllr M Cowling.**
4. To receive DECLARATIONS OF INTEREST in any matters on the agenda. **There were none.**
5. 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. There were no virtual visitors.**
6. To discuss any POLICE MATTERS & COMMUNITY SAFETY. **No matters were raised.**
7. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS. **No matters were raised.**
8. To agree minutes of April meeting, minutes of meeting held in camera regarding employment matters, summary of conference call. **Minutes of all the meetings were agreed** **with the following amendment to Minutes of the April meeting Item 13.3 – *abeyance* to bealtered to *not available.***
9. **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). **Cllr Dickinson reported that there is full o2 4G coverage in Barlow, a smart phone would cost £60 & £10 a month would give all the data that would be needed. It was suggested obtaining a dongle which works in a similar way to a memory stick after restrictions are lifted before the matter is progressed. This was agreed.**
   3. Staffing committee to provide information on request to Autela regarding annual leave. **Clerk will pursue this with Autela. Action Clerk**
   4. Small business grants set up by the Government - the OBS (RW) & PFLC (LD). **Both organisations received letters from SDC saying they were eligible for the grants. The OBS grant has been received. PFLC also applied.**
   5. To discuss adoption of annual leave policy. **It was agreed not to adopt the policy.**
10. To review staffing committee terms of reference. **It was proposed to hold this in abeyance until it is possible for members of the staffing committee to hold a meeting.**
11. To receive feedback on Webinar training on risk assessment. **Cllr Cowling reported that the PC had everything in place. Webinar docs to Cllr Dennon for placing on the Website. Action: MC, LD**
12. To discuss sending the Handyman on training for mole control. **Pest control does not take place on the Garth as it is a wildlife area but does take place on the Playing Fields for safety reasons. No action will be taken at the moment as football & cricket are not being played, Cllr Wharmby will monitor the mole situation. Moles are also a problem in the cemetery.**

**Training courses for mole control are not taking place due to the virus but they range in price from £95 to £145. The Handyman is investigating a course at Goole & waiting for a price. Pest control charges are £80 for each visit.**

1. White Rose Update. Sent to all.  **Regarding current arrangements aimed at those who could not work from home, Cllr Wharmby reported that our Handyman ensures social distancing whilst working.**

To review training needs of councillors.

**Cllr Dennon suggested ‘Spreading your Wings’ training course may be of interest as a follow up to the basic training for anyone interested.**

1. To accept Clerk’s report, attached. **This was accepted with the following additional information:**
   1. **Everything in the Business Continuity Plan will be filled in apart from information regarding saving to** **Cloud storage which will be done at a later date.** Clerk to post copies in sealed envelopes to Chairman and Vice Chairman for safe keeping. Action: Clerk
   2. **Clerk has been in touch with NetWise & can now access** [**clerk@cawoodvillage.org.uk**](mailto:clerk@cawoodvillage.org.uk)
   3. **Clerk again contacted the Solicitor to the Feoffees who replied that the Trustees have agreed to a rent holiday until the September payment is due.**
2. 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
      9. Brian Hopper Internal Audit £120.00
      10. YLCA AGAR Webinar (Clerk took part) £18.75
3. **THIS MONTH’S BILLS WERE AUTHORISED**
   1. **Clerk has received a Debit card from HSBC**
   2. **Clerk has received the Internet Banking information & card reader. Cllr Cowling offered to assist with setting it up after current restrictions are relaxed. Action: MC**
   3. **To accept End of Year Finances. These were accepted. There are a number of anomalies in the Internal Auditors report which the Clerk will pursue with the Internal Auditor.**   **Action Clerk**
   4. **CASH RECEIVED:**
   5. **HSBC Bank Statements – in future these will be scanned for all. Action Clerk**
   6. **To receive Balance Sheet –** attached.
   7. **To receive Petty Cash Sheet –** attached.
4. H & S MATTERS. **No matters were raised.**
5. WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:
   1. ***Cemetery:***
      1. To discuss using a green recycling bin at the cemetery JD. It **was agreed to retain one black bin which is emptied every two weeks.**

**Cllr Wharmby reported that trees/shrubs have been planted on some grave plots. Clerk to report to Andy Argyll as this is not allowed & would cause problems to weed around.**

**Action Clerk**

* 1. ***Castle Garth:*** 
     1. To discuss the issue of mole control at the Garth. **This was dealt with under item 11.**
  2. ***Playing Fields*:** 
     1. To discuss the issue of mole control at the Playing Fields. **This was dealt with under item 11.**
     2. **The Handyman has completed the safety work on top of the container, filing in the gaps.**
  3. ***Old Boys’ School:*** 
     1. To receive updates on NPower at the OBS from Cllr Hepworth. **Clerk sent Npower bills to Cllr Hepworth from March 2017. Npower are charging for the correct amount of electricity & electricity usage has gone down by 12% in the last 2 years. The new contract started in March 2019 & went from 16p a unit to 24p, the contract was set up between March & June 2017 but there is no record of any consultation. Cllr Hepworth has emailed & written to Npower & the matter is being treated as a complaint. Action DH**

1. 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
      2. 2020/0013/HPA Proposed alterations incorporating existing outbuilding to the front and extension to the rear at Chestnut Farm, 26 Chestnut Road (Back Lane), Cawood.
   3. ***Refusals:***
2. CORRESPONDENCE:
3. ITEMS FOR NEXT MONTH’S AGENDA.
4. The next conference call meeting will be Wednesday June 3 and next PC meeting will be Wednesday 17 June 2020

***There being no further business the meeting closed at 9.15pm***

***SIGNED:………………………………………………………………. DATE:………………………..***