***CAWOOD PARISH COUNCIL***

***MINUTES OF A ‘VIRTUAL’ MEETING OF THE CAWOOD PARISH COUNCIL HELD ON WEDNESDAY 17 JUNE 2020 AT 7.30PM.***

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, or 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 2 visitors to the meeting who wished to share their concerns regarding the following application.**

**2020/0485/HPA Alterations to roof of integral garage to provide additional living accommodation and single storey extension to rear at 29 Broad Lane, Cawood, Selby. Amended plans were submitted June 16th and the consultation date has also been amended.**

**Cllrs discussed the planning application before the visitors arrived & Cllrs Cowling, Hepworth and Dennon had visited the properties prior to the meeting.**

**It was agreed Cllrs Dennon, Cowling & Hepworth would be delegated to look into this application and make recommendations to the PC for a decision Action MC/LD/DH**

1. To discuss any POLICE MATTERS & COMMUNITY HEALTH & SAFETY. **No matters were raised.**
2. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS. To agree to ring fence annual contingency money for parish transport initiative. **It was agreed to ring fence at least £1000 for the transport initiative to cover 2019 & 2020 Action Clerk**
3. To agree minutes of May’s Annual meeting, Chairman has signed declaration of acceptance of Office. **These were agreed.**
4. To agree report of Conference Call meeting on 3 June 2020. **This was agreed.**
5. **To receive information on the following issues, some ongoing, and decide further action where necessary:**
	1. To discuss the issue of renewing Clerk’s Microsoft Office contract. Subs are due July 10th. **It was agreed to continue with Microsoft Office. Action Clerk**
	2. To discuss offering the use of the OBS to the school. **It was agreed that Cllr Dennon would ring the Head to ascertain the current situation; no offer of use of the building will be made**. **In the event it is to be offered to the school Cllr Wharmby would like to discuss with the users of the OBS.**

**Action LD**

* 1. To receive further updates on Cawood Grows Together (photos on website). **There were no further updates.**
	2. To receive feedback on YLCA branch meeting attended by Cllr Dennon, June 10th: **Councillors can access YLCA updates and notifications individually if they request a consent form from YLCA admin. YLCA strongly recommend Clerks access free Webinar discussion forums. Confirmation of NALC advice regarding re-opening skateparks.**
	3. To ratify decision to recommend remaining surplus from the village food bank be sent to Selby food bank on the basis of need. **This was agreed, but some non-perishable food with long use by dates will be kept back.**
	4. To agree not to have the wall adjoining Old Fold Yard rebuilt (to facilitate car parking) following building works at the property due to be undertaken (photo attached). **This was agreed, Cllr Dennon will inform the contractor. Action LD**
	5. To discuss implications for risk assessments for Covid 19 as set out by BHIB (info attached). **Some implications have been discussed & the booklet received which can be referred to : to be placed on the website. Action: LD**
	6. To discuss correspondence with Landmark Trust. **Cllr Dennon has produced a draft letter to send to the Landmark Trust regarding the proposed estate fencing. All agreed to the letter being sent & photographs are to be included.**

**Action LD**

1. To accept Clerk’s report, attached. **This was accepted.**
2. FINANCE
	1. **THIS MONTH’S BILLS FOR APPROVAL**:
		1. Martin Bates Handyman’s salary and pension
		2. Martin Bates Grass cutting £310.00
		3. Robina Burton Clerk’s salary
		4. Vesta Fire Annual service of lighting & fire equipment – OBS £82.50
		5. Vesta Fire Service & 2 x 8w tubes, & new fire ID sign– Pavilion £72.50
		6. Elmhirst Parker OBS rent due 25 June £428.00
		7. HMRC Net National Insurance – Online payment £25.32

(HMRC have been paid by Debit card)

1. **THIS MONTH’S BILLS WERE AUTHORISED**
	1. **CASH RECEIVED:**
	2. **To receive HSBC Bank Statements-** attached. The Debit Card payments are marked as VISA on the bank statements
	3. **To receive Balance Sheet –** attached.
	4. **To receive Petty Cash Sheet –** attached.
2. **ANNUAL AUDIT**
	1. To approve internal auditor’s governance statement with clarification from the Clerk regarding item K. **The PC is not covered. The statement was approved.**
	2. To accept internal auditor’s recommendations **Accepted. VAT will be claimed 6 monthly in future. Action: Clerk**
	3. To approve internal auditor’s accounting statement, with clarification from the Clerk regarding item 7. **Clerk queried with Internal Auditor & the PC should state Yes to Item 7. Approved.**
	4. **The AGAR 2019/20 was agreed & the PC completed the Annual Governance Statement which was signed by the Chairman. A copy will be taken of the Return for placing in the Notice Board and on the Website. Action: Clerk, LD**
3. **WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:**
	1. ***Cemetery:*** *To agree to resubmit enquiry regarding income and expenditure, STC were meant to reply mid-January 2020.* **Agreed. Action Clerk**
	2. ***Castle Garth:*** To discuss arrangements for cutting the Garth grass in July prior to school holidays, including informing BHIB. **Last year BHIB agreed to cover the contractor in future with no additional cost when informed prior to the event. Clerk to contact BHIB again to confirm this for works being undertaken this year. Cllr Luker will arrange for the grass to be cut. Action Clerk / CL**
	3. ***Playing Fields*:** Vesta Fire Annual service of lighting & fire equipment at the Pavilion was undertaken
	4. ***Old Boys’ School:***
		1. To receive any further updates on NPower at the OBS from Cllr Hepworth. **A deadlock letter has been received which Cllr Hepworth has sent to the Ombudsman.**
		2. Vesta Fire Annual service of lighting & fire equipment was undertaken.
4. **PLANNING MATTERS:**
	1. ***Applications:***
		1. 2020/0538/TCA Application for consent to remove 1No Leylandii hedge in the conservation area at 38 - 40 Sherburn Street, Cawood (has now been approved)
		2. 2020/0442/S73 Section 73 to vary conditions 02 (opening hours), 03 (extraction) & 04 (plans) of approval 2015/1230/RTR Prior approval for the change of use from use class A1 (Retail) to both A1 (Retail) and A3 (Cafe) uses at Post Office Store 2 High Street., Cawood, Selby. **Due to the time scale this application is to be delegated to Cllrs Dennon, Cowling & Dickinson who will make recommendations to the whole PC by email for a majority decision. Action LD/MC/JD**
	2. ***Approvals:***
		1. Proposed felling of 1 No Wild Cherry (T34), and 1 Oak (T20), cut 3 branches at 1 metre to 1 No Goat Willow (T37) and remove 2 lowest branches to 1 No Norway Maple (T40), remove dead branch and prune to 1 No Ash (T12), reduce branch with crack and reduce other branches to 1 No Oak (T15) covered by TPO 1/1973 and TPO 4/1997 at Cawood Sports Field, Maypole Gardens, Cawood.
	3. ***Refusals:***
		1. 2019/1336/LBC Listed building consent for internal and external works to roof including the installation of heritage style roof lights to rear, repairs of roof and reinstating of gable end window at Bank House, 78 Church End, Cawood
	4. To receive clarifications regarding planning application at Wolsey Ave development (DH). **Cllr Hepworth has been in touch with the rural housing enabler at SDC who says the application has no implication to affordable housing, so no further action is necessary.**
	5. To ratify planning decision on Broad Lane. **Discussed earlier in the meeting.**
5. CORRESPONDENCE:
	1. Letters from the Red Cross & Age Uk detailing their work & asking for donations. **No action.**
	2. Email from resident of Water Row regarding dog fouling outside his property. **Clerk to reply sympathising with the problem but the PC has no powers to prosecute. To inform him the PC pays about £1000 each year on dog fouling gloves/dog bags, etc. Stickers will be placed on nearby bins. The problem has to be witnessed & reported to SDC. Action Clerk, AL**
6. To agree date of next conference call will be Weds July 1st and next PC meeting will be Weds July 15th

***There being no further business the meeting closed at 9.45pm.***