***CAWOOD PARISH COUNCIL***

***MINUTES OF A ‘VIRTUAL’ MEETING OF THE CAWOOD PARISH COUNCIL HELD ON WEDNESDAY 19 AUGUST 2020 AT 7.30PM***

MEMBERS PRESENT: Mrs L Dennon (Chair); Mr M Cowling; Dr D Hepworth; Mr C Luker; Mrs C Shepherd & Mr M Ward.

1. To receive APOLOGIES for absence were received from Mr A Lloyd & Mr R Wharmby.
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 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 none**.
4. To discuss any POLICE MATTERS & COMMUNITY HEALTH & SAFETY. **Cllr Shepherd sent a photo of a loose tile on the foreshore walkway to the Clerk & Cllr Wharmby. Although the Handyman has been asked to repair this, Clerk to enquire if EA is responsible for the Foreshore. Action Clerk**
5. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS. **No matters were raised.**
6. To agree minutes of July meeting. **Agreed.**
7. To agree report of Conference Call meeting on 5 August 2020. **Agreed.**
8. To receive staffing committee minutes. **Agreed.**
9. To discuss publicising co-option of new councillor. **Cllr Cowing will place an item on Facebook. Action MC**
10. **To receive information on the following issues, some ongoing, and decide further action where necessary:**
11. To receive and agree annual policy reviews for:
	1. Complaints Procedure,
	2. Privacy Policy for staff,
	3. Privacy Policy for public,
	4. Equal Opportunity Policy,
	5. Sickness & Absence Policy.
	6. Staffing Committee Terms of Reference

**All the policies were received & accepted for publication on the website. Action: LD**

1. To discuss a ‘policy on policies. **It was proposed limiting the number of policies to adopting just those that are statutory which would involve un-adopting those that are not statutory. Following a vote, it was agreed to retain the all policies that are in place.**
2. To adopt updated version of Cawood Year dates (AL to circulate). **Agreed**
3. Letter from SDC re- local government reform – forwarded to all. **There is lack of information on proposals. However, it was agreed that it would probably be preferable to have a more local council than a ‘super’ council based in Northallerton.  Clerk to reply that the PCs support would be more forthcoming were more information received. Action Clerk**
4. To discuss any response regarding unitary authority. **No reply has been received from Cy Cllr Lee.**
5. To be updated on Website annual data audit and agree PC data audit date for completion. **Cllrs Dennon & Shepherd have undertaken the Website data audit, which is now up to date. Clerk to complete the PC data audit. Action Clerk**
6. To agree individuals & small groups’ reviews of policies and governance upcoming: H&S, model publication scheme, records management policy, FOI policy, protocol recording meetings, expenses policy. **Action LD / CS / MC / DH / Clerk**
7. To discuss whether to hold an annual parish meeting following updates to “the 2020 regulations” received from NALC. **It was agreed to hold the Annual Parish meeting in abeyance until next May but the Clerk is to produce an Annual Report which will be placed on the Website. Action Clerk, LD**
8. To accept Clerk’s report and discuss any issues arising from it. **The report was agreed.**
9. White Rose Update. **Forwarded to all.**
10. 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 Planning System Webinar Session £22.50
		5. B Thornton Garth grass cutting £500.00
		6. SDC PC’s contribution to the 42-bus service £857.66
		7. Zoom Monthly payment VAT £2.40 £14.39
		8. Npower Pavilion £37.32

(Clerk paid by Debit card)

* + 1. Cricket Club Agreed donation £20.00
		2. Elite Gas Solutions LPG Commercial Gas certification VAT £56.00 £336.00

(Paid)

1. **IT WAS RESOLVED TO AUTHORISE PAYMENT OF THIS MONTH’S BILLS**
	1. **CASH RECEIVED:**
		1. OBS Committee Repayment for sanitisers etc £65.00
		2. PFLC Repayment for cleaning products, etc & Elite Gas Solutions bill £475.21
		3. Selby Town Council Cemetery payment owed to PC £1841.00
	2. **To receive HSBC Bank Statements-** attached
	3. **To receive Balance Sheet –** attached.
	4. **To receive Petty Cash Sheet –** attached.
	5. **Clerk is to ask HSBC to correct the mistake on the Clerk’s Debit card & to take the card reader into the bank to ask them to explain how to do the internet banking. Action: Clerk**
2. **WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:**
3. To agree signage required at the Pavilion & OBS to be purchased by the Clerk. **Cllrs to agree what wording is needed on signs & then Clerk to obtain signs. Action Cllrs / Clerk**
	1. ***Cemetery:***
		1. Cemetery accounts from STC for the last 5 years attached. STC owed Cawood £1841 which Cawood has received. The Town Clerk apologises for delay & asked if the PC had any thoughts on taking over the running of the cemetery. **It was agreed** **STC to be asked in January of each year to send their accounts to the PC. They are also to be informed that the PC does not want to take over the running of the cemetery. Cllr Dennon is to provide the Clerk with a list of graves where planting has taken place or pots put on graves, Clerk to pass this information on to STC. Action Clerk, LD**
	2. ***Castle Garth:***
		1. To discuss Garth maintenance plan work and timescale required for this year. **The Handyman** **will do the work required at section 3 this year, cutting back the thicket when the birds have finished nesting. Work only to be undertaken in Sept, Oct, Nov. Action: Handyman**
	3. ***Playing Fields*:**
		1. Reply from Sutcliffe Play - the order is due to be ready in October. Their lead time is longer than usual given the current circumstances, they are working with a reduced work force, which means it is taking a little longer for orders to go through the manufacturing process
		2. A villager has asked if a plastic recycling bin could be obtained for the playing fields, the litter bins are overflowing with plastic bottles, after a match, which would go to landfill. **The current litter bins are emptied once a week but a** **recycling bin would only be emptied once a month & emptying the bins would be a problem as the lorry would not be able to go into the fields due to the barrier. Clerk to reply to the villager that the PC appreciates the issue & the suggestion was fully investigated but the PC found it logistically impossible to provide a recycling bin at the playing fields owing to its location. Action Clerk**
		3. **The Handyman’s container was put in place in July 2009.**
	4. ***Old Boys’ School:***
		1. To discuss replacement bin at OBS. **Clerk to check with SDC that a replacement lockable for the OBS would be free of charge & if so to order one. Action Clerk**
4. **PLANNING MATTERS:**
5. To ratify planning comments agreed at conference call. **SDC had stated no comments had been received for 35 Thorpe Lane. This was because Clerk submitted comments for the trees at 2 Thorpe Lane & the application for 35 Thorpe Lane on the same email. In future comments for separate applications will be made on different emails. Action Clerk**
	1. ***Applications:***
		1. 2020/0442/S73 RECONSULTATION ON PLANNING APPLICATION PROPOSAL: 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 This is a further consultation in respect of the above. **No comments were submitted.**
		2. 2020/0756/FUL Erection of straw storage building extension at Hagg Farm, Hagg Lane, Cawood.

**No objection**

* + 1. 2020/0573/HPA Demolition and rebuild of existing single storey rear conservatory and proposed single storey rear extension at 15 Wistowgate, Cawood, Selby. **No objection**
		2. 2020/0746/TCA Application for consent to fell 1no Sycamore tree within the conservation area at 8 Riverside Court Cawood Selby North Yorkshire YO8 3RT. **No objection**
		3. To discuss again the application for 70 Sherburn Street.

2019/1008/COU Retrospective change of use of barn to children's day care facility and associated works at The Barn 70 Sherburn Street Cawood Selby North Yorkshire YO8 3SS. **No further comments to be made.**

* 1. ***Approvals:***
		1. Erection of four polytunnels, drainage pond (retrospective) and associated landscaping. Location: Land at Wood Ends Farm, Broad Lane, Cawood
		2. Application for consent to fell 1No Conifer tree, 1No Maple tree and 1No Conifer Hedge in the conservation area LOCATION: Riverside House, 38B Rythergate, Cawood (In removing a tree/s from the conservation area, the applicant is reminded of the benefits of planting a replacement tree/s of an appropriate size and species within a practical and suitable location.
		3. Proposed single storey extension and alterations to form additional living accommodation Location: Holly Cottage, 41 Wistowgate, Cawood
	2. ***Refusals:***
1. CORRESPONDENCE:

The next conference call will be Wednesday 2 September and full meeting Wednesday September 16th.

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