***CAWOOD PARISH COUNCIL***

***MINUTES OF A ‘VIRTUAL’ MEETING OF THE CAWOOD PARISH COUNCIL HELD ON WEDNESDAY 16 SEPTEMBER 2020 AT 7.30PM.***

MEMBERS PRESENT: Mrs L Dennon (Chair); Mr R Wharmby (Vice); Dr D Hepworth. Mr A Lloyd; Mr C Luker; Mrs C Shepherd & Mr M Ward.

1. To receive APOLOGIES for absence. **Apologies were received & accepted from Cllr Cowling.**
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](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 members of the public.**
4. To discuss any POLICE MATTERS & COMMUNITY HEALTH & SAFETY.
   1. **The August Community Policing report was accepted.**
   2. **A larger 5mph entrance sign is needed at the entrance to the PFs as vehicles are entering the fields at too great a speed. The Handyman will be asked to paint one, PFLC will action this. Action RW**
5. MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS.
   1. There has been no further response from SDC regarding the cobbles at the entrance to Chestnut Road & NYCC is only responsible for the footpath. Several residents have complained about the difficulty of walking on the cobbles. **Clerk to write to SDC about the problem & not pursue the matter of the flower beds, cc D C Cattanach. Action Clerk**
6. To agree minutes of the August meeting. **Agreed.**
7. To agree report of Conference Call meeting on 1 September 2020. **Agreed.**
8. To discuss the co-option of a new councillor. Applications have been sent to all. The Councillor co-option information sent to all. **Co-option will take place at the conference call meeting on 30 September. One candidate will be away so if she has a problem logging into the meeting the co-option will be deferred. One applicant has withdrawn. Clerk to forward all candidates’ email addresses to Cllr Hepworth. Action Clerk**
9. **To receive information on the following issues, some ongoing, and decide further action where necessary:**
10. To receive and agree annual policy reviews for:
    1. To accept review of Health & Safety Policy (LD). **Accepted.**
    2. To accept review of Pension Policy (due Oct) (LD). **Accepted.**
    3. To accept review of Records Management Policy (RB). **Accepted.**
    4. To accept review of FOI Policy (CS). **Accepted.**
    5. To accept review of Model Publication Policy (CS). **Accepted.**
    6. To accept review of protocol for meetings (CS, LD). **Accepted.**
    7. To accept review of asset register and discuss any actions required. **The register for Maypole Gardens & Playing Fields has been sent to all but the complete asset register hasn’t been circulated and discussion is deferred to the next meeting, Action: MC**
    8. To ratify acceptance of reviewed Expenses Policy (MC). **Accepted.**
11. To discuss the repair to Pickled Postie wall and lowering the noticeboards. **The Handyman will be asked to action this. Action RW**
12. To discuss the possibility of holding an Autumn litter pick. Cllr Shepherd having asked SDC for updates, it was decided d**ue to the risks of Covid this will not take place.**
13. To discuss implications for PC of proposed unitary authority. **The Q & A from the briefing with Mark Crane have not been received yet. CC Andrew Lee’s & NYCCs views on Unitary Authority have been sent to all, as has the briefing from SDC.**
14. To discuss NYCCs reply re. dropped kerb request on Thorpe Lane. **Cllr Dennon offered to visit the villager who made the request to establish where she suggests there is a need for a proposed dropped kerb. This was agreed. Action LD**
15. To accept Clerk’s report and discuss any issues arising from it.
    1. **This coming year will probably be the last time the villagers who have been decorating the Christmas tree will decorate it.**
    2. **Cllr Hepworth negotiated a new electricity supply for the Christmas light & took a meter reading. The box is not locked – Clerk to investigate. Action Clerk**
    3. **Cllr Dennon emailed the rep from Landmark Trust as a meeting was supposed to be held in August, she will email again. Action LD**
    4. **The Handyman is going to repair the loose blocks on the Foreshore. The Parish Council understand the area is part of the Wolsey Walk & so NYCC is responsible. Clerk to write to NYCC to ask to confirm. Action Clerk**
16. **H & S Matters**. To discuss safety issues arising from recent tree damage at PF, Allots, Garth & Gill Green. **Visual inspections have not shown further problems. Hawthorns at Gill Green, which are overgrown hedging, are leaning badly and will be reduced to make safe. Ivy on trees at Gill Green & the Garth is still a problem & needs removing by the Handyman. The next tree survey will be put on the agenda for the October meeting. Action RW**
17. 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. Cawood Feoffment Estate OBS rent due 29 September £428.00
       5. YLCA Risk Assessment Webinar Session £5.00
       6. HMRC PAYE tax & Income tax £541.60
       7. C Luker Repay cost of microphone used for meetings VAT £4.25 £25.49
       8. SAIDB Garth drainage rate £7.78
       9. SAIDB Garth drainage rate £13.10
18. **PAYMENT OF THIS MONTH’S BILLS WAS AUTHORISED**
    1. **CASH RECEIVED:**
       1. Selby Town Council Cemetery payment due £540.21
    2. **To receive HSBC Bank Statements-** attached
    3. **To receive Balance Sheet –** attached.
    4. **To receive Petty Cash Sheet**
    5. **Clerk has applied to reclaim 6 months VAT -** £228.05
    6. **British Gas Lite has confirmed the Christmas box has now been switched.**
    7. **Clerk to ask the Internal Auditor when to publish the Confirmation of the dates of the Period for the exercise of Public Rights. Action Clerk**
19. **WARDENS & COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:**
    1. ***Cemetery:*** 
       1. To agree upcoming safety report for the Cemetery due Sept. Agreed. **Action: RW**
    2. ***Castle Garth:*** 
       1. To agree upcoming safety report for the Garth. **The safety report is included in the Garth asset register.**
    3. ***Playing Fields*:** 
       1. **Wicksteed are carrying out the play area safety inspection on Monday 28 September.**
    4. ***Old Boys’ School:*** 
       1. To agree investigation into the possible need for Energy Performance Certification at OBS (from March agenda). **The OBS reps are to investigate the requirement and whose responsibility it is. Action AL**
       2. To agree upcoming safety report for OBS due Sept. Agreed.  **Action RW**
20. **PLANNING MATTERS:** 
    1. ***Applications:***
       1. 2020/0887/HPA Erection of detached single storey garden room at Stoney Marsh, 12 Ryther Road, Cawood

**NO OBJECTION**

* + 1. 2020/0937/LBC Listed building consent for replacement timber conservatory at Grangeside Cottage, Thorpe Lane, Cawood.  **NO OBJECTION**
    2. 2020/0925/TCA Application for consent to remove 1no Conifer and reduce by 40% to 2no Conifers at 32 Sherburn Street Cawood Selby. **NO OBJECTION**
  1. ***Approvals:***
     1. 2020/0746/TCA Application for consent to fell 1no Sycamore tree within the conservation area at 8 Riverside Court, Cawood, Selby
  2. ***Refusals:***

1. CORRESPONDENCE: Clerk gives 4 weeks notice of resignation.

To agree next conference call date Weds Sept 30th and change of date for next full meeting to Thurs Oct 15th

*There being no further business the meeting closed at 8.36pm*