***CAWOOD PARISH COUNCIL***

***MINUTES OF ‘VIRTUAL’ MEETING OF CAWOOD PARISH COUNCIL HELD ON THURSDAY 15th OCTOBER 2020 AT 7.30PM***

***Present: Cllr Dennon, Cllr Wharmby, Cllr Ward, Cllr Cowling, Cllr Hepworth, Cllr Lloyd, Cllr Shepherd, Cllr Horsfield and Cllr Luker***

1. *No apologies for absence were received*.
2. *There were no declarations of interest in any matters on the agenda*.
3. *No “virtual” members of the public attended*.
4. A) *Police Matters* – The September Community Policing report was accepted.

As a result of PC Nigel Collins taking up a Sergeant post in York until January 2021, Cawood is without a Neighbourhood Police Officer. Letter to be written to Selby District Neighbourhood Policing Team – Rural to express concern that a replacement has not been identified and the monthly reports are no longer going to be written in his absence. **Action Cllr Shepherd and Cllr Luker**

B) *Community Health and Safety* – There were no matters.

1. *MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS*. District Cllr Cattanach advised as Cawood had paid their share towards the Arriva Parish Transport Initiative and due to the service not running there will be no payments for 2020-21. This is to be raised as an agenda item before the next renewal date. **Action Cllr Dennon**
2. *To agree minutes of September full Parish Council meeting*. **Resolved**
3. *To receive information on the following issues, some ongoing, and decide further action where necessary*

*7.1 To ratify acceptance of Clerk’s letter of resignation, giving 4 weeks’ notice*. **Ratified**

*7.2 To ratify pay awards to Clerk and Handyman*. **Ratified**

*7.3 To ratify co-option of new Parish Councillor made at the conference call on September 30th, and welcome Cllr Horsfield*. **Ratified**

*7.4 To ratify Cllr Shepherd’s temporary co-option to the Staffing Committee.* **Ratified**.

*7.5 To ratify planning decisions with urgent deadlines made at the conference call on September 30th*. **Ratified**

* 2020/0855/HPA Erection of a two storey side extension consisting of a garage with bedroom above, new porch to front door Location: 4 Bishopdyke Road, Cawood, Selby. **No objection**
* 2020/0973/HPA Part two storey part single storey rear extension and additional floor over existing garage Location: 47 Maypole Gardens, Cawood, Selby

**Cawood PC would like to express concerns with the above planning application.**

**Our concerns are the size of the proposed extension and its impact on a neighbouring property particularly with reference to the density of the proposed building extension, loss of light, a loss of privacy and loss of visual amenity. The PC is also concerned about the proposal for the first floor of the property. The council has noticed that there is a large office planned with a hidden door to the rest of the property. Is this office intended to be used commercially? If so, should there be an application for a change of use?**

*7.6 Asset Register to be amended to follows* **(Action: Cllr Cowling)**

* Add village pump
* Add brick planter on Broad Lane near village entrances
* Remove duplication of 2 tubs at Anson Grove
* Add 2 tubs on Old Road
* Old Road should have 5 brick planters rather than 7
* Thorpe Lane opposite Old Road should have 1 tub rather than 2
* Add 2 plastic tubs on Wistowgate
* Check reference to broken upright on footbridge

*Items requiring action as listed on the Asset Register*

* Liner required in litter bin on Garth near the pond. **Action Handyman**
* Defibrillator stickers at the Old Boys School and Castle Inn to be replaced. **Action Cllr Wharmby**
* Old Road litter bin needs fixing to the ground. **Action Handyman**
* Church End side door on litter bin missing. **Action Handyman**
* Cllrs are encouraged to undertake the less urgent tasks as detailed on the asset register like staining the picnic tables and handrails to the pond. **Action All**

*7.7 Landmark Trust situation at Cawood Castle following a site meeting on 15 October*. No vehicles are allowed on site which means the Christmas lights can only be put up from the road and at the front of the tree. Should anyone wish to climb the tree to put up the Christmas lights, the individual would need the appropriate climbing certification. Prior to any action, Landmark Trust will require a risk assessment. The villagers who kindly put up the Christmas lights are to be advised. **Action Cllr Dennon**

*7.8 Electricity box keys at Cawood Castle* – key to be obtained from the former Clerk. **Action Cllr Wharmby**

*7.9 Remembrance Sunday.* The Parochial Church Council have advised 30 people can attend outdoor places of worship. A wreath is to be purchased and laid by the Parish Council. **Action Cllr Dennon**

*7.10 Advertisement, job description, person specification and application form for the vacancy of Clerk and Responsible Financial Officer*. **Ratified.** Two applications have been received to date.

7.11 Repairing of the wall at the Pickled Postie and repositioning of the noticeboards. The noticeboards have been lowered. Rendering and painting is required. **Action Handyman**

*7.12 Implications of SDC local plan proposals and comments for reply*. The three sites were discussed along with comments. Draft response to be shared with all Councillors in advance of SDC’s 31 October deadline. **Action Cllr Shepherd and Cllr Cowling**

*7.13 New energy provider for street lighting on Water Row, Fostergate and Chestnut Road.* Quotes to be obtained. **Action Cllr Hepworth**

*7.14 List of contacts received from former Clerk informing them of the interim arrangements*. Bank mandates to be investigated. **Action Cllr Wharmby**

*7.15 Former Clerk’s report of 15 October received*. Required actions as follows

* Replacement cradle swing delivered to Cllr Wharmby – to be fitted. **Action Handyman / Sutcliffe Play**
* Replacement bin at the Old Boys School –has it been delivered? **Action Cllr Wharmby**
* Loose tiles / blocks on foreshore to be cemented down. **Action Handyman**
* In fill of flower bed outside bungalows on Rythergate,with cobbles. **Action Handyman**
* Wicksteed platform **-** has it been delivered? **Action Cllr Wharmby**

1. *Internet banking to be implemented and undertaken until the appointment of a new Responsible Financial Officer by Cllr M Cowling.*  **Ratified**. **Action Cllr Cowling**
2. **FINANCE**
   1. **Payment of this month’s bills were approved**:
      1. Npower OBS electricity VAT £7.49 £157.36 (paid)
      2. Martin Bates Handyman’s salary, including backdated pay increase
      3. Martin Bates Grass cutting £310.00

*(paid)*

* + 1. Robina Burton Clerk’s final salary, including backdated pay increase and annual leave not taken
    2. Zoom Monthly payment DD VAT £2.40 £14.39
    3. Npower Final payment for Xmas lights box DD VAT £7.39 £42.24
    4. Autela Payroll Services 3 months bill VAT £10.92 £65.52
    5. Robina Burton Repay subscription to Office 365 £59.99
    6. Chronicle Publication Ltd Selby Times advert – 2 weeks Vat £35.28 £211.68

*(The above has been paid by Visa)*

* + 1. YLCA 3 x webinars £48.75 (paid) (owed from May, original cheque stopped)
  1. **CASH RECEIVED:**
     1. HMRC VAT repayment £228.05
  2. *To receive HSBC Bank Statements***-** attached
  3. *To receive Balance Sheet* – attached
  4. *To receive Petty Cash Sheet* – attached
  5. *To receive update regarding AGAR from Clerk’s enquiry to Internal Auditor. For Information* - he replied “that the external auditors are keen on the notion of allowing public access to the accounts so you have to ensure this is done within the timescales allowed but with Covid 19 restrictions and your own health issues this has not been possible. However provided the accounts were available from 1 Sept to 12 October you seem to have met the latest deadline set by the Audit regime".

**10 WARDENS AND COMMITTEE REPS TO PROVIDE REPORTS FROM COMMITTEES:**

10.1 ***Cemetery:***

Safety report to be shared with all Councillors. **Action Cllr Dennon.** Agree any necessary actions at the next meeting. **Action All**

10.2 ***Castle Garth:***

10.2.1 Garth tree report due. Alternative provider to be investigated. **Action Cllr Luker**

10.2.2 Signage – quote to be obtained. **Action Cllr Wharmby**

10.3 ***Playing Fields*:**

10.3.1 Wicksteed annual safety report received on Play Area. **Action: Cllrs Wharmby, Dennon**

5mph signage to be discussed separately by Playing Fields Liaison Committee.

10.4 ***Old Boys’ School:***

10.4.1 Safety report to be shared with all Councillors. **Action: Cllr Dennon**

Quote to be obtained regarding defective guttering. **Action Cllr Wharmby**

10.4.2 Requirement for Energy Performance Certificate at the Old Boys School – Feoffees to be advised. **Action Cllr Lloyd**

**11 PLANNING MATTERS:**

11.1 ***Applications:***

11.1.1 2020/0927/TCA Application for consent to reduce crown by 30% and shape 1no Horse Chestnut tree, reduce crown by 35% and shape 1no Ash tree, to crown lift by 5m to 5no Cherry trees and 8no Ash trees, crown lift by 3m to 1no Maple tree and to fell 1no Willow tree within the conservation area at Church End Farm, 54 Church End, Cawood. **No objection.**

11.1.2 2020/1019/LBC Listed building consent for replacement timber doors, replace concrete steps with natural stone, repair cast iron guttering, hopper head and down pipe (with partial like for like replacement if required), repair defective two course raised brick gable, provide code 5 m.s. lead soakers, upstand and cover flashing to replace defective cement flaunching, remove section of hedge and creation of car parking space, cement render to garden wall and pier to be replaced, new rooflights, and internal works at Ouseview, 46 Church End, Cawood. **No objection**

11.1.3 2020/1057/CPP Lawful development certificate for proposed BBQ cabin at Nether Farm, 20 Church End, Cawood. **No objection**

***12 Approvals:***

12.1 2020/0855/HPA Erection of a two storey side extension consisting of a garage with bedroom above, new porch to front door Location: 4 Bishopdyke Road, Cawood, Selby

12.2 2020/0925/TCA Application for consent to remove 1no Conifer and reduce by 40% to 2no Conifers Location: 32 Sherburn Street, Cawood, Selby

12.3 2020/0485/HPA Alterations to roof of existing garage to provide additional living accommodation and single storey extension to rear Location: 29 Broad Lane, Cawood, Selby

12.4 2020/0218/FUL Proposed change of use from agricultural storage to depot for the Selby Area Internal Drainage Board and siting of modular site office/changing room Location: Model Farm, Broad Lane, Cawood, Selby

12.5 2020/0573/HPA Demolition and rebuild of existing single storey rear conservatory and proposed single storey rear extension Location: 15 Wistowgate, Cawood, Selby

***13 Refusals:***

14 CORRESPONDENCE:

* Comments received from Councillor applicant to be acknowledged. **Action Cllr Lloyd.** To be added to the next agenda. **Action Cllr Dennon.** Any potential follow up actions **t**o be discussed at conference call **Action All**
* Email from resident received attaching article in the Selby Times on the 8 October 2020 regarding the change in SDC’s planning consultation. Response to be provided to the resident. **Action Cllr Dennon**. To be raised at next YLCA meeting. **Action Cllr Dennon.** To be raised with SDC. **Action Cllr Dennon**
* Rough sleeper response required on 27 October. **Action Cllr Luker**

Date of next conference call – Thursday 5 November at 7.30pm. Date of next full Parish Council meeting – Thursday 19 November at 7.30pm

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