**MINUTES OF VIRTUAL MEETING OF CAWOOD PARISH COUNCIL HELD ON THURSDAY 19th NOVEMBER 2020 AT 7.30PM**

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

1a) To receive **APOLOGIES for** absence given in advance of the meeting.

Apologies were received from Cllr Wharmby due to being unwell.

b) And to consider the approval of reasons given for absence – **approved**.

2. To receive **DECLARATIONS OF INTEREST** in any matters on the agenda.

**There were no declarations of interest**.

3. **VISITORS:**

One resident of Wolsley Grange attended the virtual meeting to speak on behalf of all the residents. They confirmed a site visit had been arranged with NYCC Highways and agreed to update the Parish Council thereafter. In the absence of any information to the contrary the Parish Council’s decision still stands that the top and Playing Fields side of the boundary hedge will be cut at the expense of the Parish Council but the Wolsey Grange side of the hedge will no longer be cut at the expense of the Parish Council. Cllrs Cowling, Wharmby, Dennon and the Handyman visited the site in advance of the decision made and infilling of gaps in the hedge will be paid for by the Parish Council.

4. To discuss any **POLICE MATTERS & COMMUNITY HEALTH & SAFETY**.

5. **MATTERS FOR THE ATTENTION OF THE DISTRICT/COUNTY COUNCILLORS**.

a) to **discuss** ongoing correspondence regarding SDC Statement of Community Involvement

The issue is ongoing with no response received from YLCA yet. District Councillor John Cattanach is to be asked to represent the village to look into the issue on behalf of the Parish Council and the residents of the village in order to gain evidence from Selby District Council that the Parish Council were consulted on this matter. **Action: Cllr Dennon**

6a) To **resolve to agree the minutes** of October’s Parish Council meeting – **resolved**.

b) To **resolve to agree the report** on items discussed at October’s conference call – **resolved.**

7. To **receive information on the following issues, some ongoing, and decide further action where necessary:**

a) conditional appointment of Clerk and RFO: to **resolve to accept the recommendation of the interview panel** submitted to the Council for approval - **resolved**

b) and to **accept amendments to the statement of particulars –** currentlybeing draftedso unable to share at this current time

c) conditional appointment of Clerk and RFO: to **resolve to confirm salary point on scale LC 1, (13-17) and additional 2 hours per week salary during 4 weeks** **induction period –** salary point, incremental date, probationary period and additional hours during induction period - **resolved.**

d) to **resolve to ratify approval of addendum Expenses Policy (Clerk) - ratified**

e) to **receive updates** on the street light provision for Water Row – Cllr Hepworth confirmed a survey had been arranged with NYCC regarding the four street lights on Water Row and one in the car park of the Chestnut Road flats. **Action: Cllr Hepworth to update after the survey has been undertaken**.

f) to **resolve to agree** change of conditions to digital asset register access – **ratified**. **Action: Cllr Horsfield is to acquire the license (free of charge).**

g) to **discuss and agree action required** for this year’s Christmas lights.

**Action: Cllrs Horsfield and Hepworth with the Handyman to draft a risk assessment. Cllr Dennon to contact a resident regarding their kind offer of a Christmas tree. Cllr Cowling to contact NYCC Highways regarding placing a tree on the Broad Lane roundabout grassed area. Decision to be made regarding the use of existing Parish Council lights and / or whether to purchase additional LED lights. Cllr Ward to look at the Parish Council lights currently being kindly stored in a resident’s garage and ask if they are willing to put these lights on a tree at Broad Lane. Cllr Cowling to provide an update on Cawood Folk when the above has been undertaken.**

h) to **determine action** in light of Covid 19 regarding arrangements for New Year Fireworks and Parish Walk – **Action: Cllr Cowling to confirm on Cawood Folk that neither event will take place in light of the current pandemic.**

i) to **undertake annual review** of Risk Assessment Schedule – deferred until December’s Parish Council’s meeting. **Action: Cllr Dennon to add to the agenda.**

j) to **resolve to undertake a review** of signage in general around the village in response to residents’ observations.

**Actions: Signage confirming the former Clerk’s home telephone number at the Playing Fields is to be replaced. Signage to be reviewed by Cllrs based on the following areas – Cllrs Dennon and Wharmby Playing Fields, Cllr Shepherd Broad Lane, Great Close and Wolsley Grange, Cllr Horsfield Thorpe Lane, Water Row and Old Road, Cllr Lloyd Church End, Cllr Hepworth Wistowgate, Cllr Cowling Maypole Gardens and Rythergate, Cllr Ward Chestnut Road and Sherburn Street. Reports to be provided in advance of December’s conference call and outstanding areas to be allocated in the meeting.**

k) To **receive and accept** actions from last meeting (attached) – **Accepted**

**Outstanding actions: Internet banking – Cllr Dennon and Cllr Cowling**

**OBS replacement bin – Cllr Luker**

**Application for tree works relating to willows near the Garth pond using existing tree report – Cllr Horsfield and Cllr Lloyd**

**8 FINANCE:**

a) to **discuss implications of AGAR and actions required** by external auditor (previously circulated)

**Actions: To pick up with new Clerk and Responsible Financial Officer.**

**Action All - Discuss appointment of new internal auditor**

b) to **resolve to authorise payment of this month’s bills - resolved**

Wicksteed £72 (paid) VAT £12 Annual Safety Inspection Report Play Area

PKF Littlejohn £240 VAT £40 AGAR

YLCA £15 (paid) vacancy advert

YLCA £30 (paid) cemetery webinar - Cllr Horsfield

Martin Bates £295 (paid) grass cutting

Websters £99:54 VISA VAT £16:59 footbridge repairs

YLCA £22:50 new councillor training - Cllr Horsfield

British Legion £40 VISA, cash poppy Wreath

M Bates (paid) Handyman net salary

BHIB £2786.82 (paid) insurance renewal

c) Income **r**eceived:

SDC Precept £16,230

d) to **receive** HSBC bank statement - **received**

e) to **receive** balance sheet - **received**

**9 GARTH REPORTS and agree any further ACTIONS**:

a) to **receive** update on Willow trees at pond requiring coppicing. A full application is required.

**Action: as detailed in 7k**

b) to **agree** Area 3 cutting back (Garth maintenance plan) to be undertaken Nov/Dec **ongoing**

c) to **agree** signs at the entrance on Sherburn Street and Broad Lane to be fitted

**Action: Handyman to fit these signs in conjunction with Cllr Wharmby**

**10 OLD BOYS’ SCHOOL REPORTS and decide any ACTIONS**:

a) To **receive** update on replacement bin still not delivered on site

**Action: as detailed in 7k**

b) To **receive** update on replacement guttering

**Action: 1 quote has been received. Additional quotes required. Cllr Cowling to post on Cawood Folk with responses being emailed to Cllr Hepworth via the OBS email address**

**c) Electricity supply to the OBS (NPower)**

**Action: Cllr Hepworth to get postcode from SDC as address stated as Cawood Common. Cllr Dennon to seek SDC contact information.**

**11 PLAYING FIELDS REPORTS and decide any ACTIONS**:

a) To **receive** update on Play Area actions needed following annual safety report - **ongoing**

b) to **resolve to ratify** decision to supplement hedging adjoining Wolsey Grange and inform residents the hedge will continue to be cut/maintained on the Playing Field side, and top – **ratified. See 3.**

**12 CEMETERY REPORTS and decide any ACTIONS**:

a) To **receive** update on meeting with STC **ongoing. Cllr Horsfield is arranging this**

**13 PLANNING:**

a) to **resolve to ratify** planning which required action prior to this meeting agreed at November 5th conference call 2020/1096/TPO Neirbo House, 2 Wistowgate, Cawood - **ratified**

b) Approvals

1. 2020/0756/FUL Erection of straw storage building extension Location: Hagg Farm, Hagg Lane, Cawood
2. 2020/0887/HPA **-** Erection of detached single storey garden room Location: Stoney Marsh, 12 Ryther Road, Cawood
3. 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 reduce 1no Willow tree by a third within the conservation area Location: Church End Farm, 54 Church End, Cawood
4. 2020/0442/S73 Section 73 to vary conditions 02 (opening hours), 03 (extraction) and 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 Location: Post Office Store, 2 High Street, Cawood

**14 Correspondence:**

a) Netwise have informed of connectivity issues and their endeavours to mitigate the situation.

b) Planning application received from SDC on 19 November 2020 – 2020/1105/HPA Single storey rear extension Location: Foxholme, 1 Sherburn Street, Cawood – **Action: deferred until December’s conference call**

c) Planning application (not yet provided by SDC) – 2020/1203/TCA Application for consent to fell and remove 2no silver birch trees (T1 and T3) and 1no cedar tree (T2) Location: 5 Wistowgate, Cawood – **Action: deferred until December’s conference call**

d) SDC correspondence on unitary authority – **no response to be made**

e) Residents of Maypole Gardens requiring vehicular access to behind their garden from the Playing Fields – **Action: Cllr Dennon to send agreed response based on discussion within the meeting**

f) Cllr Horsfield now using alternative Parish Council email address

There being no further business, the meeting closed at 10:15

Date of next conference call: December 3rd 2020 7.30pm, next full meeting: December 17th 2020 7.30pm