**MINUTES OF VIRTUAL MEETING OF CAWOOD PARISH COUNCIL HELD ON THURSDAY 17th DECEMBER 2020 AT 7.30PM**

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

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

**No apologies were received.**

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

**There were no declarations of interest.**

3. **VISITORS:**

**Susanna Gowlett attended as a visitor prior to taking up her appointment as Cawood Parish Council’s Clerk and Responsible Financial Officer.**

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

**There were none.**

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

No reply received from District Councillor Cattanach re Statement of Community Involvement. For information YLCA to raise as agenda item at next branch meeting. An accompanying report, to be agreed with YLCA in New Year, will be sent out with agenda.

**The issue is ongoing and District Councillor Cattanach is again to be emailed for a response as no response or acknowledgement has been received to date and it was suggested he be advised it will be discussed in the next YLCA branch meeting in February 2021. Action Cllr Dennon**

6. To **resolve to agree minutes** of November 19th, December 3rd meetings and the report from the conference call - **resolved**

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

A appointment of Clerk/RFO: to **resolve to accept the recommendation of the Staffing Committee** submitted to the Council for approval to **accept amendments to the Statement of Particulars, including start date of January 4th 2021 - resolved**

B appointment of Clerk/RFO: to **resolve to confirm adoption of Annual Leave Policy and Staff Development Policy as recommended by Staffing Committee and to discuss adoption of Emergency Dependents Leave Policy – adoption of all three resolved. Action Cllr Dennon to put on website**

C to **resolve to ratify annual review of Risk Management Schedule and agree to hold an interim review in June 2021 – resolved. Action: Cllr Horsfield to convert PDF to word document and supply to Cllr Dennon. Cllr Dennon to revise document and add date to the diary.**

D to **receive updates** on street light provision for Water Row

**Ongoing as waiting for contractors to conduct a survey in January 2021. Action Cllr Hepworth**

E to **resolve to agree** to amendments of Health & Safety Policy, following “working from home” statutory updates **– resolved. Now includes reference to COVID and working from home. Action: Cllr Dennon to amend review date**

F to **resolve to agree** to continue emergency actions next year (interim conference calls) - **resolved**

G to **resolve to ratify actions agreed following a review** of signage in general around the village in response to residents’ observations - **resolved**

H to **resolve to agree** acceptance of upgrade package for Parish website – **Action: Cllrs Dennon & Horsfield to request discount due to number of issues currently being experienced with Netwise. Also to ask what happened at the weekend when email addresses could not be accessed; is this a problem unique to Cawood Parish Council and will it be resolved with the upgrade.**

ICommunity Hub **– Action: Cllr Hepworth to introduce himself as the Parish Council’s contact to the Headteacher re the Community Hub as no correspondence has been received as yet from the school**

J To **receive and accept** actions from last meeting and note actions still required – **accepted.**

Internet banking still ongoing. **Debit card and cheque payments to be made in the interim. Action: Cllr Cowling and Cllr Dennon**

**Gmail based email address for Clerk / RFO agreed and to be shared in advance of 4th January 2021. Action Cllr Cowling**

**Garth signage - £117 for 3 signs. Action: Cllr Wharmby to check if VAT is included**

**Thank you card also given to resident who has tended the Old Road border for a number of years**

**Pavilion NPower invoice - former Clerk to be contacted re invoice billing. Action Cllr Dennon**

**Letterbox to be purchased for OBS to resolve billing issues. Action Cllr Wharmby**

**8 FINANCE:**

A to **resolve to authorise payment of this month’s bills**:

British Gas (DD) £9:50 electricity box at Banqueting Hall

M Bates (paid) net salary

B&Q £21:92 VISA (MB) varnish

Zoom £14:39 for interview meetings

ICO £40:00 data protection annual fee

NEST £57:39 pension

NPower £30:45 OBS electricity, overdue bill (November)

BHIB £2780:00 insurance renewal

BHIB £6:72 additional premium

Giff Gaff £109:00 VISA (MC) Clerk’s mobile phone

Burn Fencing £75:00 VISA (MB) paling fence around Christmas tree

British Gas (DD) £8:06 electricity box at Banqueting Hall

Toolstation £25:45 VISA (MB) wood, some for stakes for Christmas tree

Sutcliffe Play £218: 70 VAT £36:45 replacement of crow’s nest play equipment

The Sign Shed £33:24 VAT £5:54 5mph signs at Playing Fields to pay

YLCA £10 Risk Assessments Webinar Session to pay

Cawood Feofees £428:00 OBS quarterly rent to pay

NPower £310:44 VISA OBS electricity paid

NPower £163:31 Pavilion electricity to pay

B Income received

Carl Smales £44:99 Purchase of Christmas tree lights

C to **receive** HSBC bank statement - **received**

D to **receive** balance sheet - **received**

E to **review and agree requirements for 2020/2021** Budget/Precept, info circulated, form to be returned by January 22nd 2021. **Option 1 agreed. Action: Cllr Luker to resend SDC email to Cllr Dennon in order to respond. Clerk and Chairman to sign the return after January 4th 2021**

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

**A quote has been received to coppice 6 willows, including clearing the site of wood and debris. Another contractor unable to quote until January 2021. Another contractor to be chased. Action Cllr Dennon. Other quotes welcomed. Action: All**

**Scalpings being replaced on Garth and footpath from Thorpe Lane by Handyman.**

**Damaged bench removed and being repaired by Handyman.**

**Hedge laying at Gill Green and Wolsey Grange hedge condition to be advised. Action: Clerk to coordinate visit by tree surgeon in January 2021**

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

A To **receive update** on replacement bin still not delivered on site

**New bin has been received and old bin taken away. 1 key received. Action: Cllr Wharmby to sort out key storage and ascertain if the old key fits the new bi**n.

B To **ratify agreement to accept quotation for work** on replacement guttering – **ratified. Guttering to be fixed in late January 2021. Date to be confirmed. Action: Cllr Wharmby**

**Meeting requested with Elmhirst Parker to discuss Old Boys School with the Feoffees to add to next month’s agenda. Action Clerk**

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

**Playing fields signage to be ordered as a result of agreeing Clerk’s new email address. Action Cllr Dennon and Cllr Wharmby**

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

**Meeting arranged for 19th January 2021 between Cllr Wharmby, Cllr Horsfield and Andy Argyll re the cemetery. Andy Argyll to be advised this is a combined visit to include his annual inspection. Action Cllrs Horsfield and Wharmby**

13 **PLANNING**:

A Applications:

2020/1281/HPA | Like for like replacement of a timber conservatory | Grange Cottage, Thorpe Lane, Cawood, Selby, North Yorkshire, YO8 3SG – **no objection**

**2020/1327/HPA** |Extending garage to front of house, replace conservatory with brick built structure within original footprint with bifold doors and create utility room within garage space | 86 Sherburn Street, Cawood, Selby – **no objection**

**Action: Cllr Luker to inform SDC of both**

B Refusal:

Proposal: Lawful development certificate for proposed BBQ cabin. Location: Nether Farm, 20 Church End, Cawood. Decision no: 2020/1057/CPP

14 **CORRESPONDENCE**:

A resident reported slippery conditions on Garth footbridge.

This has been reported directly to Sharon Taun for urgent action and reported on the NYCC portal by the Parish Council.

There being no further business, the meeting closed at 9pm

Date of next conference call: January 7th 2021 7.30pm, next full meeting: January 21st 2021 7.30pm