**MINUTES OF A VIRTUAL MEETING OF CAWOOD PARISH COUNCIL HELD ON THURSDAY 15th APRIL 2021 AT 7.30PM.**

**Members present: Cllr Dennon, Cllr Cowling, Cllr Shepherd, Cllr Luker, Cllr Horsfield, Cllr Ward, Cllr Wharmby.**

**2 minutes silence was held to mark the passing of HRH Prince Philip, Duke of Edinburgh**

1. To **receive** **APOLOGIES for** absence given in advance of the meeting and to **consider** the approval of reasons given for absence. **Apologies were received from Cllr Hepworth and accepted.**

2. To receive **DECLARATIONS OF INTEREST** in any matters on the agenda. Cllr Shepherd declared a non-pecuniary interest in agenda item 14D.

3. **VISITORS: 2 residents attended the meeting**

Items 7A, 7B, 7C were brought forward by the Chairman.

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

A Fly tipping on Broad Lane, reported to Selby District Council

B Damaged village entrance sign at Great Close, reported to handyman

C Maintenance requested for footpath off Broad Lane, reported to NYCC paths team

D Monthly report from new Community Police contact still not forthcoming **ACTION: Clerk**

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

Email from Cllr Cattanach RE Bus Service. Due to current situation, the Parish Transport Initiave would require Cawood Parish Council to underwrite £4000 this year. Until full buses can run again, the service will not return. **ACTION: Clerk**

6. To **resolve to agree minutes** of 18th March 2021 meeting and the report from the conference call, 1st April 2021. **RESOLVED Action: Cllr Dennon**

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

A To **resolve to accept** for consideration 2 formal requests from residents to withdraw planning observations submitted to SDC Jan 22nd 2021 in regard to Planning Application: 2019/1008/COU **RESOLVED**

B To **resolve to ratify** agreement not to withdraw planning observations submitted to SDC Jan 22nd 2021 in regard to Planning Application: 2019/1008/COU **RESOLVED**

C To **resolve to ratify** agreement not to pursue further investigations regarding a declaration of non-pecuniary interest made in January alleged to involve Cawood Parish Council in relation to Planning Application: 2019/1008/COU **RESOLVED**

D To **resolve to ratify** response to residents regarding 7B, 7C and other matters relating to Planning Application: 2019/1008/COU **RESOLVED**

E To **resolve to accept** recommendation from councillors involved in Clerk’s induction of Clerk’s successful completion of induction **RESOLVED**

 F To **resolve to accept** recommendation from councillors involved in Clerk’s induction, an increase in Clerk’s hours by 2 hours per week **RESOLVED Action: Clerk (Autela)**

G To **resolve to accept** recommendation from councillors involved in Clerk’s induction, change in when Clerk’s hours are undertaken **RESOLVED**

H To **discuss and consider** a proposedlong-term goal of expanding the remit of the Clerk/RFO to encompass CPC taking over the administration of the cemetery from STC **ACTION: Cllr Horsfield,**

 **Cllr Dennon**

I To **resolve to ratify** agreement to hold Annual Parish Meeting and Cawood Parish Council’s Annual Meeting on May 6th to enable them to be held virtually **RESOLVED Action: Clerk, Cllr Dennon**

J To **resolve to record,** as required by GDPR Article 33(5), a personal data breach occurred in March 2021 involving councillor and resident email addresses as a result of human error **RESOLVED**

K To **resolve to agree** the ICO need not be informed of the event as it is judged that people’s rights and freedoms have not been jeopardized **RESOLVED**

L To **resolve to ratify** agreement, in response to the personal data breach incident, to produce a security incident procedure document to mitigate a breach recurring **RESOLVED Action Clerk, Cllr Dennon**

M To **discuss** investigating broadband usage and issues with a view to requesting an upgrade to the BT exchange on Wistowgate **ACTION: Cllr Cowling**

N To **resolve to agree** to thank 2 local businesses, The Family Tree Nursery & Sherwood’s Wood Supplies, for their offers of goods in support of Cawood Grows Together . The PC also acknowledge donation of gravel from a resident. **RESOLVED, ACTION: Clerk, Cllrs Shepherd and Dennon**

O To **resolve to agree** staffing committee meeting notes of 11/02/2021 (attached) **RESOLVED**

P To **resolve to agree** to setting up a standing order for payment of quarterly rent for the Old Boys School **RESOLVED Action: Clerk**

Q To **resolve to agree** the reduction of signatories on the banking mandate **RESOLVED Action: Clerk**

R To **resolve to accept and agree** information from the Clerk regarding the electricity contract at the Cricket Club **RESOLVED**

S To **resolve to send** a letter of condolence expressing sadness upon learning of the sad death of HRH Prince Philip, Duke of Edinburgh on behalf of the Parish Council and villagers of Cawood **RESOLVED Action: Cllr Dennon**

T To **receive** CIL and S106 six monthly statement from Selby District Council **RECEIVED**

U To **resolve to ratify** from April’s conference call, the following actions: cemetery plot request, deferral of Garth Maintenance Schedule to next conference call, agreement to contact police commissioner for support RE HGVs in village, dog waste bin on Fostergate **RESOLVED**

V To **receive and accept** actions from last meeting (attached) and note actions still required **RECEIVED**

**8 FINANCE:**

A to **resolve to confirm authorisation of payment of this month’s bills**: **RESOLVED**

S Gowlett (to pay) net salary

March Overtime: 4hrs 40mins March Training: 5hrs 20mins Total: 10hrs

M Bates (to pay) net salary

NEST (paid) pension

S Gowlett (paid) £10.00 Monthly WFH Allowance

Branches Out (paid) £1200.00 Willow Coppicing (Garth)

YLCA (paid) £449.00 Yearly Membership

Zoom (paid) £11.99 VAT £2.40 Remote Meetings

Sarah Bates Design (paid) £117.00 Garth Signage

Osprey Signs (paid) £200.00 Rubbing Plaques

GiffGaff (paid) £6.00 Clerk’s Mobile

British Gas Lite (paid) £7.13 VAT £0.36 Christmas Box Electric

Eon Next (to pay) £127.02 VAT £6.35 OBS Electric

Eon Next (to pay) £16.30 VAT £0.82 Cricket Club Electric

**Harrisons Signs (to pay) £260.00 VAT £52.00 Playing Field Signage**

B Income Received

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

D to **receive** balance sheet – attached

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

**Log ends vandalised, and stolen. Post to go on social media and website Action: Cllr Dennon**

**Tree between Garth and Gill Green falling down. ACTION: Cllr Wharmby**

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

A Deferred external safety inspection **ACTION: Cllr Wharmby**

**Problem with light above defibrillator ACTIONED: Cllr Wharmby**

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

**Wolsey Grange hedge: to request resident does not involve themselves in maintenance ACTION: Cllr Lloyd**

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

**Blockage jetting first discussed in January 2021** **ACTION: Cllr Luker, Clerk**

13 **PLANNING**:

A 1 Application: Prior notification for proposed demolition 2no large derelict greenhouse and brick outbuildings Location: 23 Ryther Road, Cawood Ref No: 2021/0292/DEM **NO OBJECTION ACTION: CLERK**

B 1 Approval: Demolition of existing flat roof garage and erection of single storey extension to the side and new detached garage Location: Still Waters, 15 Ryther Road, Cawood Decision No: 2021/0033/HPA

B 2 Approval: Application for consent to crown reduce by 20-30% to 1 Populus Alba tree within the conservation area Location: 14 Riverside Court, Cawood Decision No: 2021/0134/TCA

 14 **CORRESPONDENCE**:

A Selby Town Council regarding a resident request for ashes plot in cemetery (Item 7U)

B Resident contacted Clerk RE grass cutting (attached) **ACTION: CLERK**

C Resident has adopted the two square planters on Bishopdyke and will paint them, so they no longer need removing

D Resident contacted Clerk RE Yorkshire Water works on Gill Green (previously circulated)

Date of next full meeting 6th May 2021 to incorporate the Annual Parish Meeting and Cawood Parish Council’s Annual Meeting as per item 7I

There being no further business, the meeting closed at 22:15 hrs

Susie Gowlett

Clerk and Responsible Financial Officer

Cawood Parish Council

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