

NORTH DUFFIELD PARISH COUNCIL

Clerk/RFO: Mrs S Look, 72 Main Street, Wheldrake, York, YO19 6AA
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Minutes of the Parish Council meeting held on 2nd April 2020

Virtual meeting due to COVID-19 pandemic lockdown

37/20 Letter of resignation from Councillor Wells (Chairman) accepted.

Resolved to elect new chairman when more councillors are present. Cllr Taylor to chair April meeting and new chair to be proposed at each meeting.

Resolved to advertise casual vacancy for councillor position after 14th April if an election is not required.

38/20 In attendance: Cllrs N Taylor (Acting Chairman), A Carr, R Hemingway and J Smith. S Look (Clerk). Ward Cllr Topping. County Cllr Musgrave.

Apologies for absence: Cllrs. R Arrand, N Gray, L Richardson and C Walker.

Declarations of interest: No declarations of interest received.

39/20 Minutes of the monthly meeting of the Parish Council held on 5th March 2020 were proposed, seconded and unanimously agreed as a true and correct record.

40/20 To allow the council to operate on a minimum requirement basis in response to the Covid19 pandemic lockdown, councillors resolved that the following items are delegated to the Clerk until further notice:

- a. Planning applications; after consultation with a minimum of 4 councillors, a summary response will be circulated to all councillors for comment prior to submission to Selby District Council by the Clerk.
- b. Finance; all standard recurring payments listed as line items on the budget will be paid by the RFO at the appropriate time to prevent any late charges, such as salaries (Autela), dog waste bags etc. Non recurring payments, such as one off costs street lighting or expenses to be authorised by a minimum of 2 councillors by e-mail prior to payment. All cheques to be signed by two councillors. All payments will be formally authorised by the full council at the next full council meeting. RFO to prepare end of year accounts in accordance with normal procedures and circulate to all councillors. On the acceptance of a minimum of 4 councillors, they will be signed by the Clerk and Chairman as applicable for submission to the external and internal auditors. The accounts will be accepted by resolution at the next full council meeting.
- c. Responses to other communications; Clerk will circulate at the earliest opportunity any communication from 3rd Parties which would normally be presented at a meeting for consideration by the council. The clerk will circulate the summary response to the full council prior to responding to the 3rd Party.

Measures will only be required if remote meetings are not possible. NALC have issued new guidance allowing remote meetings until May 2021. Audit publication deadline extended until 30th November 2020.

41/20 Allotments:

- a. Allotments update given by Councillor Taylor. Resolved to allow allotments to remain open unless instructed to close by government. New COVID-19 rules and requirements sent to all tenants.
- b. Resolved to purchase turf for pathways between the allotments and gravel for the main path. Turf approx. £161 + VAT. Gravel will be approx. £40. Expenditure agreed by councillors.

42/20 Public time

- No items received.

43/20 Receive Ward Councillors' reports

- Cllr Musgrave reported that SDC and NYCC are running under emergency powers. Support is available for vulnerable people in the village. A NYCC central helpline number has been set up for people who cannot get help locally. Regular bulletins from Chief Executive are being forwarded to councillors. Locality budget funding is available to support local community groups. Government grants will be available via the SDC for small businesses. North Duffield has got a local support group helping people.
- Councillor Topping added that Selby and District AVS are offering support too. Selby committee meetings will start again over the coming weeks with access online.

44/20 Planning Applications

- a. 2020/0181/FUL. Land at the Paddocks, York Road, North Duffield. Proposed erection of a dwelling, garage and glasshouse and construction of an access road on the land to the west of York Road. Councillors resolved to support the application.

45/20 Planning Decisions

- 2020/0037/HPA. Holmewood, York Road, North Duffield. Proposed alterations and extensions. Permission granted.

46/20 Financial Matters

- Transactions considered for approval and payment:

02.03.20	City of York Council; contribution to Fri/Sat night bus service to York	£471.96
05.03.20	S Look; expenses for March including monthly home working allowance.	£45.90
16.03.20	Autela payroll; Jan- March 2020	£58.91
16.03.20	YLCA; annual membership	£423

- It was resolved that all transactions were proposed, seconded and approved by councillors.

47/20 Confirmed that the next monthly meeting of the Parish Council and the Annual Parish Council meeting is to be held on Thursday 7th May 2020 at 7pm in Chapel Schoolroom, North Duffield. Confirmed that Annual village meeting to be cancelled as advised by NALC. Meeting closed at 8pm.

Signed:

(Chairman)

Date: