

**NOTES OF ACTIONS APPROVED BY RUFFORTH WITH KNAPTON PARISH COUNCIL  
HELD BY EMAIL WITH THE CLERK IN LIGHT OF CORONAVIRUS CRISIS  
6 APRIL 2020**

**COUNCILLORS RESPONDING:**

Cllr P Rollings (PR) Chairman	Cllr Mrs J Wright (JW)	Cllr A Mate (AM)
Cllr Mrs A Powell (AP)	Cllr M Reynolds (MR)	Cllr J Flynn (JF)
Cllr Mrs H Butterworth (HB)	Cllr N Murray (NM)	

**001 Minutes of previous meetings:** All agreed the minutes of 2<sup>nd</sup> and 18<sup>th</sup> March 2020

**002 Ward Councillors Comments:**

1. Cllr Barker has been recalled to the military for an unspecified time (originally 10 days but liable to be extended) and will be incommunicado
2. All council meetings have been cancelled, although video conferencing might be set up for statutory committee meetings – Planning, Licencing – which still need to continue by law.
3. Routine council services such as dealing with potholes, fly-tipping, graffiti etc will be suspended due to staff shortages. Litter bins will still be emptied as will grey bins and recycling boxes, but green waste will probably not be collected.
4. The ward committee grant fund for safety and security can now be allocated to e.g. community self-help groups and will be fast tracked on application. Non-constituted bodies will be eligible for grants. If they do not have bank accounts, it would be great if the local parish council could make use of their bank accounts to receive and distribute funds as needed.
5. In the absence of Cllr Barker, Cllr Smalley (who is the executive responsible for the ward committee funds) will decide on whether a grant should be agreed based on the recommendations of Cllr Hook.
6. Centres have now been set up for distribution of essential supplies to vulnerable people who do not have access to friends and neighbours for help.
7. If people are vulnerable and do not have access to friends and neighbours for help (remember this may vary over time as friends and neighbours become unwell or unreliable), they should register or be registered by ringing 01904 551550 or emailing [covid19help@york.gov.uk](mailto:covid19help@york.gov.uk)
8. Anyone who wants to volunteer can do so via the NHS or ringing 01904 551550 or email [volunteering@york.gov.uk](mailto:volunteering@york.gov.uk). Some volunteering involves ringing vulnerable people, so can be done when self-isolating.
9. Other briefings are coming from the council about help for businesses and the self-employed etc. If you are not receiving them please say and they will be emailed to you as appropriate.
10. Cllr Hook is trying to compile a list of businesses which are doing home delivery and are based in the ward. There are similar lists, but none of the businesses they report are based in Rural West York (RWY) and the good work being done in RWY needs to be recognised and the services publicised as far as possible. If anyone knows of any such businesses, please inform Cllr Hook, with contact details if possible.
11. The Rufforth Family Network Facebook Page has lots ideas for help around the village and a network of community volunteers has been set up. Feedback on how effective this is would be welcome as would be some parish council involvement, especially if funding is sought per 3 above.
12. Cllr Hook is contactable at any time by phone/email if needed

**003 Clerk's report:**

Jim Cavanagh has promised work will start asap to the pond but with flooding, and then Coronavirus, his staff have been diverted to flood clean ups and refuse collections etc.

**004 Finance:**

Invoices to be paid: Clerk's salary and burial fees	£506.48
Clerk's expenses last ¼	£ 96.63
Last ¼ PAYE to HMRC	£ - 28.76 (PC will get this back eventually!)
Hedge cutting NBG & Southfield Ln to HB	£ 50.00
YLCA membership subs	£409.00
Payments received: Credit from Wel Medical Ltd	£ 40.98
Invoice 216 Burial plot & Interment	£1164.00
VAT reclaim from HMRC	£ 901.01

We will also be getting back the £115 from YLCA for NM's Planning Training that was cancelled.

Peter has proposed that as the precept has been raised by £100 this should be added to the reserves policy, this was agreed.

The Clerk currently has authority on the banking mandate to use telephone banking. During the coronavirus crisis it may be necessary to make use of this facility due to the potential difficulties in cashing cheques. PR proposed that for a period of 12 weeks (with a review to extend if appropriate) the Clerk is given authority to make payments including to herself via the telephone banking facility. All payments will be pre authorised by councillors who are cheque signatories. The Clerk will scan and circulate copies of bank statements to all councillors to ensure good governance. Once Coronavirus restrictions are lifted council will revert to normal practice. All councillors agreed with this. The Clerk will look into Internet Banking and come back to councillors for approval if wanted.

**005 Burial Ground:** We have had one burial during March. It was decided to post notices on the gates into the Burial Grounds saying that due to Coronavirus the Burial Grounds were closed to visitors until further notice. They do however remain unlocked.

**005 Grass Cutting:** AJT Garden Services rang the Clerk to say he will cut the grass when possible but his employee had been furloughed. He said he might try to do it very early one morning so apologies to people if they are woken by him.

**006 Planning:** There had been nothing new through this month but 20/00096/FUL Apple Tree Cottage, Wetherby Road, Rufforth for a single storey rear extension has been approved.

**007 Cycle Path:** Yorwaste have completed the repairs to the surface of the path over the tip. The underpass is now drained of water.

**008 The Annual Parish Meeting:** The Government has changed the legislation for this year and stated that we do not have to hold an Annual Parish Meeting. They have also stated that the Annual Meeting of the Parish Council can be postponed until May 2021 with current chairman, vice chairman and representatives remaining in those positions until then unless the Parish Council decides otherwise.

**009 Rufforth Community Festival:** JW reported that this has now been cancelled due to the current crisis.

**010 Agenda Items requested last meeting:** The Main Street/Knapton junction, Rufforth telephone box and The Tankard Inn will all have to be deferred until after the current crisis.

**011 Yorwaste Site Entrance:** Work on this had been all set to go ahead but is now delayed due to Covid 19.

**012 Delegation to the Clerk and RFO:** Councillors agreed that the Council empowers the Clerk/RFO to do anything expedient and necessary to ensure the continuous business of the council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable. The council agreed that the officer would consult with the chairman and/or vice chairman in the decision making but council must acknowledge that it is the officer that is the decision maker. The Clerk will only use this authority if and when a quorum cannot be constituted.

Actions from April will be reported on 4 May 2020

Signed \_\_\_\_\_ Chairman \_\_\_\_\_ Date

Mrs S Warden, Parish Clerk Tel: 738751 Email: rufforth.pariah.council@hotmail.co.uk

[www.rufforthwithknapton-pc.gov.uk](http://www.rufforthwithknapton-pc.gov.uk)