

MINUTES OF THE AILSWORTH PARISH COUNCIL MEETING ON MONDAY 18th MAY 2020 AT 7.30pm

Present were **Councillors** Mrs J Pickett (Chairman) Dr M Ellershaw (Vice-Chairman, arrived 19.40), Mr M Samways, Mr J Phillips, Mrs A Perkins, Mr R Moon **Clerk** Miss J Rice.

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| 20/21 | INTRODUCTION TO THE REMOTE MEETING AND A CHECK THAT ALL ARE CLEAR WITH HOW IT IS BEING RUN AND HOW SPEAKING/VOTING IS CONDUCTED. The chairman started the meeting and arrangements were confirmed as the same as previously used. | |
| 20/22 | APOLOGIES FOR ABSENCE To receive and note apologies received and if accepted by the Clerk. No apologies for absence were received, except Cllr M Ellershaw arriving a little later than 7.30pm. | |
| 20/23 | DECLARATIONS OF INTEREST To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting during the transaction of that item of business). There were no declarations of interest made. | |
| 20/24 | PUBLIC PARTICIPATION A maximum of 15 minutes is permitted for members of the public to address the meeting. The Zoom link was added to the agenda details on the website. Residents could also submit questions or There were no members of public present | |
| 20/25 | MINUTES OF THE LAST MEETING (previously circulated) The minutes of the last meeting were agreed as a true record and will be electronically signed by the Chairman, as permitted during the pandemic. Action clerk | |
| 20/26 | MATTERS ARISING None | |
| 20/27 | GOVERNANCE MATTERS | |
| | 27.1 | To vote for election of chairman and vice chairman or agree continuation for another year The chairman asked what councillors wanted to do as there is no requirement to hold an annual meeting of the parish council, although it can be held and a vote taken on nominations for chairman. The chairman was happy to continue and there was only one nomination for chairman, Cllr J Pickett, who was proposed, seconded and unanimously voted in as chairman until next May. The election of vice-chairman took place on arrival of Cllr M Ellershaw, who was also duly proposed and seconded and unanimously voted in as vice chairman. |
| | 27.2 | To receive and note annual report from chairman. The revised report had been previously circulated and all received, noted and had no comments on the report. All agreed that a thank you should be sent to Mr and Mrs Judge for their recent contributions. Action clerk to arrange |
| | 27.3 | To receive and agree revised financial regulations, herewith The new, model financial regulations were received, noted and adopted. Action clerk to put on website |
| | 27.4 | To receive and agree revised asset list, herewith The revised asset register was received, noted and adopted. |
| | 27.5 | To receive and discuss financial "checker" process, as per financial regs, form herewith The clerk explained that instead of the present 6 month audit, there should be a monthly or quarterly check of invoices and bank reconciliation from statements by councillors as part of internal controls. The new form and process was agreed that this could be done with the quarterly budget report, with statements and invoices before a meeting. Scans may need to be done whilst remote meetings are in place. Action clerk to set up |
| | 27.6 | To review councillor areas of responsibility and check list The list was discussed and areas of responsibility agreed. The revised list will go on the board as information to residents with the clerk as contact. Action clerk to alter and put up |
| | RECREATION GROUND/VILLAGE GREEN/BUS SHELTER | |

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| | 28.1 | To receive update on play/MUGA area usage in lockdown period, to discuss any issues and agree any actions. There have been no major issues reported. It was reported that the grass in the small play area has not been cut and should be cut on the next contractor visit so that it will be ready for use when this is permitted. The clerk also remarked that no invoices have been received by CGM yet this year. Action clerk to chase up/inform CGM, Cllr Samways to remove gate tag |
| | 28.2 | To receive update on costs to do minor repairs to play equipment A quote has been requested but not yet received. Action clerk to chase up |
| | 28.3 | To receive quote for re-painting MUGA shelter A quote has been requested but not received as yet. Action clerk to chase up |
| | 28.4 | To note and thank those that prepared the VE Day commemoration material on the green It was noted and agreed that the fabulous effort made by residents to decorate the green and post box will be recognised. |
| | 28.5 | To discuss trimming path edges in recreation ground The issue of the encroaching grass across the path making it quite narrow was discussed and it was decided that as there had been no complaints and the use of any herbicides was discouraged, it would be left as it is. |
| 20/29 | FINANCE | |
| | 29.1 | To agree AGAR accounting statements and governance statements, herewith. Chairman to sign. The chairman read out the governance statements which were all agreed and the accounting statements were accepted by the internal auditor. The AGAR forms were duly signed by the chairman. Action clerk to scan and submit |
| | 29.2 | To receive up to date finance report, The finance report was received and noted and there were no questions. |
| | 29.2 | To consider the possibility of switching to Unity Bank Ltd for on-line authorisation The clerk explained that Santander Bank do not currently offer an on-line authorisation step process and therefore all payments are set up and paid by the clerk. She mentioned that Unity Trust Bank do offer this service which would enable more payments to be made on-line and authorised by a signatory as the cheques are. Action clerk to investigate further |
| | 29.3 | To note VAT reclaim done on line and payment received The submission and payment of VAT reclaim was noted. |
| 20/30 | COMMUNITY ENGAGEMENT | |
| | 30.1 | Castor & Ailsworth Covid-19 volunteer scheme update and agree any actions APC need to take. It was reported that no more material was needed for scrubs being made by residents. Printing costs so far were £550 and Ailsworth need to add to their initial donation to make up their percentage share as only £200 was initially donated out of an agreed possible £1000. Action Cllr Perkins to ensure the organisers are aware. |
| 20/31 | PROJECTS | |
| | 31.1 | To receive ideas on logo design and agree use Suitable photos have been taken and will be fashioned around the title text and ideas circulated. Action Cllr Phillips |
| | 31.2 | To note an all parishes Zoom meeting on 18th May Langdyke Trust invite and PC attendance. The meeting was noted and feedback/actions will be discussed on receipt from the CPC chairman |
| | 31.3 | To receive update on wildflower meadow if any, C/F from prev meeting Cllr Ellershaw reported that nothing will probably happen until after lockdown now. Cllr Ellershaw also mentioned woodland with picnic benches in Sutton were in her opinion a further, similar project to investigate for Ailsworth land. |
| 20/32 | VILLAGE GROUPS; to receive any relevant updates. None received. | |
| 20/33 | PARISH LAND AND ALLOTMENTS | |
| | 33.1 | To receive update on allotments and resolve any actions needed. Includes security lights in view of recent thefts. An update on the allotments was given and unfortunately the PCC litter pick equipment was stolen in the recent shed break ins. An enquiry will be made about replacements. Action Cllr Perkins |

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| | | A request for security lighting and a contribution towards costs for the allotment holders involved in the thefts was discussed but decided against at the present time. Action clerk to feedback | |
| | 33.2 | To receive update on improving the water supply at the top end Following a request, this has been investigated recently and the hose was straightened. It was decided to monitor this to see if it solved the problem before having to fit another tap as this could be a much more costly option and might not be needed. Action clerk to feedback | |
| | | Other land / crime updates received were noted; Reports of more flytipping were confirmed and have been reported. Also, an issue around unauthorised metal detector use has been dealt with and suspicious behaviour in woods north east of Ailsworth. | |
| 20/34 | PLANNING APPLICATIONS | | |
| | 34.1 | 20/00569/HHFUL s/s rear extension, front porch alteration and internal alterations at 24 Helpston Road No concerns were raised with this application and will be sent to Planning Dept. Action clerk | |
| | 34.2 | Re-consultation of 20/00365/HHFUL 2 storey rear extension with 2 rooflights to be installed into rear roof elevation at 15 Maffit Road Awaiting decision. A re-consultation on this application has been received however only minor changes made. | |
| | 34.3 | 20/00212/HHFUL proposed construction of a s/s rear extension at 3 Main St. Awaiting decision | |
| 20/35 | FOOTPATHS AND RIGHTS OF WAY | | |
| | 35.1 | To receive feedback on issues on Station Road/breaches of restrictions/road closure request Feedback from Peter Tebb, PCC, was received and noted that a temporary road closure is not possible for this reason. Breaches of the restrictions are being reported and public are advised to report them to the police where appropriate. The feedback about the speed restriction measures from Mr Tebb was also noted, however it was noted that no dates were given and further liaison with Castor PC ongoing. Action Clerk to chase again and respond to queries. | |
| | 35.2 | To review requests for Speedwatch volunteers in the village The clerk reported that there had been requests to start a Speedwatch scheme in the area, particularly Station Road and she had investigated and got feedback as there are schemes in other nearby villages. It was decided that this should be a joint PC venture and as such will be added to the joint meeting agenda. It was further decided to suggest that a remote meeting is held for a joint meeting if possible, as it had been a long time since joint topics had been addressed. Action clerk to contact CPC | |
| | 35.3 | To note request for possible reduced verges in Main St for parking referred to PCC P Tebb Feedback that the conversion of verge to parking is too costly for PCC was received and questioned. Costs could be met by the PC. Action Clerk to respond to PCC. | |
| 20/36 | COMMUNICATION/WEBSITE/PARISH NEWS Agree any communication necessary via notice board, facebook or website. Posters will be put up about mental health awareness week. | | |
| 20/37 | CLERK REPORT –receive and note correspondence not previously circulated and decide any items to bring back to future meeting To receive and note communications and updates from PCC/Cambs County Council/CAPALC/NALC and resolve any further action needed. | | |
| 20/38 | ORDERS FOR PAYMENT/RECEIPTS | | |
| | Payments were agreed as follows; | | |
| | 38.1 | HMRC employer tax for April | £1.80 |
| | 38.2 | Clerk pay £243.10 plus home office £27(increased) - PAYE payable 31/5/2020 | £268.30 |
| | 38.3 | Internal auditor, Colin Brown 5.5 hours | £82.50 |
| | 38.4 | Zoom subscription shared pm J Rice paid | £3.20 |
| | 38.5 | J Rice ink cartridge subs increased and shared pm J Rice paid | £4 |
| | 38.6 | J Rice mileage | £19.80 |
| | 38.7 | Water bill | £1.18 |
| | 38.8 | TSO web hosting | £8.34 |
| | | It was further agreed to pay a CGM invoice if it arrives as it is agreed contract work anyway. Work and cost to be checked in light of recent reduction in work. | |
| | 38.9 | Receipts VAT reclaim received 29/4/2020 was noted | £704.01 |
| 20/39 | DATE OF NEXT MEETING | It was noted that the date of the next (probably remote via Zoom) meeting is Monday 15 th June at 7.30pm | |

