

MINUTES OF THE AILSWORTH PARISH COUNCIL MEETING

ON MONDAY 20th JULY 2020 AT 7.30pm

(Held by Zoom video conferencing due to the ongoing pandemic and restrictions on meeting in person)

Present were Councillors Mrs J Pickett (Chairman) Dr M Ellershaw, Mr M Samways, Mrs A Perkins, Mr R Moon, Mr J Phillips

Clerk Miss J Rice.

Members of the Public; 5. Mr J Hodder, Mr D Goy and Mrs N Goy, Mr C Smith and Mrs M Benoiton-Smith

20/57	APOLOGIES FOR ABSENCE	
	To receive and note apologies received and if accepted by the Clerk. There were no apologies.	
20/58	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 (pecuniary, personal or other) 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). Cllr Pickett declared an interest in item 68.1.	
20/59	PUBLIC PARTICIPATION	
	A maximum of 15 minutes was permitted for members of the public to address the meeting. Mr D Goy said that their planning application had been submitted (and is on the agenda) and he was there to answer any questions from the council. He stated that he had visited the neighbours to work with them and that both they and PCC Conservation Officer were supportive of the new plans. The council had no questions and will decide on a response later in the meeting. Mrs M Benoiton-Smith explained they were there to discuss their request for approval to hold an outdoor drive in cinema event on the recreation ground field. They had not heard back from Castor Parish Council following a request to hold one at the cricket club. They had sent in questions and answers and these were circulated by the clerk. They confirmed that there would be no sound as drivers tune in via their FM. The council confirmed there are no facilities but they would provide portaloos. Traffic was a concern however they stated it should be ok as they stagger arrival times and will inform the police and fire services and will see neighbours. It is only dependent on having no high winds as that affects the screen. They confirmed that they have insurance, will do dates to suit, will mark out for social distancing and arrange all tickets on line and advertising. It would be a family friendly film. The council said it would discuss later on and confirm a decision asap. Action clerk	
20/60	MINUTES OF THE LAST MEETING on 15th June 2020 (previously circulated)	
	The minutes were confirmed as a true record and signed electronically as per the current arrangements.	
20/61	MATTERS ARISING. Free Active Holiday Camps, feedback from school. The school had been approached about running these however the headteacher said they would possibly have their own camps although he was not in a position to confirm anything with all of the current back to school arrangements and restrictions.	
20/62	GOVERNANCE MATTERS	
	62.1	To receive and agree to adopt the model grievance and disciplinary policies, herewith. These policies, for employees ie the clerk were both agreed and adopted. Action Clerk to put on website
	62.2	To receive and review information from the website provider regarding making the website accessibility compliant. The clerk gave information to the council received from the website provider on the levels of compliance available and the option to just have an accessibility statement for now as the website is part compliant anyway and the measures are disproportionate to the size of the council. This was discussed and it was decided that a maximum spend amount of £150 (being similar to other councils' measures implemented) would be agreed to be spent on suitable measures as advised by the provider, including a statement. Action clerk
	62.3	To receive revised risk assessment and checklist for carrying out an annual check of assets for insurance purposes and asset management as per financial regulations, herewith Councillors confirmed receipt of the revised list and it was agreed to have the bus shelter revalued and the other assets will be checked as per the annual checks required and reported back next meeting. Action Councillors

	62.4	To review the asset register values for insurance renewal purposes – due 1st October, herewith See above re bus shelter. Other values considered adequate.
	62.5	To review insurance policy renewal and resolve action. The clerk stated the insurance renewal is due as part of the 3 years long term agreement with Came and Co and a pre renewal risk survey has been requested. She will send this information off once building is revalued. The event at the field will also be reported in case it is relevant although only council events are requested. Action clerk
	62.6	To note Cllr Perkins booked on Councillor Training course in August. This was confirmed and other councillors advised to attend if they had not. Cllr Phillips will check the dates to see if he can attend also. Action Cllr Phillips/others
	62.6	To receive and note new code of conduct consultation, deadline 17/8/2020, herewith Councillors had been sent the consultation document and they were requested to send any comments directly or via the clerk. Action councillors
	62.7	To note staff appraisal policy needed and pay review with national pay award due from 1/4/2020 and request for clerk hours review. The clerk suggested that a Staffing Committee be set up to review clerk performance and pay/hours formally. It was agreed that Cllr Perkins, Samways, Phillips and Pickett be on the committee and the clerk will send some terms of reference and a draft appraisal policy to be agreed. It was agreed that performance review pay increment be agreed at the same as the national pay increase has been agreed and back dated to April. Action clerk Cllr Perkins expressed thanks to the clerk for the recent hard work on the changes necessary as a result of the pandemic.
20/63	RECREATION GROUND/VILLAGE GREEN/BUS SHELTER	
	63.1	To review the re-opening of the play area at the recreation ground and discuss any issues and resolve to purchase new signs if necessary, prev circulated. It was reported that there are no issues at the play area and that users observe the rules. The clerk said that the insurance company had recommended basic, weekly checks of the equipment and goals is advisable and PCC are not at present conducting these and so a rota will be drawn up and a basic check/form completed by Councillors. It was decided that the current signs seem adequate but this will be reviewed by the checkers. Action clerk/councillors
	63.2	To receive feedback on minor repairs needed on play equipment and signs at the gym equipment and resolve action. The feedback from PCC is that no repairs are necessary. The springies could maybe be replaced as they are older and a bit tatty. The signs for the gym equipment are being reviewed by PCC too following advice on the annual inspection report. Other issues in the report are all low risk. Action clerk to chase
	63.3	To receive quote for re-painting MUGA shelter if available and agree a plan of action The specification for the repainting changed as it was thought wise to try anti-graffiti paint since the shelter had recently been painted with graffiti. A further quote using anti-graffiti paint will be sought. Action clerk A discussion was had about the recent graffiti and the potential cost of repainting versus the risk of more expense for more vandalism. It was agreed to ask for quotes for the option to remove the shelter all together and replace it with 2 benches for future consideration. Action clerk
	63.4	To receive information on the request for use of the recreation ground for an open-air cinema evening and resolve to agree or refuse the use, prev circulated. The councillors discussed this request in light of the information received prior and above. The clerk reported that Castor Parish Council had supported the idea but had concerns about the cricket club access road and hiring it out for a commercial venture. APC support a varied use of the recreation ground and voted in favour to allow this to go ahead they asked if a donation could be given to the council to pass on to a village group, the path is not driven over without some protection, if all litter is removed from site and if the wording to advertise it is agreed with the council. The council insurance company to be advised also. Action clerk to feedback.
	63.5	To receive update on bus questionnaires data and resolve/review action. This will be carried forward.
	63.6	To receive complaints about football teams playing at the rec ground in breach of current regulations regarding outdoor team sports and resolve action. Councillors were aware of recent complaints of large groups playing matches at the recreation ground. It was resolved that a councillor would go along on Saturday and speak to them to establish what club they're from

		and advise them of the rules. The residents concerned also need to report to the police as the council cannot police all activity. It was recognised that some sport there is a good thing as clubs have nowhere to train at present however this should not be preventing others or be contact type football. Action Cllr Phillips
20/64	FINANCE	
	64.1	To note AGAR reporting forms have been acknowledged and noted so no further action required after public notice to audit period expires. This was notes and a conclusion of audit notice will be displayed.
	64.2	To receive & note the quarterly finance report on expenditure vs budget and bank reconciliation, herewith. This was received and noted with no concerns or comments as expected position for this quarter.
	64.3	To receive and note the quarterly internal control checks feedback. To follow These were sent to Cllr Phillips but too late for this meeting. They will be sent back asap and circulated. Action Cllr Phillips/clerk
	64.4	To receive information on changing bank account from Santander as no online dual authorisation available This will be carried forward as banks have reduced working hours at present and not urgent
20/65	COM	MUNITY ENGAGEMENT AND JCAP
	65.1	To receive update on both the Castor & Ailsworth- Covid-19 volunteer scheme and Good Neighbours Scheme and agree any actions APC need to take. It was noted that another bill has been received from the village volunteer scheme and as upto £1000 was previously agreed, this will be paid. It was further noted that a GNS scheme Co-ordinator has been appointed and started that day.
	65.2	To note the agreed communication from councils was put on community facebook page to formally recognise and thank the Covid19 volunteer group and agree any other communication necessary via notice board, facebook or website and consider entries in the Village Tribune. This was noted. Other communication as and when required and village tribune entries to be put on joint meeting/future agenda.
	65.3	To receive feedback from the recent litter picking event It was reported that this was successful however some litter pickers still to be returned. Nene Park Trust are also doing regular litter picks too.
	65.4	To agree changes to the JCAP and ref email from John Hodder/John Haste re NP website Mr J Hodder had covered issues in his email and he will circulate the final copy as agreed by both councils. The issue with the NP website will be on the joint meeting agenda as Castor pulling out as they are getting a new website possibly with all the NP information on and a link could be put on APC's website.
20/66	PROJECTS	
	66.1	To receive final logo design and agree use. This will be carried forward due to time overrunning.
	66.2	To receive information and update on the Langdyke Trust All Parishes Nature Recovery Plan project and agree actions. There is a further meeting planned and feedback will be sent round. Action Cllr Ellershaw
20/67	VILLAGE GROUPS;	to receive any relevant updates. None received.
20/68	PARISH LAND AND ALLOTMENTS	
	68.1	To receive quotes for installing one or more taps at the Ailsworth allotments to improve the water supply at the far end and resolve which contractor to use. Quotes were read out by the clerk and it was resolved to go with the cheaper of the two. Action clerk to advise and request 2 taps to be installed. A 5% increase in allotment rent was also agreed.
	68.2	To note rent due for Station Road and New Close field allotments. This was noted and clerk to request.
	68.3	To note rental agreement and review terms/rent payments for coming year, herewith The rental agreements are left unchanged however the rent prices will be increased by 5%. Action clerk
	68.4	To note request to have gate locked down Station Road as accessed by campers. This has been reported to Nene Park Trust and will be part of the operational meeting on 29 th July.
20/69	PLANNING APPLICATIONS	previously circulated and noted as follows
	69.1	20/00212/HHFUL proposed construction of a s/s rear extension at 3 Main St. Awaiting decision
	69.2	20/00634/HHFUL proposed domestic Car Port within the existing curtilage of the property at 15 Main St. Response sent, Awaiting decision.
	69.3	20/00679/HHFUL proposed reroofing of existing utility and addition of bin store at 11 Helpston Road, deadline 30/6/2020. No concerns.
	69.4	20/00812/CTR Laburnum tree, crown by 2m, deadline 21/7 at 15 Helpston Road. No concerns.

	69.5	20/00681/HHFUL demolition of single storey rear snug and rebuilding of snug. Transformation of and uplifting of external appearance at 3 Maffit Road, deadline now 22/7/2020. It was agreed that as the Conservation Officer is happy with this revised application and the neighbour impact is heavily reduced and it is in line with the Neighbourhood plan, the council have no objections. Action clerk
20/70	FOOTPATHS AND RIGHTS OF WAY	
	70.1	To receive feedback from meeting with NPT and resolve any actions, prev circ It was noted that the next meeting is 29 th July and an update will be circulated. No further problems reported except the gate and issue already reported of people destroying the bank for beach area.
	70.2	To review Speedwatch scheme feedback on location. Due to time constraints, Cllr Perkins will circulate the information gained from meeting in preparation for the joint meeting.
	70.3	To note feedback from P Tebb, PCC, for reduced verges in Main St for parking, prev circ, and resolve action This will be carried forward. Action clerk
	70.4	To review speed restriction measures now on order, prev circulated, further complaint of speeding It was noted that this should be done in late July/August.
	70.5	To note report that footpath south of bypass to Sutton has been rotavated by the farmer and resolve action. This was missed due to time overrunning.
20/71	CLERK REPORT	
	<ul style="list-style-type: none"> a) To receive information from PCC on School Streets and improved cycling/walking provision for school children. b) To receive feedback from the Parish Forum 19/6/2020 on the future of the Liaison meeting, prev circ Information was received and noted. <ul style="list-style-type: none"> c) A further issue was reported regarding a possible leak in the water pipe in New Close, via the meter in Tween town field Castor It was resolved as an emergency that J Pickett be asked to investigate as doing work at allotments nearby. d) Another urgent issue was reported that the tree on the green had lost a branch and was looking rather poorly. It was agreed to request PCC to survey again. Actions clerk 	
20/72	ORDERS FOR PAYMENT – these were all agreed as stated	
	To agree payments to be made as follows;	
	72.1	CGM invoice no 231054 for a cut on 5/6/20 £186
	72.2	HMRC employer tax for June - due to tax code change £39.60
	72.3	Clerk pay £243.10 plus home office £27 - PAYE payable 31/7/2020 and 31/8/2020 £230.50 (July) August tbd when PAYE known
	72.4	Zoom subscription shared pm J Rice paid £3.20
	72.5	J Rice ink cartridge subs increased and shared pm J Rice paid £4
	72.6	J Rice mileage Jun/July £19.80
	72.7	J Rice stationery files and paper £10
	72.8	Future grass cutting bills as per contract tbc
	72.9	NCALC CiLCA % share of training £107.50
	72.10	Covid group £168.24
20/73	To note	Receipts. Savings account interest £48.59 Receipts £48.59
	DATE OF NEXT MEETING It was noted that the date of the next (possibly remote) meeting is Monday 21 st September at 7.30pm (no meeting in August unless an extra one is deemed necessary.)	