

# MINUTES OF THE AILSWORTH PARISH COUNCIL MEETING ON MONDAY 16<sup>TH</sup> MARCH 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. **Clerk** Miss J Rice. 2 Members of the public (See 6.7 below)

<b>19/1</b>	<b>APOLOGIES FOR ABSENCE</b>	
	To receive and note apologies accepted by the Clerk. None received Introductions were given to Richard Moon who was there as an applicant for one of the vacant Councillor positions	
<b>19/2</b>	<b>DECLARATIONS OF INTEREST</b>	
	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). Cllr Ellershaw declared an interest in planning item 13.5	
<b>19/3</b>	<b>PUBLIC PARTICIPATION</b>	
	A maximum of 15 minutes is permitted for members of the public to address the meeting. One member of the public addressed the meeting as a candidate for the councillor vacancy. Councillors had received information prior to the meeting, had no further questions. See item 6.7. Another member of the public, John Hodder, had questions and points to raise regarding the planning application 13.1 and lack of reference to the Neighbourhood Plan in the PC response. The PC resolved to list this on agenda items and routinely use the tick list refer in future. <b>Action Clerk for agenda and Councillors for agreed responses</b>	
<b>19/4</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b>	
	<b>To confirm and sign as a correct record the minutes of the meeting held on Monday 20<sup>th</sup> January 2020 (prev circ)</b> Minutes of the last meeting were agreed as a true record except that Andrew McDermott at Nene Park Trust had the wrong job title and is not the CEO but the General Manager. They will be altered and signed by the Chairman.	
<b>19/5</b>	<b>MATTERS ARISING</b> None	
<b>19/6</b>	<b>GOVERNANCE MATTERS</b>	
	<b>6.1</b>	<b>To receive, note and agree Health and Safety policy, previously circulated</b> The Council received, noted and agreed the Health and Safety Policy <b>Action clerk</b> to put on website
	<b>6.2</b>	<b>To receive, note and agree Data Breach policy, previously circulated</b> The council received, noted and agreed the data breach policy. <b>Action clerk</b> to put on website
	<b>6.3</b>	<b>To agree FOI model publication scheme circulated</b> The council agreed the FOI publication scheme. <b>Action clerk</b> to put on website
	<b>6.4</b>	<b>To agree changes to risk assessment</b> Changes were agreed. <b>Action clerk</b> to put on website It was agreed that if the VE Day celebrations still go ahead then <b>Cllr Perkins</b> will check the risk assessment is complete for the recreation ground.
	<b>6.5</b>	<b>To agree changes to assets list.</b> Telephone box to be added and then asset list agreed. <b>Action clerk</b> to amend and put on website and review list to insure with insurers
	<b>6.6</b>	<b>C/F To discuss and agree formalising a 1 and 3 year plan</b> It was agreed that a 1 year plan would be formalised at first, with a project list from the budget setting and ideas for future consideration and planning ahead, <b>Action Cllrs Ellershaw and Perkins</b>
	<b>6.7</b>	<b>Councillor vacancies – resolve action needed</b> Councillors spoke with Richard Moon and he left the room while a decision was reached to co-opt him as a Parish Councillor. On return, he was welcomed to the council A declaration of acceptance and register of interests sent and completed. <b>Action Clerk</b>
<b>19/7</b>	<b>RECREATION GROUND/VILLAGE GREEN</b>	
	<b>7.1</b>	<b>To receive update on play equipment and new bin installation.</b> The play equipment and bin are installed after very bad weather created problems for the workers. It is already popular especially the spinner. It was agreed to get a cost for some replacement matting for areas sometimes it is too muddy to use and a paint of the shelter to tidy up the rest.
	<b>7.2</b>	<b>To receive update on tree works carried out</b>

Minutes of meeting 16/3/2020 signed electronically due to the Corona virus pandemic. *Mrs Joan Pickett, Chairman*

		It was noted that the tree works have been carried out satisfactorily and the invoice paid.
	<b>7.3</b>	<b>To note hedge cutting carried out and invoice paid.</b> This was noted.
	<b>7.4</b>	<b>To receive information on equipment checks</b> Weekly checks are carried out by PCC staff and an annual check should be done also however no report has been received recently. This has been chased up and response awaited.
<b>19/8</b>	<b>BUS SHELTER</b>	
	<b>8.1</b>	<b>To agree donation for opening and closing the bus shelter</b> A donation payment of £200 was agreed to be paid. <b>Action clerk</b> to pay
	<b>8.2</b>	<b>To note new lock bought.</b> A new lock is needed but due to size it needs to be measured first.
	<b>8.3</b>	<b>To review data from bus service questionnaires and resolve next steps</b> It was agreed that the graphs and data will be put into one file with an appropriate narrative for presenting to the PCC. <b>Action Cllrs J Phillips and A Perkins</b>
	<b>8.4</b>	<b>To review use of bus shelter and letter, ref correspondence</b> It was noted that the bus shelter is requiring increased tidying up due to, it is thought, the roof of the shelter in the rec being removed. A response to the resident will be sent and a note in the Parish News to urge users to keep it clean where possible. <b>Action Clerk</b>
<b>19/9</b>	<b>COMMUNITY</b>	<b>ENGAGEMENT</b>
	<b>9.1</b>	<b>To note civic award presented to Mr John Hodder, nominated by Ailsworth Parish Council</b> It was noted that the PC was delighted to learn that John Hodder's nomination for an award was successful and he received his award at a ceremony recently.
	<b>9.2</b>	<b>To note update on Good Neighbour scheme</b> It was noted that a temporary help system is in place due to Coronavirus. An advert <b>is to be</b> placed for a co-ordinator post to start in July however this may be on hold for now.
	<b>9.3</b>	<b>To review items for the next joint meeting agenda</b> Agenda items have been circulated but due to the coronavirus it is anticipated that the meeting will be cancelled and it will perhaps be done by email/virtual means instead. TBC
	<b>9.4</b>	<b>To note update on NP website/JCAP</b> The Council noted that the NP website hosting is under review and the points mentioned by J Hodder about the Joint Parish Liaison Group agenda items and the review of the JCAP then.
<b>19/10</b>	<b>PROJECTS</b>	
	<b>10.1</b>	<b>To note communication re climate change project, with PCC, and resolve next steps</b> The project to work as a willing volunteer council with the PCC as a test case as per the communication was discussed. A vote taken and a majority voted in favour of proceeding. <b>Action Cllr M Samways</b> to meet with Andrew Nash and report back
	<b>10.2</b>	<b>To receive ideas on logo design and agree use</b> It was agreed that a high resolution photo of the sign is needed before a logo can be agreed. <b>Action Cllr J Phillips</b> to take and create the words around it.
	<b>10.3</b>	<b>To receive update on speed restrictions project, white gates, rumble strips and roundels</b> Despite more requests to PCC, nothing more has been heard or progressed. It is understood that redundancies are imminent at PCC and so this could be the cause of the delay.
	<b>10.4</b>	<b>To receive update on the possibility of a footpath alongside Station Road</b> It was noted that representations have been received from a resident. A meeting was held with NPT however it needs to be referred to the Footpaths Officer to investigate if a rough path could be mown into the protected verge,. <b>Action Cllr M Samways</b> to contact Additionally, a Woodland Grant scheme could help with a woodland area in the Station Road field. The idea could be built into the project plan for 2022. Additionally, the te Langdyke Trust doing wildflower project want an area near the postbox and Langdyke will scrape and plant a seed mix. A payment of around £50 was agreed as needed soon.
<b>19/11</b>	<b>VILLAGE GROUPS</b>	
	<b>a) Receive and note Cycle West project, communication, circulated and resolve action</b>	This was received and noted. It was agreed that a response will be sent to say the PC supports the project and has contributed money and a planning response will be sent as and when an application is submitted as part of the normal planning process. <b>Action clerk</b> to respond
	<b>b) Receive Tennis Club communication, circulated and resolve action</b>	

	<p>The request for further consideration was discussed. It was agreed that the green, open space is not under-utilised and what was wanted by residents and the whole feel to the area would be altered by a tennis club in the corner, plus it was felt car parking would be an issue in the area available and Woodlands with all sporting together would be a better option. <b>Action clerk</b> to respond</p> <p>c) <b>Receive Village Hall update</b> – no further update</p> <p>d) <b>Decide on VE Day judge.</b> It was decided that Dr M Ellershaw would be the judge if it goes ahead.</p>	
<b>19/12</b>	<b>PARISH LAND AND ALLOTMENTS</b>	
	<b>12.1</b>	To note receipt of land summary and confirm adequate. Summary received and noted.
	<b>12.2</b>	To note Station Road rent due by 31/3 and reminder sent. This was noted.
	<b>12.3</b>	To note New Close rent paid 2 <sup>nd</sup> instalment £150 15/2/20. This was noted.
	<b>12.4</b>	To note concerns at allotments and resolve action to take. Some concerns had been raised about a new water butt and large pile of rubbish at the allotments. Action has been taken and steps to sort it will be taken soon hopefully.
	<b>12.6</b>	To review flytipping situation and decide on action. It was agreed that the latest flytipping will be removed by Councillors as no clear answer on responsibility is known.
	<b>12.7</b>	To review situation re plot not tended to, It was noted that this is in order and the plot is still taken
<b>19/13</b>	<b>PLANNING APPLICATIONS</b>	
	<b>13.1</b>	19/01740/HH Single storey front, rear and side extension, with new front access from highway utilising existing drop kerb at 2 Singerfire Road. Permitted 28/2/2020.
	<b>13.2</b>	20/00199 part demolish existing s/s extension and build replacement s/s orangery and install 2 velux and replacement windows at 41 Main St. No concerns agreed. <b>Clerk</b> to send response.
	<b>13.3</b>	20/00198 111 Peterborough Road footpath 1 tree of heaven crown thin and raise. No concerns
	<b>13.4</b>	Proposed new indoor and outdoor playbarn in Southorpe – resolve on any action. It was agreed that no response would be sent as too far away for any concerns.
		Two further applications that came in after the agenda was issued but have a deadline of before the next meeting were discussed. If anyone has any representations, please email the clerk. 20/00365/HHFUL 2 storey rear extension with 2 rooflights to be installed into rear roof extension Clr Ellershaw withdrew from the meeting and it was agreed that there were no concerns with the application. 20/00212/HHFUL proposed construction of a single storey rear extension at 3 Main St. No concerns agreed. <b>Action clerk</b> to send responses
<b>19/14</b>	<b>FOOTPATHS AND RIGHTS OF WAY</b>	
	<b>14.1</b>	To note and review action on verge parking problems. A message was posted on facebook again about considerate parking. PCC confirmed that an option may be a Traffic Regulation Order can be obtained to prevent parking on verges or pavements. Another option to be explored is cutting away of the verge for a layby to increase space. <b>Action clerk</b> to explore
	<b>14.2</b>	To review situation of cars parking on Station Road verge. This has been monitored and no repeat occurrence noticed.
	<b>14.3</b>	To review pothole situation. PCC have been to fill some in Maffit and Helpston Road, albeit badly.
<b>19/15</b>	<b>FEEDBACK FROM MEETINGS, MEETINGS COMING UP to note and COMMUNICATION/WEBSITE/PARISH NEWS</b> Parish News articles agreed. <b>Action clerk</b> to submit	
<b>19/16</b>	<b>DEFIBRILLATOR</b> – resolve to check situation regarding monthly checks and take any action needed.	
<b>19/17</b>	<p><b>CLERK REPORT</b> –receive and note correspondence not previously circulated and decide any items to bring back to future meeting</p> <p>a) To note Cilca training dates 5/3, 2/4 7/5, 4/6, 9/7, 3/9. These were noted.</p> <p>b) To note communication re John Holdich and decide on any action. Resignation noted although may be rescinded due to May elections cancelled.</p> <p>To note communication on Coronavirus and decide on action. <b>Due to the Coronavirus emergency</b>, Councillors were exceptionally given papers regarding a temporary delegation of authority policy and a continuity plan as meetings most likely cannot continue in public buildings after tonight. The policy is necessary for any urgent decisions to be made by the clerk in conjunction with the chairman and vice chairman as the facility for making decisions at meetings is lost and no legislation exists yet to replace it. Guidance is being sent out and varies day to day. Virtual meetings are a possibility in future however to be open and transparent is a challenge. Questions may need to be sent in</p>	

	<p>beforehand to the clerk. Continuous monitoring of the situation nationally and guidance will be needed and communicated. Councillors voted to accept the policy and continuity plan.</p> <p>c) To note communication from CAPALC on becoming a corporation. Noted.</p> <p>d) To note communication on the Great British Spring Clean. Litter pick locally already planned.</p> <p>e) To note address being updated on Land Reg document. Noted, action from previous meeting.</p> <p>f) To note funding opps, bright ideas. Noted for future.</p>		
<b>19/18</b>	<b>FINANCE</b>		
	<p>a) Receive finance report to date on income and expenditure. Report noted, no queries.</p> <p>b) It was resolved to request internal auditor Mr C Brown to perform the full year internal audit.</p>		
<b>19/19</b>	<b>ORDERS FOR PAYMENT</b>		
	All payments were agreed to be made as follows;		
	<b>19.1</b>	HMRC employer tax for February, deducted below	£1.80
	<b>19.2</b>	AWA/Wave water bill for 7/12 to 6/2 payable by 22/3	£9.10
	<b>19.3</b>	Bus shelter donation for locking and unlocking	£200
	<b>19.4</b>	Clerk pay £243.10 plus home office £18 -PAYE 1.80 payable 31/3/20	£259.30
	<b>19.5</b>	CAPALC fees incl DPO fee	£328.39
	<b>19.6</b>	J Rice for paper bought	£3.50
	<b>19.7</b>	J Rice ink cartridge subs shared	£7.99
	<b>19.8</b>	J Rice mileage	£10.80
	<b>19.9</b>	Tree works	£438.04
	Previously agreed payments made between meetings ratified;		
	<b>19.11</b>	Hedge cutting	£480
	<b>19.12</b>	Tree survey	£360
	<b>19.13</b>	Donation to VE Day event	£750
	<b>To note</b>	<b>Receipts</b>	<b>Receipts</b>
		Deposit account interest received 20/2/2020	£18.84
		Allotment rent received 15/2/2020	£150
<b>19/20</b>	<b>DATE OF NEXT MEETING</b>		
	<p>It was noted that the date of the next meeting is Monday 20th April 2020 at 7.15pm (the Annual Parish meeting) The Annual Council meeting is 18<sup>th</sup> May 2020 for election of the chair.</p> <p><b>More details to follow on how these meetings will be held, assuming the chapel will be closed and people will be restricted on travel, gatherings and contact due to the Coronavirus.</b></p>		