

## MINUTES OF THE AILSWORTH PARISH COUNCIL REMOTE MEETING ON MONDAY 20<sup>th</sup> APRIL 2020 AT 7.30pm.

Due to the ongoing pandemic and associated restrictions, legislation allows for remote meetings to take place using video conferencing.

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

**The chair introduced the remote meeting and checked all were familiar and clear about how it will be run and how speaking and voting will take place. (A trial of Zoom had already taken place.)**

<b>20/1</b>	<b>APOLOGIES FOR ABSENCE</b> None received	
<b>20/2</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. No declarations of interest were made.	
<b>20/3</b>	<b>PUBLIC PARTICIPATION</b>	
	Members of the public who wished to "attend" the meeting were asked to contact the clerk to be sent a link to join via zoom or to receive a phone call to join via phone or submit any questions via email by 7pm on the day. No requests to join the meeting were received.	
<b>20/4</b>	<b>MINUTES OF THE LAST MEETING (previously circulated)</b>	
	To confirm as a correct record and sign electronically (exceptionally at this time due to the pandemic) the minutes of the meeting held on Monday 16 <sup>th</sup> March 2020 (prev circ) The minutes were agreed as a true record and will be signed electronically with the chair's name. <b>Action clerk</b>	
<b>20/5</b>	<b>MATTERS ARISING</b> . None	
<b>20/6</b>	<b>GOVERNANCE MATTERS</b>	
	<b>6.1</b>	<b>To note delegation of authority policy to cease with the introduction of new regulations allowing remote meetings. If at any time the remote meetings are unmanageable or workable then the delegation policy is automatically re-instated.</b> This was noted and agreed.
	<b>6.2</b>	<b>To receive and note communication on parish council meetings and AGAR accounting extended period of notice for public.</b> This was noted and no issues raised. A 2 month extension of the deadline to display a notice for the public to view the accounts was noted.
	<b>6.3</b>	<b>To receive and agree changes to the asset list, herewith, and insurance feedback.</b> This was received and noted. The clerk explained that, even with the changes to the asset list for the defibrillator, cabinet and telephone box, the premium remained the same.
	<b>6.4</b>	<b>To receive and agree revised financial regulations.</b> This was carried forward to the next meeting. <b>Action clerk</b>
<b>20/7</b>	<b>RECREATION GROUND/VILLAGE GREEN</b>	
	<b>7.1</b>	<b>To receive update on play/MUGA area usage in lockdown period, to discuss any issues and agree any actions.</b> There were no issues reported from the recreation ground just a cable tie needed to secure the notice better. <b>Action M Samways</b>
	<b>7.2</b>	<b>To note equipment checks report and feedback on matting.</b> This was circulated prior to the meeting and it was agreed that the amber issues should be addressed. A quote will be requested for the work to be done. <b>Action clerk</b>
	<b>7.3</b>	<b>To receive quote for re-painting MUGA shelter.</b> This has been requested but not yet received. This will be chased up in due course. <b>Action clerk</b>
<b>20/8</b>	<b>BUS SHELTER</b>	
	<b>8.1</b>	<b>To review situation on condition of bus shelter.</b> This will be carried forward as the shelter has been locked. <b>Action clerk</b>

<b>20/9</b>	<b>COMMUNITY</b>	<b>ENGAGEMENT</b>
	<b>9.1</b>	<b>To note Castor &amp; Ailsworth- Covid-19 volunteer scheme operating well and receive their request for a donation for expenses. To receive any feedback on the parish council role and issues with the Rural North West Good Neighbour Scheme overlap and agree any actions to take.</b> This was noted and discussed and no action felt necessary. It was agreed to donate £200 to the Covid-19 scheme to cover expenses already made. Further funds will be made available and paid up to a maximum of £1000. <b>Action clerk</b> Councillors were updated on the separate, Rural North West Good Neighbour Scheme – it now has its own bank account but no money as yet and recruitment of a co-ordinator is on hold.
	<b>9.2</b>	<b>To note correspondence from residents on offering help to the village scheme and the offer of help made with information regarding grants available.</b> It was made known that 2 residents had requested APC offer help and a donation to the volunteer scheme which has been done. Details of a central grant scheme were also sent to them.
	<b>9.3</b>	<b>To discuss any further action necessary by the parish council in the current crisis situation.</b> It was agreed that no more action is felt necessary at this stage.
<b>20/10</b>	<b>PROJECTS</b>	
	<b>10.1</b>	<b>To receive ideas on logo design and agree use.</b> A photo of the sign has been taken and will be modelled around text for a new logo.
	<b>10.2</b>	<b>To receive update if any on wild meadow project on village green.</b> This will be carried forward. <b>Action clerk</b>
	<b>10.3</b>	<b>To note an all parishes meeting on 18<sup>th</sup> May Langdyke Trust invite, if going ahead.</b> This was noted and await further details of rescheduling.
<b>20/11</b>	<b>VILLAGE GROUPS</b>	
	a)	To receive and note correspondence with the tennis club. The chairman has replied as previously to the Trustee of the tennis club. No further communication received.
	b)	To note VE day celebrations are postponed but that wreath still to be put out next month..
	c)	To note village hall, Cedar centre, Chapel and Church all closed due to Coronavirus lockdown restrictions. This was noted.
	d)	To note reply from CycleWest project planning application/PC comments Reply accepted from Cycle West group ref planning process.
	e)	To note grant request form and agree payment of £100 to Evergreens Grant form received and £100 agreed to be paid towards resources. <b>Action clerk</b>
<b>20/12</b>	<b>PARISH LAND AND ALLOTMENTS</b>	
	<b>12.1</b>	To receive update on allotments and resolve any actions needed It was reported that most tenants are managing to keep their allotment in good shape despite the lockdown. It is recognised that this is not possible for everyone in the circumstances. A discussion took place about concerns over a structure newly erected there and this will be checked out. Ongoing regular checks will be arranged. <b>Action M Samways/Clerk</b>
	<b>12.2</b>	<b>To receive request for a tap at the top end and resolve action to take.</b> It was agreed that this will be looked with a view to putting one there. <b>Action J Pickett</b>
<b>20/13</b>	<b>PLANNING APPLICATIONS noted as follows;</b>	
	<b>13.1</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. Response sent
	<b>13.2</b>	20/00198 111 Peterborough Road footpath 1 tree of heaven crown thin and raise. Permitted 18/3/2020
	<b>13.3</b>	20/00365/HHFUL 2 storey rear extension with 2 rooflights to be installed into rear roof elevation. Response sent
	<b>13.4</b>	20/00212/HHFUL proposed construction of a s/s rear extension. Response sent.
<b>20/14</b>	<b>FOOTPATHS AND RIGHTS OF WAY</b>	
	<b>14.1</b>	<b>To receive any feedback on issues on Station Road/breaches of restrictions/road closure request.</b> A police incident had taken place recently there but no details and no feedback on the temporary closure of Station Road received. Nene Park Trust have confirmed that they will not now be closing Ferry Hill so that may ease the additional traffic elsewhere. Situation to be monitored.

	<b>14.2</b>	To receive information on TROs and resolve any action A discussion took place on the continuing problems in Main St, especially when most owners cars are parked up. Pavement parking is a problem but no room to road park and this affects sight lines also. It was agreed that Traffic Regulation Orders, legal actions that can be taken to enforce signage, parking and verge parking problems could not be monitored. More use of the available space is needed and grass areas may need to be converted if possible. This will be investigated. <b>Action Clerk</b>	
<b>20/15</b>	<b>COMMUNICATION/WEBSITE/PARISH NEWS</b> Agree any communication necessary including report of last year from the Chairman in the absence of the Annual Parish meeting. An annual report will be done for the May meeting. There is no Parish News and so facebook communications only to be used. No annual meeting is required to be held. The annual Council meeting will be held in May as normal unless decision taken at the start to defer to next year.		
<b>20/16</b>	<b>DEFIBRILLATOR – to receive feedback on monthly checks, ownership and insurance.</b> Monthly checks are still done by volunteers and the defib has now been added to the asset list/insurance. An invoice for a new battery is coming to be shared with Castor. This was agreed to be paid from S137 monies. <b>Action clerk</b>		
<b>20/17</b>	<b>CLERK REPORT –receive and note correspondence not previously circulated and decide any items to bring back to future meeting</b> Regular communications from PCC/Cambs County Council/CAPALC on the pandemic situation are received and noted. Some information is shared to facebook page and no further action necessary.		
<b>20/18</b>	<b>FINANCE</b> a) End of year receipts and payments finance report was received and noted with no questions. b) Feedback on audit report from and response to internal auditor was received and noted. c) AGAR bank reconciliation and exemption certificate were circulated and all audit forms will be completed for and signed at the May meeting. <b>Action Clerk and Chairman</b>		
<b>20/19</b>	<b>ORDERS FOR PAYMENT</b>		
	<b>Payments were agreed to be made as follows;</b>		
	<b>19.1</b>	HMRC employer tax for February and March, deducted below	£3.60
	<b>19.2</b>	Clerk pay £243.10 plus home office £27(increased) -PAYE payable 30/4/20	£259.30
	<b>19.3</b>	CAPALC fees incl DPO fee	£328.39
	<b>19.4</b>	Burial fees to be paid	£1358.98
	<b>19.5</b>	J Rice ink cartridge subs increased and shared pm	£4
	<b>19.6</b>	Donation to Evergreens	£100
	<b>19.7</b>	Donation to Covid-19 group	£200
	<b>19.8</b>	Donation to Community Heartbeat Trust	£91.83
	<b>To note</b>	<b>Receipts</b>	<b>Receipts</b>
	<b>19.9</b>	Grant from PCC received 14/4/2020	£509.62
	<b>19.10</b>	Precept received from PCC 17/4/2020	£6515.38
<b>20/20</b>	<b>DATE OF NEXT MEETING</b>		
	It was noted that the date of the next (remote) meeting is Monday 18 <sup>th</sup> May at 7.30pm and this is the Annual meeting of the Parish Council unless determined otherwise at start of meeting due to legislation changing.		