

MINUTES OF THE AILSWORTH PARISH COUNCIL MEETING ON MONDAY 21ST SEPTEMBER 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 (Vice Chairman), Mr M Samways, Mrs A Perkins, Mr R Moon, Mr J Phillips

Clerk Miss J Rice.

Members of the public; Mr J Hodder

20/74	APOLOGIES FOR ABSENCE
	There were no apologies.
20/75	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). There were no declarations of interest made.
20/76	PUBLIC PARTICIPATION
	A maximum of 15 minutes is permitted for members of the public to address the meeting. Arrangements were made for the public to attend by using the zoom details published on the website. They could also telephone in or submit a question by email if zoom is a problem. Mr R Ingham, Chairman of the Castor and Ailsworth Tennis Club attended to update the council on the Tennis Club's plans. Mr Ingham explained that the club is progressing with its plan to sell the Holme Close site and move to Woodlands. They are getting planning for 2 houses to be built on the land and the process is incurring high costs with planning fees, legal costs, survey costs however the benefits to the village will be 4 new floodlit courts with coaching and more match opportunities and a more cost effective club. The membership has grown a lot this year and will be looking to increase further with the move. The club is looking for a donation from the Parish Council if possible. They have also approached Castor Parish Council. A grant application will be sent to Mr Ingham to complete and return for consideration. Action Clerk
20/77	MINUTES OF THE LAST MEETING on 20th July 2020 (previously circulated)
	The minutes were agreed as a true record and signed electronically by the Chairman.
20/78	MATTERS ARISING. Update on open-air cinema event. No update was available however it is thought this may be done at a later date, maybe next summer.
20/79	GOVERNANCE AND TRAINING MATTERS
	79.1 To receive draft staffing committee terms of reference and staff appraisal policy and agree, plus agree first meeting, herewith It was resolved to accept these terms of reference and the appraisal policy and the Clerk will convene a suitable date for the first meeting. Action Clerk/Clrs Pickett, Perkins, Samways and Phillips
	79.2 To receive and review update from the website provider regarding making the website accessibility compliant by 24/9/2020. The Clerk has asked for an update and will circulate the reply – the work is expected to be done by the deadline as requested. Action Clerk
	79.3 To receive feedback on asset checks performed as part of annual checks agreed at the last meeting and agree any revised values for insurance purposes. These have not been done as yet. The Clerk will re-circulate the list of checks to be done as part of the asset management. Action Clerk and all Councillors
	79.4 To review insurance policy renewal and resolve action. The policy has been renewed on the basis of not including the play equipment as it is assumed to be PCC property. The bus shelter value was reviewed and increased, the defibrillator and telephone kiosk were added and insurance notified accordingly.

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	79.5	To note clerk payscale rates all increased by 2.75%. Increment to be agreed by full council or staffing committee. The National pay rise was noted. The Clerk incremental rise to be discussed at the first staffing committee meeting.
	79.6	To note basic training opportunities for councillors on 17/10/2020 9.30-15.30 and code of conduct training 26/10 7-9pm plus others circulated 14/9/2020 and book for those that have not done training and receive feedback on recent training attended. Cllr Perkins had circulated some information from the recent training and Cllr Moon will look to attend the next basic new Councillors training course. Action Clerk to book
20/80	RECREATION GROUND/VILLAGE GREEN/BUS SHELTER	
	80.1	To review the play area at the recreation ground and discuss any issues. To note new signs in place and PCC performing weekly checks. It was reported that there are no current issues at the recreation ground and the unofficial football matches have ceased. The signs have been in place and payment of £30 due. PCC have now put own signs in too.
	80.2	To receive feedback on minor repairs and painting needed on play equipment and resolve action. It was reported that the tower and platform has been painted and mended. The repainting or removal of the shelter next to the MUGA will be revisited next month.
	80.3	To review bus service situation and bus questionnaires data C/F and resolve action. It was noted that the bus service has re-started for the school children however no other service apart from Call Connect exists. The data still needs to be collated to send to PCC to request a review, especially in light of the Doctor's surgery move to Dogsthorpe. Action Cllr Phillips
	80.4	To review bus shelter condition and if any covid-19 measures required. It was resolved that 2m distancing signs will be put up and a 3 month trial of having a community book swap. Action Clerk/Cllr Perkins
	80.5	To consider repainting of the village defibrillator/phone box It was resolved to do this and investigate getting the right paint and agreed costs of up to £100. Cllr Phillips kindly offered to paint it if needed. Action Clerk/Cllr Phillips
	80.6	To receive feedback on survey of horse chestnut tree on green, previously circulated It was noted that the survey was carried out and no action was deemed necessary now. It will be monitored for further deterioration.
20/81	FINANCE	
	81.1	To receive and note bank balances and finance reports/bank reconciliation The Clerk gave the bank balances as current account £27447.21, deposit account £5428.11 and reward saver account £8133.63 and had previously circulated the transactions and bank reconciliation. There were no questions or concerns.
	81.2	To note new bank account assessment confirm Unity Trust as specialised option and resolve action. The Clerk reported that Unity Trust Bank are the most suitable account to meet financial regulations and council requirements and easy to open and manage as has experience from other Clerk jobs. It was resolved to open an account with the same signatories. Action Clerk
	81.3	To consider project ideas for next year's budget It was noted that Councillors are asked to consider projects and expenditure for next year's budget setting process. The Good Neighbour's Scheme will be a possible cost necessary to build in. Action All Councillors
	81.4	To consider and agree purchase of wreath for remembrance Sunday on bus shelter. It was resolved to purchase a wreath to the value of around £30. Action Clerk
20/82	COM	MUNITY ENGAGEMENT AND JCAP
	82.1	To receive latest information on both the Castor & Ailsworth- Covid-19 volunteer scheme and Good Neighbours Scheme and agree any actions APC need to take. The Covid-19 volunteer scheme has produced another newsletter and is still operating. Announcements from the Doctor's surgery have been a concern and frustration to residents not able to get appointments and advice. A joint Parish Council letter will be sent to represent views and get feedback for all. The Good Neighbours Scheme Co-Ordinator is progressing a list of volunteers and DBS checks done to do a soft launch of the scheme at the start of November. The proportion of costs for financial support should be as previous projects, 58/42%.
	82.2	To agree draft summary of recent joint parish liaison group regarding closure of NP website and providing link for information or own website and agree action necessary. Email from J Hodder refers

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		The draft summary notes of the recent JPLG meeting were agreed. The transfer of documents from the joint website and its closure was agreed as the best way forward. Action Clerk
	82.3	To agree the draft JCAP revisions and review section 7.4 of NP Email from J Hodder refers The draft revisions were agreed. The joint actions were discussed and are covered. It was noted that a review of the implementation plan and terms of reference are needed.
	82.4	To receive information and concerns regarding doctor's surgery and agree action. Lots of residents have expressed concerns about the unclear messages about the surgery's future and some have moved to Wansford surgery. The letter mentioned above 82.1 will be shared with the Covid-19 group. Action Cllr Perkins
20/83	PROJECTS	
	83.1	To receive information and update on the Langdyke Trust All Parishes Nature Recovery Plan project and agree actions. It was reported that a meeting between Cllrs Samways and Ellershaw with Mr M Horne is due to take place soon to see what Castor and Ailsworth parish can do. Action Cllrs Ellershaw and Samways
20/84	VILLAGE GROUPS	To receive request from Cedar Centre for a donation and resolve response. This has been circulated previously and was discussed. It was recognised this is a community use facility not just for the church use. It was agreed that funding additional resources needed to open might be an option when they are ready. It was resolved to also look at alternative grants that may be available to help them. Action Clerk
20/85	PARISH LAND AND ALLOTMENTS	
	85.1	To note new taps installed at allotments and thank you received from Mr and Mrs Murrell and rat control action taken. No new issues reported. This was received and noted.
	85.2	To note rent received for Station Road field allotment and New Close field allotment rent due. This was noted.
	85.3	To note rental renewals agreements all sent out with 5% increase as agreed. This was noted and the Clerk reported many rental agreements have already renewed.
	85.4	To receive request from allotment holder for a skip to tidy all the rubbish. This was discussed and considered unnecessary cost (and not in the budget) as it is the allotment holder's responsibility to keep the area tidy and free from rubbish. A site inspection will be done soon. Action Clerk to feedback/ Cllr Moon
	85.5	To receive request from M Howard for £500 donation towards boundary fencing for her/New Close This was discussed however due to a query raised over planning permission requirements regarding the cutting of the surrounding hedges, a decision will be deferred until the outcome is known.
	85.6	To receive details from CPC on water usage at New Close, awaiting, will forward The Clerk reported she had not had details yet and has asked again. Issue to be carried forward. Action Clerk
20/86	PLANNING APPLICATIONS previously circulated.	
	86.1	20/00212/HHFUL proposed construction of a s/s rear extension at 3 Main St. Permitted 3/8/2020
	86.2	20/00634/HHFUL proposed domestic Car Port within the existing curtilage of the property at 15 Main St. Permitted 6/8/2020
	86.3	20/00679/HHFUL proposed reroofing of existing utility and addition of bin store at 11 Helpston Road, deadline 30/6/2020. Permitted 5/8/2020
	86.4	20/00812/CTR Laburnum tree, crown by 2m, deadline 21/7 at 15 Helpston Road. Permitted 29/7/2020
	86.5	20/00681/HHFUL demolition of single storey rear snug and rebuilding of snug. Transformation of and up-lifting of external appearance at 3 Maffit Road. Permitted 2/9/2020
	86.6	To consider sending response to Cycle West planning application. It was resolved that a response of support would be sent as previously agreed. Action Clerk
	86.7	To receive, note and consider planning white paper response. It was resolved to await guidance from Cllr Shaw and decide on a response at the next meeting. The slides from the recent planning forum will be circulated. Action Clerk
20/87	FOOTPATHS, RIGHTS OF WAY, VERGES AND SPEED CONTROLS	

	87.1	To receive feedback from meeting with NPT including volunteer opportunities and contact details shared and resolve any actions, prev circ. Feedback from the last meeting were received and noted and the next meeting date of 1/10/2020 noted. No new issues to be raised.
	87.2	To review introduction of new speed limit of 20mph and a new Speedwatch scheme following joint meeting and resolve action. The speed limit is in operation although signs are confusing – see below. A joint message regarding asking for Speedwatch volunteers will be agreed with Castor Parish Council and put on community facebook page. Action Clerk
	87.3	To receive request to order new 20mph signs for bins and report that 2 posts have 20 on one side and 30 on the other. Also embossed sign on road needs changing. The different speed signs have been reported and it was resolved not to purchase new 20mph stickers for resident bins as not many are seen in Ailsworth.
	87.4	To receive update on speed restriction measures on order ie roundels, rumble strips and review flashing sign in Helpston Road. The Clerk reported that no further confirmation of implementation has been received from Peter Tebb and a further request for an update copied to City Councillors will be sent. The situation regarding the flashing sign will be investigated. Action Clerk
	87.5	To note feedback from P Tebb, PCC, for reduced verges in Main St for parking, prev circ, and resolve action – C/F from previous meeting. Information on the process and rough costs have been received. It was resolved that before a survey of residents can take place, proper costs are needed. Action Clerk
	87.6	To receive update on footpath south of bypass to Sutton rotavated by the farmer and resolve action. It was noted that there are new markers there marking the bridleway width and this is encouraging going forward.
	87.7	To receive feedback on problems with parking outside allotments on Station Road verges opposite business premises. The Clerk confirmed she had visited the premises and the parking has improved since.
	87.8	To receive details of complaints regarding hedge cutting around horse fields and resolve action, circulated See item above 85.5
20/88	CLERK REPORT	
	a)	To receive information on remote Local Councils conference on 23/10/2020 and take any bookings. This was received and noted.
	b)	To receive feedback from the latest Parish Forums and receive dates of next ones, also survey on why attendance is low and ideas. This was received and noted and survey completed by Clerk.
	c)	To consider entry in village tribune to C/F for next meeting. This will be carried forward.
	d)	To receive information regarding residents call for cctv again. This will be carried forward.
20/89	ORDERS FOR PAYMENT	
	Payments were all agreed as follows:	
	89.1	CGM invoice no 231861 paid 10/8/2020 for work on 30/6/2020
		£186 paid
	89.2	HMRC employer tax
		£39.60
	89.3	Councillor training 13/20 th August
		£75
	89.4	Clerk pay £tba plus home office £27 - PAYE payable 30/9/2020
		£230.50
	89.5	Clerk backpay due April to August/September
		Pay in October
	89.6	Reimburse Zoom subscription shared pm J Rice paid Aug and Sept
		£6.40
	89.7	Reimburse J Rice ink cartridge subs increased and shared pm J Rice paid Aug and Sept
		£8
	89.8	J Rice mileage Aug/Sep
		£19.80
	89.9	Insurance premium due
		£317.84
	89.10	Able Group rat control paid
		£165.60 paid
	89.11	Donations
		Nil
	89.12	Future grass cutting bills as per contract Invoice number 233017
		£186
	89.13	SLCC CILCA % share of registration
		£76.09
	89.14	Allotment taps install PAID 5/9/2020 plus leak at New Close
		£480.23 paid
	89.15	Share of cost of covid signs for play area
		£30
	89.16	Website contract for maintenance costs
		£135
	89.17	Wreath
		approx. £30
	DATE OF NEXT MEETING It was noted that the date of the next remote meeting is Monday 19 th October at 7.30pm	

Signed electronically during the pandemic. (Joan Pickett, Chairman)

