

MINUTES OF THE ANNUAL MEETING OF **AILSWORTH** PARISH COUNCIL

ON MONDAY 24th MAY 2021 AT 7.30pm

Held at the Cedar Centre, Castor due to meetings returning to face to face and with some restrictions still, precluding the use of the usual venue.

Present were Councillors Dr M Ellershaw, Mr S Langston-Jones, Mr R Moon, Mrs A Perkins, Mr J Phillips, Mrs J Pickett, Mr M Samways

Clerk Miss J Rice.

Members of the public 3: Cllr N Boyce (Chairman, Castor Parish Council), Mr J Hodder, Mr M Brailsford

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| 21/17 | TO ELECT A CHAIRMAN |
| | Current Chairman to take nominations and votes to resolve a Chairman. Once appointed, the Chairman to sign the Declaration of Acceptance and chair this meeting. Cllr Pickett took nominations and there was only one, a proposal for her. It was seconded and there was a unanimous vote in favour of appointing Cllr Pickett to Chairman. Cllr Pickett signed the Declaration of Acceptance. |
| 21/18 | TO ELECT A VICE-CHAIRMAN |
| | Cllr Pickett took nominations and there was only one, a proposal for Cllr Ellershaw. It was seconded and there was a unanimous vote in favour of appointing Cllr Ellershaw to Vice-Chairman. |
| 21/19 | DECLARATIONS OF INTEREST |
| | To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda. Reminder to members to update their register if necessary. (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 room during the transaction of that item of business). Cllr Phillips declared a personal interest in the item 31.7. |
| 21/20 | APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk and if accepted. |
| | There were no apologies, all Councillors were present. |
| 21/21 | PUBLIC PARTICIPATION |
| | Arrangements will be made for the public to join the meeting in person if there is room according to Covid restrictions. A max of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda. No members of the public had any questions. |
| 21/22 | MINUTES OF THE LAST MEETING (previously circulated) |
| | To confirm as correct the record of the minutes of the meeting held on Monday 19th April 2021 and Chairman to sign. The minutes were agreed as a true record and signed by the Chairman. |
| 21/23 | MATTERS ARISING from previous meeting. Letter sent to Councillor Holdich. Update on Council email addresses. The Chairman read a thank you reply from J Holdich and the Clerk updated the Councillors on the .gov.uk email addresses being with PCC and she will pursue. Action Clerk |
| 21/24 | GOVERNANCE AND FINANCE |
| 24.1 | To review Financial Regulations, herewith, and resolve to adopt The Financial Regulations were approved and adopted. Action Clerk to put on website. |
| 24.2 | To review Standing Orders, herewith, and resolve to adopt. The Standing Orders were approved and adopted. Action Clerk to put on website |
| 24.3 | To review independent finance internal control checker(s) and resolve who to carry out the checks This was reviewed and Cllr Phillips agreed to continue quarterly checks and this was resolved. Chairman to also sign the invoices each month. Action Cllr Phillips and Pickett |
| 24.4 | To review Council's annual risk assessment, herewith The risk assessment was approved and adopted. Action Clerk to put on website. |
| 24.5 | To receive and note internal audit report and resolve any actions, circulated The report from the new auditor was received and noted. The audit was signed off and there were 4 things mentioned in addition; the chapel rent needs a supporting invoice/headed paper, the bus shelter "payment" needs the contract agreeing with the "contractor" so as to negate the employment status, the discrepancy between the financial regs and standing orders (this is now rectified by their review above) and the level of reserves – this has been brought up previously by the Clerk and also |

Signed by Cllr J Pickett _____

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| | | queried by Cllr S Langston-Jones – and some explanation given. It was agreed that these will be addressed and reserves needs to be monitored carefully to ensure projects are realised and reserves reduced accordingly. Action Clerk/Councillors/Finance sub group |
| | 24.6 | To approve AGAR Governance Statement. The Governance Statements were read out and approved. |
| | 24.7 | To approve AGAR Accounting Statements, herewith The accounting statements were approved. |
| | 24.8 | To approve Certificate of Exemption, previously circulated. The Certificate of Exemption was approved. |
| | 24.9 | Chairman and Clerk to sign the Governance Statement and Chairman to sign Accounting Statement. The Chairman and the Clerk signed respectively. |
| | 24.10 | To agree dates for public to exercise rights to inspect accounts. The dates as recommended by the external auditor from 14/6/21 to 23/7/21 were agreed. |
| | 24.11 | Chairman & RFO to sign Certificate of Exemption and agree submission of forms to external auditor. This was signed accordingly and the submission will be sent and information publicised as required. Action Clerk |
| | 24.12 | To receive finance report for month and resolve any queries, herewith. This was received and there were no questions. |
| | 24.13 | To note audit recommendation for bus shelter payee to confirm self-employed. This was noted – see above – and will be actioned. Action Clerk |
| | 24.14 | To note audit recommendation that chapel payment for hire be on headed paper and resolve action/process. This was noted – see above – and will be actioned. Action Clerk |
| 21/25 | PARISH PROJECTS | |
| | 25.1 | To review progress with the Nature Recovery Plan/working group and resolve new terms of reference, draft herewith It was reported that the new working group is in place and working well. The new grass cutting regime has started and positively received. The new terms of reference of the group were approved and will be circulated for review. The use of wildflower tubs on verges was mentioned as a future option and also the Clerk mentioned the PCC are trialling a licence for Parish Councils to sign up to for managing verges themselves with an amount of money agreed as part of the licence terms that could be considered also. Action Clerk |
| | 25.2 | To receive and note recirculated logo and resolve to adopt. This was received and resolved to adopt as per the latest version. |
| | 25.3 | To receive and note Good Neighbours Rural Peterborough Memorandum of Understanding, circulated, and Chairman to sign. This was received and noted and the Chairman signed the Memorandum of Understanding, to be returned. The AGM is on 2/6/21 at 6pm. |
| | 25.4 | To review Nomination an Asset of Community Value process, circulated and resolve action. Following a discussion it was agreed to make some small amendments and that any nominees should be notified out of courtesy. Cllr Samways agreed to check the grid references. Action Cllr Samways and Clerk/Councillors to finalise. |
| 21/26 | JOINT COMMUNITY ACTION PLAN/NEIGHBOURHOOD PLAN | |
| | 26.1 | To receive and note the draft agenda and agree any more items, plus format possibly zoom This was received and noted and it was agreed to add on a litter pick and that it would remain on Zoom as it is an informal meeting. |
| 21/27 | FOOTPATHS, RIGHTS OF WAY, VERGES | |
| | 27.1 | To review feedback from meeting with James Collingridge, PCC, re verges, options and resolve action. Feedback was given from the meeting. Mr Collingridge will check out ownership of hedge on land between Normangate and Station Road, the hedge cutting along P'boro Road will be addressed, road markings will be re-instated and a spreadsheet will be sent through to the Clerk on options. |
| 21/28 | ALLOTMENTS AND PARISH LAND | |
| | 28.1 | To note draft hire form for regular use of recreation ground by private individuals, herewith |

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| | | This was noted as a possible use in the future however the requests seems to have dried up after lockdown restrictions lifted. It was agreed that a form should be adopted for consistency on the receipt of a formal request for regular use, however a general sign will suffice on the MUGA and website. Action Cllr Moon/Clerk |
| | 28.2 | To receive any feedback from Housing Association on resident's request to cut the hedge along Station Road in front of houses. There had been no reply from the Housing Association and Mr Collingridge had agreed to check into land ownership. |
| | 28.3 | To note another revised quote accepted from Plumbweb to go ahead as a matter of urgency in replacing meter and chambers at New Close field following meeting with CPC Chairman and no sharing of work. It was noted that the quote had been accepted and that work is being carried out asap. |
| | 28.4 | Allotments update; communication sent out It was noted that an email tidy up request had been sent out to all plot holders and monitoring of plots will continue however they were felt to be generally all ok. Action Cllr Moon. |
| 21/29 | DONATIONS TO LOCAL GROUPS | |
| | 29.1 | To note reply sent to Queen's Platinum Jubilee group re donation. This was noted. |
| | 29.1 | To note request for a £100 donation towards defibrillator and resolve response. This was noted and agreed. Action Clerk to pay |
| | 29.2 | To note request for a donation from Cub and Scout Group and resolve response, circulated The request details were discussed and it was agreed to ask for a breakdown of actual itemised costs of each element of the overall total requested, as any spending of public money has to be fully justified. Action Clerk |
| 21/30 | ROAD SAFETY WORKING GROUP | |
| | 30.1 | To receive and note update and feedback from working group and agree any actions/expenditure, including new MVAS and start of Speedwatch. Cllr Perkins updated the Councillors on the latest from the group and from Highways Dept. Volunteers have been requested via posters and website but more are still needed - the training is only 30-60 minutes. It was agreed Cllr Langston-Jones will assist with the specification where possible and the suitability of the location of the new flashing speed sign will be chased up. Action Cllr Perkins/Langston-Jones |
| | 30.2 | To note amendment orders placed for other measures. Mirror in Helpston Road not deemed necessary. It was noted that J Wright from PCC is still in contact via the Clerk and chasing it all up. The order should be ready in June. |
| 21/31 | PLANNING APPLICATIONS previously circulated, were noted and response agreed as appropriate. | |
| | 31.1 | 20/01026/FUL Construction of dual use cycle/pedestrian path and associated earthworks from Sutton village across the meadows to the Nene Valley Railway station at Stibbington including cattle grids, a new 3m wide timber cycle/footbridge over field drain and new flight of steps with wheeling channel to the across the River Nene. Deadline 18/2/21. Decision pending. |
| | 31.2 | 20/00173/TRE T2, T3 and T4 Lime trees to remove at The Limes, 3 Helpston Road. Deadline 12/3/21, asked for extension to 16/3/21, response sent. Permitted. |
| | 31.3 | 20/00032/HHFUL re-consultation as width of 2 story rear extension is reduced and window repositioned. Deadline 23/3/21. Notification that it has gone to Planning Committee. Permitted. |
| | 31.4 | 21/00304/HHFUL 2 storey rear extension at 24 Helpston Road. Deadline extended to 20/4/21. Permitted. |
| | 31.5 | 21/00419/CTR apple tree pruning at 47 Main St, deadline extended to 20/4/21. Permitted. |
| | 31.6 | 21/00512/CTR various tree works at 9 Maffit Road, deadline 29/4/21. Permitted. Tree Officer in contact. |
| | 31.7 | 21/00421/FUL Temporary change of use of ground floor from vacant dwelling to storage for retail use – retrospective at 109 Peterborough Road. Resolve PC response. This application was discussed and the sensitivities surrounding the whole situation realised, however the only item to be agreed is the response to this application. A response was agreed (Cllr Phillips did not vote) of no objections to the change of use but with a query over the correct application as there were thought to be other operations also going on and that maybe a site visit would be useful. Action Clerk to respond |

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| | 31.8 | Previous application for tree removal by PCC, representation by residents and discuss and resolve tree replacement request, communication circulated. Tree replacement has been discussed with the Tree Officer and he said there quite a few self-set trees appearing. It was agreed to ask him to suggest where and what trees could be requested of Peterborough Limited. Action Clerk | |
| 21/32 | COMMUNICATIONS/WEBSITE/FACEBOOK, TRIBUNE AND PARISH NEWS To discuss and agree entries and if other communications needed. Resolve to invite S Farooq to a future meeting. Great British Spring Clean 28/5 to 13/6, with CPC? The deadline to the next issue will be sent to Cllr Samways to compile an article and S Farooq will be contacted. The Spring Clean will be discussed as a possible local litter pick at the joint meeting. Action Clerk/Cllr Samways | | |
| 21/33 | ORDERS FOR PAYMENT; payments were resolved to be made as follows: | | |
| | 33.1 | Clerk pay £272.16 plus home office £27 - PAYE £4.20 payable 31/5/2021. | £294.96 |
| | 33.2 | Reimburse Zoom subscription shared pm J Rice paid April | £3.91 |
| | 33.3 | Reimburse J Rice ink cartridge subs share paid April and stationery share paper/files | £5, £2.84 and £5.21 |
| | 33.4 | J Rice mileage April | £9.90 |
| | 33.5 | Chapel rent | TBC when opened up |
| | 33.6 | GNS subscription | £518 |
| | 33.7 | New meter/chamber | £390.77 |
| | 33.8 | Internal audit fee | £150 |
| | 33.9 | Domain name renewal, tbc. Pay if new emails not set up. | £8.34 |
| | 33.10 | Future CGM invoice | tbc |
| | 33.11 | Donations as agreed at meeting. CHT | £100 CHT |
| | 33.12 | Cedar Centre booking fee | £27 |
| | 33.13 | Aragon tree services/works | £118.34 |
| | 33.14 | Receipts/ transfers. Precept and grant from PCC Vat reclaim received 12/5/21 | £6000 £586.64 |
| 21/34 | DATE OF NEXT MEETING To note that the next Parish Council meeting is due on 21st June 2021 however tbc as Clerk not available. Resolve new date or minute taker The date of the next meeting was resolved as Monday 28 th June 2021 at 7.30pm venue tbc. | | |

Signed by Cllr J Pickett _____