

# MINUTES OF THE MEETING OF AILSWORTH PARISH COUNCIL

## ON MONDAY 21<sup>ST</sup> MARCH 2022 AT 7.30PM

Held at the Chapel, Main St, Ailsworth

**Present** were **Councillors** Mr S Langston Jones, Mr R Moon, Mrs A Perkins, Mrs J Pickett (Chairman) and M Samways (arrived 19:58 at item 172.3 and left at 10pm 178.3) **Clerk** Miss J Rice

**Members of the public** Mr J Hodder and Mr M Stalley

21/168	<b>APOLOGIES FOR ABSENCE. To receive apologies sent to the Clerk</b> <b>To note Councillor's non-attendance at meetings for last 6 months.</b> <b>To hear reason for non-attendance and resolve whether to exceptionally accept reason and not disqualify.</b> The Clerk received apologies from Cllr Samways for arriving late, Cllr Ellershaw, J Elson (Nature Recovery) and City Councillor S. Farooq. The Clerk also received a resignation email from Cllr Phillips (she advised him that Councillor resignations, except from the Chairman, need to be sent to the Chairman)	
21/169	<b>DECLARATIONS OF INTEREST</b> <b>To receive all declarations of interest under the Council's Code of Conduct related to business on the agenda.</b> <b>Reminder to members to update their register if necessary.</b> (Members should disclose any personal, prejudicial or pecuniary interests in the business to be discussed and are reminded that the disclosure of a Disclosable <i>Pecuniary</i> Interest will require that the member withdraws from the meeting room during the transaction of that item of business). There were no declarations of interest made.	
21/170	<b>PUBLIC PARTICIPATION</b> <b>Arrangements will be made for the public to join the meeting and a maximum of 15 minutes will be permitted for members of the public to address the meeting on any item on the agenda.</b> M Stalley agreed to wait for the item on Nature Recovery 173.1 and J Hodder asked for item 174 to be covered now. This was agreed by all present, see below.	
21/171	<b>MINUTES OF THE LAST MEETING (previously circulated)</b> <b>To confirm as correct the record of the minutes of the meeting held on Monday 21<sup>st</sup> February 2022, Chairman to sign.</b> The minutes were agreed by all present as a true record and duly signed by the Chairman.	
21/172	<b>GOVERNANCE, FINANCE AND TRAINING</b>	
	172.1	<b>To receive and note monthly finance report ahead of year end, for decision making.</b> The report was received and noted. There was a query regarding the maintenance budget high spend and explained it was the new water meter required at New Close in June 2021.
	172.2	<b>To receive and note email accounts feedback and resolve to continue with what agreed.</b> The Clerk explained that it had been previously agreed to pursue the recommended forwarding method from new gmail accounts to new gov.uk accounts to avoid personal email accounts being used by Councillors. Cllr Langston Jones queried the need for separate email accounts, saying Microsoft Teams is used mostly now. This was not familiar with the others, but it was agreed that investigations would be done to see if it was a viable alternative. <b>Action Clerk</b>
	172.3	<b>To agree date and format for Annual Parish Meeting (Monday 25/4?) following CPC feedback as requested</b> The Council agreed that Easter Monday was not a suitable date and, as Castor Parish Council did not want a joint Parish Meeting inviting village groups and residents, with refreshments. It was agreed that the original format would be adopted again with a Parish meeting for 15 minutes before a monthly meeting on 25/4/22.
	172.4	<b>To note an accident book purchased for Clerk and Councillor work/activities.</b> This was noted and agreed.
	172.5	<b>To note feedback on stone wall valuation (Cllr Langston Jones) to rebuild and resolve insurance/budget.</b> Cllr Langston Jones had discussed this with a local builder and it was assessed at approx. 5k to re-build in the event of an accident or decay. The Clerk explained it had been no additional cost to insure this until October and so, depending on renewal costs, it will be decided whether to insure and/or just keep money allocated in the reserved parish budget in case of an accident or decay.
	172.6	<b>To note hire/key holder forms for Chapel to be signed and agree payment for 6 months, as circulated.</b>

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

		The hire forms were agreed and signed as requested. A new key holder form had been completed by the Chairman. The payment was agreed as stated. <b>Action Clerk and Chairman</b>
	<b>172.7</b>	<b>To note payment for opening and closing bus shelter is due ordinarily. To agree payment.</b> A payment of £200 was agreed as per last year as the shelter is still opened and closed for the Call Connect and school buses. <b>Action Clerk</b>
	<b>172.8</b>	<b>To agree to appoint internal auditor as last year on same costs.</b> Cost was £150 for one audit last year. Previously, there had been 2 audits totalling a similar cost pa. The new auditor is trained specifically in Parish Council finances and regulations. It was agreed by all to re-appoint. <b>Action Clerk</b>
	<b>172.9</b>	<b>To agree attendance at archive and retention training course for Clerk on 2/4/22 at £30 pp</b> Attendance was agreed. A discussion regarding archiving some of the very ancient files and papers presently stored locally took place and some centralisation of records agreed, to improve their protection. A service was needed for someone to scan and then store. <b>Action Clerk</b>
	<b>172.10</b>	<b>To agree or not CAPALC subscription with or without DPO. Information circulated.</b> It was agreed to renew the membership again without the DPO service.
	<b>172.11</b>	<b>To note second consultation on Parliamentary Boundaries Review from 22/2/22 to 4/4/22 and resolve any response, circulated.</b> The information was received and noted. It was agreed no response was necessary from APC – the previous suggestions to change the City and Rural wards were not adopted.
<b>21/173</b>	<b>PARISH PROJECTS</b>	
	<b>173.1</b>	<b>To receive update from Nature Recovery Group and agree any planned expenditure within budget.</b> An update on latest activity was received and noted. It was hoped the 3 year plan from planting will come to fruition in time and snowdrops and bluebells will cover the area. It was noted that 2 more Oak trees have been donated by David Noble and plug plants donated by Eileen Stalley. More expenses were agreed as £22.80, in addition to the £192.49 on the agenda, up to the budget. Plaques are in hand and a message will be put out in April re grass strimming. <b>Action M Stalley, Clerk</b>
	<b>173.2</b>	<b>To note nomination form for an asset of community value re-submitted for Paper Shop ground floor.</b> This was noted. The Clerk would still like more evidence as requested. <b>Action Cllr Pickett.</b>
	<b>173.3</b>	<b>To receive feedback from site visits re new equipment/play area improvements and agree next steps.</b> Some paper plans had been received and the recreation group will meet as soon as possible to look at all the plans so far. Playdale had been chased to no avail. <b>Action Recreation Group</b>
<b>21/174</b>	<b>JOINT COMMUNITY ACTION PLAN/NEIGHBOURHOOD PLAN/JOINT PARISH LIAISON GROUP (JPLG)</b> <b>To agree latest JCAP as circulated by John Hodder on 24/2/22.</b> The latest JCAP was agreed by all and will be finalised and circulated. <b>Action J Hodder</b>	
<b>21/175</b>	<b>PARISH COUNCILLOR ELECTIONS</b>	
	<b>175.1</b>	<b>To receive and note process and deadlines for nominations to stand in the election, circulated.</b> The deadline of 5/4/22 and process was outlined and any queries or help needed was offered by the Clerk. Forms could be delivered to Cllr Pickett and she or the Clerk will hand deliver them as required. <b>Action Clerk/Chairman</b>
	<b>175.2</b>	<b>To note who is standing, receive forms and agree recruitment campaign and actions associated.</b> Some Councillors had specified whether they were re-standing but not all. Forms were given out to all who had not already requested them. A previous applicant will be contacted about standing. Councillors to also think of people who may be interested. Some national material will be placed on boards and social media. <b>Action All</b>
<b>21/176</b>	<b>FOOTPATHS, RIGHTS OF WAY, VERGES, VILLAGE MAINTENANCE</b>	
	<b>176.1</b>	<b>To receive an update on any current, outstanding issues and resolve appropriate actions.</b> There were no new issues.
<b>21/177</b>	<b>ALLOTMENTS AND PARISH LAND</b>	
	<b>177.1</b>	<b>To receive and note quotes for grounds maintenance and agree revised contract/contractor.</b> The 2 quotes received were noted. It was decided to again appoint CGM at their increased cost on similar schedule, as explained by the Nature Recovery Group. <b>Action Clerk</b>
	<b>177.2</b>	<b>To note suggestion for trimming path around the recreation ground and agree work or an alternative.</b> The advice from CGM and preferred option from the NRG was relayed to the Council and it was agreed to leave the current arrangement and path as is.

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

	<b>177.3</b>	<b>To receive and note Parish Land Management/strategy and decide on option. To note Station Road field allotment tenancy due to be advertised ordinarily in April 2022 for 3 years tenancy from September 2022.</b> The proposal was started but not ready for the meeting. Some additional criteria was being considered. The tenancy advert should be put up in time for tenders to be decided at April's meeting. <b>Action Land Management Group/Clerk</b>
	<b>177.4</b>	<b>To receive and note request from allotment holder to trim a tree overshadowing their plot and agree action.</b> The request was considered. Some had viewed the branch and reported back. A vote was taken and out of 3 voting, a majority voted not to support the trimming of the branch due to the environmental impact.
	<b>177.5</b>	<b>To note allotment break ins and resolve action, including possible gate, hedging and WhatsApp group.</b> The 2 recent break ins were noted and actions to address considered, however not thought sufficiently effective. A Whatsapp group will be investigated. <b>Action Clerk</b>
<b>21/178</b>	<b>VILLAGE GROUPS</b>	
	<b>178.1</b>	<b>To receive and note update from Platinum Jubilee celebrations group including insurance and agree ideas eg bench, decorations, beacon, flower tubs, commemorative items and any associated, additional expenditure.</b> Cllr Perkins gave feedback on actions being taken so far and gave some ideas to be agreed as needed for the bus shelter, Station Road and the Recreation Ground. It was agreed to investigate some bunting and a bench seat with a plaque. It was agreed to pay £100 for 3 planters for the green and a total budget of £500 was agreed to be spent. <b>Action Cllr Perkins to co-ordinate.</b>
	<b>178.2</b>	<b>To hear feedback from Woodlands village and Nene Park Trust (NPT) operational meetings. Notes from the NPT meeting and latest newsletter had been circulated, received and noted.</b> It was reported that there were no group representatives from NPT or the Care Home at the Woodlands Village meeting and limited information and feedback was available.
	<b>178.3</b>	<b>To receive and note communication from NALC/Cate Harding ref the Ukrainian Crisis and resolve any action for Council, circulated.</b> The information has been shared, received and noted. No donations are allowed from a Council unless General Power of Competence is in place. Information will continue to be shared with the community.
<b>21/179</b>	<b>ROAD SAFETY WORKING GROUP</b>	
	<b>179.1</b>	<b>To note new MVAS to be stored at PCC for installation on new post in April 2022. To agree expenditure of MVAS.</b> Cllr Perkins reported that the device had been collected and will be stored at PCC until installation in April. The invoice for the device will be paid and cost of installation agreed.
<b>21/180</b>	<b>PLANNING : TO NOTE LATEST APPLICATIONS AND RESOLVE RESPONSES TO NEW ONES</b> <b>The following was noted and responses agreed.</b>	
	<b>180.1</b>	21/01624/OUT Construction of 2 detached dwellings with all matters (listed) reserved at Castor and Ails-worth tennis club, Holme Close. Deadline 16/11/21. <b>Response sent, awaiting decision.</b>
	<b>180.2</b>	21/01943/FUL demolition of existing building and erection of 3 x 4 bed dwellings and 1 x 5 bed dwelling, garages, parking, access, soft landscaping and associated infrastructure at Vogel site, Helpston Road. <b>Response sent, awaiting decision.</b>
	<b>180.3</b>	21/01805/HHFUL s/s rear/side extension and alterations to garage fenestration. <b>Permitted 21/2/22.</b>
	<b>180.4</b>	21/01999/HHFUL Formation of dormer to rear of bungalow at 14 Andrew Close. <b>Permitted 21/2/22.</b>
	<b>180.5</b>	22/00254/CTR tree shaping and trimming works at 17 Main St. Deadline 21/3/22. <b>The Council has no issues with this. Clerk to respond.</b>
	<b>180.6</b>	To acknowledge correspondence re planning appeal against decision to refuse cycleway link to Nene Valley Railway.
	<b>180.7</b>	22/00209/CTR pruning of Apple tree at 47 Main St, deadline extended to 22/3/22. <b>The Council has no issue with this. Clerk to respond.</b>
	<b>180.8</b>	22/00059/HHFUL detached garage and storage at property at 15 Main St. <b>Application withdrawn.</b>
<b>21/181</b>	<b>COMMUNICATIONS/WEBSITE/FACEBOOK, TRIBUNE AND PARISH NEWS</b> <b>a) To note next Tribune deadline is 15/4/22 and resolve entry content and who to submit.</b> The deadline was noted and M Stalley offered to do a piece plus the Clerk will add Parish Council content if needed.	
<b>21/182</b>	<b>CLERK REPORT/COMMUNICATION The following was noted;</b> <b>a) The next Parish Forum is 15/4/22 and drop-in session is 21/4/22 – if these go ahead over Easter.</b>	

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_

	b) The Annual Parish Conference is 8/6/22. c) A request from ARU Peterborough to meet and discuss community working and opportunities. The contact will be asked what work might be wanted/offered in case it was appropriate and useful to current activities. <b>Action Clerk</b>		
<b>21/183</b>	<b>ORDERS FOR PAYMENT; The following payments were agreed to be made as follows;</b>		
	<b>183.1</b>	Clerk pay £272.16 plus home office £26 - PAYE payable 31/3/2022 and back pay tba for increment and pay rise payable from April 2021. (New pay if agreed from April 2022)	£183.48 back pay plus salary Less tax £227.82.
	<b>183.2</b>	Reimburse ink shared pm J Rice paid February	£5
	<b>183.3</b>	J Rice mileage Jan/Feb	£9.90
	<b>183.4</b>	Employer HMRC payment March to be deducted from salary	£227.82
	<b>183.5</b>	Grass cutting new contract/price	As stated.
	<b>183.6</b>	Nature Recovery Plan expenditure as agreed previously	£192.49 plus £22.80
	<b>183.7</b>	MVAS payable to ElanCity	£2090 plus vat £2508
	<b>183.8</b>	Reimburse Clerk for accident book	£4.99
	<b>183.9</b>	Water bill payable to Wave	£20.75
	<b>183.10</b>	CAPALC subscription	£295.28
	<b>183.11</b>	Bus shelter security payment	£200
	<b>183.12</b>	Planters £100 plus upto £400 for Queen's Platinum Jubilee decorations etc	£500
	<b>183.13</b>	Retention/archiving course	£30
	<b>183.14</b>	<b>Receipts/ transfers.</b>	£567 Station Road rent paid
<b>21/184</b>	<b>CLOSED SESSION to exclude the members of the public/press for the reasons of confidentiality.</b> a) To hear feedback from Staffing Committee on Clerk payscale/pay rise applicable from April 2021 and resolve suggestion. The staffing committee met without the Clerk and recommend a 2 point payscale increase to point 16 that was due from April 2021 and the 1.75% national pay rise has now also been agreed and needs to be back dated to April 2021. They also recommend an increase in monthly hours from 20 to 25. This was agreed by those present and back pay will be paid. <b>Action Clerk</b>		
<b>21/185</b>	<b>DATE OF NEXT MEETING</b> It was noted that the next Parish Council meeting will be the <b>Annual Parish Meeting and the normal monthly meeting both on 25<sup>th</sup> April 2022 at 7.15pm</b> venue is the Chapel unless notified otherwise.		

Signed by Chairman \_\_\_\_\_ Date \_\_\_\_\_