

MINUTES OF THE ANNUAL MEETING OF AILSWORTH PARISH COUNCIL

HELD ON MONDAY 15TH MAY 2023 AT 7.30PM

at the Cedar Centre, Castor

Present were Councillors: Dr M Ellershaw, Mrs A Perkins, Mrs J Pickett, Mr M Stalley and Mr M Samways

Clerk Miss J Rice

Members of the public present: One, Mr J Hodder.

23/17	TO ELECT A CHAIRMAN Current Chairman to take nominations for the Chairman position and then propose, second and vote to elect. Elected Chairman to sign the declaration of acceptance and chair the meeting. Nominations for Chairman were invited and there was only one nomination for Cllr A Perkins proposed and seconded and Cllr Perkins was unanimously voted in as Chairman and chaired the rest of the meeting.	
23/18	TO ELECT A VICE CHAIRMAN Chairman to take nominations for Vice Chairman position and then propose, second and vote to elect. Nominations for Vice Chairman were invited and there was only one nomination for Cllr J Pickett proposed and seconded and Cllr Pickett was unanimously voted in as Vice Chairman. Thanks were expressed to Cllr Pickett for all her years of being Chairman.	
23/19	APOLOGIES FOR ABSENCE. To receive and record apologies sent to the Clerk. Apologies were received from Cllr Moon and Cllr Langston-Jones.	
23/20	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 personal, prejudicial or pecuniary 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). There were no declarations of interests made.	
23/21	PUBLIC PARTICIPATION 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. The member of public present mentioned that the joint meeting agenda should be considered at the June meeting and that the joint meeting is still tbc but should be held after the fete.	
23/22	MINUTES OF THE LAST MEETING (previously circulated) and matters arising To confirm as correct the record of the minutes of the meeting held on Monday 17th April 2023, Chairman to sign, previously circulated. The minutes were agreed as a true record and duly signed by the Chairman.	
23/23	GOVERNANCE, FINANCE AND TRAINING	
	23.1	To appoint an internal, quarterly, financial checker who is not a bank signatory. Cllr Langston-Jones was appointed as the internal finance checker.
	23.2	To review and appoint committees and working group members and their terms of reference. Nature Recovery Group, Parish Land Management Group, Sale of the Chapel and ACVs and Staffing Committee, here-with. The Nature Recovery Group and Parish Land Management Group terms of reference were agreed. The new Sale of the Methodist's Chapel group terms were amended and will be re-circulated. Action Clerk
	23.3	To receive and note the annual internal auditor's report and agree any actions necessary, previously circulated. The report was received and noted. The internal audit was signed off with some notes of advice duly noted.
	23.4	To receive and note the AGAR Annual Governance Statement and approve, previously circulated and attached. The Governance Statements were read out and answers approved.
	23.5	To receive and note the AGAR accounting statement and approve, previously circulated and attached. The accounting statement was received, noted and approved.
	23.6	To receive and note the Certificate of Exemption and approve. The certificate of exemption was received, noted and approved.

Signed by Chairman _____ Date _____

	23.7	To arrange for the signing of the Governance Statement, Accounting Statements and Certificate of Exemption and to note the exemption certificate will be sent to the external auditor. The Chairman and Clerk signed the relevant forms. The relevant forms will be sent to the auditor and posted online and on boards. Action Clerk
	23.8	To note the commencement date for the exercise of public rights as 5/6/23. The date for the public inspection period was noted as starting on 5/6/23 and a notice will be put up and posted to the website. Action Clerk/Cllr Pickett
	23.9	To note training opportunities circulated and agree any attendance required. The training opportunities were noted and any bookings to be requested to the Clerk. Action All
	23.10	To review and adopt Standing Orders, Financial Regulations and Asset Register, agreeing annual checks, as previously circulated. To note national review of Financial Regs is due. These were all received and noted and agreed to be adopted. Action Clerk to upload.
	23.11	To receive and note financial report to end of April and resolve and queries, herewith. The report was received and noted and there were no queries. The Clerk reported that the budget is showing 20% spent in April but this is due to the burial fees and donations budgets being all spent at the start of the year, distorting the figures. The "donation" of £1400 from the Coronation will be paid back. The bank balance is £28064.60 and no precept of 7k has yet been received- it is later being paid. The reserves contain 14k for the improvements to the play area.
	23.12	To note auditor recommends separate receipts for claims (not mixed) and to avoid many Cllr purchases. This advice was noted for future purchases. Action all
23/24	ALLOTMENTS, PARISH LAND MANAGEMENT GROUP PLMG (Cllr Ellershaw, Cllr Samways, Cllr Moon, Cllr Pickett and Cllr Stalley)	
	24.1	To receive update from PLMG, incl meeting with tenant, and from any advisory groups. The group gave an update on the productive meeting with the tenant and the options being explored still, including a change of use for part of the field. It was agreed to give one year plus notice in September 2023 until December 2024 for best plant rotation and to continue investigations with Langdyke Trust, PECT, Nene Park etc. It was recognised that a full appraisal and business case is needed before any changes can be made and residents fully appraised of the situation for comment and feedback. Action PLMG
	24.2	To receive and note update from Nature Recovery Group and agree any expenditure from budget, including Coronation plaque and bulb initiative. Cllr Stalley gave an update on the group's activities including continuing positive feedback from residents, more plug plants, bulbs and acorns appearing. It was noted that the water harvester project is progressing well and liaison with Climate Action and Nene Part Trust is helpful. It was agreed to allow £50 expenditure for plants or herbs for the village green pots. It was thought an unveiling of the plaque and new play equipment dedication should be marked with an open day or similar. Action NRG/all
	24.3	To note Donkey Paddock tenancy due to be advertised in June 2023 and resolve action in line with PLMG objectives/report from PLMG. This was received and noted, and the current restrictions also noted. Investigations will continue into possible release of the covenant but it was recognised there is no pressing need to change this use. It was agreed to renew the tenancy for a further year in December 2023. Action Clerk
	24.4	To receive and note response from CPC re New Close field and agree any action. Cllr Pickett explained the historical background to the access to New Close field after Castor Parish Council requested changing it and it was recognised that the access cannot be changed.
23/25	METHODIST CHAPEL SALE	
	25.1	To receive and note any feedback from the group and/or Peterborough City Council and agree action. Cllr Perkins reported from the meeting earlier that day and the frustration felt by many still as no information from Peterborough City Council is forthcoming. It was noted that the area at the front is getting very untidy and overgrown and a request for a tidy up will be made. Action Clerk
23/26	PLAY AREA IMPROVEMENTS PROJECT	
	26.1	To receive and note update on project; grant for deposit paid in the end and equipment ordered. Meeting with contractor due. To resolve any issues.

Signed by Chairman _____ Date _____

		The project is progressing well and an order placed. A meeting on site will be organised nearer the time, with hopefully a mid-June install. Action Clerk	
23/27	VILLAGE GROUPS		
	27.1	To receive and note update and feedback on events from Celebrations Group link councillor. Cllr Perkins reported a successful event and all monies given in April to be repaid due to profit.	
	27.2	To receive and note update on “volunteering/photo competition” and prizes etc. Resolve any issues. The Clerk reported 4 entries so far and 4 prizes are secured. Reminders will be posted that it runs until the end of May and a certificate and prize giving will be arranged. Action Clerk	
23/28	PARISH LIAISON/COMMUNITY ENGAGEMENT/JOINT MEETINGS		
	28.1	To receive update on village fete and make arrangements for APC stall. It was confirmed that APC will run a stall and include the Climate Action Group. Cllr Perkins will start the ball rolling with arrangements confirmed by Cllr Langston-Jones and emailed round. Action Cllr Perkins	
	28.2	To note and agree to change VETS and discuss defib. refresher training session. It was confirmed that the VETS was not renewed until it is up to date and required. Refresher training will be arranged with Castor Parish Council and on the joint agenda. Action Clerk	
23/29	PARISH MAINTENANCE ISSUES		
	29.1	To receive and note update on Helpston Road parking request, and land ownership issue. It was reported that James Collingridge PCC is enquiring about who owns the land as thought to be the landowner not Highways. It will be checked locally. Action Cllr Pickett	
	29.2	To receive and note old Helpston Road sign and agree action based on new information. This will be carried forward to the next meeting.	
	29.3	To receive and note any other maintenance issues and resolve action. The issue of potholes was raised, and Cllrs are encouraged to report them using Fixmystreet and to urge residents to too. The overhanging trees in the verge noted in the report are still being investigated. Action All	
23/30	PLANNING; TO NOTE LATEST APPLICATIONS AND RESOLVE RESPONSES TO NEW ONES		
	30.1	To receive applications between issuing agenda and date of meeting and decide if can agree response. 23/00583/CTR fell unknown tree and remove stump at 42 Main St. This was discussed and it was decided to support the application. Action Clerk to send	
	30.2	23/00111/R4FUL Development of sports pavilion, MUGA, storage facilities and associated infra-structure. Response from Ailsworth sent. Recommended by Castor to go to planning committee for decision. It was noted this will be decided by a planning committee.	
23/31	CLERK REPORT/CORRESPONDENCE: To receive and note any correspondence and decide whether to bring to future meeting. 1. Notification of cemetery developer consultation at Sutton FYI. This was noted although no formal application is submitted as yet. 2. Notification of more parachute planes flying too close to residents, action to escalate, joint approach. It was agreed to send representation to PCC Environmental Health via Cllr P Hiller and continue communication with Sibson managers. Action Clerk 3. It was confirmed that there is an upgrade to power lines infrastructure going on the edge of the A47 at the Sutton roundabout.		
23/32	ORDERS FOR PAYMENT; To note and agree payments/ transfer to be made and already made as follows; TO BE PAID AND FUTURE The following payments were approved for payment:		
	32.1	Clerk; pay 26 hours pm incl A/L £362.70 plus £26 home office less tax/NI	£316.10
	32.2	Clerk; Reimburse ink shared pm J Rice paid May	£5.85
	32.3	Clerk; mileage Apr/May	£10.35
	32.4	HMRC employer/ee payment for May to be deducted from salary	£72.60
	32.5	Cedar Centre for meetings room hire	£tbc
	32.6	CGM grass cutting invoice 254026	£400.37
	32.7	Playscape play equipment deposit paid 4/5/23, went through 9/5/23.	£27021.60 paid
	32.8	Wicksteed play equipment order	£1075 plus vat, to pay later
	32.9	M Stalley for plaque King’s Orchard	£189.42
	32.10	Renaissance auditor services	£150
	32.11	RJ Wright for notice board construction materials	£150

Signed by Chairman _____ Date _____

23/33	IN-COME	Precept ½ from PCC paid 3/5/23, not in bank then.	£7190.50
		Grant from Augean, first instalment, paid 3/5/23, query over balance.	£22518
		Community Infrastructure Levy payment from Neighbourhood Plan/development received 5 th May.	£19578.58
		HMRC reclaim, received 25/4/23.	£977.72
		Rent from Station Road tenant for 6 month period to September 2023, received 4/4/23.	£567
23/34	DATE OF NEXT MEETING To note that the next meeting is on Monday 19 th June 2023 held at 7.30pm, in the Cedar Centre, Castor. This was noted.		

Signed by Chairman _____ Date _____