

# MINUTES OF THE AILSWORTH ANNUAL PARISH COUNCIL MEETING

## HELD ON THURSDAY 23<sup>RD</sup> MAY 2024 AT 7.30PM

at the Cedar Centre, Castor

Present were Councillors: Dr M Ellershaw, Mr R Moon, Mrs A Perkins, Mrs J Pickett, Mr M Stalley. Clerk Miss J Rice  
Members of the public present: One.

<b>24/17</b>	<b>TO ELECT A CHAIRMAN</b> 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. The current Chairman took nominations and there was only one to nominate and propose Cllr Perkins for Chairman. This was seconded and a unanimous vote taken to elect Cllr Perkins, who then continued to chair the meeting after signing the declaration of acceptance.	
<b>24/18</b>	<b>TO ELECT A VICE CHAIRMAN</b> Chairman to take nominations for Vice Chairman position and then propose, second and vote to elect Nominations were taken and there was only one to nominate and propose Cllr Pickett for Vice-Chairman. This was seconded and an unanimous vote taken to elect Cllr Pickett.	
<b>24/19</b>	<b>APOLOGIES FOR ABSENCE. To receive and record apologies sent to the Clerk.</b> The Clerk received apologies from Cllr Langston Jones.	
<b>24/20</b>	<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. 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 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 interest made in items on the agenda.	
<b>24/21</b>	<b>PUBLIC PARTICIPATION</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. Mr Nash raised an issue with the process of discussing a challenge to the climate change policy statement. It was clarified that it had been decided to hold a zoom pre-meeting and then discuss it at the next parish council meeting, when others are able to raise issues or concerns in public time before the agenda item.	
<b>24/22</b>	<b>MINUTES OF THE LAST MEETING (previously circulated) and matters arising</b>	
	<b>22.1</b>	<b>To confirm as correct the record of the minutes of the meeting held on Monday 15<sup>th</sup> April 2024, Chairman to sign, previously circulated.</b> The minutes were agreed as a true record and duly signed by the Chairman.
<b>24/23</b>	<b>GOVERNANCE, FINANCE AND TRAINING</b>	
	<b>23.1</b>	<b>To appoint an internal, quarterly, financial checker who is not a bank signatory.</b> It was decided to nominate Cllr Langston Jones to continue this role.
	<b>23.2</b>	<b>To review and appoint committees and working group members and review and agree their terms of reference. Nature Recovery Group (NRG), Parish Land Management Group (PLMG), Staffing Committee (SC), herewith.</b> The SC, PLMG and NRG terms of reference were adopted unchanged. There will be new Finance Working Group terms of reference written and circulated and Cllrs agreed as Cllr Langston Jones, Cllr Perkins, Cllr Stalley and Cllr Pickett. <b>Action Clerk</b>
	<b>23.3</b>	<b>To receive and note the annual internal auditor's report and agree any actions necessary, previously circulated.</b> The auditor report was received and noted. The issue raised of Cllrs not buying items on personal cards and re-imbursed was discussed. It was decided to obtain invoices wherever possible for all purchases and also alternatives ie trade accounts, business cards, would be investigated by the finance group. <b>Action Finance Working Group, above</b>
	<b>23.4</b>	<b>To receive and approve the Annual Governance and Accountability Return (AGAR) governance statements (Section 1), previously circulated and attached.</b> The statements were read out and completed.
	<b>23.5</b>	<b>To arrange for the approval and signing of the AGAR accounting statements (Section 2) and signing of the Governance statement.</b> The accounting statement was agreed and the sections 1 and 2 were duly signed. <b>Action Clerk</b> to send and upload all AGAR forms plus extra information required for 5% sample

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

	23.6	<b>To note the commencement date for the exercise of public rights.</b> The Clerk confirmed the dates as suggested by the external auditor and the notice given to Cllr Pickett for display from 2/6/24. <b>Action Cllr Pickett</b>
	23.7	<b>To note training opportunities circulated and agree any attendance required.</b> It was agreed that Cllr Moon can attend all the new planning training sessions. <b>Action Clerk to book</b>
	23.8	<b>To review and adopt Standing Orders, (new) Financial Regulations if available, Asset Register and Risk Assessment Management, agreeing annual checks, as previously circulated.</b> The new financial regulations will be reviewed and circulated. The standing orders were adopted as unchanged and the asset register/risk management agreed as circulated. The asset checks need to be updated with who is to do them. The risk assessment for the New Close field by Cllr Moon was agreed and this other template format for risk assessments could be used in future. <b>Action Clerk</b>
	23.9	<b>To receive and note financial report to end of April and resolve and queries, herewith.</b> The report was received and noted, and the Clerk explained that general reserves may need to be built into the new budget for next year, due to the reserve's expenditure on the play area.
	23.10	<b>To receive feedback and review Annual Parish Meeting and agree any actions.</b> The feedback voiced was positive as more residents attended than ever before and village groups joined in with their useful updates. The Chairman's report will be displayed on the notice board.
	23.11	<b>To receive and co-option applications for Parish Councillor vacancy and agree on co-option.</b> There have been no applications received. Cllrs urged to approach residents who might be keen. <b>Action All</b>
	23.12	<b>To consider a multi-pay card with Unity/Lloyds Bank for purchases, £6 pm cost, as recommended by auditor.</b> The Clerk circulated information relating to a Unity Lloyds card as they do not do a credit or debit card. It was agreed that it is expensive for the level of use planned. It was further agreed to investigate other options (see 23.3) <b>Action Finance Group</b>
	23.13	<b>To confirm the council still meets the criteria for General Power of Competence, eg 2/3rds are elected councillors and Clerk is Cilca qualified.</b> The Clerk explained the use of the GPOC again and that the council still meets the criteria, and it was agreed to continue with it.
<b>24/24</b>	<b>ALLOTMENTS, PARISH LAND MANAGEMENT GROUP - PLMG (Cllr Ellershaw, Cllr Moon, Cllr Pickett and Cllr Stalley) and NATURE RECOVERY GROUP</b>	
	24.1	<b>To note update on lease of parish land to PECT for tree and wildflower nursery and agree action and any update from PLMG and agree new actions.</b> An update from the PLMG was received and noted. Talks are continuing with Nene Park Trust on uses of the land including M'lady's pond and all options will be considered. It was agreed to ask the current tenant to extend the tenancy agreement for another year to December 2025. The lease for New Close is expected from Castor PC soon and will be reviewed for APC use then. <b>Action PLMG and Clerk</b>
	24.2	<b>To receive and note update from Nature Recovery Group and agree any new expenditure.</b> Cllr Stalley updated the meeting on recent activity, including a working party to tidy the area and planted trees, watered from the harvester. It was reported that the wildflowers are growing well and notice boards would be useful in the near future to detail what is there, meetings as a joint venture with Langdyke Trust cluster meetings. Concern was raised about two poorly trees under review by the tree surveyor and to be checked again late summer. <b>Action NRG/Clerk</b>
	24.3	<b>To discuss access issues across the track by Castor Barns.</b> Cllr Ellershaw raised a concern that the access allowed for many years was under threat from Nene Park Trust and as it was previously agreed by them to keep this access open to residents, they have confirmed it is still open and they will put signage up.
<b>24/25</b>	<b>WEBSITE STORAGE ISSUES</b>	
	25.1	<b>To resolve expansion of website/email storage temporarily at a cost of £40.</b> It was agreed to extend this storage to avoid problems until new website/emails are agreed. <b>Action Clerk</b>
<b>24/26</b>	<b>PLANNING; TO NOTE LATEST APPLICATIONS AND RESOLVE RESPONSES TO NEW ONES</b>	
	26.1	<b>To receive applications between issuing agenda and date of meeting and decide if can agree response.</b> The application for the new school fence (in Castor) was discussed and it was decided not to send a comment due to it being a safeguarding issue.
	26.2	<b>23/01464/FUL Change of use of field to dog walking area, including parking area and fencing. Deadline extended due to new parking plans being submitted. Response submitted, awaiting decision. New plans x 2 submitted and new deadline for response.</b> This was noted, with no further comment needed/agreed.

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

	26.3	<b>24/00470/PRIOR</b> the proposed installation of a shareable telecoms base station comprising 25m tower plus other equipment, at land at Peterborough Road, Sutton. Response sent. Awaiting decision.	
	26.4	<b>23/00299/CTR</b> Alder trees raise crown 4-5m and reduce back from building by 2m. Response sent. Permitted 15/4/24 and noted.	
	26.5	<b>23/00240/LBC and 204/HHFUL</b> Various external and internal works to 44 Main St, re-consultation on LBC to note. Permitted 17/4/24 and noted.	
	26.6	<b>24/00254/FUL</b> erection of new shop with flat above, amended version of previously agreed <b>17/02123/FUL</b> . Response sent, awaiting decision. Revised plans submitted and deadline 15/5 – request for deadline to be extended. It was agreed to send support for the changes and comment that it would be a positive move to agree and progress the new shop. <b>Action Clerk</b>	
	26.7	<b>24/00444/WCPP</b> Variation of condition C1 (extend expiry date) of planning permission to 31/5/25. Awaiting decision and noted.	
	26.8	<b>00569/CTR</b> 1 x Ash tree fell at 39 Main St, deadline 21/5/24. It was decided to support this application. <b>Action Clerk</b>	
	26.9	<b>00582/CTR</b> tree works to 2 Sycamore at 1 Holme Close, deadline 23/5/24. It was agreed to refer this to the Tree Officer and ask them to visit. <b>Action Clerk</b>	
	26.10	<b>To note Local Plan. D Shaw email refers.</b> A new consultation period in the summer holidays was noted.	
<b>24/27</b>	<b>PLAY AREA/RECREATION GROUND</b>		
	27.1	<b>To note new bench installed and resolve (how) to make chatty bench, ideas circulated.</b> It was agreed to purchase a “chatty bench” plaque, up to a maximum of £40. <b>Action Cllr Ellershaw</b>	
<b>24/28</b>	<b>VILLAGE GROUPS / UPDATES</b>		
	28.1	<b>To discuss Preschool extended hours in village hall.</b> It was agreed to refer this to the next joint meeting for PC discussion. <b>Action Clerk</b>	
<b>24/29</b>	<b>PARISH LIAISON/COMMUNITY ENGAGEMENT/JOINT MEETINGS</b>		
	29.1	<b>To receive and note feedback from Castor Parish Council meeting, Cllr Pickett, and resolve any actions.</b> Cllr Pickett gave feedback on the PECT lease, climate change challenge and bus shelter.	
	29.2	<b>To discuss Saxon stall at K900 stall event on 6/7/24 and resolve plan of action.</b> It was agreed to form a rota and meet up outside of this meeting, but that help is needed from all. <b>Action Cllr Perkins/all</b>	
	29.3	<b>To note feedback from meeting with Parachute Club re planes flying over villages.</b> Feedback from the site meeting was noted and the pilot helpful and in communication.	
	29.4	<b>To note communication from new Ward Cllr and offer for help.</b> The offer of help from the new Ward Councillor was noted and congratulations on election offered.	
<b>24/30</b>	<b>PARISH MAINTENANCE ISSUES</b>		
	30.1	<b>To receive feedback from checks; defib and allotments, including maintenance and fence issues, and resolve action. Checker for May is Cllr Moon and June is Cllr Perkins.</b> Feedback from the checks was received and noted. It was agreed to send a general email to tenants for now, to tidy up their allotments etc where appropriate. <b>Action Clerk</b>	
	30.2	<b>To note survey of stone wall to Donkey Paddock and resolve action.</b> The report received was received and noted. Further reports will be obtained for comparison. <b>Action Clerk</b>	
	30.3	<b>To note complaint re chemical spraying on weeds by PCC and resolve action.</b> It was agreed to defer this to the next meeting, with PCC’s response.	
	30.4	<b>To note any new maintenance issues and resolve appropriate action.</b> It was noted that the flower boxes on the green have been renewed and £10 for soil agreed, plus thanks to E Stalley for the work.	
<b>24/31</b>	<b>CLERK REPORT/CORRESPONDENCE: To receive and note correspondence and decide any actions.</b> a) <b>To note approach re BBC Radio Cambs coverage of Chapel closure.</b> This was not discussed in the meeting due to time available, however Councillors were aware of it taking place and content.		
<b>24/32</b>	<b>ORDERS FOR PAYMENT;</b> Payments were agreed to be made as follows; TO BE PAID AND FUTURE where relevant.		
	32.1	Clerk pay 26 hours pm £395.46 less tax/NI £79	£316.46
	32.2	Clerk; Reimburse ink shared pm J Rice paid in April	£4.22
	32.3	Clerk; mileage Apr/May plus home office expenses £26	£9.90 plus £26
	32.4	HMRC employer/ee payment for May	£79
	32.5	Nurture (was CGM) grass cutting	£tbc

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

	<b>32.6</b>	Internal auditor	£150
	<b>32.7</b>	Cllr M Stalley for flowers on green	£17.95
	<b>32.8</b>	S Trimmer as agreed previously	£120
	<b>32.9</b>	As agreed at meeting M Ellershaw £40, E Stalley soil	£tbc exactly
	<b>32.10</b>	Receipts ½ precept from PCC and grants HMRC reclaim received 8/5/24	£8046.00 £9969.72
<b>24/33</b>	<b>DATE OF NEXT MEETING; It was noted that the next meeting is on 17<sup>th</sup> June 2024 at 7.30pm.</b>		

See notice board/website ([www.ailsworthparishcouncil.org.uk](http://www.ailsworthparishcouncil.org.uk)) for dates of meetings. Any associated papers/information are available by request from the Clerk at [clerk@ailsworth-pc.gov.uk](mailto:clerk@ailsworth-pc.gov.uk)

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