

CASTOR PARISH COUNCIL



Minutes of Castor Parish Council Meeting

Thursday 2nd May 2019 in The Cedar Centre, Castor at 7.30pm

134. **PRESENT:** Cllr. William Baxter, Cllr. Neil Boyce (Chairman), Cllr. Steve Davies, Cllr. Jane Greene, Cllr. Fiona Rowlands and Cllr David Shaw. Officers present: John Haste, clerk; also, in attendance Members of the public. Cllr. Richard Anker sent apologies due to work commitment.
135. **RESIGNATION** – The Chairman announced that Former Cllr. John Howard had resigned from the Parish Council.
136. **DECLARATIONS OF INTEREST** in items on the agenda – None
137. **MINUTES OF PREVIOUS MEETING** – We unanimously **RESOLVED** to accept the minutes as drafted and they were duly signed by the chairman.
138. **PUBLIC PARTICIPATION**
- A resident asked about the return of the old BT Telephone Box which had been earmarked for the parish council.
 - The majority of councillors present confirmed that they would still like to see the return of the telephone box and asked that the clerk write to the city council to expedite the return. The Chairman undertook to liaise with the former clerk to determine the City Council officer formerly dealing with this matter
139. **PLANNING**
- a) We received and noted the content of a status report on planning applications considered at previous meetings this year. The clerk drew our attention to the changes since the previous meeting and the report was duly noted.
 - b) 19/00487/DISCHG Discharge condition C13 (Temporary Changing Facilities / Pavilion) Woodlands. We noted that these facilities had been installed on the site of the former tennis courts. We also noted that these were to be “temporary Facilities” but that no time limit was recorded on the city council planning portal. We asked the clerk to confirm with PCC the time limit applied and for our part considered that it should not exceed three years
 - c) 19/00565/CTR – Sycamore – Fell, 2 High Street. Parish council consider that the tree in question was a large and significant feature of the street scene. We **RESOLVED** to oppose the application and ask the tree officer seek alternative treatment of size reduction in preference to permitting the application to fell the tree.
 - d) WOODLANDS – Cllr Shaw reported on a meeting with Nene Park Trust (NPT), on the future of the Woodlands site. The meeting had been attended by Cllrs. Boyce, Rowlands and 2 representatives from Ailsworth PC. The sports grounds were already in use by both Barak & The Bretton Sports clubs. Other clubs would be permitted use of the facilities when otherwise not in use. It is anticipated that Thorpe Wood Rangers football club would use the site in the next football season. Management of the site remains with NPT, through a duty Ranger; and the grass maintenance had been let on a commercial contract. Longer term NPT were looking to a permanent pavilion within a probable 3-year timeframe. NPT undertook to engage the parish council in a future meeting possibly around September of this year. In discussion of this item reference was made to an old portacabin on

site that had been unused for many years and was felt to be a fire risk. We asked the clerk to write to NPT requesting that this be removed from the site.

- e) **Local Plan** – There is no further information to report and as recorded previously we await the decision of the planning inspectorate Cllr Shaw reported that a planning appeal in Ginton had been dismissed and that this had been centred on a five-year land supply. The dismissal of that appeal was promising for the local plan.
- f) **Joint Community Action Plan (JCAP)** –We noted proposed joint meeting on 8th May would be re-arranged to enable more parish councillors to attend
- g) **Neighbourhood planning** – We noted that there was nothing to report on this item and our previous decision to take no action on future development sites until the development of Woodlands had been resolved. We take the NP in to account when consulted on applications by the planning authority and therefore agreed to remove this item from future agenda unless a specific matter requires reporting or resolution.

140. **LAND AND ALLOTMENTS:**

- a) **Allotments** – The Chairman reported that the holder of Allotment 2 wished to retain an allotment, but would prefer to move as the plot is unsuitable for use as an allotment. We agreed that allotment 2 should be returned to Nature as is the case already with the adjoining plot three. We noted that plots 17a and 15a remained unallocated and agreed offer one of these to the former holder of allotment two and the other allotment to the person on the waiting list.
- b) **Berry's** - The Clerk reported that he had contacted Berry's to chase up tenancy agreement documentation and to inform Berrys that the parish council may have alternative plans for the Ferryfields site. We approved payment of the interim fee invoice of £890 + VAT.
- c) **Land Management Arrangements** - The chairman produced a draft invitation to tender document covering future grass cutting, hedge trimming and general land management tasks in respect of land under our control. Subject to minor amendments we agreed to delegate, to Cllr. Davis, the task of finding a minimum of three contractors to tender for the work; with all tenders to be returned, sealed, to the Clerk for opening and analysis at a future meeting of the parish council.
- d) **Ferryfields** - The chairman reported on a meeting, on site, with a potential tenant for this site for the purpose of grazing of rare breed animals. The potential tenant had offered to provide additional fencing, repair existing gates, provide additional signage, clearly mark the footpath for public access and generally cut and maintain the site. We RESOLVED to accept the offer, and by exchange of letter agree to let the site at a peppercorn rent of £10 per annum for five year with a three-year break. At the conclusion of the initial 5-year period the tenancy could be renewed on an agricultural tenancy if required

141. **GOVERNANCE MATTERS:**

- a) **Financial accounts for the year ended the 31st March 2019** – The clerk presented financial accounts for the previous financial year appended to these minutes. The accounts record receipts for the year of £45928.79, payments of £26721.09; £19207.70 added to reserves bringing the total reserves at the year end to £94971.87
- b) **Appointment of Internal auditor** – The clerk reported that Mr Russell Wright had indicated a willingness to undertake the internal audit of the Parish council for a fee of £200. Mr Wright is the internal auditor for the parish of Ginton for whom our clerk also undertakes the duties of Clerk & Responsible Financial Officer. We unanimously RESOLVED to appoint Mr Russell Wright as internal auditor.
- c) **Accounting Statement as part of the Annual Governance and Accountability Return** – The clerk presented a completed statement that accorded with the financial Accounts previously considered and approved at this meeting. We unanimously RESOLVED to approve the statement as presented to be endorsed by the chairman

142. COMMUNITY MATTERS:

- a) **Village Sign** – The chairman reported that he had met Glyn Mould and John Judge on site and that the structure required completely rebuilding in order to remove the existing post. We were also aware that the existing sign was currently in a residents garden and of a number of suggestions for the future sighting of the sign, For our part we re- affirmed our previous decision that it should be preserved and on public display in the village hall or other public place to be determined by the parish councils of Castor and Ailsworth.
- b) **Play equipment at the Play area** – We considered again, the city council report that the majority of the play equipment on our site was at best dated and in some instances would soon require replacement. The chairman undertook to obtain draft schemes from a variety of play equipment specialists. The options and costings to be considered at a future meeting
- c) **Community Allotment** – The clerk reported that as instructed he had sought quotations for the supply and spreading of topsoil for this site but had met with little success due to lack of knowledge of the site by potential contractors. Plough Environmental (PE) had expressed a willingness to undertake the work at £17 per man hour and knew the site well. PE had suggested that the topsoil and membrane be purchased direct by the parish council from Branch Brothers of Bourne as the topsoil was known to be Washed, weed free and of high quality. RESOLVED to authorise the clerk to proceed with the purchase of topsoil and membranes for the community allotment and the standing stones site and to liaise with PE for arrangements to carry out the work on the community allotment site.
- d) **Evergreens Grant Application** – We considered the additional information supplied with cost of known events for the forthcoming year. We RESOLVED to again sponsor the Harvest supper at an estimated cost of £300 together with paying for the coach for the Hunstanton Trip at a stated cost of £350. We expressed the view that Ailsworth parish council might sponsor the Thursford coach (£460) as many Evergreen members were Ailsworth residents.

143. OFFICIAL ANNOUNCEMENTS & CORRESPONDENCE

- The resident of the property adjacent to the village green had drawn our attention to the nuisance, and potential damage to the wall, caused by youths kicking football on to, and over, the wall between the village green and his property. These activities had been observed by parish councillors and, whilst we did not wish to curtail enjoyment of the green, we share concerns over the nuisance and potential damage. We RESOLVED to erect two notices in an attempt to dissuade this Practise and asked the clerk to write to the owner of the wall seeking permission to erect the signs on the wall itself.
- The chairman read out the letter of thanks from the cycle west project and looked forward to being updated in due course of progress on the project
- The revised speed limit. We noted that this had come in to force on 15th April but as yet no signs had been erected. We asked the clerk to enquire of the city council when these could be expected
- We noted the correspondence from the city council of parking restrictions to be introduced from 28th May. We noted that the letter had been addressed to the former clerk and were concerned that we had not received any consultation notice on the matter. Had we done so we would have opposed the restrictions and instructed the clerk to notify the city council accordingly.
- The chairman reported on progress with the waywarden scheme. We were pleased to note that the scheme was being adopted by other parishes. It was now proposed to create an overarching trust with charitable status attracting grant aid to employ a co-ordinator relieving participating parishes of the need to cover these administrative aspects of the scheme.
- The chairman and Cllr. Baxter reported on a joint community engagement project with the Latvian community. We look forward to working with the project to the mutual benefit of both communities

144. FUTURE AGENDA ITEMS

- a) Playground equipment

The Chairman declared the meeting closed at 9.20pm



Clerk & RFO 3rd May, 2019

DATE OF NEXT MEETING – 6th June 2019 in The Village Hall at 7.30pm.		
APPROVED BY CASTOR PARISH COUNCIL		
Signature of Chairman of approving meeting:		6th June, 2019

CASTOR PARISH COUNCIL
ACCOUNTS FOR YEAR ENDED 31 MARCH 2019

RECEIPTS & PAYMENTS
YEAR ENDED 31 MARCH 2019

<u>2017/18</u>		<u>2018/19</u>
£	RECEIPTS	£
23966.00	PCC Precept	31,966.00
2250.00	PCC Burial ground grant	2,250.00
280.00	PCC recreation ground grant	280.00
	PCC Community Allotment Grant	3,647.83
421.50	Neighbourhood plan grant	-
10000.00	National Heritage Grant	-
0.00	Land Rents	4,118.80
444.79	Allotment Rents	212.50
193.95	Wayleave	-
85.51	Interest (Deposit account)	309.59
0.00	VAT Refund	3,144.07
37641.75		<u>45,928.79</u>
	PAYMENTS	
4779.60	Clerks salary	9,498.85
1456.44	General administration	1,405.98
340.00	Audit fees	380.00
850.00	S137 payments Grants (GPOC)	1,894.62
280.00	Insurance	406.44
162.33	Subscriptions & membership fees	428.59
760.24	Allotments	1,168.49
0.00	Community Allotment	2,955.16
3342.98	Burial Ground Mtce	3,292.49
1138.24	Land & Property costs	1,267.64
11225.00	Standing Stones	
3133.33	Play area (fencing)	
4478.40	Landscape Management	690.00
30.00	Training	119.33
81.96	Chairmans Allowance	-
656.60	Neighbourhood planning	359.70
160.00	Village Xmas Tree	200.00
	Devolved services	423.92
0.00	Miscellaneous	1,233.12
2187.01	VAT	996.76
35062.13		<u>26,721.09</u>
<u>2579.62</u>	transfer to/from reserves	<u>19,207.70</u>

CASTOR PARISH COUNCIL
ACCOUNTS FOR YEAR ENDED 31 MARCH 2019

BALANCES

2016/17

CURRENT ASSETS

1765.61	Cash at bank		1,876.13
73992.03	Current Account		93,095.74
6.53	Deposit account		-
	"Pocket" Card account		-
75764.17			<u>94,971.87</u>

REPRESENTED BY

-	Earmarked reserves B/FWD	Standing Stones grant	775.00
	ADD Earmarked Receipts for year	Community Allotment	3,647.83
	LESS Earmarked Payments for year	Community Allotment	2,955.16
775.00	Earmarked reserves Carried Forward		692.67
			1,467.67
73,184.55	General reserves Bfwd		74,989.17
37,641.75	Receipts for year	42,280.96	
35,062.13	Payments for year	23,765.93	18,515.03
	General reserves C/FWD		93,504.20
75764.17			<u>94,971.87</u>

The above statement represents fairly the financial position of the council as at 31st March 2019 and reflects its payments and receipts during the year.

J Hastie

Responsible Financial Officer
date

Approved by the Council
Chairman

BANK RECONCILIATION - YEAR ENDING 31 MARCH 2019

		£
Community Account / T 01/04/2018		
Opening Balance		1,765.61
Plus total Receipts	45,928.79	
less those receipts paid in to deposit account (see below)	1,707.39	44,221.40
Plus Transfers from Deposit account	11,351.35	
Less Transfers to deposit account	28,747.97	17,396.62
Plus transfer in from Pockit card Balance		6.53
Less Payments	26,721.09	
less those Payments paid from deposit account (see below)	0.30	26,720.79
Balance	Bank Statement Sheet No 102	<u><u>1,876.13</u></u>
Balance as per statement		5,409.82
Less payments not cleared		3,533.69
Balance per cash book	Current Account	(a) <u><u>1,876.13</u></u>
Tailored Deposit account		
Opening Balance		73,992.03
Plus Receipts paid in to deposit account -	Interest	309.89
	Land rent Longfoot	1,360.00
	allotment rents	37.50
		1,707.39
Less Admin charge by bank		0.30
Transfers between accounts		
	From Current account	28,747.97
	To current account	11,351.35
Tailored Deposit Account - Statement no. 93		<u><u>17,396.62</u></u>
		<u><u>93,095.74</u></u>
Balance per cash book	Deposit Account	(b) <u><u>93,095.74</u></u>
Balance	Total Cash at bank 31 March 2019	(a + b) <u><u>94,971.87</u></u>

CASTOR PARISH COUNCIL
ACCOUNTS FOR YEAR ENDED 31 MARCH 2018
ASSETS

At 31 Mar 2019 the following assets were held
extracted from the asset register

Value 2018	LAND	LOCATION	Acreage	Value 2019 £
1		Tweentown, meadow and)		
1		allotment land, & recreation ground)	6.500	1.00
1		Ferryfields	14.500	1.00
1		Plot 26	2.000	1.00
1		Splash Lane allotment land	6.250	1.00
1		Splash Lane allotment land	3.500	1.00
1		Splash Lane Paddock	1.750	1.00
1		Landy Green Way	4.700	1.00
		Russ Lees Cricket Ground	6.000	1.00
		Oldfield recreation Ground	6.000	1.00
		Village Green	0.295	1.00
			51.495	
	STREET FURNITURE			
1000		Chairmans Bench		1,000.00
178		Picnic Bench		178.00
178		Picnic Bench		178.00
50		"No Tipping" sign		50.00
2470		Curb Stones		2,470.00
527		Oak Post (31)		527.00
		"No Fishing" Sign		
		Grit Bins (2)		168.62
	GATES & FENCES			
796		10ft Oak Gates		796.00
400		8ft Oak Gates plus fixings		400.00
53.52		Chain & Locks		53.52
600		Oak Posts		600.00
1000	WAR MEMORIALS			
		Farmers Cross		1,000.00
23148	PLAYGROUND EQUIPMENT			
3133.33		Play Equipment at Play Area		23,148.00
5415		New Gencoing at Play Area		3,133.33
		New Cone Climber		5,415.00
	OFFICE CONTENTS			
700		Laptop, Keyboard etc		350.00
		Microsoft Office Professional		169.00
		Projector		225.00
	MISC. EQUIPMENT			
3210		Speed activation Device		3,210.00
		Gazebo etc (Fete equipment)		409.65
42858.85				
42866.85		TOTAL VALUE OF ASSETS		43,081.47

CASTOR PARISH COUNCIL
ACCOUNTS FOR YEAR ENDED 31 MARCH 2019

Supporting notes to the above accounts

PRECEPTS and City Council Grants

Peterborough City Council (PCC) no longer provide a general grant to Parish Councils. PCC grant to Castor was calculated to specifically support the contribution towards grass cutting at the cemetery & contribute towards the cost of grass cutting at the recreation ground

BORROWINGS

At the close of business on 31st March 2018 the Council had no outstanding loans.

AGENCY GRANT

During the year the Council undertook no agency work on behalf of other authorities.

S137 PAYMENTS

Castor Parish Council adopted the General Power of Competence at the meeting held on and S137 is no longer relevant to the expenditure of the parish council but the comparable amount of grants paid were £850 in 2017/18 and £1894.62 in 2018/19 (including £1000 to the Cycle West Project)

ADVERTISING & PUBLICITY

During the year the council spent £136.95 on website fees and contributed to the village magazine at no cost

PENSIONS

No costs were incurred on the provision of pensions in 2018/19

DEBTORS

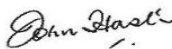
Nil

TENANCIES

The Council operates agricultural tenancies and lets Allotments at a nominal charge.

EARMARKED RESERVES

Earmarked reserves are those funds raised for a specific purpose and not yet spent on those Purposes. At the end of the financial year £775 heritage grant remained to be spent on information boards at the site of the Standing Stones and £692.67 remained for the Community Allotment project



27th April 2019

John Haste, CILCA
Clerk & RFO
Castor Parish Council

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