

CASTOR PARISH COUNCIL



Minutes of Castor Parish Council Meeting

Thursday 6th June 2019 in The Village Hall, Castor at 7.30pm

145. **PRESENT:** 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.
146. **ELECTION OF CHAIRMAN** - Councillor Neil Boyce was nominated by Cllr, David Shaw, seconded by Cllr. Steve Davis.
147. **DECLARATION OF ACCEPTANCE OF OFFICE** – Councillor Boyce signed the declaration of office in the presence of the clerk as proper officer
148. **ELECTION OF VICE CHAIRMAN** - Councillor Mrs Fiona Rowlands was nominated by Cllr. Steve Davis and seconded by Cllr. Mrs Jane Greene. There being no other nomination Cllr. Mrs Fiona Rowlands was duly elected as Vice Chairman for the coming year.
149. **APOLOGIES FOR ABSENCE** Cllr. Richard Anker sent apologies due to work commitment & Cllr Baxter sent apologies but arrived later in the meeting.
150. **MINUTES OF PREVIOUS MEETING** – We unanimously **RESOLVED** to approve the minutes of the meeting held on 2nd May. The chairman duly signed the minutes
151. **OPEN FORUM** – Two representatives of the Castor & Ailsworth Tennis club updated the parish council on their intentions to move to the woodlands site and their plans to grow the membership increase and improve facilities so that they play their home matches on their own tennis courts. Nene park Trust were said to be keen to work with the club. The club envisage development in three stages.
- i) **Stage 1** – build four courts with floodlights estimated to cost £200k – 3250k
 - ii) **Stage 2** – if possible, to provide covers for the courts in winter months
 - iii) **Stage 3** - two further all weather courts if appropriate
- The club are looking to raise funds to achieve these ambitions and would be grateful for any financial contribution from the parish council. The representatives were advised that if they sought a grant from the parish council they would need seek a specific sum for a specific purpose and recognise the limited resources available to the parish council
152. **REVIEW OF RESPONSIBILITIES AND REPRESENTATION ON, OR WORK WITH, EXTERNAL BODIES.** We considered each commitment in turn and agreed the following responsibilities.
- Land and tree matters: (Neil Boyce, William Baxter and Steve Davis)
 - Neighbourhood Planning: (Fiona Rowlands and David Shaw)
 - Parish Liaison: (Neil Boyce and the clerk) incl PCC Scrutiny (Neil Boyce)
 - Allotments: (Neil Boyce & Jane Greene)
 - School Liaison, Children & Young People: (Steve Davis and Jane Greene)
 - Northey & Wright Charity: (William Baxter)
 - Police Matters & Road Safety: (Richard Anker)
 - Caspra: (Fiona Rowlands)
 - Council & church cohesion: (Neil Boyce and William Baxter)
 - Good neighbour scheme: (Neil Boyce and William Baxter)
 - Website (The Clerk)

- Media/information (Fiona Rowlands and Jane Greene)
- Internal Finance: (The clerk as Responsible Finance Officer)
- Governance & HR (Neil Boyce & the clerk)
- Nene Park Trust (Neil Boyce, William Baxter and David Shaw)

153. **GOVERNANCE MATTERS**

- a) **INTERNAL AUDIT REPORT** – We noted the report, in full, from Russell Wright dated 14th May 2019, including the points discussed with the clerk
- b) **INTERNAL AUDIT REPORT IN THE ANNUAL RETURN** - We noted that the section in the Annual Governance & Accountability Return (AGAR) had been completed by the internal auditor.
- c) **DATES SET FOR THE EXERCISE OF PUBLIC RIGHT OF INSPECTION** – To note that the responsible financial officer has set 10th June to 19th July as the dates set for the purpose. The statutory notice was already on display in the public notice board.
- d) **REVIEW OF STANDING ORDERS** – On review we noted that these had been revised and approved at the previous annual meeting and remained relevant. We **RESOLVED** to confirm the Standing Orders in their present form.
- e) **REVIEW OF FINANCIAL REGULATIONS** - On review we noted that these had been revised and approved at the previous annual meeting and remained relevant. We **RESOLVED** to confirm the Financial Regulations in their present form.
- f) **REVIEW OF ONLINE BANKING PROCESS.** The process is deemed to be working well, satisfies the bank criteria and the requirements of our auditors We **RESOLVED** to confirm the online Banking Process in its present form.
- g) **CONFIRMATION OF CODE OF CONDUCT** We **RESOLVED** to confirm our acceptance of the Code of Conduct
- h) **REVIEW OF POLICIES & CODES OF PRACTICE**– We agreed that Cllr. Steve Davis, supported by the clerk, would review the following policies for completeness and bring new or revised policies before us for consideration. In recognising the scale of task we agreed to aim for a rolling review with a target to review one or more policies at each meeting,
- i. GDPR requirements e.g. Data protection policies & privacy statement
 - ii. Complaints procedure
 - iii. Publications policy
 - iv. Employment policies and procedures
 - v. Disciplinary procedure

154. **REVIEW & CONSIDERATION OF PARISH COUNCIL AND CLERK’S MEMBERSHIP SUBSCRIPTIONS TO OTHER BODIES**

- a) LCPAS (est. £100) – **RESOLVED** not to continue subscribing to LCPAS given our membership of CAPALC
- Unanimously **RESOLVED** to continue membership of the following bodies
- b) SLCC (Castor share in 2018/19 - £76)
 - c) PSMA (est. £85)
 - d) CAPALC £305.40 (£277.59 in 2018/19)

155. **PLANNING and associated matters**

- a) [Status report](#) We noted the current status of Planning applications received in the current year
- b) [19/00658/TRE](#) - The Old Rectory 10 Stocks Hill - Holme Oak next to front of house lift canopy by 3m and thin Holme Oak in the middle of the drive lift canopy by 3m and thin. We **RESOLVED** to support this application.
- c) [19/00659/CTR](#) - The Grove 19 Church Hill - Beech (T1)- removal of 2 small low limbs growing towards the house and the clearance of remaining limbs to a distance of 1.5m from the house. We have no objections to the proposal but noted that the application had been approved prior to our consideration and asked the clerk to write to the planning officer with our concerns overdue process.
- d) [19/00736/CTR](#) - Land At Front Of Garage To School House 9 Church Hill - Sycamore – fell; Plant fruit trees on the south wall of garage. We have no objections to the proposal but noted that the application had been approved prior to our consideration and again asked the clerk to write to the planning officer with our concerns overdue process

156. **LAND & ALLOTMENTS:**

- a) The chairman reported on the delivery of the topsoil for the raised beds on the allotment. We asked the clerk to arrange a large enclosed skip for the end of June and to arrange for Plough Environmental to clear the site, fill the raised beds and generally level the ground so that the allotment can be brought in to use

157. **COMMUNITY MATTERS**

- a) Play area equipment – The Chairman reported on meetings with potential suppliers of play equipment and submitted three schemes for our consideration. We agreed to consult with the school and preschool and to take the schemes to the fete for wider consultation. Given the date of the Fete and the fact that we have no meeting in August we agreed to Delegate the final decision to the Chairman and the clerk notifying each councillor with the opportunity to require the matter to be considered at the September meeting
- b) Speeding and Parking – We noted that “resident parking” signs had been erected and were of the opinion that no such resident parking scheme was in place. We agreed to ask the clerk to write to highways to ask if we could insist that the signs be removed. We also noted that despite the 20 mph speed limit being in force since 15th April there were still no signage erected to that effect
- c) Fete – We agreed that no further display equipment is required – We also noted the need for volunteers to staff the parish council stall
- d) Village Sign – We noted that the unveiling went well and that the new sign looks good

158. **HIGHWAYS MATTERS** - There were no additional highways issues raised by councillors

159. **TO RECEIVE OFFICIAL ANNOUNCEMENTS** – We noted that the statutory notice following the resignation of John Howard had been on the parish council notice board and the website

The Chairman declared the meeting closed at 9.07pm



Clerk & RFO 3rd May, 2019

DATE OF NEXT MEETING – 4th JULY 2019 in The Village Hall at 7.30pm.		
APPROVED BY CASTOR PARISH COUNCIL		
Signature of Chairman of approving meeting:		4th July, 2019