

CASTOR PARISH COUNCIL



Minutes of Castor Parish Council Meeting

Thursday 5th December 2019 in The Village Hall, Castor at 7.30pm

211. **PRESENT:** Cllr. William- Baxter, Cllr. Neil Boyce (Chairman), Cllr. Steve Davies, Cllr. Jane Greene, Cllr. Fiona Rowlands, Cllr David Shaw and Cllr. Dennis Surgeon Officers present: John Haste, clerk; also, in attendance Members of the public.
212. **APOLOGIES** – Cllr. Richard Anker, Prior family commitment.
213. **DECLARATIONS OF INTEREST** None declared.
214. **MINUTES OF PREVIOUS MEETING** – John Hodder reminded the parish council that they had approved the terms of reference for the informal Joint Parish Liaison Group (JPLG). We agreed to this omission being recorded in these minutes and with that amendment the minutes were approved as a true record.
215. **OPEN FORUM** –
- a) A resident asked if the parish council had received approval from the city council for the planting of a tree on the Green. The clerk was asked to contact the city council.
 - b) Ailsworth Parish Council had agreed to conduct a survey to support a request for a regular bus service to replace that being withdrawn by Delaine. Councillors present agreed to distribute the leaflet / questionnaire
216. **PLANNING and associated matters**
- a) **Status report** - We noted the current status of Planning applications received in the current year as circulated with the agenda papers.
 - b) **19/01670 Vine House, 26 Church Hill** – Fell Elderflower – We have no objections to the proposed work.
 - c) **Joint Community Action Plan (JCAP)** – the document could be reviewed at the new JPLG which next meets on 15th January. Requests for additional items on the agenda to be notified in advance. Cllrs Jane Greene and Dennis Surgeon apologise in advance for that meeting owing to prior commitments
 - d) **Neighbourhood Planning (NP)** – The domain for the joint NP website had been renewed for one year by Athene. Future renewal strategy will be discussed at the JPLG meeting on 15th January 2020.
217. **LAND & ALLOTMENTS:** There were no matters to discuss in relation to Land and Allotments

218. GOVERNANCE MATTERS

a) Policy Review –

- i) **Privacy Statement** - A draft statement prepared by Cllr. Davies in conjunction with the clerk had been circulated with the agenda. We unanimously RESOLVED to adopt the Privacy Statement, in full as circulated.

Proposed Cllr. D Shaw Seconded Cllr. D Surgeon

- ii) **Website Data Protection Statement** – (applicable to the Parish Council Website ONLY) - A draft statement prepared by Cllr. Davies in conjunction with the clerk had been circulated with the agenda. We unanimously RESOLVED to adopt the Privacy Statement, in full as circulated.

Proposed Cllr. D Shaw Seconded Cllr. D Surgeon

- iii) **Planning Policy Document** – We considered the draft Policy Statement referred to at the previous meeting and deferred formal approval to our next meeting in order to ensure that there was nothing in the document that conflicted with the Neighbourhood Plan. We were minded to rename the policy to Planning Process policy to clarify that this should not be mistaken as an interpretation of recognised planning policies.

- iv) **New Bank Account with the METRO bank.** – The clerk reported on progress in opening the bank account. All paperwork had been completed and Cllrs Anker and Davies had completed their ID checks with the bank. The clerk anticipated that the account would be opened within the next few days.

b) Grant application by Evergreen Club,

We were reminded that we had previously agreed a grant towards the cost of a Harvest Lunch. At the time of that approval it was estimated to cost approximately £300. The Clerk reported on an exchange of emails with the Club where the actual cost had been much higher and that the club did not expect the parish council to meet the full cost. We agreed to be guided by the original estimate and approved a payment of £300 by way of grant to the club.

- 219. **HIGHWAYS** – We were reminded of our previous discussion and request to meet with an officer of the highways department. Cllr Baxter reported that the meeting had taken place but had been unsatisfactory because all matters had been decided and there appeared to be no room for consultation. The clerk was asked to write requesting proper consultation prior to implementation and to request sight of the proposed positions of signage.

220. COMMUNITY MATTERS –

a) Play equipment

- i) **City Council Grant** - The clerk reported on the documentation formalising the agreement with PCC to grant aid the project. The original document had been drafted on the assumption that the parish council had a seal. Since this was not the case a revised document was awaited, for completion by the clerk on behalf of the parish council
- ii) **Kompan invoice** – We approved payment in full of the invoice from KOMPAN (£59,923.51 + VAT) for the supply and installation of the equipment

iii) Official Opening Play Park – We noted that children were already playing on the equipment and that the community allotment was on track for imminent completion. We noted that Kompan had offered to provide goody bags at the formal event. We agreed to aim to have a single official opening event for both the playpark and the community allotment

b) **Community Allotment –**

i. **Notices for the community allotment –** Cllr. Mrs Greene reported that the notices were ready to be put up and that the Tap for the wildlife pond had yet to be completed. Cllr Greene also suggested that the raised beds be numbered, starting at the gate. We authorised Cllr Green to purchase numbers and screws and arrange for these to be attached to the raised beds.

ii. **Ongoing maintenance of the community allotment and wildlife pond –** We agreed to instruct Plough Environmental NOT to strim round the pond and to plant wildflower seeds to encourage wildlife. We approved a budget of £100 for the purpose and authorised Cllr. Mrs Greene to organise the acquisition and planting of seeds

c) **Litter Pick -** The chairman reported that the event had been a great success and that the cost of refreshments came to £248.25 of which £104.27 would be recoverable from Ailsworth Parish Council

d) **Holocaust Commemoration –** An event was scheduled to take place on 27th January and the chairman had been approached to ask the parish council if they would like to participate. Cllrs. S Davies, Mrs J Greene and Mrs F Rowlands would be available on that day if required.

Post meeting note: following further advice on the event and request to attend a pre-meeting to the event, Councillors declined the invitation.

221. **OFFICIAL ANNOUNCEMENTS & CORRESPONDENCE:**

- Way Warden and Good Neighbour Scheme – Charitable Status had been approved and the next steps would be for each participating parish to nominate a trustee to the board and for the appointment of a chairman, Secretary and Trustees together with opening a bank account.

222. **FUTURE AGENDA ITEMS –**

- Woodlands Access Road – currently a mess – CPC to formulate requirements and standards to be maintained.
- Community Allotment Tree planting.
- Apologies from Cllrs. Mrs J Greene and Cllr. D Surgeon

The Chairman declared the meeting closed at 8.55pm



Clerk & RFO 22nd December, 2019

DATE OF NEXT MEETING – 9TH JANUARY 2020 in The Village Hall at 7.30pm.		
APPROVED BY CASTOR PARISH COUNCIL		
Signature of Chairman of approving meeting:		9th January 2020

This page intentionally Blank