

CASTOR PARISH COUNCIL



Minutes of Castor Parish Council Meeting

Held on Thursday 8th October 2020 at 7.30pm utilising the ZOOM application software to hold a virtual meeting as permitted by regulations made under s78 of the Coronavirus Act 2020
namely

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

- 322. PRESENT:** Cllr Richard Anker, William Baxter, Cllr. Neil Boyce (Chairman), Cllr. Steve Davies, Cllr, Jane Greene, Cllr. Fiona Rowlands, Cllr. David Shaw, Cllr. Becky Stewart, & Cllr. Dennis Surgeon; Officers present: John Haste, clerk; three Members of the public also in attendance.
- 323. APOLOGIES –** None - all councillors present
- 324. DECLARATIONS OF INTEREST -** None declared.
- 325. MINUTES OF PREVIOUS MEETINGS –** We unanimously **RESOLVED** to approve the minutes of the previous meeting, held on 3rd September, 2020 - Proposed Cllr. Steve Davies and seconded Cllr David Shaw. It was agreed that they be duly signed by the chairman when next we physically meet together.
- 326. Matters arising from the previous minutes. -** None
- 327. OPEN FORUM –** Richard Ingham having previously given an update to the parish council in September. The Tennis club have an interim target of 4 all weather, floodlit courts. The club are looking to obtain planning permission to develop their existing site in Holmes Close and simultaneously apply for planning permission for the four courts on the Woodlands site. The club are seeking £3000 to meet the various fees involved in those applications, and, are making a similar appeal to Ailsworth parish council. For our part we agreed to consider the matter at our November meeting and in the meantime instructed the clerk to seek a breakdown of the costs and fees from the club together with their view of the future funding streams expected from the completed project. We also asked the clerk to explore the legality of a possible loan arrangement with the club seen as a commercial undertaking
- 328. 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. The clerk advised us that he had stripped the report of planning applications from previous financial years and that the applications considered at our September meeting still awaited decision
 - b) **20/01163/LBC** - 5 Clay Lane -Replace roof tiles to corridor between main dwelling and two storey extension. - We have no objections to this application
 - c) **20/01155/CTR** – Manor Farm House, 5 Manor Farm Lane - Fell and Remove 17 conifer trees. There are no details whatsoever on the planning portal so we are unable to fulfil our duties as Statutory consultees. We therefore object to the application in the absence of the full documentation. We further ask that the application be refused or at least deferred until such

time as all documents associated with the application are available to us via the planning portal and allow time for us to then consider the application at a future meeting of this parish council

- d) **20/01236/HHFUL** - 33 Peterborough Road - Demolition of existing outbuilding and construction of two storey rear extension. We considered the plans and other documents available to us on the planning portal. We considered the application to be for a well designed extension and an improvement to the existing building. We therefore **RESOLVED** to support the application
- e) **Woodlands update** - Cllr. Shaw provided a further update and we noted that we still awaited a decision on our concerns raised over access and street lighting. We were told that difficulties & costs of conversion of the existing building are prompting consideration of demolition with a purpose build on the site. Cllr. Shaw indicated that he was seeking further meetings to obtain more information. Cllr. Baxter asked that at such a meeting the opportunity was taken to discuss the storm drain under the site access. The drain had become filled in and overgrown over a protracted period and was causing a flood risk.

We were also informed that there were 13 football clubs interested in the pitches on the Woodlands site and the possibility of a pavilion being constructed on the sporting activities part of the site. We were advised that the care home had still not decided on a name and we felt that the "Woodlands" name should be retained for the sporting facilities and applied to any pavilion provided on the site.

- f) **Joint Community Action Plan (JCAP)** – We agreed to the amendments to the action plan as drafted by John Hodder and circulated with the agenda to this meeting and instructed the clerk to put the revised version on to our website.
- g) **Neighbourhood Planning (NP)** –
- h) White Paper on planning reform – As reported in our previous minutes we have concerns over the implications for Peterborough, and Castor in particular, if the proposed changes were to be implemented. Cllr. Shaw had drafted a possible response to the white paper and felt that the proposals on determining house building numbers and for Neighbourhood planning were going backwards. John Hodder also pointed out that they were against previous policy statements by ministers. We agreed to object to these two issues and asked Cllr Shaw to amend the draft response for formal submission by the clerk

329. LAND & ALLOTMENTS:

- a) **Land Management Contract** – We noted the offer of NJ Pacey to extend the contract for a further year at no increased cost. For our part we considered that the next year ought to include a repeat of the first year tree survey and that Landy Green way now needed less work to maintain than was needed in the current year. We asked Cllr Davies to negotiate these two amendments with NJ Pacey and agreed to consider the matter again at our November meeting.
- b) **Community allotment** – Cllr. Mrs Greene informed us that the beds had all been allocated. Covid-19 restrictions have meant that some are being cultivated by others to provide temporary assistance to those groups. Raised bed no 4 was vacant and has been allocated to an individual resident.

330. GOVERNANCE MATTERS

- a) **Annual Governance & Accountability Return** – the clerk informed us that he was still awaiting the report from our external auditors PKF Littlejohn. The Clerk had contacted them today and they had been working through the responses to previous questions and were expecting the audit to be signed off in the next week to 10 days.

- b) **Email addresses** –Difficulties were being experienced by some councillors in activating the new Gov.uk email addresses. Those that had upgraded were also experiencing issues with some email functions. The clerk advised that the latter problems could have been caused by conflicts between the old and new addresses being temporarily both active on the parish council laptop. The old address had now been disabled and those problems should not recur. The clerk would re-circulate the initial instructions to those councillors not yet able to activate the new addresses.
- c) **Financial reports** – previously circulated with the agenda & attached to these minutes
 - i) **Receipts and Payments** we noted the receipts (£36324.50) and payments (£17177.63) for the year to 30th September,
 - ii) **Bank reconciliation** – We noted that, taking into account payments that had not yet cleared, our funds, spread over four bank accounts reconciled to the combined balance of £115,954.92 at today’s date.
 - iii) **Budgetary control report** – The clerk advised us that the covid-19 restrictions were having an impact on the normal business and that whilst our income was assured and relatively static, our expenditure was below budget. In particular any remedial work to the village hall was not being undertaken. If the current trend was to continue for the remainder of the year we would not need withdraw from reserves the budgeted sum of £19,697. Instead a potential small addition to reserves is probable, resulting in having reserves some £20,000 or more higher than planned.

331. HIGHWAYS –

- a) **Meeting with James Collingridge representing City Council Officers** – The meeting took place on 29th September. There was an extensive list of the issues covered and the progress on these will be reported to the November meeting. The chairman had reported the issue of a broken branch on a tree overhanging Peterborough Road to the Ward Councillor John Holdich. This had caused an immediate response within forty minutes and the limb had been removed. Councillor Holdich had been thanked for his intervention.

332. COMMUNITY MATTERS –

- a) **Website** – The new website was considered to be an improvement over the previous one. The clerk reported that with the assistance of John Hodder there was a bit more work to do on the Neighbourhood plan element of the website. The facebook feed has ceased to work because Facebook had changed their policy and required the Facebook administrator to provide a “ticket” to re-enable that feature.
- b) **Village notice boards** – The clerk reported on prices received by email and these had been forwarded to the chairman. We agreed the requirements for two notice boards suggested by the chairman. We approved a budget of £600 for the notice board for the village hall and £1000 for a larger notice board in the Bus Shelter and delegated authority to the chairman and clerk to place the appropriate orders
- c) **Joint meeting with Ailsworth parish council** – We agreed the summary of the meeting as prepared by John Hodder. We also noted that Ailsworth were moving their Neighbourhood plan from the joint website to their own website in preparation for the planned closure of the Joint website.
- d) **Allotment Lane Water Supply**
 - i) **Manhole Cover** – We approved the replacement of the damaged manhole cover.
 - ii) **Meter replacement** - We noted that the clerk had spoken to Wave business and they only replaced damaged meters and we agreed to conduct an investigation of the meter and to photograph the damage for transmission to Wave for justification of a replacement.

iii) Latest Water Bill - We noted receipt of a further bill and using the meter readings provided this would result in a further bill to Ailsworth Parish Council for the sum of £331.96 in addition to that already submitted. We instructed the clerk to issue a formal invoice for the full amount showing breakdown by meter reading

- e) **Langdyke Trust Rural Vision** – Helen Daly provided a full update on the project thus far and that the proposal included making Clay Lane / Cow Lane more accessible. Cllr. Rowlands informed us that there was to be a further meeting this week and that the work was to be self-contained as a single project and will include the Splash lane and “Woodlands” area in the first stage.
- f) **Cycle West Update** – We noted the progress report and the request of the project to express our support for the current planning application. Whilst we are happy to confirm our general support for the project we will not comment on a planning application for work in a parish other than Castor and anticipate that between the project and planning officers a suitable route will be agreed.

333. OFFICIAL ANNOUNCEMENTS & CORRESPONDENCE:

- a) **CAPALC** – The chairman provided a report of the CAPALC AGM and noted the proposed 3% increase in the affiliation fee for the next year.
- b) **Good Neighbour scheme** – Official launch planned for 3rd November 2020 and we noted the appointment of Cate Harding as the co-ordinator and some councillors volunteered to take part in a leaflet drop.
- c) **Volunteering offer by Nadia Gryns** – We considered the offer to be kind and generous and asked the clerk to write and invite Nadia to participate in the good neighbour scheme.
- d) **Kompan** - recall of link to a piece of play equipment. The chairman informed us that Kompan were to send him a replacement safety link which was simple to fit and that on receipt he would carry out the necessary work

334. FUTURE AGENDA ITEMS – Given the passage of time and how alternative arrangements had been made arising from the Covid-19 restrictions, we agreed to remove the following from the deferred list of future agenda items

- Arrangement for commemorating 75th anniversary of VE Day as it was hoped to run some sort of event in 2021
- Playground & Community Allotment - Official opening of the play area and community allotment.

335. The Chairman declared the meeting closed at 10.02pm



Clerk & RFO 19th October, 2020

DATE OF NEXT MEETING – 5TH NOVEMBER at 7.30pm. SUBJECT TO BEING CONFIRMED		
APPROVED BY CASTOR PARISH COUNCIL		
Signature of Chairman of approving meeting:		5TH NOVEMBER