



Minutes of Castor Parish Council Meeting

Held on Thursday 8th April, 2021 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

- 411 PRESENT:** Cllr Richard Anker, Cllr. 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; two Members of the public were also in attendance.
- 412 APOLOGIES** – none, all councillors present.
- 413 DECLARATIONS OF INTEREST** – Cllr. Neil Boyce declared a Non-pecuniary interest in a planning item on the agenda as a relative lived in the adjoining property to that in the planning application. He also indicated he would not take part in any voting on the matter. There were no other interests declared.
- 414 MINUTES OF PREVIOUS MEETINGS** – We unanimously **RESOLVED** to approve the minutes of the previous meeting, held on 4th March, 2021 -. It was agreed that they be duly signed by the chairman when next we physically meet together.

Proposed Cllr. Fiona Rowlands and seconded Cllr William Baxter

- 415 Matters arising from the previous minutes.** – None
- 416 Public Forum** – The chairman read a prepared statement from a relative and neighbour to a planning application on our agenda. The statement confirmed that the plans had been seen and that the neighbour had no objections to the proposed works.
- 417 PLANNING AND ASSOCIATED MATTERS**
- a) **Joint Community Action Plan (JCAP)** – John Hodder had circulated draft amendments arising from the joint meeting with Ailsworth Parish Council. For our part we accepted the proposed amendments and instructed the clerk to update the website accordingly subject to those amendments also being accepted by Ailsworth Parish Council.
- b) **Neighbourhood Planning (NP)** – we noted that the review is yet to commence but also noted that the city council had confirmed the “equivalent” number of new dwellings to be taken into account in that review as a result of the care home development on “Woodlands”.
- c) **Status report** - We noted the current status report of Planning applications received in the current year. The report circulated with the agenda highlighted that a number of applications had been permitted since the previous report and that a further two matters were on our agenda for this meeting.
- d) **Planning applications** –
- i [21/00315/CTR](#) - Hill House Mill Lane - Works to trees as per application form. 2/00012/TPO and 94/00008/TPO. We considered at length the considerable tree work proposed on this site and had the benefit of the plans available on the city council planning website. We are generally supportive of positive tree management and have no objections to make about the proposed work.
 - ii [21/00320/CTR](#) - 33 Peterborough Road - Fell Pine tree located end of driveway. We noted the absence of any plan or detail on the city council planning website and that would

ordinarily preclude our consideration of an application. Through local knowledge we observed that the tree was large and potentially disruptive to approved work on the nearest property. We concluded that we had no objection to make to the application.

- e) **Woodlands update** - Cllr. Shaw reported that the groundsman was leaving the employment of Nene Park Trust (NPT) and would be replaced. For our part we recognised the standard of work carried out by the present groundsman and would look to NPT to require those standards to be maintained. The informal meeting with the CEO and Team of Country Court Care (CCC) was in our opinion productive, and that CCC had been made aware of the need to allow sufficient time for adequate consultation on proposals coming forward for the site. We had stressed the need for a coordinated consideration of plans for the care home, sports pavilion and other aspects of the Woodlands site. CCC had also given undertakings regarding the lighting and trees on the access road to the site.

418 LAND & ALLOTMENTS:

- a) **Tree Condition report** – The clerk reported that he had sought quotations from four companies to carry out the work recommended in the report. Only two responded and we unanimously agreed to accept the tender of Willow Tree services.

Proposed Cllr. Neil Boyce Seconded Cllr. David Shaw

- b) **Tweentowns Drainage** – Cllr. Baxter had sought quotes to carry out the work to drain the site but those quotes had not yet materialised. In addition, the field appeared to be a lot dryer than in the abnormally wet spell earlier in the year. We agreed that Cllr Baxter should again seek quotes but that we would monitor the state of the field and reconsider the matter at our next meeting.
- c) **Water Meter chambers**– The chairman reported that he had obtained prices for an inspection chamber cover and could do the work himself for the price of the chamber cover and cement. We were also aware of a proposal to do work on both our meter chamber and the Ailsworth sub meter and share the cost. On balance we agreed to authorise the chairman to carry out the work on the Castor part of the water supply and to authorise expenditure up to £250 to carry out the work.
- d) **Thorolds Paddock** – The clerk reported that the sealed bid process had been brought to the specific attention of two residents and also advertised on the village Facebook page. One sealed bid had been received and the clerk proceeded to open the envelope witnessed by parish councillors. The contents were read out and we unanimously agreed to accept the bid and offer the 5-year lease of the Paddock to Mr Leo Nelson on the terms conveyed in his bid.
- e) **Swim Run event** - We had before us the request from the organisers, to allow the event to take place on a route that includes land owned by the parish council. We observed that the organisers had submitted full documentation of their plans and that previous events over our land had been well organised and marshalled. We are also conscious of the uncertainty surrounding the easing of Covid-19 restrictions. Accordingly, we agreed to grant the request of organisers, subject to, full compliance on the day of the event with all the restrictions and guidance in place at that time; and also at the entire risk of the organisers and competitors.
- f) **Allotment Lane Bollard**. The bollard is stuck in the down position allowing unauthorised vehicular access. Cllr Baxter reported that an engineer had been seen on site and declared the bollard to be beyond repair and required replacement. We asked the clerk to verify if it were the intention of the city council to replace the bollard in the immediate future.

419 HIGHWAYS

- a) **Highways issues** the clerk displayed the latest update from the city council. We agreed that this be circulated to parish councillors and that the clerk would collate observations of councillors and relay those to the appropriate city council officers.
- b) **Speed Indicator Device** – Cllr. Anker reported that we have new quotations for the S I D and confirmation from PCC that the post will be in place by the end of April/ early May. Ailsworth have been informed so that they could obtain the same equipment for consistent approach across the two parishes. We agreed that Cllr Anker should place the orders immediately.

- c) **Parking Issues** Cllr Anker reported that progress has been made with the city council officer responsible and further progress is expected in the next week or so. The officer has also volunteered to be a single point of contact for the road safety group comprising Cllrs from adjoining parishes. Item to be considered again at the next meeting.
- d) **Observations from Councillors –**
 - i. The Chairman reported that despite the advertised “Road Closure” of Loves Hill, access would be available at all times and the work related to “Iron work” on Peterborough Road.

420 COMMUNITY MATTERS

- a) **JOINT PARISH LIAISON GROUP (JPLG) –** John Hodder had circulated notes of the joint meeting with Ailsworth Parish council. For our part we accepted them as an accurate record of the meeting. Subject to a similar acceptance by Ailsworth John Hodder would circulate them as an accurate note for the next joint meeting.
- b) **Future Burial provision in Castor & Ailsworth –** We were informed that discussions about possible sites were ongoing and would be reported to a future meeting of the parish councils of Ailsworth and Castor.
- c) **Langdyke Trust Wildlife recovery project –** Cllr. Rowlands reported on the progress to date and noted that the bat/bird boxes had been installed. We were informed of the benefit of a proper study being carried out and approved the appointment of Sarah Lambert to carry out the study and approved a budget of £750 for the purpose.

Proposed Cllr. Neil Boyce Seconded. Cllr. Anker

Cllr. Anker also reported on preliminary plans for the coppice and installation of a pond. We approved a budget of £600 for the purpose, including the first-year water maintenance checks and noted the anticipated cost of £250 pa for ongoing maintenance to be included in future annual budgets.

Proposed Cllr. Becky Stewart Seconded. Cllr. Fiona Rowlands

- d) **Village Tribune –** Councillor Rowlands reported that this had been distributed in the village. We thanked Cllr Rowlands for the content submitted by Cllr. Rowlands and asked that she consider submitting another report for the next edition, possibly regarding the pond project in the Coppice.
- e) **Assets of Community Value –** Cllr. Surgeon reported on the first meeting of the working group. Seven properties were considered to be worthy of registration if the case could be made. Cllr Shaw was thanked for his input in obtaining required OSD mapping location references. The forms were now with the clerk for further content to be added when the year end account priorities had been completed. The working group would meet again to proof read and edit the documentation.
- f) **Telephone Box.** Cllr Rowlands reported the receipt of an email requesting consideration of the purchase of a telephone box to be installed in the village. We noted that the former box had been removed despite the wishes of the parish council at the time. We have grave reservations about the implications of acquiring a box, the permissions required to instal on highways land, the costs involved, the effect on our public liability insurance, the potential for claims and for antisocial behaviour. We unanimously concluded that this would not be pursued by the parish council.

421 GOVERNANCE MATTERS

- a) **Annual Governance and Accountability Return – Governance Statement.** The clerk took us through the Governance Statement item by item and we considered the actions taken in the year together with the financial processes and controls in place. **RESOLVED** to complete the statement asserting our satisfaction with the controls and processes in place together with the financial reports and budget process throughout the year. We instructed the clerk as responsible financial officer to complete the Annual Governance statement accordingly. The chairman will countersign the statement once completed and referencing the minute of this discussion and decision.
- Proposed Cllr. Neil Boyce Seconded. Cllr. William Baxter**
- b) **Internal Audit –** The clerk informed us that Mr Wright has indicated that he has retired from Parish council audits. CAPALC had a very short list of companies and at present no panel of auditors. The clerk has spoken to a CIPFA qualified former work colleague who has indicated a possible interest. We authorised the clerk to negotiate a fee with Mrs Suzanne Jones CPFA to secure her services if willing to undertake the required work.

Proposed Cllr Neil Boyce Seconded Cllr Jane Greene

- c) **Tweentowns Fencing and Vehicle Access Gate** – as agreed at the last meeting Cllr Baxter had measured the fence and vehicle access gate with the intention of asking parish council to agree to go out to tender for a 1.2metre post and rail fence backed with sheep wire plus an access gate. At maximum there is approx. 100 metre of fencing although about 40 metres of this is covered with brambles possibly requiring a separate tender to remove that shrubbery prior to tender for the fencing. Cllr Anker referred to the current work at the coppice and the possible interaction with that project. We agreed to set up a meeting on site with Cllr. Anker, Cllr Baxter and others interested to agree fencing positioning and future management of the area. Cllr. Baxter will also obtain fencing quotes for consideration at the next meeting.

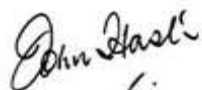
422 OFFICIAL ANNOUNCEMENTS AND CORRESPONDENCE – Highways England have extended an invitation to attend a meeting regarding a footbridge over the A47. Cllrs David Shaw and Neil Boyce will attend on the Friday option.

423 FUTURE MEETINGS – our next scheduled meeting on 6th May will be the last where we are allowed to hold a virtual meeting. The chairman reported that the Village hall will not be available for the June meeting and we agreed to seek to hold meetings in public from June 2021 onwards at the Cedar Centre. We also agreed to move the June meeting by a week to June 10th.

424 FUTURE AGENDA ITEMS – Given the continued covid -19 restrictions the matters held in abeyance for future consideration remain unchanged:

- Playground & Community Allotment - Official opening of the play area and community allotment to be considered after Covid-19 restrictions ceased to be in place.
- Former VE day celebrations on hold possibly to be replaced by celebrations in 2021 or even 2022 for the Queens anniversary.

425 There being no further business the chairman closed the meeting at 9.38pm.



Clerk & RFO 10th April, 2021

DATE OF NEXT MEETING – 6TH MAY 2021 at 7.30pm.		
APPROVED BY CASTOR PARISH COUNCIL		
Signature of Chairman of approving meeting:		6TH MAY, 2021

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