

CASTOR PARISH COUNCIL



MINUTES

PARISH COUNCIL MEETING - Wednesday 7th October 2009 in Castor village hall, 8pm

Present: Councillors: John Taylor (Chair), Richard Anker, William Baxter, Tracey Blackmore, Brain Goode, John Howard, Jayne Mann, Andy Martin, Andy Smith, plus 2 members of the public and the clerk

Before the meeting started, the chairman invited anyone to speak from the floor, explaining that once proceedings reached agenda item 5 planning and item 11 Village Hall, he would close the meeting prior to each item in order that public representation could be made. One member of the public mentioned the new neighbourhood council and asked whether the Parish Council planned on sending anyone. In reply, the Council advised that this matter was to be discussed under item 3a

**ACTION /
NOTES**

09/91. APOLOGIES FOR ABSENCE:

None

09/92. APPROVE THE MINUTES OF THE MEETING AND THE ANNUAL MEETING OF THE COUNCIL HELD ON THE 2ND SEPTEMBER 2009 AS PREVIOUSLY CIRCULATED.

Item 09/85 was altered to change 'church' to 'village groups' in the preamble and farming families to farms in the bulleted points and it was **RESOLVED** to adopt the minutes with those alterations

09/93. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Tracey Blackmore, item 6b (planning 10 Peterborough Rd, as a neighbour consulted directly by the planning authority.

*Declarations
of interests*

Cllrs William Baxter and Brian Goode re the village cross, item 13

09/94. RECEIVE REQUESTS FOR REARRANGEMENT OF AGENDA ORDER, IN URGENT CIRCUMSTANCES.

Item 11, minute 101 was discussed out of sequence to allow the chairman of the village hall to contribute as necessary

09/95. PLANNING

a) 09/00919/FUL The Prince Of Wales Feathers 38 Peterborough Road Castor Smoking shelter to rear - **RESOLVED** No objections or comments

Councillor Tracey Blackmore left the meeting

b) 09/00505/FUL12/05/200919-21 Peterborough Road Castor 3 bedroomed detached dwelling – amendments. **RESOLVED** No objections or comments

*Declarations
of interests*

Councillor Tracey Blackmore rejoined the meeting

c) Parish Council Consultation Peterborough DPD Site Allocation – As the Council had responded in some detail during the official consultation period, in autumn 2008 after having reconsidering the documents, it was agreed that there was nothing further to add

09/96. BT PHONE BOX It was **RESOLVED** to take up the offer made by BT to adopt the 'K6' red telephone box on Peterborough Road once it had been decommissioned by BT, at a cost of £1

09/97. FINANCIAL MATTERS

a) The following invoices and accounts for payment were approved and it was **RESOLVED** that they be paid:

| Cheque Number | Goods/Service | Payee | Nett | Vat | Gross |
|---------------|--|--------------------------------|----------------|---------------|----------------|
| 000718 | Fencing sundries for Tweentown | R Anker | 128.67 | 16.30 | 144.97 |
| 000719 | Salary balance (the new standing order did not get processed in time) plus office costs/expenses | S Rodger | 100.66 | 22.65 | 245.07 |
| 000720 | Removing post on Thorolds Way & replacing post on Stocks Hill | I Sheldon | 0 | 0 | 50.00 |
| 000721 | Water at allotments | Anglian Water | 0 | 0 | 45.18 |
| 000722 | External audit | Moore Stephens | 145.00 | 21.75 | 166.75 |
| 000723 | Annual insurance | Broker Network Ltd (Came & Co) | 0 | 0 | 285.77 |
| 000724 | Completion of the oak post installation | Concorde Building Contractors | 460.00 | 69.00 | 529.00 |
| 000725 | Completion of village hall rewiring | D & S Electrical Solutions | 4681.65 | 702.25 | 5383.90 |
| 000726 | TBC – Adopt a phone box | BT | 0 | 0 | 1.00 |
| | | TOTALS | 5515.98 | 831.95 | 6851.64 |

b) Full accounts had been circulated in advance of the meeting, receipts and standing order payment were noted

c) To note agreed salary scales for clerk and agree – The new salary scale agreed between SLCC¹ and NALC² had been published on 23rd September 09. The clerk suggested that in view of the difficulties in getting the bank to follow standing order instructions and the fact that there would be a salary review shortly in any case, she would forego this increase at the present time. This was agreed.

d) The clerk read the matters arising from audit. Two points had been raised. PAYE regulations should be addressed - deductions had not been made from the clerk's salary because in 2008/9, it was her sole paid work and under the PAYE limits. This was now clarified by way of a tax coding specifically for Castor, the threshold being more than the clerk's salary. The second point raised highlighted the fact that no formal risk assessment is carried out to address the Council's potential exposure to risk and the measures in place to negate or minimise the risk. As a formal risk assessment would take place as part of the new Best Practice arrangements being put in place and the upcoming budgetary and audit procedures, the Council felt confident that this matter would not be an issue at the time of the next audit.

e) Exceptional items for 2009/10 budget – No items were identified

09/98. MATTERS ARISING

1. The chairman signed the standing orders and financial regulations adopted at the meeting of 2nd September 2009

2. The chairman and the clerk signed the clerk's contract of employment as resolved per minute 08/74 in January 2009

3. Oak Posts – It was **RESOLVED** to purchase 11 more posts, 112cm tall, in order to have stocks for replacement of any of the existing posts that may become damaged.

09/99. OFFICIAL ANNOUNCEMENTS & REPORTS

The chairman had no points to raise. The clerk reminded the members that she was on holiday for a week and advised that her CiLCA³ portfolio was nearing completion.

PARISH COUNCIL LIAISON (PCL) MEETING:

Councillor Jayne Mann reported on her attendance at this meeting. The issues covered included the 'Fix-it Van' with Parish Councils encouraged to use the facility more; Rural Housing Strategy and Site Allocations (per 09/95 above) and Neighbourhood Councils (NCs) which were being promoted as way of having more influence over issues and decisions made by PCC⁴. There were some areas of concern over the matter of the NCs and the clerk was to investigate the facts

Clerk

RURAL WORKING GROUP:

Councillor Richard Anker reported on his attendance at this meeting. The matters covered were primarily Transport in the Rural Communities (Bus services as well as traffic problems) including a review of current services and the possible introduction of a call-connect on demand bus service. The housing strategy had been discussed and the matter of flyposting at the bus shelter on Peterborough Road was mentioned as well – the bus shelter department would be in touch with the Parish Council

09/100. NENE PARK TRUST (NPT)

Councillors William Baxter and John Taylor had attended a meeting with representatives from the NPT which they reported had been positive, but would be reported in full at the next meeting when they had received the minutes of that meeting

09/101. VILLAGE HALL

The Chairman closed the meeting in order that John Morris, chair of the village hall committee, could present a report on the refurbishment of the hall and the next steps in the project. The trusteeship of the parties to the lease of the hall was discussed as this was a matter requiring some clarification as the original trustees are no longer alive. It was made clear, mostly for the benefit of the clerk, that the trusteeship of the village hall management was in hand and clear, it was the actual lease between the building's owners and the leaser that is at issue. The meeting recognised the amount of work that had been contributed by Ian Sheldon and the council's and village hall committee's appreciation was expressed. *The Chairman reopened the meeting*

09/102. ALLOTMENTS

The points raised by allotment holders who had been to the village hall prior to the meeting to pay their rents were reported. A discussion ensued about dog fouling and footballs on the allotments. The Council concluded that it was not in a position to take preventative action other than drawing attention to the problems and requesting that people take more care.

It was agreed that reminder letters should be sent to allotment holders who had not returned their agreements or paid their rents. The matter of the waiting list was clarified.

09/103. FARMERS CROSS

Councillors William Baxter and Brian Goode left the meeting

A discussion ensued comparing the options of underwriting the project with that of making a straightforward grant. It was unanimously **RESOLVED** that the council would grant £750 to the

fund in addition to buying the plaque for the cross.

Councillors William Baxter and Brian Goode rejoined the meeting

09/104. REQUEST FOR GRANT FROM BEAVERS

A letter had been received from the village Beaver group requesting a grant. The council had received their accounts in advance and it was confirmed that the group was involved with activities in the village and was, in the main, for the benefit of children in the village, it was **RESOLVED** to make a grant of £250

09/105. WOODLANDS – There was no progress to report

09/106. CHRISTMAS TREE – It was **RESOLVED** to allow a budget of £200 for a tree and some decorations

09/107. CORRESPONDENCE – A mail shot from ACRE was on circulation; information about a limited grant fund from 'Sport Limited' had been circulated

09/108. FUTURE AGENDA ITEMS / AOB TO BE CARRIED FORWARD – There was an update on the encroaching trees on allotment lane, and the clerk undertook to pursue this matter with Cross Keys Housing Association. The matter of an archivist was briefly mentioned, and put forward for an agenda item at the next meeting. The clerk was reminded that some streetlights in the village were not working and was asked to pursue with the relevant department

Clerk

NEXT AGENDA:

- Archivist
- Neighbourhood Councils
- Speeding / Speedwatch
- Budget
- Village Hall

DATE OF NEXT MEETING: 4TH NOVEMBER 2009

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|--|--|---|
| APPROVED BY CASTOR PARISH COUNCIL | | |
| Signature of Chairman of approving meeting: | | Date: 4th November 2009 |

2 NALC – National Association of Local Councils

3 CiLCA – Certificate in Local Council Administration

4 PCC – Peterborough City Council

DRAFT