



CAYTHORPE

Parish Council

The monthly meeting of the Parish Council was held remotely on Tuesday 19th May 2020 at 6.30pm.

20/58 Attendees: Cllrs Boon, Cons (in the chair), Duff, King and Parry, District Cllr Jackson, no members of the public

20/59 Apologies: Cllr Ravenscroft, K Price (clerk)

20/60 Declarations of interest from members on any items on the agenda: none

20/61 To approve the minutes of the Parish Council Meeting on 10 March 2020: Council unanimously resolved to agree to accept the minutes as a true and accurate record of the meeting.

20/62 Time allocated for Public Participation: No members of the public present

Reports

20/63 Update from District Councillor Roger Jackson: Cllr Jackson reported that NSDC has opened some recycling centres and that garden waste collections will recommence in June. Cllr Jackson kindly made a further donation of £250 to Caythorpe's Covid-19 community response group.

- Update on proposed car parking for Lowdham station: Ongoing

20/64 Report from flood warden: Nothing to report. However, councillors noted that work which was paused due to lockdown to clear the Dover Beck between Caythorpe and Lowdham Mill has recommenced.

- Status of flood wardens' training course: No update

20/65 Report from neighbourhood watch: Nothing to report

20/66 Update from 75th Anniversary VE Day Celebrations Working Group: Villagers responded to lockdown with VE Day celebrations that were necessarily different to those initially planned. Socially distanced initiatives included decorated houses, afternoon tea taken in front gardens, free stalls offering baked good, jigsaws and plants, and a village-wide singalong of We'll Meet Again at 3pm. The Caythorpe Crafters continue to work on a banner to mark the occasion, and it is hoped that a belated event will take place when it is possible for villagers to gather together.

- Status of village census: Currently paused

20/67 Update on Community Speed Watch: Currently paused due to Covid-19. Although there is an issue with speeding cars, Community Speed Watch volunteers work in a group, which is not possible presently.

20/68 Report on the Covid-19 Community Response: Cllr Cons reported that to her knowledge there are 71 people classed as vulnerable, extremely vulnerable or shielded because they are over 70, living in 50 households. This is approximately one third of villagers in almost half of the houses. And there are nineteen 'official' volunteers whose name and contact details appear on the repeated letters delivered to households as people who can be contacted for assistance. However, there are many more regularly assisting their neighbours.

The community group has delivered three letters to every household, ensuring that everyone knows how to contact someone if they need assistance. On the whole, most people now have ongoing arrangements with individual volunteers, friends or neighbours, either click and collect shopping arrangements or shared grocery deliveries. People have been helped to organise medication delivery via Lowdham Pharmacy, and to access the village Facebook group.

All official volunteers have been provided with hand sanitiser (purchased with grant money), disposable face masks and visors (donated by a charity with whom a villager is volunteering). Further supplies of all are available free of charge to anyone who is assisting other villagers.

A resident has kindly agreed to make washable face masks for villagers. She has made three so far, which will be delivered to recipients (all over 70) this week. Currently she is providing the materials, but should there be significant demand, Councillors agreed that the Parish Council should purchase materials using the Covid-19 Community Fund and ask villagers for a donation (minimum of £5) that would go back into the Fund for future use.

By Saturday the group will have distributed 306 meals made by Tom Brown's to 50 villagers, and 144 meals donated by Cook to 48 villagers, so the village has benefitted from a total of 450 prepared meals since March 23rd. Priority has been given to those who are categorised as extremely vulnerable or are over 70 and who live alone, and then to other people who are shielded, vulnerable or required to self-isolate, on a loosely rotating basis, with residents being asked on the village Facebook group to nominate neighbours in order to ensure all those who would benefit are able to do so. A small number of people declined the offer. We have made donations totalling £450 to Tom Browns, whose appeal has funded our meals, meals to other communities and meals for NHS frontline workers. They have worked to a budget of £2 per meal, so we have donated less than the value of the meals we have received (£612), although individual villagers have also made donations. All this has been made possible by an efficient team of volunteers. As well as providing a meal, this provides a regular opportunity for people who might feel awkward about reaching out for assistance to enjoy a socially distanced chat, and to mention in passing if they need something.

With all these meals coming to an end shortly, another resident is proposing to organise a slightly lower number of meals once a week for a further three weeks. They will be prepared at home, in Caythorpe, by an experienced caterer who holds a food hygiene certificate. The resident proposes to bear part of the cost of the meal and has approached Gonalston Farm Shop about sponsorship in the form of some of the ingredients and awaits a reply. Councillors agreed to match fund from the Covid-19 Community Fund up to a value of £70 a week for up to three weeks.

The Covid-19 Community Fund has received £1,000 from NCC and £250 from NSDC via Councillor Jackson, plus a further £250 agreed at this meeting, totalling £1,500. Approximately £600 of this has been spent so far on donations to the Tom Brown's appeal, printing, and PPE. It is anticipated that that support in one form or another, and ongoing communication, may be required for a prolonged period, so the funds available may need revisiting at a later date. To date no volunteers have claimed out of pocket expenses, but the NCC grant makes it clear that it may be used to pay for volunteers' petrol etc. Councillors agreed that should a claim be made; fuel should be reimbursed at 45p/mile. The community group is registered with NSDC and NCC. It has been clarified that Caythorpe Parish Council is involved on the Covid-19 Community Group solely to hold the grant funds but that this is not a Parish Council initiative, therefore no person nor organisation is responsible for volunteers.

Upkeep of highways/village facilities

20/69 To discuss NCC's responses to various Parish Council enquiries about highway maintenance:

- Road surface repairs at various points, including but not limited to Hoveringham Road and its junction with Brackenhill, and the bend outside the Old Volunteer: Outstanding
- Ponding in the road outside the village hall: Outstanding
- The footpath from Brackenhill to Huggly House is overgrown and damaged: outstanding
- Highway verges have been damaged between Brackenhill and Huggly House and require attention: Outstanding

20/70 Update on agreed weight restriction on the road through Caythorpe: The implementation of this was agreed, and some signage was due to be erected but this has not been actioned during lockdown.

<Action> Clerk to contact NCC and find out the status of the weight restriction, copying in Cllr Jackson

20/71 Update date on land known by Savills as West Field Allotments: Ongoing

20/72 Update on landscaping around Lowdham Railway Station: Outstanding

20/73 Update on Village Tidy Up (national event cancelled due to Covid-19): Social distancing is likely to remain in place for some time, so the event is unlikely to be rescheduled. However, as lockdown is eased, residents could be encouraged to individually tackle key 'problem areas' as they would normally do during the tidy up event.

Councillors discussed the fact that the Village Hall/church car park would benefit from some maintenance, and that the neighbouring disused area of land, which was previously owned by a resident and is now believed to be owned by a family member, may be being used as an area to discard waste and may be becoming unsafe as well as unsightly.

<Action> Clerk to try to contact the landowner

Planning

20/74 New applications

- 20/00632/LBC Ivy Cottage 8 Main Street Caythorpe NG14 7ED (comments by 29 May 2020) External repair works to include replacement of brickwork to parapet walls with engineering bricks, installation of Code 4 lead flashings and repointing of gable ends. Works to 3 chimney stacks including repairs, rebuilding and repointing (Retrospective): Unanimously supported

<Action> Clerk to respond to NSDC

- 20/00554/FUL Caythorpe Cricket Club Caythorpe Road Caythorpe NG14 7EB. Dismantle existing cricket nets and replace with new cricket nets. Discussed remotely, in order to meet the deadline during the pandemic, and unanimously supported
- 20/00602/FUL Briar Cottage 9 Main Street Caythorpe NG14 7ED Demolish bungalow and replace with chalet style bungalow with detached single garage. Discussed remotely in order to meet the deadline during the pandemic, and whilst the Parish Council have no objection to the proposed dwelling, we understand there is a concern that the siting of the proposed garage may affect the level of natural light currently enjoyed by neighbours, an issue that the Parish Council endorses. We therefore suggest that consideration be given to re-siting the proposed garage

20/75 Awaiting decision by Newark and Sherwood District Council

- 20/00185/LBC Prebends Croft 114 Caythorpe Road, Caythorpe

20/76 Applications decided by Newark and Sherwood District Council

- 20/00105/FUL Land Off Caythorpe Road, Lowdham. Creation of a 40m x 20m menage - PERMITTED

20/77 Consultations: None

Finances

20/78 To accept accounts for payment for March 2020 and April 2020: Councillors unanimously agreed the accounts for payment (pre-vat, where applicable): Midland Data Networks laptop repairs £62.51, NSDC dog bin emptying £114, The clerk's salary £225.50, Savills 'allotment rent' £400, Tom Brown's Just Giving £150, Cllr Cons printer ink £10.62, Tom Brown's Just Giving £150, Tom Brown's Just Giving £150, Cllr Cons stationary £30.97, Cllr Cons hand sanitiser £48, Cllr Ravenscroft printing expenses £52, Midland Data Networks email reconfiguration £41.67, Caythorpe Crafters banner materials £14.81.

Councillors agreed that while meetings are held remotely, making wet signing the clerk's 'accounts for payment form' difficult, the minutes of each meeting would stand as a formal record of approval that the clerk should make the payments.

20/79 To update the Councillors on the Parish Council audit, end of year balances and final budget for 2020/21: Councillors agreed the 31 March 2020 (2019/20 end of year) balance of £3,818.67 and the 30 April 2020 balance of £6,085.93 (including Covid-19 Community Fund grant monies)

- Exemption Certificate: To be completed once audit is completed
 - Annual Governance Statement: To be completed once audit is completed
 - Accounting Statement: To be completed once audit is completed
 - Completion of Internal Audit: Audit is currently underway
 - Authority approval of Statements: To be completed once audit is completed
 - Authority / Chair wet sign-off: To be completed once audit is completed
 - Agree dates for Period of Public Rights: To be agreed once the audit is completed
- <Action> Clerk to ensure audit is completed within the legislated timeframe, and facilitate oversight and wet signature by the chair

20/80 To discuss and decide on the insurance quote from Came & Co for the Parish Council, effective from 1 June 2020: Unanimously agreed

<Action> Clerk to respond to Came & Co

20/81 Any other business

- To give an update on Future Parish Council meetings and the Annual Parish Meeting and Annual Parish Council meeting during the Covid-19 pandemic: Councillors agreed that Cisco WebEx proved to be an effective platform for meeting remotely, but that the clerk's inability to participate in remote meetings would need to be addressed as attendance at meetings forms a significant proportion of the clerk's time and supportive duties, and that face to face meetings are likely to be impossible for some considerable time.

20/82 To check whether any additional communication is required as an outcome of the meeting:
None

20/83 To close meeting to the public: Pursuant to section 1(2) of the Public Bodies (Administration of Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting in order to discuss and set the Clerk's wages for the forthcoming year: Councillors agreed to postpone the setting of the clerk's wages for the forthcoming year, while her ability to attend remote meetings is clarified.

<Action> Chair to discuss with the clerk her inability to attend remote meetings and, therefore, to prepare minutes of meetings, and to action follow-up requirements.

20/84 To close meeting: The meeting closed at 8pm

Date of the next meeting: Tuesday 16 June 2020