

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held at Wrestlingworth Memorial Hall on 3rd June 2024 at 7.30pm

Present: Chair Cllr J Kirkpatrick, Vice-Chair Cllr J Dix, Cllr L Chapman, Cllr A Ewens, Cllr M Wilson, CBC Cllr A Zerny, C Dear (clerk) & 2 members of the public

Apologies: CBC Cllr T Wye

Open Forum: None

Ethics and Standards Code: None

CBC Cllr Zerny informed the meeting that:

- Cllr Wye is talking to the relevant department regarding the replacement of the speed camera at the crossroads
- Cllr Zerny is trying to get a resolution for vehicular access to the allotment area and also ensuring that the Tree Nursery Gardens area is kept in better order
- Cllr Zerny is requesting that footpaths and bridleways are kept clear
- He is chasing the request for the 20 mph speed limit through Wrestlingworth and also repairs to the footbridge
- Cllr Zerny added that he is also trying to ensure that there is a bus service to Cockayne Hatley even if it is stopping at the bus shelter rather than the end of the village
- He informed the meeting that the traffic calming measures are still on the Highways schedule

Cllr Zerny was informed that the drain at the junction of Church Lane and the High Street was still blocked after nearly 6 months of informing CBC of the situation – he said he would deal with it.

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 11th March 2024, having been previously circulated, were approved and signed by the Chairman.

Chairman's Report

- Actions since last meeting:
- Liaised with CBC councillors regarding site access at the proposed allotment site.
- Discussed debris in the brook with a parishioner (again)
- Inspected trees in the play area and on pathway adjacent to St Peters disused graveyard.
- Visited residents of house at bottom of Church Lane to discuss overgrown hedges. Delivered a letter explaining the situation and offering contact details of Charlie Gysin (Twin Pines).
- Responded to email regarding state of footpath from corner of Hatley road (adjacent to thatched house) into field behind.

Clerk's Report

- Forwarded relevant emails including parish crime statistics to Parish Councillors and dealt with general queries.
- Completed agenda, budget and financial statement for May's meeting.
- Reconciled bank statement with income and expenditure and transferred £6,000 to cover April & May's outgoings.
- SAGE – transactions added to end of April.
- Updated parish website with copy of draft minutes and agenda
- Completed weekly checks of defibrillator/housing in Wrestlingworth with no issues to date.
- Resident of Cockayne Hatley checked defibrillator in Cockayne Hatley with no issues to date.
- Updated PC's copy of the electoral register
- Sent planning applications to Councillors.
- Completed AGAR for 2023/24 and sent with supporting documentation to local auditor.
- Collected requests from parishioners regarding allotments – currently 8 to date.
- Asked tree surgeon for a quote for replacement tree for junction of Braggs Lane and High Street
- Dealt with request for use of Amenity field.
- Received portrait of King Charles III and handed it over to Memorial Hall
- Negotiated 3-year fixed rate for council's insurance.
- Circulated photographs of burnt picnic bench.
- Liaised with Zurich regarding claim on insurance for buttress to churchyard wall.
- Reviewed risk register and circulated for approval.

PLAY AREA – Cllr Chapman informed the Council that she had:

- Inspecting playground and emptying bins on a regular basis;
- Litter picking;
- Overview of the play equipment and area;
- Clearing debris (broken branches/twigs etc);
- Reporting concern for tree growing in Jubilee Garden to PC.

MILLENNIUM GARDEN AND BROOK MAINTENANCE

Maintenance work at the Millennium Garden has been carried out by 2 volunteers.

There is some brickwork that has shifted at one of the brook culverts, located on the High St at the bottom of the one-way section of Church Lane. There is a large tree growing out of the brook at this point, although on inspection it is not clear if that is causing the problem. Cllr Kirkpatrick agreed to talk to CBC regarding their view on what needs to be done. **ACTION JK**

HIGHWAYS – Cllr Dix informed the Council of the following:

Reported an abandoned vehicle to CBC that a resident had complained about and that is stopping them from parking outside their own property. Highways advised it was not abandoned and that no further action would be taken.

Reported 'warning of bend' sign as you leave the village towards Potton via fix my street, however they advised that it had already been reported and so mine was closed.

Blocked Drain End of Co-op track

Maintenance work is planned for this area and the issue will be resolved as part of these works. We have cleared this gully twice in the last twelve months and carried out repairs to the surround. It will be cleaned out again in the current programme. State changed to: Closed

Emailed Jack Bowers at CBC ref the parking issue on the high street. No response

Discussed with Tracey Wye, to look at the problems that cars are causing when parking along the brook parallel with Butchers Lane. Several residents have complained and requested yellow lines be painted. I have a meeting on Thursday the 6th of June at 9am to view the issue in person so that we can discuss. **ACTION JD**

Looked at reporting to fix my street, the potholes that residents had notified me of in Victoria Close. Fix my street will only look at larger potholes and so I will discuss with Tracey Wye the best way forward with this. **ACTION JD**

SUSTAINABILITY & GREEN ISSUES – Cllr Ewens informed the Council of the following:

1. Village tidy up – I have been in touch with the PWWG and they are reluctant to commit to another village tidy up in the Autumn and would prefer to wait and see what the scope is before deciding. Cllr Ewens agreed to talk to the PWWG about moving the village tidy up permanently to Autumn, starting this year. **ACTION AE**
2. EV Charging point – No further update.
3. Street lighting. Check of recent energy bills still outstanding.
4. Solar Farm between Wrestlingworth and Sutton. Checked the CBC planning website and there have been no new documents since December 2022.
5. Potton Community Energy Project
 - a. I attend the meeting on 12 March 24. The Chair Craig Charles wrote an article for Village Link. Some other highlights:
 - i. Potton have a heat sensitive camera that can be used to detect heat loss. They will rent it to us for a nominal fee (£10 but we will need to pay a deposit). Best used in the winter when there is a differential between indoor and outdoor temperatures. Are we interested?
 - ii. They have decided not to pursue the option of a Community Benefit Society.
 - iii. Looking for sights in the town with suitable roof tops for solar panels
 - iv. Funding is available for lower income households that may benefit from additional insulation.
 - b. I was not able to attend the subsequent meeting on 21st May and have not yet seen the minutes.
6. Aircraft Noise
 - a. Luton have a planning application for expansion being considered which will increase noise pollution.
 - b. Continuing to monitor the LADACAN site.
 - c. The CAA have completed their review of complaints and concluded that "the change sponsor has met the requirements of the Airspace Change Process." A report was due at the end of May, but I haven't seen it yet.
 - d. In summary it does not look good as acceptance of the new flight paths seems to be going ahead. Comments welcome.

WEBSITE AND COMMUNICATIONS - Cllr Wilson informed the Council of the following:

- 1) Various posts made on Village Website & Facebook page as required, including.
 - a. Damage to Playing Field Equipment
 - b. Traffic calming plan on Potton Road
 - c. Waste Collection changes
 - d. Graveyard wall damage
 - e. PC meeting postponement
- 2) Provide update for Village Link communications

Lease for allotment site

As 8 parishioners have contacted the clerk and responded positively to the request for allotments, the area behind Tree Nursery Gardens was discussed particularly with respect to vehicular access. Cllr Kirkpatrick informed the meeting that there was no further progress from CBC with regards to vehicular access or the setting up of a lease. He agreed to update the Council at the next meeting. Cllr Kirkpatrick added that a parishioner has come forward with regards to managing the allotment site. The potential cost of setting up the allotment area was also discussed and it was agreed that the budget currently set to £2,500 should be changed to £4,500.

ACTION JK

Planning

The current Planning applications were discussed. **(Appendix C)**

Finance

Due to the postponement of this meeting, Councillors approved the payment of invoices in between meetings to ensure prompt payments. **(Appendix A)**

The Financial statement **(Appendix B)** was reviewed along with the budget for 2024/25 previously circulated to all councillors by the clerk.

The Risk Register was reviewed, having been previously circulated by the clerk.

The Internal Auditors highlighted some invoices that needed retrospective approvals for 2023/24 as stated below:

- Amount change - Npower invoice 06691648 for April, approved to the value of £300.83 by the council in May 23, but the actual invoice amount was for £288.12 and that was what was paid.
- Missing approvals - Zurich Insurance payment of £1017.28 in Sage dated 16/5/23 and BATPC councillor induction course payment of £35 in Sage also on 16/5/23.
- The renewal of the Parish Council website with HCI was approved by council in November, but then there's a duplicate approval for the same amount in January. Only one payment was made.
- Npower - September approval was given for 'IN07' for £273.03, but the invoice number was IN8223501 on 5/9/23 and was actually for £275.19.
- Npower invoice IN0953860 for £441.60 on 16/1/24 which used up the remaining credit balance and thus only collected a payment of £222.44 has not been approved by the council.

Please find below the results of the 2023/24 internal audit of the Wrestlingworth and Cockayne Hatley Parish Council accounts and records.

I have examined the AGAR 3 submission and confirmed the section 2 financial statement matches to the SAGE records and bank statements for the financial year.

I have reviewed the asset register, the valuation approach being taken, the asset changes in the financial year, and confirmed it matches the Council's insurance policy.

I have reconciled the bank statements, bank balances and transactions to the SAGE records, the invoices and Parish Council expenditure approvals in the Council meeting minutes. A small number of issues were identified that will be resolved with retrospective approvals at the next Parish Council meeting.

I have reviewed the internal control objectives and section 1 of the AGAR 3 form against the controls and procedures presented in the Parish Council minutes, the risk register and a number of discussions with the Parish Clerk. Additionally I have reviewed the internal controls against the NALC Practitioners Guide for 2024. I have a small number of recommendations below, and subject to these, I confirm that all internal control objectives and section 1 declarations are being met.

Overall I am very happy to sign the internal audit approval on the AGAR 3 form.

I have five improvement recommendations to make to the Parish Council:

1. When approving the AGAR the council minute the relevant dates of the planned statutory public notice period.
2. In Appendix B (Financial statement) prepared for each council meeting, detail of significant variances to budget for the year be included. Whilst these are included in the AGAR return, best practice is that they are reported upon and tracked during the year by the council.
3. Also in Appendix B, the individual deposit bank accounts be detailed in the bank reconciliation rather than combined into a single 'Deposits accounts' line. This aligns with the bank reconciliation template provided by NALC.
4. The council publishes the level and rationale for reserves over and above that required for planned projects (including lease arrears as noted already in Appendix B).
5. To assist with GDPR compliance it is advised that all councillors use a .gov.uk email address rather than their personal email addresses, and those email addresses are then only used for official council business.

The AGAR 3 form was then signed by the Clerk and the Chairman. It was noted that the Notice of appointment of date for the exercise of public rights for Accounts for the year ended 31st March 2024 will be commencing on 17 June 2024 and ending on 26 July 2024. Notices to this effect have been placed on noticeboards in Wrestlingworth and Cockayne Hatley and also on the parish website. Councillors agreed to go ahead with changing their email addresses for Council

matters to wch.pc.'position on council'@gmail.com (ie wch.pc.chair@gmail.com) **ACTION ALL COUNCILLORS**

Correspondence – None, other than periodicals which were handed out for distribution and emails sent to Councillors between meetings.

Any Other Business

- Trees hanging over path towards graveyard from Church Lane – Clerk asked to contact tree surgeon to get advice on action required. Clerk also asked to get advice on tree at end of Chapel Close. **ACTION CD**
- Access blocked to field behind pub for grass cutting contractor – Clerk asked to contact contractor to get schedule of cuts to ensure access is clear. **ACTION CD**
- It was noted that a road sweeper has recently cleaned the roads, and that is generally to be welcomed. However, however, this has caused damage to the edge of the road in two locations. The edge around the old graveyard at St Peters shows sign of the tarmac being broken up, and some degradation to the wall footings. Additionally, the edge of Braggs Lane is showing similar signs of the tarmac being lifted/damaged. Cllr Kirkpatrick agreed to contact CBC for advice. **ACTION JK**

The meeting closed at 9.20 pm

Date of Next Meeting – Monday 8th July at 7.30pm at Wrestlingworth Memorial Hall

Appendix A

The following accounts are to be paid and the clerk requested the council's endorsement. Due to the postponement of the meeting planned for May, these payments were authorised between meetings.

Payments for approval – May 2024

The following accounts are to be paid and the clerk requested the council's endorsement.

April	Wrestlingworth Memorial Hall - 569		30.00
April	Community Heartbeat Trust - 20694		360.00
April	Clerk's Salary D/Debit		557.70
May	Clerk's Salary D/Debit		557.70
March & April	Clerk's expenses (Telephone, Internet, Stamps, stationery) to include use of room as office		140.00
April	SAGE – accounting software D/Debit – UK-04404010		31.20
May	SAGE – accounting software D/Debit – UK-04508700		31.20
May	Zurich – Insurance - 532496773		1032.39
April	Terry Seymour – Street light maintenance - S12664		64.50
March	D J Granger – grass cutting – INV-024583		703.80
March	D J Granger – grass cutting – INV-024658		703.80
March	D J Granger – grass cutting – INV-024719		703.80
March	D J Granger – grass cutting – INV-024786		703.80
April	Npower – IN10120424		417.10
May	Npower – IN10420249		373.36

Appendix B

FINANCIAL STATEMENT AT 30 April 2024 with budget to March 2025

	<u>Year to 31 March 2025</u>			-	
	Actual to 30 April 2024	Budget 24/25	Expected outturn	Actual 2023/24	Notes
Income					
Precept	27,980.00	27,980.00	27,980.00	26,577.00	1
Interest	54.82	700.00	500.00	531.69	
Grass Cutting Contribution		403.15	403.15	403.15	
Insurance Claim					
CBC Grant					
VAT refund to March 2024	483.60		483.60	458.65	
Total Income	28,518.42	29,083.15	29,366.75	27,970.49	
Operational Expenses					
Accountants fees & Sage	26.00	714.00	670.00	666.00	
Affiliation Fees		350.00	350.00	440.00	
Amenity Field lease		120.00	120.00		2
British Legion		19.99	19.99	19.99	
Church Clock Maintenance		350.00	350.00	326.00	
Churchyard Maintenance		300.00	100.00		
Clerk's expenses		300.00	300.00	295.00	
Clerk's salary	557.70	7,000.00	7,080.00	7,082.37	
Defibrillator maintenance		300.00			
Election expenses		2,000.00	64.82	64.82	
Electricity - street lighting	397.24	5,000.00	4,800.00	2,905.55	
Electricity/lighting - maint		2,000.00	1,600.00	1,565.00	
General Maintenance		1,200.00	1,250.00	1,249.50	
GDPR Data Protection		35.00	35.00	35.00	
Grants (see below)		1,100.00	1,100.00	600.00	
Normal Grass and Hedge cutting		7,200.00	7,500.00	7,443.00	
Other grounds & tree work		500.00	400.00	400.00	
Insurance		1,300.00	1,017.28	1,017.28	
Memorial Hall Hire		150.00	150.00	106.50	
Millennium Garden		100.00	100.00	70.00	
Parish Tidy Up		500.00	600.00	590.00	
Playing field Maintenance		1,500.00	2,376.50	2,376.50	
Playing field lease		360.00	360.00		3
Training expenses		100.00	70.00	35.00	
Web site		360.00	360.00	325.00	
Vat expensed and not yet recovered	508.66		0.00	391.97	

Total Operational Expenses	1,489.60	32,858.99	30,773.59	28,004.48	
Operating surplus/deficit	27,028.82	-3,775.84	-1,406.84	-33.99	
Projects & rent arrears					
Allotment lease and set up		2,500.00			4
Amenity lease arrears		720.00			2
Play Area maintenance					
Playing field lease arrears		3,960.00			3
Bus shelter					
Picnic bench				775.00	
Net Project costs	0.00	7,180.00	0.00	775.00	
Overall surplus/deficit	27,028.82	-10,955.84	-1,406.84	-808.99	
RESERVES					
Bank brought forward	28,205.54			29,812.55	
(Deficit)/Surplus for period	27,028.82		-1,406.84	-808.99	
Bank carried forward	55,234.36		-1,406.84	29,003.56	
VAT refund due				458.65	
Total	55,234.36		-1,406.84	29,462.21	
GRANTS PAID IN YEAR					
Village Link		100.00		250.00	
Magpas				200.00	
History Society					
St Peter's Church		1,000.00			
PWWG				150.00	
	0.00	1,100.00		600.00	
Bank balances					
Current account - 30/04/2024	874.09		31/03/2023	1,880.09	
Deposit accounts - 30/04/2024	54,360.27		31/03/2023	26,325.45	
	55,234.36			28,205.54	

NOTES TO BUDGET

1 - 5% (band D 4.5%) increase for 2023/24

2 - Lease expired September 2016 with annual rent of £120. Yet to be renewed by CBC and no rent paid.

3 - Lease expired March 2011 with annual rent of £360. Yet to be renewed by CBC and no rent paid. The last email from CBC dated 19 Nov 2018, refusing our request for a reduction and time to pay. No invoice from CBC to date.

4 - Estimated costs

Appendix C

Application Ref	Date Submitted	Location	Works Proposed	PC Comment	Target Decision Date	Status
CB/21/04834/FULL	15/11/2021	Land to south of Potton Road, Wrestlingworth	Erection of 16 dwellings with access onto Potton Road, parking and landscaping	Parish council objection		Refused
CB/23/02447/FULL	11/12/2023	12 Braggs Lane, Wrestlingworth, Sandy, SG19 2ER	Erection of an outbuilding (annex) to rear garden		01/01/2024	Granted
CB/24/00607/FULL	08/03/2024	1 Eyeworth Road, Wrestlingworth, Sandy, SG19 2HG	Single and two storey side and rear extensions, with three velux roof windows with associated internal alterations		03/05/2024	Refused
CB/24/00591/FULL	04/03/2024	1 Randalls Close, Wrestlingworth, Sandy, SG19 2BZ	Single storey front extension and rooflight to existing rear roof slope		29/04/2024	Consultation Period
CB/24/00271/VOC	01/02/2024	10 Water End, Wrestlingworth, Sandy, SG19 2HA	Variation of condition numbers 2 and 5 of planning permission CB/23/00451/FULL (Demolition of existing first floor accommodation and roof structures with new 2-storey gable front extension and new first floor accommodation under gable roof extension) - Amendments and alterations to the previously approved plans and materials.		28/03/2024	Consultation Period
CB/24/01372/FULL	10/05/2024	1 Eyeworth Road, Wrestlingworth, Sandy, SG19 2HG	Single and 2-storey side and rear extensions with associated internal alterations		08/07/2024	Consultation Period
CB/24/00995/FULL	23/04/2024	9 Alexander Road, Wrestlingworth, Sandy, SG19 2EL	Proposed single storey rear extension (plus demolition of the existing Conservatory).		18/06/2024	Consultation Period
CB/24/00879/FULL	10/04/2024	10 Water End, Wrestlingworth, Sandy, SG19 2HA	Erection of replacement dwelling and alterations to materials of garage.		05/06/2024	Consultation Period
CB/24/00952/REG3	03/04/2024	Wrestlingworth Lower School, Church Lane, Wrestlingworth, Sandy, SG19 2EU	New external rear canopy with an aluminum frame		29/05/2024	Granted
CB/TRE/24/00205	29/05/2024	Arcadia House, Church Lane, Wrestlingworth	Works to protected Trees		19/06/2024	Consultation Period