

## **WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL**

### **MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held at Wrestlingworth Memorial Hall on 4<sup>th</sup> September 2025 at 7.30pm**

**Present:** Chair Cllr J Kirkpatrick, Cllr L Chapman, Cllr A Ewens, Cllr M Wilson, CBC Cllr A Zerny, Cllr T Nicholson, C Dear (clerk), & 7 members of the public

**Apologies:** CBC Cllr T Wye

**Open Forum:** Numerous residents of Wrestlingworth expressed their displeasure at the traffic calming measures recently installed at the T-junction in the village. It was agreed that a list of their issues would be sent to the clerk, and she would forward these to the Council and members of Central Bedfordshire Council. Amongst the issues was the fact that the raised table was not high enough to deter speeding motorists, the black bollards did not have reflective strips, the road crossing was in a dangerous position and that the new footpath recently flooded.

Grass cutting in the Amenity field was discussed and the meeting was informed that the Parish Tidy up day would include strimming back the edges of the field and then the grass cutting contractor would cut the grass back as near to the perimeter as possible.

The poor condition of the white railings in Wrestlingworth (some of which are not fit for purpose) was discussed. CBC Cllr Zerny suggested that he would investigate getting them repaired once a survey of which railings were broken was carried out. Cllr Ewens offered to carry out a survey.

#### **ACTION AE & AZ**

Cllr Zerny informed the council that the speed camera at the crossroads would be replaced within the next few days. He added that he would also looking to continue to request the 20-mph speed limit through the village.

The lease for the allotments was also discussed as the parish Council has been waiting for progress for 18 months with the solicitors at CBC. Cllr Zerny said he would be sitting in on their next meeting and would report back. **ACTION AZ**

A resident of the village commented on the various potholes in Church Lane. Cllr Wilson offered to take photographs of the holes and upload them to 'Fix My Street'. **ACTION MW**

**Ethics and Standards Code:** None

#### **Minutes of Previous Meeting & Matters Arising**

The minutes of the Parish Council meeting held on 3<sup>rd</sup> July 2025, having been previously circulated, were approved and signed by the Chairman.

The Chairman informed the meeting that Cllr Dix had resigned from the parish council with immediate effect. He added that we will all miss Julie's hard work and contributions to the parish over the years of her tenure. We will sorely miss her drive and energy in pursuing issues of concern, and it will certainly be difficult to find such a diligent councillor to replace her. He added that he thanked Julie for her commitment to the parish and wish her well for the future.

It was noted that although the council does have sufficient councillors to continue, we do now need to recruit someone from Wrestlingworth, in addition to the unfilled vacancy for a representative from Cockayne Hatley. It was agreed that Cllr Kirkpatrick would take over the Highways portfolio and that Cllr Wilson would become the Vice-Chair. Cllr Kirkpatrick to gain access to Highways email. **ACTION JK**

### **Chairman's Report**

Actions since last meeting:

- 1) Continued to chase allotment lease via email solicitors and CBC
- 2) Discussed parish infrastructure improvements with several parishioners
- 3) Liaised with the landowner over access to fields given closure of Brook Farm permissive road

### **Clerk's Report**

- 1) Forwarded relevant emails including parish crime statistics to Parish Councillors and dealt with general queries.
- 2) Completed agenda, budget and financial statement for August's meeting.
- 3) Reconciled bank statement with income and expenditure and transferred £4,000 to cover September & October's outgoings.
- 4) SAGE – transactions added to end of August
- 5) Updated parish website with copy of draft minutes and agenda
- 6) Completed weekly checks of defibrillator/housing in Wrestlingworth with no issues to date
- 7) Sent planning applications to Councillors.
- 8) Updated details of parish defibrillators with British Heart Foundation (The Circuit)
- 9) Liaised with parish councillors and grass cutting contractor in relation to the amenity field
- 10) VAT return claimed for May, June & July
- 11) Forwarded email from Church & Poors' Charity regarding recent resignations and the need for the Parish Council and the Church to find replacements
- 12) Answered questions from the Royal British Legion regarding 11-11 Memorial service
- 13) Forwarded email from Partnerships, Community & Engagement team regarding Memorial Hall to chairman of the hall
- 14) Responded to query regarding 49 High Street and previous use
- 15) Responded to query from CH resident regarding electrical unit supplying defibrillator
- 16) Spoke with grass cutting contractor regarding amenity field following emails
- 17) Replied to Cllr Zerny regarding Green spaces in the parish
- 18) Requested next steps for HCI Data replacement for website
- 19) Forwarded correspondence to editor of Village Link regarding homeless charity
- 20) Completed ACRE/NALC flooding survey
- 21) Forwarded email from CBC regarding status of Lousy Bush as a local Nature Reserve to representative
- 22) Informed CBC of wasp nest on the Amenity field
- 23) Responded to representative of Lousy Bush regarding a grant for a new pond liner

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

- 1) Inspected the playground and emptied bins on a regular basis
- 2) General overview of the play equipment and area
- 3) Liaised with CPM Playgrounds and attending site meeting with JKP on 14/07/2025
- 4) Followed up emails with CPM Playgrounds
- 5) Sent RoSPA report to CPM Playgrounds and inviting quote
- 6) Liaised with resident regarding overhanging trees and advising outcome of discussion at July PC meeting
- 7) Received quote from CPM Playgrounds and forwarded to committee for approval/comments
- 8) Filled gaps with soil mixture between grass area boundary and rubber flooring
- 9) Removed dog mess
- 10) Removed structure built between branches of trees near balance beam/basketball net area (which included one of the wooden structures for the goal) which is now place behind the garage before being refitted onto the goal
- 11) Sent bench plank replacement measurements to CPM

#### MILLENNIUM GARDEN AND BROOK MAINTENANCE

Cllr Kirkpatrick informed the meeting that there was no update on the repairs to the culvert. Work has been carried out by Alan and Charlie at the Millennium Garden.

#### HIGHWAYS –

No Highways report available.

#### SUSTAINABILITY & GREEN ISSUES –

Cllr Ewens informed the meeting that a provisional weekend date of 28 Feb & 1 March had been proposed for the next Parish Tidy Up.

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

- 1) Various posts made on Village Website & Facebook page as required, including.
  - a. Housing Needs Survey
  - b. Upcoming Roadworks
  - c. Reminder on PC meeting
- 2) Provide update for Village Link communications

#### COMMUNITY AND CULTURE – Cllr Nicholson informed the Council that:

- 1) As highlighted last month, following the allotment grant approval, the parish council is required to produce a safeguarding statement to Bedfordshire and Luton Community Foundation to proceed. Below is the draft statement. Please let me know if you have any concerns.
- 2) The Bedfordshire and Luton Community Foundation has also agreed to roll the grant into 2026
- 3) The contract now needs to be signed which was presented at the meeting.

***Safeguarding Statement for the Allotment Project  
Wrestlingworth and Cockayne Hatley Parish Council***

Wrestlingworth and Cockayne Hatley Parish Council is pleased to support the local allotment project as the host of the allotment site. While the Parish Council owns the lease and maintains the land, it is not responsible for organising or supervising any activities or events that take place there.

We recognise that the site may be used by a variety of groups, including local schools, families, and members of the community. It is essential to clarify the safeguarding responsibilities associated with the site's use.

***Safeguarding Responsibilities***

Direct safeguarding responsibility for children, young people, and vulnerable adults participating in any activities at the allotment lies with the organising group, school, or individual who brings them to the site. The organising groups/ third parties that will be responsible for children, young people, and vulnerable adults will require their own safeguarding policy.

Schools or youth organisations using the allotment remain responsible for supervising their pupils at all times and for ensuring that their own safeguarding policies and procedures are followed.

***Parish Council's Role***

While the Parish Council does not deliver activities or manage user groups, we are committed to promoting a safe and respectful environment at the site. To that end:

We will respond appropriately to any safeguarding concerns that come to our attention.

Where concerns relate to an immediate risk to safety or welfare, we will contact emergency services (999) without delay.

Non-emergency safeguarding concerns will be passed on to the relevant organisation (e.g., the school's Designated Safeguarding Lead, community group lead, or local authority safeguarding team) as appropriate.

***Reporting Safeguarding Concerns***

If a safeguarding concern is brought to the attention of the Parish Council or observed by a representative of the Council (e.g. during maintenance visits), the following procedure will apply:

Immediate risk to a child or vulnerable person – Contact emergency services on 999.

Non-urgent concerns – Report to the responsible organisation (e.g. the school or group leader). If the responsible party is unknown or cannot be contacted:

Concerns may be escalated to the Central Bedfordshire Council's Safeguarding Team.

The Parish Clerk can also be notified:

Parish Clerk Contact Details:

[Name]

[Email Address]

[Phone Number]

***Cooperation with Investigations***

The Parish Council is committed to cooperating fully with any safeguarding investigation led by statutory services, schools, or community organisations, and will share relevant information where required, in accordance with data protection laws and safeguarding protocols.

**Lease for allotment site**

Cllr Kirkpatrick informed the meeting that the lease is currently with solicitors, Bonallack & Bishop and that no progress had been made to date.

**Planning**

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

### Finance

1. Councillors approved the payment of invoices (**Appendix A**)
2. The Financial statement (**Appendix B**) was reviewed
3. The Clerk's pay rise in line with NALC recommendations was approved by all.
4. The Magpas Air Ambulance grant request was discussed, and it was concluded that £200 would be given.

### Correspondence

- Church & Poors Charity and recent resignations. After a lengthy discussion regarding the charity, it was concluded that a member of the Parish Council would attend the charity's annual meetings.
- Status of Lousy Bush – email from representative previously circulated to councillors. Documentation supporting this was signed by the chairman and the clerk.
- Change of company hosting the .gov.uk domain. It was agreed that 'Town and Parish Council Webistes' should take over the hosting of the parish council's .gov.uk domain. Clerk to inform Lylaani Dixon. **ACTION CD**

### Any Other Business

Hammer and nails needed for slat on bus shelter on Eyeworth Road. A member of the parish agreed to visit the bus shelter to see if he could nail the wooden slat back onto the shelter. The Council thanked him for his offer of help.

### Articles for the Village Link

- Advertisement for Wrestlingworth Councillor
- Article on considerate parking
- Article on dog bin usage

### ACTION MW

The meeting closed at 9 pm

**Date of Next Meeting** – Thursday 6<sup>th</sup> November 2025 at 7.30pm at Wrestlingworth Memorial Hall

## Appendix A

### Payments for approval – September 2025

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

|            |                                                                       |  |        |
|------------|-----------------------------------------------------------------------|--|--------|
| August     | Clerk's Salary D/Debit                                                |  | 561.93 |
| September  | Clerk's Salary D/Debit                                                |  | 580.13 |
| May & June | Clerk's expenses (Telephone, Internet, Stamps, stationery & printing) |  | 30.00  |
| August     | SAGE – accounting software D/Debit – UK-00909189                      |  | 56.40  |
| September  | SAGE – accounting software D/Debit – UK-01025712                      |  | 56.40  |
| July       | T J Seymour – street lighting maintenance                             |  | 64.50  |
| September  | Geoffrey Coan – internal auditor                                      |  | 160.00 |
| July       | Memorial Hall Hire - 700                                              |  | 30.00  |
| July       | Lloyds Bank charges                                                   |  | 4.25   |
| August     | Lloyds Bank charges                                                   |  | 4.25   |
| September  | CPRE Affiliation fee                                                  |  | 36.00  |
| July       | D J Granger Grass cutting – INV-026277                                |  | 739.68 |
| August     | D J Granger Grass cutting – INV-026344                                |  | 739.68 |
| August     | D J Granger Grass cutting – INV-026392                                |  | 189.00 |
| September  | Clerk's backdated pay                                                 |  | 21.00  |

## Appendix B

### FINANCIAL STATEMENT AT 31 August 2025 with budget to March 2026

|                                    | <u>Year to 31 March 2026</u>                |                                                |                             | <b>Actual<br/>2024/25</b> |
|------------------------------------|---------------------------------------------|------------------------------------------------|-----------------------------|---------------------------|
|                                    | <b>Actual<br/>to 31<br/>August<br/>2025</b> | <b>Proposed<br/>Budget<br/>for<br/>2025/26</b> | <b>Expected<br/>outturn</b> |                           |
| <b>Income</b>                      |                                             |                                                |                             |                           |
| Precept                            | 15,109.50                                   | 30,219.00                                      | 30,219.00                   | 27,980.00                 |
| Interest                           | 222.29                                      | 500.00                                         | 730.00                      | 709.53                    |
| Grass Cutting Contribution         | 403.15                                      | 806.30                                         | 806.30                      |                           |
| Insurance Claim                    |                                             |                                                |                             | 295.00                    |
| VAT refund to March 2025           | 363.32                                      |                                                | 363.32                      | 483.60                    |
| <b>Total Income</b>                | <b>16,098.26</b>                            | <b>31,525.30</b>                               | <b>32,118.62</b>            | <b>29,468.13</b>          |
| <b>Operational Expenses</b>        |                                             |                                                |                             |                           |
| Accountant's fees & Sage           | 235.00                                      | 970.00                                         | 750.00                      | 742.00                    |
| Affiliation Fees                   | 191.00                                      | 402.00                                         | 402.00                      | 402.00                    |
| Amenity Field lease                |                                             | 120.00                                         | 120.00                      |                           |
| Bank Charges                       | 17.00                                       | 51.00                                          | 9.00                        | 8.50                      |
| British Legion                     |                                             | 20.00                                          | 20.00                       | 20.00                     |
| Church Clock Maintenance           |                                             | 350.00                                         | 350.00                      | 359.00                    |
| Churchyard Maintenance             |                                             | 300.00                                         | 500.00                      | 395.00                    |
| Clerk's expenses                   | 170.00                                      | 300.00                                         | 300.00                      | 290.00                    |
| Clerk's salary                     | 2,247.72                                    | 7,000.00                                       | 7,000.00                    | 6,743.13                  |
| Defibrillator maintenance          | 300.00                                      | 300.00                                         | 300.00                      | 300.00                    |
| Election expenses                  |                                             | 2,000.00                                       |                             |                           |
| Electricity - street lighting      | 393.73                                      | 5,000.00                                       | 4,800.00                    | 4,431.54                  |
| Electricity/lighting – maintenance | 53.75                                       | 2,000.00                                       | 1,000.00                    | 515.00                    |
| General Maintenance                |                                             | 1,200.00                                       | 1,250.00                    |                           |
| GDPR Data Protection               |                                             | 47.00                                          | 47.00                       | 47.00                     |
| Grants (see below)                 | 250.00                                      | 1,500.00                                       | 1,100.00                    | 2,100.00                  |
| Normal Grass and Hedge cutting     | 4,314.80                                    | 9,000.00                                       | 9,097.50                    | 9,713.90                  |
| Other grounds & tree work          |                                             | 1,000.00                                       | 1,250.00                    | 1,310.94                  |
| Insurance                          | 869.29                                      | 1,400.00                                       | 1,032.39                    | 1,032.39                  |
| Memorial Hall Hire                 | 60.00                                       | 180.00                                         | 180.00                      | 180.00                    |
| Millennium Garden                  |                                             | 580.00                                         | 100.00                      | 66.20                     |
| Parish Tidy Up                     |                                             | 600.00                                         | 600.00                      | 540.00                    |
| Playing field Maintenance          | 112.00                                      | 1,500.00                                       | 264.00                      | 264.00                    |
| Playing field lease                |                                             | 360.00                                         | 360.00                      |                           |
| Training expenses                  | 35.00                                       | 100.00                                         | 70.00                       |                           |
| Web site                           |                                             | 360.00                                         | 240.00                      | 240.00                    |

Vat expensed and not yet recovered  
Total Operational Expenses

|          |                  |                  |                |
|----------|------------------|------------------|----------------|
| 9.40     |                  |                  |                |
| 9,258.69 | 36,640.00        | <b>31,141.89</b> | 29,700.60      |
|          |                  |                  |                |
| 6,839.57 | <b>-5,114.70</b> | <b>976.73</b>    | <b>-232.47</b> |

### Operating surplus/deficit

### Projects & rent arrears

Allotment lease and set up  
Amenity lease arrears  
Play Area maintenance  
Playing field lease arrears  
Bus shelter  
Picnic bench

|          |                   |               |                |
|----------|-------------------|---------------|----------------|
|          | 6,000.00          |               |                |
|          | 960.00            |               |                |
|          | 4,680.00          |               |                |
|          |                   |               |                |
| 0.00     | 11,640.00         | 0.00          | 0.00           |
| 6,839.57 | <b>-16,754.70</b> | <b>976.73</b> | <b>-232.47</b> |

### Net Project costs

### Overall surplus/deficit

### RESERVES

Bank brought forward  
(Deficit)/Surplus for period  
Bank carried forward  
VAT refund due  
Total

|                  |               |                  |           |
|------------------|---------------|------------------|-----------|
| 27,609.75        |               |                  | 29,932.83 |
| 6,839.57         | <b>976.73</b> | <b>-232.47</b>   |           |
| <b>34,449.32</b> | <b>976.73</b> | <b>29,700.36</b> |           |
|                  |               |                  | 458.65    |
| 34,449.32        | <b>976.73</b> |                  | 30,159.01 |

### GRANTS PAID IN YEAR

Village Link  
Magpas  
St John's church  
St Peter's Church  
PWWG

|        |        |        |
|--------|--------|--------|
| 250.00 | 250.00 | 250.00 |
|        |        | 200.00 |
|        |        |        |
|        |        | 150.00 |
|        | 250.00 | 600.00 |

### Bank balances

Current account - 31/08/2025  
32-day notice a/c - 31/08/2025  
Deposit accounts - 31/08/2025

|                  |            |                  |
|------------------|------------|------------------|
| 3,400.05         | 31/03/2023 | 1,880.09         |
| 20,926.79        |            |                  |
| 10,122.48        | 31/03/2023 | 26,325.45        |
| <b>34,449.32</b> |            | <b>28,205.54</b> |

### NOTES TO BUDGET

1 - 8% (band D 8.3%) increase for 2025/26

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                                   | Date Granted / Refused |
|------------------|----------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------|------------------------------------------|------------------------|
| CB/25/01426/DOC  | 25/04/2025     | Brook Farm, 94 High Street, Wrestlingworth, Sandy, SG19 2EJ                        | Discharge of Conditions 8, 18, 23 and 26 against planning permission CB/23/02386/VOC (Variation of condition number 15 of planning permission CB/22/02491/FULL (Erection of 6 dwellings with access road following demolition of existing house.) Variation sought to the great crested license) |            | 20/06/2025           | Discharge of Condition Decision Released | 13/06/2025             |
| CB/25/01019/FULL | 04/04/2025     | Land and Buildings to the Rear of 51, High Street, Wrestlingworth, Sandy, SG19 2EP | Demolition of redundant outbuildings and construction of new dwelling with carport and garden store                                                                                                                                                                                              |            | 30/05/2025           | Consultation Period                      |                        |
| CB/25/01931/FULL | 18/06/2025     | 64 High Street, Wrestlingworth, Sandy, SG19 2EP                                    | Erection of a two storey side and part single, part two storey rear extensions with a front porch. Rear roof lantern Variation of condition number 27 of planning permission CB/22/02491/FULL                                                                                                    |            | 13/08/2025           | Withdrawn                                |                        |
| CB/25/01774/VOC  | 10/06/2025     | Brook Farm, 94 High Street, Wrestlingworth, Sandy, SG19 2EJ                        | (Erection of 6 dwellings with access road following demolition of existing house). Variation sought to replace approved sheds to Plots 3-6 with outbuildings. Variation of condition numbers 4 and 5 of planning permission CB/23/02447/FULL                                                     |            | 05/08/2025           | Consultation Period                      |                        |
| CB/25/01653/VOC  | 20/05/2025     | 12 Braggs Lane, Wrestlingworth, Sandy, SG19 2ER                                    | (Erection of an outbuilding (annex) to rear garden). Variation sought to approved plans to reflect the revised development and new drawing reference numbers                                                                                                                                     |            | 15/07/2025           | Granted                                  |                        |

|                 |            |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                       |            |                        |
|-----------------|------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------|
| CB/25/02631/DOC | 18/08/2025 | 45 High Street,<br>Wrestlingworth,<br>Sandy, SG19<br>2EP | Discharge of<br>Condition 3 and 4<br>against planning<br>permission<br>CB/24/03269/FULL<br>(Demolition of<br>existing barn and<br>erection of<br>outbuilding for use<br>as an annexe)<br>Discharge of<br>Condition 3 against<br>planning<br>permission ref.<br>CB/22/03221/FULL<br>(Extension to the<br>front of the<br>property, a larger<br>conservatory to the<br>rear and a porch to<br>the side) | 13/10/2025 | Consultation<br>Period |
| CB/25/02354/DOC | 22/07/2025 | 4 High Street,<br>Wrestlingworth,<br>Sandy, SG19<br>2EW  |                                                                                                                                                                                                                                                                                                                                                                                                       | 16/09/2025 | Consultation<br>Period |