

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council

Meeting held at Wrestlingworth Memorial Hall, on 20th March 2017 at 7.30pm

Present: Chairman Cllr Barratt, Vice-Chairman Cllr S Williams, Cllr G Whale, Cllr A Dagless, Cllr J Kirkpatrick, Cllr Turner, Central Bedfordshire Cllr A Zerny and 3 members of the public.

Apologies: Cllr N Dodgson & CBC Cllr D Gurney

Open Forum

No comments

Ethics and Standards Code

No comments

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 23rd January 2017, having been previously circulated, were taken as read and signed as a true and accurate record.

Matters arising & Chairman's report

Cllr Williams informed the PC that letters to landowners had been sent regarding NP.

Cllr Barratt confirmed that there had been no response from Woodcraft regarding PC's non-acceptance of planning proposal. Cllr Barratt added that he had answered the Co-Op's question on affordable housing in the parish.

Cllr Williams offered a pro-forma letter for the clerk to send out to parish organisations regarding their applications for grants for the financial year 2017/18.

Cllr Barratt said that he would write to the Village Link Editor.

Chairman's Report:

Since the last meeting I have,

- 1) With Cllrs Kirkpatrick and Whale, met with CBC representative to discuss the layout of the affordable houses on the rural exception site.
- 2) Attended the session organised by Alistair Burt and raised our specific issue in regard to the delays in the broadband provision in Cockayne Hatley.
- 3) Organised the Parish Tidy Up, which was well supported this year with 42 volunteers from Wrestlingworth and Cockayne Hatley involved plus 8 children litter picking
- 4) Following report from a resident, reported loose sheep on the road at the Mushroom Farm bends to the local police
- 5) Reported pot hole outside Memorial Hall
- 6) Attended St Peter's PCC Meeting to discuss options regarding reducing cost of grass cutting
- 7) Contacted Elaine Bradbury, Principal Planning and Development Manager in CBC Assets Department to clarify that our RES scheme is linked to the lease of adjoining land for allotments and provided details on how it was envisaged the two schemes could be developed together.

Portfolios

Cllr Dodgson's report

High Street Speed Reduction Measures – RMF

The initial payment of £2500 for the High Street speed reduction scheme has been requested by CBC. Cllr Barratt asked for details on the next steps in the scheme. **ACTION ND**

Crossroads

Cllr Dodgson has asked Nick Shaw at CBC if it is possible to see details of the plan for the crossroads. Follow up **ACTION ND**

Church Lane weight restriction

Cllr Dodgson has also asked Nick Shaw if two signs indicating “One Way” and “No Through Road” could be placed at the relevant entrances to Church Lane. A response is awaited on both issues. **ACTION ND**

Speed Watch Signs

A pro-forma invoice for £242.88 + VAT has been received from Auckland Manufacturing for the three Speed Watch signs. This work should commence once payment has been received. Cllr Dodgson to progress as payment made 10th March. **ACTION ND**

188 bus route

A request has been made to Centre bus to include Cockayne Hatley on the current bus route. Two replies, one from Centre Bus and one from CBC, have been received. Essentially the comment was that this would not currently be possible due to the additional time this would add to the route. CBC did however comment that the route would be reviewed in the near future and that the PC would be kept informed.

Cllr Kirkpatrick's report

Awaiting ROSPA report on Children's Play Area which should be completed in April. Clerk confirmed that she would forward the report to Cllr Kirkpatrick as soon as it arrives. **ACTION CD**

Cllr Whale's report

Cllr Whale to ask for price on extra space needed for website. **ACTION GW**

Cllr Williams's Report on Green Infrastructure Plan & Neighbourhood Plan

Cllr Williams informed that the Green Infrastructure Committee have not had a follow up meeting to date.

Work is now almost complete on the Submission Draft of the Neighbourhood Plan. The Parish Council were asked at this meeting to formally approve the Plan before it is sent off to Central Bedfordshire Council. Cllr Barratt voiced his approval of the Plan and all Councillors present agreed. The Submission Draft and Regulation 14 Consultation Responses have been emailed to Councillors for their consideration prior to the meeting.

The next stages are:

- Central Bedfordshire Council will undertake a further 6 week consultation. This publicity period after the submission of the plan is different. Any representations made at this stage will be passed to the independent examiner and will only be

considered within the context of the independent examination (i.e. whether the neighbourhood plan proposal meets the basic conditions).

- Once we know the start date for that consultation we will write to every household in the parish giving the consultation dates and details of where they can view the Plan and supporting documents and how to respond.
- The Pre-submission Draft Plan and supporting documents will also be posted on the Parish Council website. All previous versions will be removed. ACTION GW
- Following that consultation an independent examiner will be appointed to examine the Plan and determine whether it meets the required basic conditions. We understand that we will have some say in the appointment of the examiner.
- Following the examination, the examiner will issue a report to the local authority and the neighbourhood planning body (ourselves). If the plan meets the basic conditions, the examiner will recommend that the plan proceed to the referendum stage. They may suggest modifications that are needed to be made to the plan, to ensure that it meets the basic conditions, before it can proceed to the referendum. It is the responsibility of the local authority to make such modifications.
- Providing the Plan meets the basic conditions at inspection Central Bedfordshire Council will then hold a parish referendum.
- At this stage the Steering Group will re-convene to agree and carry out suitable publicity for the referendum.
- If more than 50% of those voting are in favour of the Plan will be “made” and taken into consideration when plans for development in the parish are submitted.

Cllr Williams offered her thanks to the Steering Group for their hard work, encouragement and support over the two and a half years it has taken to get to this stage. They are Cllr Andrew Dagless, Cllr Geoff Whale, Martin Campbell and Elizabeth Wilson. Particular thanks are due to Elizabeth for her professional expertise and major input to the drafting of documents. Thanks should also go to Rachel Hogger of Modicum Planning who has provided “critical friend” support from the early drafting stages to the present. Clerk asked to write formally to thank Elizabeth. **ACTION CD**

Cllr Williams then detailed the form of words, agreed between the responsible officer and CBC and Rachel Hogger, regarding potential of flooding by development to be included in the draft plan.

Policy W3: The Brook Corridor

Development proposals coming forward within the areas of high and medium risk from surface water flooding as identified by the Environment Agency shall demonstrate due regard to the findings of the Local Flood Risk Studies undertaken for Wrestlingworth. Flood outlines produced on the 2015 JBA study which show flood extents for possible scenarios should be referred to and used to inform development proposals.

Clerk's report

- Forwarded relevant emails to Parish Councillors and updated noticeboards
- Completed agenda, budget and financial statement for March's meeting
- Reconciled bank statement with income and expenditure and transferred £7K to cover February and March's outgoings
- Forwarded planning applications to Planning Committee
- SAGE – trial balance & VAT return completed. VAT refund received 16th March.
- Arranged with Apex to remove fallen tree at St Peter's Church in Wrestlingworth
- Replied to letter from School Council regarding promised grant for playground lines
- Attended meeting with Louise Ashmore to discuss Transparency code
- Obtained compatible quote for grass cutting and subsequently informed the 3 applicants of the decision
- Chased electricity connection to new lamp in High Street with Paul Mason CBC

Planning

See appendix B

Cllr Whale informed the meeting that College Farm proposal had been withdrawn.

The proposal at 3 Hatley Road was discussed and it was decided that a response of No Comment would be sent.

Finance

See appendix A – Councillors approved the payment of invoices and Cllr Barratt signed the cheques. Councillors agreed that at the beginning of the next financial year payment can be made to the school for their grant towards playground markings. Clerk to arrange for a £200 refund to be made to Groundworks for monies not used for Neighbourhood Plan Critical friend. Confirmation of £1,000 grant to go to the Memorial Hall for kitchen renovations.

ACTION CD The Financial statement including budget was also discussed – **see Appendix C**

Grass Cutting

Clerk asked to arrange meeting with David Granger to discuss reduced number of cuts in parish. Cllr Dagless added that St John's Church had agreed to a reduced area of grass to be cut. **ACTION CD**

Correspondence

None received that was not included in the agenda

Any Other Business

Path with bollard on High Street opposite Braggs Lane – it was agreed that £20 would be spent on shrubs at the bollard due to the removal of the tree and subsequent easy access to lane. **ACTION RB**

Clerk and Chairman to review risk assessment schedule – March 2017 **ACTION CD & RB**

Date of Next Meeting – Monday 15th May, Wrestlingworth Memorial Hall at 7.30pm.

Appendix A

Financial Report – March 2017

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

February & March	E-on Electricity supply D/Debit*		258.86
February & March	Clerk's Salary D/Debit*		757.90
February & March	Clerk's expenses (Telephone, Internet, Stamps, stationery)**		31.65
February	VAT return	711.91	
January	Wrestlingworth Memorial Hall – Hall hire		14.00
February	Auckland Manufacturing – Speed watch signs*		291.46
February & March	SAGE – accounting software D/Debit*		24.00
February	Central Bedfordshire Council – Rural Match Funding Highways works*		2,500.0 0
March	Apex - Remove fallen tree from churchyard**		144.00
March	Rachel Hogger – Neighbourhood Plan**		1,000.0 0
March	Robin Barratt – skip hire for parish tidy up day**		252.00

*paid between meetings with approval

**to be paid by electronic transfer w/b 20th March

Appendix B

Wrestlingworth and Cockayne Hatley Parish Council				Planning Applications 2017-2018	
File no	CBC No	TYP E	Application	Response date	Decision W&CHPC
	CB/17/00100	FULL	Land at College Farm, 88 High Street, Wrestlingworth. SG19 2EJ. Erection of 4 bedroom, 2 storey "bungalow"	Withdrawn	Oppose
	CB/17/00337	FULL	9 Alexander Road, Wrestlingworth. SG19 2EL Part two, part single storey front extension	17 th February	No comment
	CB/17/00717	FULL	3 Hatley Road Wrestlingworth, Sandy SG19 2EH. Single storey side / extension with attached garage	22 Mar 17	No comment

Appendix C

WRESTLINGWORTH & COCKAYNE HATLEY PARISH COUNCIL
FINANCIAL STATEMENT AT 28 FEBRUARY 2017

	<u>2016/17</u>			<u>2015/16</u>
	<u>Year to date</u>	<u>To Spend</u>	<u>- Budget</u>	<u>Actual</u>
Income				
Precept	19,120.00	0.00	19,120.00	18,944.00
Interest	19.24	0.76	20.00	29.00
Tree cutting contribution	65.00	-65.00		
Grass Cutting Contribution	352.51	-0.51	352.00	353.00
VAT refund to 31 March 2016	3,020.30	479.70	3,500.00	2,487.00
Total Income	22,577.05	414.95	22,992.00	21,813.00
Operational Expenses				
Accountants fees & Sage	360.00	-90.00	270.00	220.00
Affiliation Fees	298.00	2.00	300.00	298.00
Amenity Field lease	0.00	120.00	120.00	120.00
British Legion	25.00	0.00	25.00	25.00
Church Clock Maintenance	236.00	89.00	325.00	275.00
Churchyard Maintenance	1,600.00	400.00	2,000.00	560.00
Clerk's expenses	274.92	75.08	350.00	312.00
Clerk's salary	4,440.67	59.33	4,500.00	4,204.00
Election expenses	0.00	375.00	375.00	65.00
Electricity - street lighting	1,301.33	198.67	1,500.00	1,323.00
Electricity/lighting – maintenance	215.00	185.00	400.00	408.00
General Maintenance	2,098.33	-1,998.33	100.00	75.00
Grants (see below)	1,650.00	350.00	2,000.00	2,885.00
Normal Grass and Hedge cutting	8,619.51	380.49	9,000.00	10,276.00
Other grounds & tree work	370.00	1,630.00	2,000.00	744.00
Insurance	747.47	-22.47	725.00	719.00
Memorial Hall Hire	107.00	68.00	175.00	140.00
Millennium Garden	0.00	100.00	100.00	0.00
Notice Board	0.00	0.00	0.00	
Parish Tidy Up	0.00	500.00	500.00	690.00
Playing field Maintenance	307.58	192.42	500.00	3,572.00
Playing field lease	0.00	360.00	360.00	
Training expenses	0.00	200.00	200.00	20.00
War memorial				510.00
Web site			500.00	63.00

Vat expensed and not yet recovered	711.91	-711.91	0.00	0.00
	23,362.7			
	2	2,462.28	26,325.00	27,504.00
Operating surplus/deficit	-785.67	-2,047.33	-3,333.00	-5,691.00
Project				
s				
Allotment lease and set up		2,500.00	2,500.00	
Speed reduction measures	37.35	9,962.65	10,000.00	
Neighbourhood Plan	3,247.44	-1,247.44	2,000.00	1,338.00
Playground Restoration	0.00	0.00	0.00	15,394.00
Project Grants received				
Neighbourhood Plan	-3,490.00	3,490.00	0.00	-1,261.00
Playground				-2,545.00
Net Project costs	-205.21	14,705.21	14,500.00	12,926.00
Overall surplus/deficit	-580.46	16,752.54	17,833.00	-18,617.00

RESERVES

Bank brought forward	33,815.6	0	33,816.00	-
(Deficit)/Surplus for period	-580.46		17,833.00	
Bank carried forward	33,235.1	4	15,983.00	
VAT refund due	711.91			
Total	33,947.0	5		

GRANTS PAID IN YEAR

Youth Club	400.00		0.00	
Village Link	150.00		150.00	150.00
Wrestlingworth Memorial Hall	0.00			1,635.00
St Johns Church	1,000.00		1,000.00	1,000.00
Marias Ensemble	100.00			100.00
TBA			850.00	
	<u>1,650.00</u>		<u>2,000.00</u>	<u>2,885.00</u>

IMPORTANT NOTES

- 1 Grass cutting varies according to number of cuts required and amount of hedge cutting
- 2 Current account - 28/02/17 450.77
32,784.3
- Deposit account - 28/02/17 7

33,235.1
4

- 3 In the current year expenses are recorded net of VAT, last year gross. The receipt of £3020 above reflects recoveries this financial year relating to last financial year.

- 4 General maintenance primarily relates to repair of garage roof