

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Annual Meeting held at Wrestlingworth Memorial Hall, on 15th May 2017 at 7.30pm

Present: Chairman Cllr Barratt, Vice-Chairman Cllr S Williams, Cllr G Whale, Cllr N Dodgson, Cllr A Dagless, Cllr J Kirkpatrick, Cllr Turner, Central Bedfordshire Cllr A Zerny and 1 member of the public.

Apologies: CBC Cllr D Gurney

Election of Chairman & Vice-Chairman

Sandra Williams asked the Council if anyone was prepared to stand as Chairman. Robin Barratt said that he was prepared to stand as Chairman. James Kirkpatrick nominated Robin, this was seconded by Geoff Whale. Robin asked if anyone was prepared to stand as Vice-Chairman to which Sandra replied that she was. James Kirkpatrick nominated Sandra, this was seconded by Andrew Dagless.

Open Forum

No comments

Ethics and Standards Code

The declaration of interests forms are to be reviewed. It was agreed that none of the Councillor's interests have changed the Clerk would inform Central Bedfordshire Council by email. **ACTION CD**

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 20th March 2017, having been previously circulated, were taken as read and signed as a true and accurate record.

Matters arising & Chairman's report

It was noted that a pay rise of 1% had been approved for the clerk with effect from 1st April 2017.

Chairman's Report

I have progressed the following since our last meeting,

- 1) Created PDFs of all the final Neighbourhood Plan for the website
- 2) Met with our grass cutting contractor to discuss how we manage the contract with a degree of flexibility to reduce cost.
- 3) Contacted CBC regarding the almost constant bonfires at 'The Mushroom Farm' on three different occasions.
- 4) Contacted CBC re outstanding connection of new street light, twice by email, and twice by phone.
- 5) Contacted CBC re concerns over the condition of road surface at the crossroads, which has now been temporarily resolved.
- 6) Followed up with two different CBC managers on the Rural Exception Site and allotments on three different occasions. Have now received verbal confirmation that they have approved both, awaiting written confirmation.

Portfolios

All Councillors agreed that they were happy to continue with their individual portfolios for the forthcoming year. It was agreed that Cllr Williams would no longer be involved with the Rural Exception Site/Allotments portfolio. This would now be the responsibility of the Chairman, Cllr Kirkpatrick and Cllr Whale.

Cllr Dodgson's report

High Street Speed Reduction Measures – Rural Match Funding (RMF)

The initial payment of £2500 for the High Street speed reduction scheme has been made and detailed design is now complete. Further costing details are now awaited prior to scheduling a construction date.

Crossroads

Plans for Crossroads speed limit signage and carriageway work have been supplied by Nick Shaw at CBC. This work will commence once road space has been allocated. Ordering and installation of the speed camera will take place once this work has been completed.

Church Lane weight restriction

Nick Shaw has commented that the installation of "One Way" and "No Through Road" signs at the appropriate entrances to Church Lane could be possible subject to a site review and approval. As this is not in the current highways capital programme Nick recommends this is submitted as a RMF bid, he does not expect the parish contribution to exceed £1000 should the scheme be accepted. This was considered an unreasonable amount and it was agreed that Cllr Barratt would approach the Lower School about applying for the signage and Cllr Dodgson would continue to progress with Nick Shaw without committing to any expenditure. **Action RB and ND**

Speed Watch Signs

Three Community Speed Watch warning signs have now been installed at the three entry points in to Wrestlingworth.

Village Link article

An article is to be published in the next edition of the Village Link highlighting the various initiatives of the Parish Council to reduce vehicle speeds in the area. This includes an appeal for further Speed Watch group volunteers.

Cllr Kirkpatrick's report

Awaiting ROSPA report on Children's Play Area which should be completed in May. Clerk confirmed that she would forward the report to Cllr Kirkpatrick as soon as it arrives. It was agreed that Cllr Kirkpatrick would continue to make regular checks and record actions/outcomes on the equipment at the playground. **ACTION JK & CD**

Cllr Whale's report

Website Disk Space & Backup

The Parish Website currently uses 2.4 Gb of data. This will be charged at £1 / 100Mb pcm resulting in a prospective charge of £24 per calendar month. Our service provider's billing mechanism is currently faulty and the Clerk will be emailed in advance of our next actually billed month.

Enquiries will be made into a web server facility provided by CBC in respect of cost, functionality

(data input and editing tools) and disaster recovery mechanism. A Disaster Recovery scheme for the existing website will be documented, put in place and trialled. **Action GW**

Broadband

Although Wrestlingworth is stated by OpenReach as having SuperFast Broadband it emerges that the Cabinet installed at the Exchange is already at capacity. Potential subscribers applying via the OpenReach website are advised of this, and should register their interest. A count of waiting users may influence upgrade scheduling. Subscribers in Cockayne Hatley will receive the same message and should also register their interest, although provision of a good service over the distances involved will require a technology upgrade as well as an increase in capacity.

Mobile Service

Following the failure to close the deal to provide a mobile 'phone mast in Potton Road, a different contractor is in the early stages of providing a (taller) mast on the Sewage Treatment Works site. This initiative is stalled at the moment because of the lack of maps of underground pipes/equipment that could be damaged by excavation works

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

Cllr Williams informed the Council that the Green Infrastructure Plan Steering Group have planned to meet on 30th May when they will set priorities. Cllr Williams also said that she was delighted to announce that the 6 week consultation period for the Wrestlingworth & Cockayne Hatley Neighbourhood Plan had started on 15th May. CBC had apologised for the delay in starting the consultation period. Cllr Williams added that a letter to all residents of the parish would be delivered this week informing them of the start of the 6 week consultation period when they have the chance to comment on the Pre-submission draft plan. A notice will also be put on the Parish Facebook page. All comments received during this period will be passed to the examiner. Cllr Williams said that Elizabeth Wilson has advised that the council should have some say in which examiner is used. CBC will then arrange for a referendum to take place. The Parish Council is to do the publicity for this, money for which is in the budget for the forthcoming financial year.

Clerk's report

- Forwarded relevant emails to Parish Councillors and updated noticeboards
- Completed agenda, budget and financial statement for May's meeting
- Reconciled bank statement with income and expenditure and transferred £5K to cover April & May's outgoings
- Forwarded planning application to Planning Committee
- SAGE – transactions added to end of financial year
- Reviewed Risk Register with Cllr Barratt and circulated register to Councillors for comment
- Transferred agreed grant for playground lines to Lower School
- Enquired as to Clerk training costs for Risk Register
- Chased electricity connection to new lamp in High Street

- Input BACS details into Lloyds Account

It was noted that the Risk Register had been reviewed and updated. Regarding item no 15 - Accuracy and legality, Non-compliance with statutory requirements, the Management Activity is to include continued membership of BATPC. Item no 5 – Insurance is to be reviewed at the next meeting in June and annually thereafter. Item no 9 - Training costs for a new clerk is around £300, which it was felt, could be expensed as and when should the expense arises.

Planning

One planning application on parish website for a dormer window installation at 89 High Street. Cllr Dagless informed the meeting that he had received an email from the Co-Op to say that they were remarketing the land to the North containing the 2 potential developments and because of that were not yet in a position to pass over the other land to the parish Council. The intention to do so remains **See appendix B**

Finance

See appendix A – Councillors approved the payment of invoices and Cllr Barratt signed the cheques. The completed Annual Return for the year ended 31 March 2017 was discussed and the Chairman signed the relevant pages. **ACTION CD**

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

It was noted that Cllr Barratt now had online access to the bank accounts and the payment approval process had been updated to require two authorised signatories to approve each payment. Online access for Cllr Daglass to provide cover is in the process of being set up.

Correspondence

Cllr Barratt passed round a card from the Lower School thanking the Parish Council for the grant for playground markings. The school invited the Councillors to celebrate and join them at a BBQ on 7th July.

Any Other Business

Flood toolkits – The Council discussed the email sent from Ian Finnigan on 5th April regarding Community Flood Tool Kits. Councillors thought it worthwhile pursuing as part of the High Street in Wrestlingworth is liable to flooding. Cllr Barratt agreed to set up a meeting with Ian Finnigan. Cllr's Whale and Turner agreed to attend the meeting. **ACTION RB**

Carbon Smart Grant for renewable energy projects – The Council discussed the availability of a grant for renewable energy projects and thought that the Memorial Hall could benefit from this. Cllr Barratt agreed to talk to the Hall Committee. **ACTION RB**

Derek Walker's Memorial Sundial – It was agreed that a sundial could be considered for a memorial for Derek Walker who served the parish for over 50 years. The Millennium Garden was discussed as a possible location. Cllr Barratt agreed to speak to Peter Lenk who manages the garden. **ACTION RB**

The bench at the bus stop – It was agreed that the bench, installed by a resident of the parish, should be removed due to public liability issues. Cllr Barratt agreed to speak to the resident involved. **ACTION RB**

Date of Next Meeting – Monday 19th June, Wrestlingworth Memorial Hall at 7.30pm.

Appendix A

Financial Report – May 2017

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

April & May	E-on Electricity supply D/Debit*		279.98
April & May	Clerk's Salary D/Debit*		757.90
April & May	Clerk's expenses (Telephone, Internet, Stamps, stationery) and use of home as office yearly payment		140.00
April	Zurich Insurance		795.11
April	Wrestlingworth Memorial Hall – Hall hire		14.00
April	Wrestlingworth Memorial Hall – Grant		1,000.00
April & May	SAGE – accounting software D/Debit*		32.00
April	T & J Seymour – Electrical Maintenance		64.50
April & May	D J G Grounds Maintenance – Grass cutting		2,486.62
April	Central Bedfordshire Council - Precept	20,030.00	
April	Wrestlingworth Lower School – Grant for playground		350.00
May	BATPC – affiliation fee		165.00

*paid between meetings with approval by electronic transfer

Appendix B

Wrestlingworth and Cockayne Hatley Parish Council**Planning Applications
2017**

File no	CBC No	TYP E	Application	Response date	Decision W&CHPC
	CB/17/0161 8	FUL L	89 High Street, Wrestlingworth, Sandy, SG19 2EJ First floor rear dormer	23/05/17	No Comment

Appendix C

WRESTLINGWORTH & COCKAYNE HATLEY PARISH
COUNCIL

FINANCIAL STATEMENT AT 30 April 2017

	<u>April 2017/March 18</u>			<u>April</u>
	<u>Year</u> <u>to date</u>	<u>To</u> <u>Spend</u>	<u>-</u> <u>Budget</u>	<u>2016/March</u> <u>17</u>
				<u>Actual</u>
Income				
Precept	20,030.00		20,030.00	
Interest	0	0.00	0	19,120.00
Tree cutting contribution	1.38	13.62	15.00	20.00
Grass Cutting Contribution		0.00		65.00
VAT refund to 31 March 2016		352.00	352.00	353.00
		0.00		2,487.00
Total Income	20,031.38	365.62	20,397.00	22,045.00
Operational Expenses				
Accountants fees & Sage	15.00	485.00	500.00	370.00
Affiliation Fees		300.00	300.00	298.00
Amenity Field lease		120.00	120.00	
British Legion		25.00	25.00	25.00
Church Clock Maintenance		325.00	325.00	236.00
Churchyard Maintenance		1,000.00	1,000.00	2,000.00
Clerk's expenses		350.00	350.00	307.00
Clerk's salary	382.75	4,217.25	4,600.00	4,925.00
Election expenses		375.00	375.00	
Electricity - street lighting	129.74	1,570.26	1,700.00	1,418.00
Electricity/lighting - maint		400.00	400.00	215.00
General Maintenance		500.00	500.00	258.00
Grants (see below)		1,500.00	1,500.00	2,000.00
Normal Grass and Hedge cutting		9,000.00	9,000.00	8,620.00
Other grounds & tree work		1,200.00	1,200.00	130.00
Insurance		800.00	800.00	750.00
Memorial Hall Hire		175.00	175.00	174.00
Millenium Garden		100.00	100.00	0.00
Notice Board		0.00	0.00	
Parish Tidy Up		500.00	500.00	690.00
Playing field Maintenance		500.00	500.00	3,572.00

Playing field lease		360.00	360.00	
Training expenses		200.00	200.00	
War memorial				
Web site			250.00	
Vat expensed and not yet recovered	9.27	-9.27	0.00	0.00
	536.76	23,993.24	24,780.00	25,988.00
			0	
Operating surplus/deficit	19,494.62	-23,627.62	-4,383.00	-3,943.00
Project s				
Allotment lease and set up		2,500.00	2,500.00	
Speed reduction measures		10,000.00	10,000.00	
Neighbourhood Plan		2,000.00	2,000.00	1,338.00
Playground Restoration		0.00	0.00	15,394.00
Project Grants received				
Neighbourhood Plan		0.00	0.00	-1,261.00
Playground				-2,545.00
Net Project costs	0.00	14,500.00	14,500.00	12,926.00
			0	
			-	
Overall surplus/deficit	19,494.62	-38,127.62	18,883.00	-16,869.00
			0	
RESERVES				
Bank brought forward	29,001.38		33,816.00	
			0	
(Deficit)/Surplus for period	19,494.62		18,883.00	
			0	
Bank carried forward	48,496.00		14,933.00	
			0	
VAT refund due	0.00			
Total	48,496.00			
	0			
GRANTS PAID IN YEAR				
Youth Club			0.00	
Village Link			150.00	150.00
Wrestlingworth Memorial Hall				1,635.00
St Johns Church			1,000.00	1,000.00
Marias Ensemble				100.00
TBA			850.00	
	0.00		2,000.00	2,885.00

IMPORTANT NOTES

- 1 Grass cutting varies according to number of cuts required and amount of hedge cutting
Current account -
- 2 30/04/17 967.10
Deposit account - 47,528.9

28/02/17	<u>0</u>
	48,496.0
	<u>0</u>

3 In the current year expenses are recorded net of VAT