

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held at Wrestlingworth Memorial Hall, on 19th June 2017 at 7.30pm

Present: Chairman Cllr Barratt, Vice-Chairman Cllr S Williams, Cllr N Dodgson, Cllr A Dagless, Cllr J Kirkpatrick, Central Bedfordshire Cllr A Zerny and 4 members of the public.

Apologies: Cllr G Whale, Cllr Turner & CBC Cllr D Gurney

Open Forum

No comments

Ethics and Standards Code

Cllr's Barratt and Dodgson declared an interest in the context of the possibility of the matter of the removal of some trees at 3 Church Lane being raised at the meeting.

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 15th May 2017, having been previously circulated, were taken as read and signed as a true and accurate record.

Matters arising & Chairman's report

The Declaration of Interests forms have been reviewed and it was noted that none of the Councillor's interests have changed. The Clerk has informed Central Bedfordshire Council of this by email who have replied to say that no action is needed. Cllr Barratt informed the Council that he had been in contact with Ian Finnigan regarding Flood Toolkits. Ian had sent through documents which in turn had been forwarded to Cllr's Turner and Whale for comment. Cllr Barratt said that he would meet with Cllr's Turner and Whale between meetings to gain feedback. Cllr Barratt said that he would follow up on the Carbon Smart Grant and also informed the Council that the bench located on the High Street was to be removed this week. A discussion on installing a suitable bench followed and it was agreed defer a decision until after the next financial year's budget. Cllr Barratt said that he was in discussions with Peter Lenk about Derek Walker's sundial installation in Millennium Garden.

ACTION RB

Chairman's Report

In the last 5 weeks I have progressed the following:-

- 1) Reported overflowing foul water drain in High St, Wrestlingworth to Anglian Water
- 2) Re reported block road drain on Potton Rd / High St junction to CBC after previous report was closed with inappropriate comment
- 3) Followed up with my contact at CBC regarding the RES / Allotment proposal on two occasions, finally received response that meetings being held w/c 19th June to progress final design for RES and lease for allotment land
- 4) Re reported pot hole outside Memorial Hall entrance after previous report was closed as hole not considered large enough to warrant repair. Highlighted the risk to pedestrians leaving the hall when dark and requested urgent repair.
- 5) Reported missing chevron signs on the first bend of Potton Rd.

- 6) Responded to residents' concerns regarding lack of progress on the road safety improvements for the crossroads and the High St. and updated them on the Parish Councils understanding of where these proposals have got to.
- 7) Wrote letter of thanks to Elizabeth Wilson for all the time and effort she gave towards the completion of our Neighbourhood Plan.
- 8) Followed up with CBC regarding the possibility of having equipment supplied by CBC to be used in the event of a flood incident. Further information has been provided for consideration by the working party.
- 9) Investigated the options for siting a memorial sundial in the Millennium Garden, further work required before this proposal can be confirmed as viable.
- 10) Reported fallen tree on Hatley Road which is encroaching onto the Highway

Portfolios

Cllr Dodgson's report

Road safety – High Street (RMF) & crossroads

Construction traffic orders have been issued for both projects, construction dates are now awaited from Ringway Jacobs.

Church Lane weight restriction

Clarification of costs for the installation of two new road signs at the entrances to Church Lane were requested from Nick Shaw at CBC, a response is awaited.

Cllr Kirkpatrick's report

Play Area Review and ROSPA Report

During a site visit of the 14th June, the following was noticed and/or acted on.

- 1) Generally the play area was clean and tidy – I did some minor litter picking and emptied bins
- 2) Noticed there were used nappies in one bin; wondered if a sign requesting these be taken home would be in order? The Council discussed this and thought that the school may like to put a note out to parents detailing the problem. ACTION RB
- 3) Noticed addition of two large lorry tyres, presumably added as 'play' items. Judging by movement patterns in grass suspect these have been in place for a month or two. These were also present at ROSPA inspection (16th May 2017), as one photo clearly shows them. Not commented on in ROSPA report; The Council agreed that they were happy for them to remain.
- 4) Checked all play equipment and found it all usable with no issues. I re-adjusted some of the plastic ties on swing crossbeams that prevent bird fouling
- 5) Did an item by item check of the ROSPA report, notes on this follow -

Overall assessment of Risk level is medium, items are commented on below.

Medium Risk Items

1. Entrance gate needs attention as wire rabbit-proofing is damaged and presents a hazard
2. Balance beam in play area of goal. Believe this is actually referring to the basketball net, which I believe is largely unused. The beam is near the post, but it's not easy to see how this can be rectified as both are fairly immovable
3. Cable way seat considered too low. I tried it myself (!), and it does get lower to the ground than it used to I believe. This was also commented on in last ROSPA report, but we were assured that it was correct by manufacturer. As it is now lower still it may be time to request a re-tensioning of the cable.
4. Hole in the matting where presumably feet can land on launch from cableway platform. Not sure why this is a medium risk – we could attempt repair
5. Gaps in rubber matting and a trip hazard in toddler multi-play installation. There are products available for repair of the gaps. £75 for 1m², or £10 for silicone filler similar to those used domestically on size. Trip hazard needs turf lifting and under-filling – maybe not best time of year for that.
6. Holes in grass surface near/under ropes and logs installation. Can be repaired fairly simply, not in dry weather.
7. Moss, algae and weeds under slide. Not sure why this is medium risk, as hard to reach! Stiff broom will resolve.
8. Holes in surface under junior swings. Not sure how to repair, although ROSPA report simply states 'Fill in holes'. Could liaise with supplier of rubber repair equipment on best approach.
9. Wall climber is assessed as medium risk, although the component parts of the inspection are both assessed as low risk. There is some decay which has started where we have had strimmer damage. This needs preservative to prolong life, but replacement is recommended to be 'planned' in the longer term.

After discussing the above 'Medium Risk' items it was decided that the entrance gate will be repaired and that the installer of the cable way will be asked to re-tension the cable. It was also agreed that silicone filler to repair gaps in the rubber matting should also be purchased. Councillors agreed to spend up to £250 on items 1, 3 & 5. Preservative needs to be put onto the wall climber – Cllr Barratt to give code to garage to Cllr Kirkpatrick to see if there is any preservative in stock.

Low risk

All other items are low or very low risk.

It was also agreed that :-

- 1) some repair work can be done to splintered wood using wood repair. Note that this splintering is simply gaps opening in the timbers, and not representative of a splinter risk to the children. Some wood preservative could also usefully be applied. Missing do not climb sign on one wooden goal (£1.74)
- 2) Update signage on basketball hoop – new advice?
- 3) Purchase 'Please close the gate' sign - £minimal

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

Cllr Williams circulated the Green Infrastructure Plan Steering Group report detailing the 25 parish aspirations along with 2 out of parish aspirations and two parish wide initiatives. Cllr Williams added that a select group of priority aspirations will now be put to Central Bedfordshire Council. The Steering Group's next meeting is to be in the Autumn. Regarding the Neighbourhood Plan, Cllr Williams informed the meeting that the consultation by CBC finishes on Monday 26th June. After the comments are collated an inspector will be chosen. The Parish Council should have a say on the choice of inspector.

Clerk's report

- Forwarded relevant emails to Parish Councillors and updated noticeboards
- Completed agenda, budget and financial statement for June's meeting
- Reconciled bank statement with income and expenditure and transferred £3,000 to cover June and July's outgoings
- Forwarded planning applications to Planning Committee
- SAGE – transactions added to end of May
- Responded to the Marais Ensemble regarding request for grant
- Attended GI meeting and circulated minutes
- Enquired as to requirement to update Members' Interests forms on CBC site
- Chased electricity connection to new lamp in High Street
- Ordered Arnold Baker Council Administration book from Louise Ashmore
- Asked Terry Seymour to look at 2 lights in the parish for maintenance work
- Completed VAT return
- Forwarded Rospa playground report to Cllr Kirkpatrick
- Returned Annual Return to External Auditors, BDO

Cllr's Barratt, Williams, Whale and Kirkpatrick to have an e-copy of the Arnold Baker book.

ACTION CD

Planning

No members of the Planning Committee were present to give a report.

Finance

See appendix A – Councillors approved the payment of invoices.

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

The Councillors agreed to the amended wording of an application form for grant aid for parish organisations and a list of recipients from which the Cockayne Hatley Shoot would be removed. These documents are to be circulated towards the end of 2017 in preparation for the new financial year 2018/19.

Correspondence

A grant request from the Wrestlingworth Youth Club was read out and their accounts discussed. After a discussion it was agreed that a grant of £800 would be awarded to the Youth Club. A letter regarding the Bedfordshire Flag was also discussed though the Council agreed that they would not participate this year.

Any Other Business

Cllr Barratt informed the Council that the bench at the bus stop on the High Street is due to be removed, by the member of the public who installed it, this week. CBC Cllr Zerny informed the meeting that BT is set to increase the capacity for broadband at the Wrestlingworth exchange. Cllr Barratt pointed out that the village sign at Cockayne Hatley was in need of repair. Clerk agreed to contact Sutton Parish Council, who have had their sign repaired, to get advice and Cllr Dagless to make enquiries in Cockayne Hatley. **ACTION CD & AD**

Cllr Kirkpatrick agreed that he would contact a local handyman to see if he could fix the noticeboard at the Wrestlingworth crossroads. **ACTION JK**

Due to 2 absences for the August meeting, Clerk to check with remaining councillors on their availability. **ACTION CD**

Date of Next Meeting – Monday 14th August at St John's Church, Cockayne Hatley at 7.30pm.

Appendix A

Financial Report – June 2017

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

June	E-on Electricity supply D/Debit*		148.76
June	Clerk's Salary D/Debit*		382.75
June	Clerk's expenses (Telephone, Internet, Stamps, stationery)		16.59
June	ROSPA playground safety annual inspection report		126.00
June	Wrestlingworth Memorial Hall – Hall hire		16.00
June	Internal Auditor – Alan Walden		130.00
June	SAGE – accounting software D/Debit*		18.00
April & May	D J G Grounds Maintenance – Grass cutting		1,218.82
June	Lexis-Nexis – E Book & print – Arnold Baker Local Council Administration 10 th Edition		90.83
June	GI Plan – Clerk salary for minute taking		23.54
June	Grant for Youth Club		800.00

Appendix B

WRESTLINGWORTH & COCKAYNE HATLEY PARISH
COUNCIL

FINANCIAL STATEMENT AT 31 May 2017

	<u>April 2017/March 18</u>			<u>April 2016/March</u>
	<u>Year</u> <u>to date</u>	<u>To</u> <u>Spend</u>	<u>-</u> <u>Budget</u>	<u>17</u> <u>Actual</u>
Income				
Precept	20,030.00	0.00	20,030.00	19,120.00
Interest	3.25	11.75	15.00	20.48
Tree cutting contribution		0.00		65.00
Grass Cutting Contribution		352.00	352.00	352.51
VAT refund to March 16		0.00		3,020.30
Total Income	20,033.25	363.75	20,397.00	22,578.29
Operational Expenses				
Accountants fees & Sage	30.00	470.00	500.00	370.00
Affiliation Fees	165.00	135.00	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	1,600.00
Clerk's expenses	140.00	210.00	350.00	306.57
Clerk's salary	765.50	3,834.50	4,600.00	4,819.62
Election expenses		375.00	375.00	
Electricity - street lighting	266.64	1,433.36	1,700.00	1,418.33
Electricity/lighting – maint.	53.75	346.25	400.00	215.00
General Maintenance		500.00	500.00	1,793.33
Grants (see below)	1,350.00	150.00	1,500.00	1,650.00
Normal Grass and Hedge cutting	2,072.18	6,927.82	9,000.00	8,619.51
Other grounds & tree work		1,200.00	1,200.00	490.00
Insurance	795.11	4.89	800.00	747.47
Memorial Hall Hire	14.00	161.00	175.00	121.00
Millennium Garden		100.00	100.00	0.00
Notice Board		0.00	0.00	
'Lousey Bush' sign				305.00
Parish Tidy Up		500.00	500.00	210.00

Playing field Maintenance		500.00	500.00		307.58
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		444.53	-444.53	0.00	122.43
	6,096.71	18,433.29	24,780.00		23,654.84
Operating surplus/deficit	13,936.54	18,069.54	-4,383.00		-1,076.55
Project					
s					
Allotment lease and set up		2,500.00	2,500.00		
Speed reduction measures		10,000.00	10,000.00		2,780.23
Neighbourhood Plan		2,000.00	2,000.00		4,247.44
Project Grants received					
Neighbourhood Plan		0.00	0.00		-3,290.00
Net Project costs	0.00	14,500.00	14,500.00		3,737.67
Overall surplus/deficit	13,936.54	32,569.54	18,883.00		-4,814.22
RESERVES					
Bank brought forward	29,001.38		29,001.38		
(Deficit)/Surplus for period	13,936.54		18,883.00		
Bank carried forward	42,937.92		10,118.38		
VAT refund due	566.96				
Total	43,504.88				
GRANTS PAID IN YEAR					
Youth Club					400.00
Village Link					150.00
Wrestlingworth Memorial Hall	1,000.00				
St Johns Church					1,000.00
Marias Ensemble					100.00
Lower School	350.00				
TBA					
	<u>1,350.00</u>				<u>1,650.00</u>

IMPORTANT NOTES

- 1 Grass cutting varies according to number of cuts required and amount of hedge cutting
 - 2 Current account -
31/05/17 407.15
Deposit account -
31/05/17 42,530.77
- 42,937.92**