

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

### **D R A F T MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting**

**held at Wrestlingworth Memorial Hall on 19 November 2018 at 7.30pm**

**Present:** Chairman Cllr R Barratt, Vice-Chairman Cllr S Williams, Cllr A Dagless, Cllr N Dodgson, Cllr J Kirkpatrick, Central Bedfordshire Cllr A Zerny, Mrs C Dear (Clerk) and 19 members of the public.

**Apologies:** Cllr G Whale, Cllr F Dewey & Central Bedfordshire Cllr D Gurney.

#### **Open Forum**

Regarding the proposal of A New Village Green:-

Colin Dale asked the Parish Council whether or not there were funds for the maintenance of the proposed new village green. Cllr Barratt replied that there were no Parish Council funds available and that should this go ahead, the Parish Council would expect funds for maintenance to be sourced elsewhere.

Andrew Nurse asked if the PC had been approached by the proposers (Dycraft Ltd) prior to the presentation (held on Tuesday 13<sup>th</sup> November and open to all members of the parish). Cllr Barratt replied that he had met with Chris Woodcraft of Dycraft Ltd to discuss the proposal and the PC had had advanced sight of the leaflet a week prior to distribution.

Alan Gunn asked whether or not the PC were in favour of the proposal. Cllrs Barratt and Williams informed the public forum that although a presentation had been made available to the parish, there was no formal planning application to date. Should a planning application be received then the PC would respond in the context of the Neighbourhood Plan. Cllr Williams informed the meeting that 89% of those who voted at the Neighbourhood Plan referendum in November 2017 were in favour of the plan and it now formed part of CBC's supplementary planning guidance. It was also noted that the proposed area lies outside the Village Envelope and so unlikely to be developed on.

Cllr Barratt informed the meeting that he had asked Dycraft Ltd to supply feedback from the presentation which had been received today (19 Nov).

Colin Dale asked if the PC had received the archaeological survey on the old tree nursery, Potton Road. Cllr Barratt informed Colin that he had not yet received the results of this survey.

James Bonfield asked about the issue of sewage in the brook. Cllr Barratt informed James that he had reported this and had an incident report number from the Environment Agency and he would be following up on this in the following days. Tony Warner advised that this problem was now causing some erosion to the road surface near to 1 High Street. Cllr Barratt advised that Anglian Water had completed a full survey of the whole of the foul water system in the village in the last few weeks and had identified a 'pinch-point' and were looking at the options to rectify.

#### **Ethics and Standards Code**

Cllr Barratt informed the meeting that he had been approached to consider a position on the School Governor's Board. Cllr Williams informed the meeting that she had joined the Parochial Church Council.

### Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 8 October, having been previously circulated, were approved and signed by the Chairman.

### Matters arising & Chairman's report

Since our last meeting I have

- 1) Reported flooding on the High St Wrestlingworth due to blocked drains and arranged emergency clearance.
- 2) With Cllr Williams, finalised and sent letter to Alistair Burt MP regarding the East West Rail Link.
- 3) Actioned donation to CamBedRoadRail Group as agreed at last meeting.
- 4) Discussed concerns over sewerage in the Brook with local resident
- 5) Met with Chris Woodcraft (Dycraft Ltd) to discuss proposal for Woodcraft's Meadow.
- 6) Advertised 'New Village Green' event to ensure as many residents as possible made their views known.
- 7) Followed up with CBC on request to have deer warning signs installed in specific risk areas. Gained agreement that CBC would fund 50% - quoted awaited.
- 8) Followed up with CBC on delay in replacing missing chevron signs on Potton Rd.
- 9) Followed up with CBC on RES and obtained project timeline (*further details to be given at agenda item below*)
- 10) With Cllr Williams, attended Alistair Burt quarterly briefing session (*further details to be given at agenda item below*)
- 11) Laid wreath at Remembrance service on behalf of parish.

The Clerk added that she had

- Completed a VAT return for 3<sup>rd</sup> Q 2018
- Chased up the order for the 2 benches for the High Street
- Reported 2 faulty lights to the relevant bodies for repair
- Contacted CBC regarding update on leases on 2 parcels of land in Wrestlingworth
- Informed Mr Burt of agenda item for meeting and attendance of 2 councillors
- Attended meeting with Cllrs Kirkpatrick and Barratt regarding future updating of parish website
- Checked transparency information requirements and documents relating to parish council
- Asked contractor to put grass cutting at cemetery back on schedule

### Cockayne Hatley Co-Op Land Village Green CIC

Cllr Dagless gave an update on the Co-Op land at Cockayne Hatley. He reminded the Council that the Co-Op has offered the Parish Council 2 parcels of land in Cockayne Hatley, one in the centre on the southern side and one at the top on the northern side. The top piece of land comprises a wooded area and is used for parking by walkers and as a turning point. The central land is opposite the newly constructed barns and is overgrown grassland but part of it at the top end has a large septic tank buried beneath which is used by the old estate properties at the top of the village. He explained that whilst there is a well-run "committee" that looks after the maintenance of the tank and to which all properties subscribe funds the tank is circa 20 years old and our previous investigation of the title deeds revealed a lack of

consistency as to responsibility to contribute towards the replacement of the tank as opposed to maintenance. As a result two options were considered:

- Going back to the Co-Op and saying we will just take the central area not blighted by the tank and you keep that, or
- Creating a corporate structure to own the land such that, in the extreme, that structure could be ditched by the Council. In this scenario we suggested holding via a CIC – a Community Interest Company. Essentially the land can only be used for the benefit of the community rather than for financial gain by the directors and shareholders. Whilst financial gain is of no consequence in this case the use of a CIC is a clear indicator to grant making bodies as to the purpose of the company.

The Co-Op have recently said “No” to the first option and added that if we do not go ahead they will just pop the land in an auction. So the Parish Council need to revisit the second option.

Cllr Dagless informed the meeting that the Registrar of Companies helpfully provides a lot of information about CIC’s and their formation, including model articles and memorandum of association. Once articles have been drafted they are then submitted for approval.

Prior to the meeting Cllr Dagless had circulated the following:

- Model articles
- Model memorandum of Association
- Notes on CIC

Cllr Dagless added the following comments

- There are a variety of model articles offered depending on the size and type of the organisation. Cllr Dagless has chosen that which he believe is most appropriate and, importantly, the simplest.
- Looking at the model articles – anything in red (which includes the “asset lock” which protects the owner of the company stripping out its assets for personal gain) has to stay but the rest can be tailored though Cllr Dagless only suggests the following
  - that we delete 3.5 as Cllr Dagless cannot think of an appropriate body to name – the consequence is that if we ever dissolved the company we would have to agree with the CIC Registrar as to whom the land should be transferred to. Cllr Barratt added that in order to keep our options open, consequently 3.4 should be amended.
  - Clause 5 refers to objects and we have to add details – the suggested text of “to acquire and manage land in the village of Cockayne Hatley as open access green spaces for the benefit of the local community” was agreed.
  - It was suggest deleting clause 25 – no directors remuneration (expenses can still be claimed)
  - Whilst not intended Clause 27 permits other members if that were ever to be appropriate – all Cllr Dagless can think of here is the potential for a grant body joining in but it is considered unlikely that this would ever be the case, however, in case this was a possibility, it was suggested the clause would be retained.

- Directors – Cllr Dagless suggested that not all the Councillors would want to be involved but perhaps the principle is – The Chairman, Vice Chair and one other with the Clerk as Company Secretary.
- Name – Cockayne Hatley Green Spaces CIC – this was agreed by Council.
- Operations – we certainly do not want to be preparing accounts (or opening bank accounts) showing grants from the Parish Council and expenditure on grass cutting, maintenance etc. Cllr Dagless proposes that the CIC would simply use its powers to delegate management by way of operational lease to the Parish Council such that it would be a dormant company, just acting as a shield in case there is ever a legal issue. We would need to investigate the type of lease but it is thought that this would not be expensive. Cllr Barratt suggested that a licence could be used rather than a lease – Cllr Dagless said that he would look into this.

The Memorandum would just record the Parish Council (i.e. we would be the owner of the company).

Cllr Dagless added that CBC have expressed an interest in using part of the central land to create a “dry pond” to manage occasional flooding from heavy rainfall. The PC needs to be careful where we consent to that being placed given the septic tank and the desire to use some of the central land for village parking.

Cllr Barratt said that

- Working parties would be organised to clear the area
- Bollards would be installed to deter unwanted parking
- When area cleared PC would arrange for area to be on the grass cutting schedule

The Parish Council approved the CIC set up to be progressed as documented above and thanked Cllr Dagless for all his hard work on this project.

### **Rural Exception Site**

Cllr Barratt informed the meeting that Central Bedfordshire Council has appointed the Design Team – Focus Consultants, who are currently developing a revised Feasibility Proposal, to Central Bedfordshire Council’s Brief. The Design Team will make recommendations as to any additional investigations and surveys required going forward and to obtain Planning and Building Regulations Approval. They are expecting the Feasibility Proposal Report on Tuesday the 13<sup>th</sup> November. The Project Board meets monthly, to check and review that the project meets the client’s requirements and all tasks are completed according to the Project Programme. CBC intend to submit the Planning application on the 21<sup>st</sup> of December if the Feasibility Proposal report is positive. Tender will commence on 19<sup>th</sup> February 2019. Start on site will be on 24<sup>th</sup> April 2019. Completion will be 23<sup>rd</sup> December 2019. Cllr Barratt added that he had reminded CBC that the Parish Council has design rights and that he was meeting with CBC on Tuesday 20<sup>th</sup> November to discuss this and also the land for allotments. The number of houses to be built would be determined by reference to the Housing Needs Survey completed for CBC in early 2018.

### Meeting with Rt Hon Alistair Burt MP

Cllr Barratt informed the meeting that he and Cllr Williams had attended a meeting with Alistair Burt MP and that it was a very informative meeting. The following relevant subjects were discussed amongst others:

Biggleswade station disabled access – application for a grant had been submitted.

Police Services – petty crime is on the increase including farm related crimes. Bedfordshire Police has been granted £4.5 million to help deal with the policing of the city centres. Knife crime amongst school children was also discussed and also metal thefts. Cllr Barratt had noted that Cambridgeshire has a different approach to investigating metal thefts and that Mr Burt had said that he would look into this and raise with Bedfordshire Police.

Planning - Central Bedfordshire Plan is currently under inspection.

Lack of broadband in Cockayne Hatley was raised – Mr Burt said that he would look at organising a future session to include appropriate service providers, along with poor mobile phone coverage which was of particular concern.

East/West rail link – Cllr Barratt informed Mr Burt that the PC was of the opinion that there was no reason to favour the southern route and that the northern route was preferable to support developments. Mr Burt agreed with this and Cllr Barratt added that the National Trust was also against the southern route as this route went through Wimpole Hall grounds. Expressway route also discussed along with its implications of possibly moving black-cat roundabout, and re-routing of A1M.

Funding cuts to Bedford schools was also discussed.

### East/West Rail Link

Covered above.

### Millennium Garden

Peter Lenk who has been maintaining the Millennium garden for a number of years is moving to Lincolnshire. The Parish Council is therefore now looking for a new volunteer to maintain the garden as well as the small area under the Village sign (near to The Slade). The clerk was asked to write a letter of thanks to Mr Lenk and an advertisement will be put in the next issue of the Village Link for a volunteer. **ACTION CD**

### Portfolios

PLAY AREA – Cllr Kirkpatrick informed the meeting that a site visit was carried out on Thursday 11<sup>th</sup> November, details are:

- 1) Bins were emptied and minor litter picking done
- 2) All equipment visually checked and no damage or other faults apparent
- 3) No further rabbit incursion noted
- 4) Broken table rotated – broken seat now next to fence

Outstanding tasks:

- 1) General repairs to flooring have been approved and funding agreed, but this has yet to be carried out. **ACTION JK**

HIGHWAYS – Cllr Dodgson updated the Council on:

**Wrestlingworth B1042 crossroads**

Resurfacing of the crossroads is now complete; the final stage of this project is to install a speed camera.

CBC are currently waiting for dates for the connection of a power supply and camera installation, they hope this work will be carried out soon.

**Church Lane road sign**

A replacement for the damaged road sign has been ordered.

**Speedwatch**

A further Speedwatch exercise was carried out in November. Many thanks to all the volunteers who keep this project going, in particular to Ken Ellis for coordinating the group.

It was noted that the ‘Wrestlingworth’ sign on Hatley road disappeared some years ago and has not been replaced. Cllr Barratt also advised that the High Street sign at the crossroads was missing. Cllr Dodgson to look into these. **ACTION ND**

WEBSITE – Cllr Kirkpatrick informed the Council that he had a meeting regarding future updating of the website with Cllr Barratt and Catherine Dear.

PHONE MAST – Cllr Whale not present to give an update. Regarding the broadband issue for Cockayne Hatley, Cllr Dagless said that recent emails between residents in the village suggested that there was little appetite to consider Voneus to provide superfast broadband with the current preference being to wait for BT/Openreach to fulfil their obligation.

**Planning**

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

**Finance**

Councillors approved the payment of invoices **(Appendix A)**.

The Financial statement **(Appendix B)** was discussed along with the budget for 2019/20. The budget figures were discussed and they will be confirmed at PC meeting in January along with precept request. Clerk asked to enquire with E-on as to metered supplies rather than unmetered. **ACTION CD**

**Correspondence** – Emails distributed between meetings include Karen Nurse’s email regarding guidance from the Church of England on the death of the Queen and the day of proclamation which states that the PCC has sourced a book of condolences which will be placed in the church. The church will be manned during the days following her death and the book will be for the whole village not just the congregation.

**Any Other Business** – Meeting with Clerk, Chairman and Mr Reeves regarding grass cutting contract to be arranged before the end of the year. **ACTION RB.**

The meeting closed at 9.05pm

**Date of Next Meeting** – Monday 14<sup>th</sup> January 2019 at 7.30pm.

## Appendix A

**Financial Report – November 2018**

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

Oct & Nov	E-on Electricity supply D/Debit		332.68
Oct & Nov	Clerk's Salary D/Debit		806.26
Nov	Clerk's expenses (Telephone, Internet, Stamps, stationery)		15.58
Oct & Nov	SAGE – accounting software D/Debit		36.00
Oct	Memorial Hall Hire		16.00
Oct	Parish Council Websites		579.00
Oct	D J Granger – grounds maintenance		759.41
Oct	Terry Seymour – Parish Lights Maintenance		64.50
<del>Nov</del>	<del>Royal British Legion – cheque destroyed</del>		<del>25.00</del>
Nov	St Peter's Church – Memorial Day Wreath		19.00
Nov	Society of Local Council Clerks membership		100.00
Nov	HM Revenue and Customs – VAT refund (1.08.18 – 30.10.18)	683.02	

## Appendix B

**WRESTLINGWORTH & COCKAYNE HATLEY PARISH  
COUNCIL****FINANCIAL STATEMENT AT 31****October 2018**

	<b><u>Year to 31 March 19</u></b>		<b><u>Year to March 18</u></b>	
	<b><u>Actual Period to 31 Oct 18</u></b>	<b><u>Budget for year</u></b>	<b><u>Actual</u></b>	<b><u>Budget for 2019/20</u></b>
<b>Income</b>				
Precept	20,984.00	20,984.00	20,030.00	21,900.00
Interest	11.74	15.00	17.88	15.00
CH land grant	258.78			
Grass Cutting Contribution		380.00	380.33	380.00
VAT refund to March 18	275.92		122.43	
Tree cutting contribution				
<b>Total Income</b>	<b>21,530.44</b>	<b>21,379.00</b>	<b>20,550.64</b>	<b>22,295.00</b>
<b>Operational Expenses</b>				
Accountants fees & Sage	205.00	500.00	510.00	500.00
Affiliation Fees	208.00	300.00	294.00	300.00
Amenity Field lease		120.00		120.00
British Legion		25.00	25.00	25.00
Church Clock Maintenance		325.00	250.00	325.00
Churchyard Maintenance		1,000.00		1,000.00
Clerk's expenses	202.28	350.00	303.18	350.00
Clerk's salary	2,821.91	4,692.00	4,616.54	4,786.00
Election expenses		375.00		375.00
Electricity - street lighting	1,087.21	1,800.00	1,656.02	2,000.00
Electricity/lighting - maint	803.75	400.00	268.75	1,000.00
General Maintenance		500.00	0.00	500.00
Grants (see below)	1,050.00	1,500.00	2,300.00	1,500.00
Normal Grass and Hedge cutting	5,123.41	8,000.00	6,404.90	8,000.00
Other grounds & tree work		1,000.00		1,000.00
Insurance	810.70	850.00	795.11	850.00
Memorial Hall Hire	42.00	150.00	79.00	150.00
Millennium Garden		100.00	0.00	100.00
Lousy Bush sign				
Cockayne Hatley sign		0.00	590.00	0.00



Parish Tidy Up		500.00	235.00	500.00
Playing field Maintenance	745.50	1,000.00	538.00	1,000.00
Playing field lease		360.00		360.00
Training expenses		200.00	83.00	200.00
Web site		500.00	69.90	500.00
Vat expensed and not yet recovered	683.02	0.00	275.92	0.00
	13,782.78	24,547.00	19,294.32	25,441.00
<b>Operating surplus/deficit</b>	7,747.66	-3,168.00	1,256.32	-3,146.00
<b>Projects</b>				
Allotment lease and set up		2,500.00		2,500.00
Speed reduction measures		10,000.00		10,000.00
Neighbourhood Plan	10.00	0.00	76.95	0.00
Cockayne Hatley land & set up	30.00	3,000.00	1,000.00	3,000.00
<b>Project Grants received</b>				
Neighbourhood Plan		0.00	0.00	0.00
<b>Net Project costs</b>	40.00	15,500.00	1,076.95	15,500.00
<b>Overall surplus/deficit</b>	7,707.66	-18,668.00	179.37	-18,646.00
<b>RESERVES</b>				
Bank brought forward	29,180.75	29,180.75		
(Deficit)/Surplus for period	7,707.66	-18,668.00		
Bank carried forward	<b>36,888.41</b>	<b>10,512.75</b>		
VAT refund due	683.02			
Total	37,571.43			
<b>GRANTS PAID IN YEAR</b>				
Youth Club		400.00	800.00	
Village Link	150.00	150.00	150.00	
Wrestlingworth Memorial Hall			1,000.00	
St Johns Church				
Parish Walking & Wildlife	150.00	150.00		
Lower School	500.00	500.00	350.00	
TBA - (2018 CBRR)	250.00	300.00		1,500.00
	1,050.00	1,500.00	2,300.00	1,500.00

**IMPORTANT NOTES**

1 Grass cutting varies according to number of cuts required and amount of

1 hedge cutting

2 Current account -

2 31/10/18 1,320.90

2 Deposit account -

2 31/10/18 35,567.51

**36,888.41**

0.00

3 The £590 spend on the sign at CH was included in original budget for 2018/19. Now adjusted as spent in 2018

## Appendix C

**Planning Applications as at 16<sup>th</sup> November 2018**

<b>Application No. and Date</b>	<b>Location</b>	<b>Works Proposed</b>	<b>PC Comment</b>	<b>Status</b>
CB/18/01509/FULL 03.05.18	Land adjacent to 21 Village Road C/Hat	Retrospective change of use to garden following purchase June 2017	No comment	Refused 02.08.18 Applicant has appealed the decision
CB/18/02775/FULL 06.08.18	25 Braggs Lane, Wrestlingworth	Demolition of existing dwelling, garages, workshops and outbuildings and erection of two replacement dwellings with garages	PC were minded to object. Cllr Barratt agreed to discuss with Cllr Williams. See Note 1	Approved 15.11.18
CB/TRE/18/00340 13.09.18	3 The Slade, Wrestlingworth	Removal of TPO lime tree	No comment	Approved 10.10.18
CB/18/03021/FULL 22.10.18	1 Molehill Barns, Sutton Road, Wrestlingworth	Erection of Garden Shed		

**Note 1**

Cllr Williams, who was not present at the August meeting, was asked for her views on the application. Her considered advice was that the PC should not object to the application. This was due to the following – 1) the application complied with pre-planning advice from CBC 2) the designs are in-keeping with the rest of Braggs Lane 3) the distance between the two properties is similar to others in the lane and is not a material consideration, and 4) whilst drawing up the Neighbourhood Plan, 25 Braggs Lane was considered appropriate for demolition and the erection of two houses to replace it. On this basis the PC has made no comment.