

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

### **DRAFT MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held at Wrestlingworth Memorial Hall on 18 March 2019 at 7.30pm**

**Present:** Chairman Cllr R Barratt, Vice-Chairman Cllr S Williams, Cllr A Dagless, Cllr N Dodgson, Cllr J Kirkpatrick, Cllr G Whale, Cllr F Dewey, Mrs C Dear (Clerk) and 3 members of the public.

**Apologies:** CBC Cllr A Zerny

**Absent:** CBC Cllr D Gurney

#### **Open Forum**

Stephen Church expressed concern over the 2 newly installed speed indicator signs. He said that one appeared not be working at all and the other one is asking drivers to slow down at 18mph! Cllr Dodgson said that both needed calibrating and that this was to be discussed later in the meeting.

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

No declarations of interest to report.

#### **Minutes of Previous Meeting**

The minutes of the Parish Council meeting held on 14 January 2019, having been previously circulated, were approved and signed by the Chairman.

#### **Matters arising**

Clerk informed the Council that she has contacted Primary Care Supplies regarding acquiring a defibrillator for the parish. Two quotes (indoor and outdoor models) were discussed along with on-going costs. It was agreed that this was of interest to the Council and the Clerk asked to look into the possibility of getting a grant for the project. **ACTION CD**

#### **Chairman's report**

Since the last meeting I have:

- 1) Reported fallen tree obstructing Potton Road carriageway.
- 2) Responded to CBC on HoTs for Allotment Lease.
- 3) Promoted East West Rail Public Exhibitions and consultation on social media and via email, attended Exhibition and Parish Council session, drafted and submitted Parish Council response.
- 4) Organised the Parish Tidy Up event.
- 5) Reported pot hole in Church Lane outside Memorial Hall and subsequently discussed the condition of the road with the CBC surveyor, leading to 11 potholes being repaired.
- 6) Reported pot hole in Potton Road.
- 7) Reported missing reflectors from the posts alongside the brook at the bottom of Butchers Lane
- 8) Reported dumped wheelie bins to Hertfordshire Police
- 9) Sought update from CBC Project Manager on timetable for RES planning application

10) Attended Alistair Burt's session with representatives from Open Reach, CBC and Bedford Borough Council to discuss the position with getting improved broadband to those areas not currently covered by the Open Reach rollout project. Raised the issue of Cockayne Hatley and obtained agreement from CBC representative that she would forward all relevant correspondence to Parish. Also sought clarification on reports that Wrestlingworth cabinet was over-subscribed - now confirmed that is not the case.

Documented the current position and options and circulated to councillors with proposal on how to progress.

11) Investigated reports that Churchyard gate would not close and established that vehicle has struck and moved brick pillar, causing iron post to move. See below for further discussion on this item.

In addition to the above I have engaged with residents via Facebook, email and in conversation on following:

- i) 'Village Green' Proposal
- ii) Woodland clearance at Manor Farm - ascertained through a PWWG contact that the work was part of an environmental improvement plan
- iii) Speed Reduction measures
- iv) Vandalism at Play Area
- v) Clearance of trees & hedges at former tree nursery

The Clerk added that she had

- Completed a VAT return for the period 1 Nov – 31 Jan 2019
- Requested quotes from grass cutting contractors (Reynolds Landscaping, D Granger & All Green landscapes). Other than David Granger, neither of the others provided quotes.
- Enquired with E-on as to metered supplies rather than unmetered. Metered is not available to a Parish Council though revised rates may be available after survey of street lights completed. **ACTION CD**
- Updated website with draft minutes
- Requested precept from CBC at £22,482
- Requested costs for defibrillator. Quotes received to be discussed at this meeting.

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

Cllr Dagless updated on the Co-Op land in CH. The Co-Op land opposite the newly constructed dwellings is to be transferred to the Parish Council and this is completed via a Community Interest Company (CIC). At present it is overgrown grassland and has a septic tank buried beneath which is used by the old estate properties. Whilst there is an effective residents committee looking after the maintenance of the tank there is lack of consistency as to responsibility for the replacement of the tank. The CIC would protect the Council from any liabilities regarding maintenance of the tank and ensure the land can only be used for the benefit of the community rather than for financial gain. The ongoing management of the site would be by the Parish Council. Once established, there will be a requirement to produce dormant accounts for the CIC and for a form to be completed updating the company details annually. Cllr Dagless proposed to Council that documents to form a CIC should be signed after the meeting by Cllrs Barratt, Williams and Dagless, as directors. The registered address is to be the Clerk's address. Cllr Dagless said that he thought it was important to start making plans as to what to do with the land. It was also noted that CBC

has suggested the installation of a dry pond (flood alleviation measures) however they have yet to come back with any plans.

Use as a community orchard has been suggested. It was agreed that after obtaining the land sturdy wooden bollards are to be installed. The Council members voted to proceed with the formation of the CIC. **ACTION AD**

### **Rural Exception Site**

Since our last meeting there has been removal of hedgerows and trees from this site. A complaint has been registered by a parishioner stating that the removal was unauthorised. The parish council will be notified in the event of a breach of planning control. No planning application has been made for the site as it is understood that further surveys are required.

### **Super-fibre broadband update**

Cllr Barratt confirmed that the Wrestlingworth cabinet was not over-subscribed. As stated in the Chairman's report, Cllr Barratt informed the meeting that he had attended Alistair Burt's session and raised the issue of Cockayne Hatley obtaining improved broadband. Cockayne Hatley has been removed from the phase 2 roll-out due to costs and was also not included in phase 3. It was agreed by the Council that a working party be set up with Cllr Barratt as chair, Cllr Dagless and 3 knowledgeable members of Cockayne Hatley. This working party could investigate all options available (Voneus, BitBahn, Community Fibre Partnership and Gigabit Voucher Scheme) and then report back to PC with a recommendation to be put to the residents of Cockayne Hatley. **ACTION RB**

### **New Village Green – Dycraft's Meadow update**

A map was circulated to members of the Council showing findings of an ecology report and a draft plan showing recommendations. The extent to which the badger sett affects the land on which Dycraft's plans are based recommends a buffer zone around the badgers and provision of an extensive area of species rich grassland in addition. Dycraft's intentions is to work within these recommendations and guidelines in making revisions to their initial scheme. When Dycraft has received the revised proposal from their architects their intention is to host a further village information evening. Cllr Barratt then asked the Council whether or not they were in favour of this in principle. Cllr Williams reminded members that the Dycraft proposals were not in accordance with the Neighbourhood Plan and on that basis she could not support the scheme.

The Council unanimously agreed with Cllr Williams and Cllr Barratt agreed to respond to Dycraft accordingly. **ACTION RB**

### **East/West Rail Link**

Cllr Barratt informed the Council that he has responded to the proposed rail link as agreed with councillors by email and it was agreed that the response should be put onto our parish website. **ACTION RB & JK**

### **Bedfordshire's Police & Crime Commissioner's proposal for funding a PCSO**

An email from Kathryn Holloway (Bedfordshire's Police & Crime Commissioner) regarding the current state of policing in the county was discussed. The Commissioner had suggested that the parish council may like to consider funding or part-funding a PCSO. This matter was discussed and it was decided not to go ahead with this.

### **May 2019 Elections**

Cllr Whale informed the Council that he would not be standing in the May Elections for the Parish Council. Cllr Barratt thanked Cllr Whale for all his hard work over the past 4 years especially with regards to the website, mobile phone coverage and broadband.

Cllr Williams said that she would be willing to deliver the completed nomination forms on Thursday of this week. If there are eight or more nominations there will be an election.

### **Portfolios**

**PLAY AREA** – Cllr Dewey informed the council that minor vandalism was reported on 23 February 2019, glue had been spread over the slide, swings and zip wire. On the morning 24 February 2019 a site visit was carried out by Cllr Dewey. Details are:

- 1) Glue was cleaned off all equipment
- 2) Bins were emptied and minor litter picking done
- 3) All equipment visually checked and one 'Do not Climb' sign has been damaged and will need replacing
- 4) No further rabbit incursion noted
- 5) Replacement safety sign and ground repair kit has been ordered by Cllr Kirkpatrick
- 6) Ground repairs and safety sign replacement will be carried out by Cllrs Dewey and Kirkpatrick during a dry weather period **ACTION JK & FD**

**HIGHWAYS** – Cllr Dodgson updated the Council on:

**Speed reduction - B1042 Crossroads** – camera installed and white lines completed – now considered to be fully operational.

**High Street (Rural Match Funding)** – 2 Speed Indicator Devices have now been installed on the High Street, Wrestlingworth. However, it would appear that the devices are not working correctly and it is thought that they need calibrating. It was noted that there is £5,000 in S106 money for this project which the Parish Council considers should be paid to them. Cllr Dodgson said he had been in contact with Paul Salmon regarding getting this released but it had yet to happen. It was agreed that this sum would be deducted from any payment request received for the traffic calming measures.

**Speed watch** – Ken Ellis's speed watch page to be put on website.

**Street Signs** – new signs have now been installed.

**Hatley Road Wrestlingworth Village sign** – as there is no photographic evidence of the original sign, CBC have said that the PC would have to pay for a new sign at around £180. Councillors agreed they could not justify this expense at this time.

WEBSITE – Cllr Kirkpatrick said that improvements to the website and inclusion of newsfeed will be planned for when time allows. **ACTION JK**

MOBILE PHONE MAST – Cllr Whale said that the mast has now been installed and electricity connected. Further electronic equipment to be installed before connection to service provider's network.

### **Planning**

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

The owners of 21 Village Road, CH had sent their thanks to the Council for supporting their appeal.

### **Finance**

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

The Financial statement **(Appendix B)** was discussed along with the budget for 2019/20

Lease Arrears – need to be added to budget spread over 2 years

**Correspondence** – Emails distributed between meetings include:

- Email from LexisNexis regarding new version of Arnold-Baker book on Council administration. Councillors agreed that we do not require the new version.
- Monthly crime Statistics for the parish.
- Bedfordshire's Police & Crime Commissioner's proposal for funding a PCSO – Discussed on page 587 above
- Copse removal at Molehill Barns – covered in Chairman's report above.

**Any Other Business** – it was noted that part of the church wall has been damaged and consequently the gate next to it does not close now. Cllr Barratt gave the clerk photographs of the damage. Clerk was asked to register a claim with the insurance company and Cllr Barratt will investigate repairs. **ACTION CD & RB**

The meeting closed at 9.20pm

**Date of Next Meeting** – Monday 13<sup>th</sup> May 2019 at 7.30pm.

## Appendix A

**Financial Report – March 2019**

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

Feb & March	E-on Electricity supply D/Debit		371.68
Jan & Feb	Clerk's Salary D/Debit		806.26
Jan & Feb	Clerk's expenses (Telephone, Internet, Stamps, stationery)		31.16
Feb & March	SAGE – accounting software D/Debit		36.00
Jan & Feb	Memorial Hall Hire		17.00
Jan	Donation from Derek Walker's family for bench	905.00	
Jan	CBC – grass cutting contribution	380.33	
Jan	Smith of Derby – St Peter's Church clock maintenance		309.60
March	Robin Barratt – skip hire		285.00
February	James Kirkpatrick – maintenance kit for play area		213.54
March	VAT return (1 Nov – 31 Jan)	550.53	
March	D J Granger – Grass cutting		609.41
March	Companies House – CIC set up for CH Co-Op land		35.00

## Appendix B

**WRESTLINGWORTH & COCKAYNE HATLEY PARISH COUNCIL****FINANCIAL STATEMENT AT 28 February 2019**

	<b><u>Year to 31 March</u></b> <b><u>2019</u></b>		<b><u>Year to</u></b> <b><u>March</u></b> <b><u>2018</u></b>	<b><u>Budget</u></b> <b><u>for 2019/20</u></b>
	<b><u>Actual</u></b> <b><u>Period to</u></b> <b><u>28 Feb 19</u></b>	<b><u>Budget</u></b> <b><u>for year</u></b>	<b><u>Actual</u></b>	
<b>Income</b>				
Precept	20,984.00	20,984.00	20,030.00	22,482.00
Interest	17.57	15.00	17.88	15.00
CH land grant	258.78			
Bench contribution	905.00			
Grass Cutting Contribution	380.33	380.00	380.33	380.00
VAT refund to March 18	275.92		122.43	
Tree cutting contribution				
<b>Total Income</b>	<b>22,821.60</b>	<b>21,379.00</b>	<b>20,550.64</b>	<b>22,877.00</b>
<b>Operational Expenses</b>				
Accountants fees & Sage	265.00	500.00	510.00	500.00
Affiliation Fees	308.00	300.00	294.00	300.00
Amenity Field lease		120.00		120.00
Benches	1,847.87			
British Legion	19.00	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	232.86	350.00	303.18	350.00
Clerk's salary	4,434.43	4,692.00	4,616.54	5,128.50
Election expenses		375.00		375.00
Electricity - street lighting	1,739.49	1,800.00	1,656.02	2,000.00
Electricity/lighting – maint.	911.25	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	5,756.25	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	72.00	150.00	79.00	100.00
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	300.00
Playing field Maintenance	745.50	1,000.00	538.00	1,000.00
Playing field lease		360.00		1,620.00
Training expenses		200.00	83.00	200.00
Web site	579.00	500.00	69.90	500.00
Vat expensed and not yet recovered	562.25	0.00	275.92	0.00
	19,333.60	24,547.00	19,294.32	26,793.50
<b>Operating surplus/deficit</b>	3,488.00	-3,168.00	1,256.32	-3,916.50
<b>Projects</b>				
Allotment lease and set up		2,500.00		2,500.00
Speed reduction measures		10,000.00		7,500.00
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	13,000.00
<b>Overall surplus/deficit</b>	3,448.00	-18,668.00	179.37	-16,916.50
<b>RESERVES</b>				
Bank brought forward	29,180.75	29,180.75		
(Deficit)/Surplus for period	3,448.00	-18,668.00		
Bank carried forward	<b>32,628.75</b>	<b>10,512.75</b>		
VAT refund due	550.53			
Total	33,179.28			
<b>GRANTS PAID IN YEAR</b>				
Youth Club		400.00	800.00	
Village Link	150.00	150.00	150.00	150.00
Wrestlingworth Memorial Hall			1,000.00	
St Peter's Church				1,000.00
Parish Walking & Wildlife	150.00	150.00		
Wrestlingworth Lower School	500.00	500.00	350.00	350.00
TBA - (2018 CBRR)	250.00	300.00		
	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 hedge cutting
- 2 Current account - 28/02/19 1,992.06  
Deposit account - 28/02/19 30,636.69

**32,628.75**

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



## Appendix C

**Planning Applications as at 15<sup>th</sup> March 2019**

<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. PC has supported the appeal
CB/18/04273/FULL 04.12.18	65 High Street, Wrestlingworth	Single storey side extension	No comment	Approved 17.01.19
CB/18/04735/PAAD 19.12.18	Molehill Barns, Sutton Road, Wrestlingworth	Prior approval permitted development change of use from agricultural to two 3 bed dwellings	PC not consulted	Application withdraw 23.01.19 see CB/19/00323 /PAAD below
CB/18/04673/FULL 13.12.18	28 High Street, Wrestlingworth	Side extension, re-roofing of flat roof to pitched and internal alterations	No comment	Approved 05.03.19
CB/18/04693/FULL 09.01.19	4 Potton Road, Wrestlingworth	Loft conversion to provide 4 beds and internal alterations	No comment	Approved 07.03.19

<b>Application No. and Date</b>	<b>Location</b>	<b>Works Proposed</b>	<b>PC Comment</b>	<b>Status</b>
CB/18/04738/FULL 09.01.19	49-51 High Street, Wrestlingworth	Change of use from restaurant to residential	Object	Awaiting decision
CB/TRE/18/00526 08.01.19	Lansbury, Potton Road, Wrestlingworth	Work to trees protected by TPO	No comment	Approved 07.02.19
CB/19/00270/FULL 30.01.19	84 High Street, Wrestlingworth	2 storey rear extension, garage conversion, internal alterations & external insulation/ rendering	No comment	Approved 12.03.19
CB/19/00323/PAAD 13.01.19	Molehill Barns, Sutton Road, Wrestlingworth	Prior approval permitted development change of use from agricultural to two 3 bed dwellings	PC not consulted	
CB/EN/19/0130 28.02.19	Old Tree Nursery, Potton Road, Wrestlingworth	Alleged unauthorised works to trees re: trees removed in preparation for rural exception site development		PC will be notified in the event of a breach of planning control