

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

DRAFT MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held at Wrestlingworth Memorial Hall on 13 May 2019 at 7.30pm

Election of Chairman and Vice-Chairman:

All 6 councillors signed their 'Declaration of Acceptance of Office' forms which were witnessed by the clerk. Cllr Williams proposed that Cllr Barratt continue as Chairman, Cllr Kirkpatrick seconded the motion. Cllr Barratt proposed that Cllr Williams continue as vice-chairman and Cllr Kirkpatrick seconded the motion.

Confirmation of portfolio responsibilities: It was agreed that the Councillors would continue with their responsibilities as follows:

Cllr Barratt – Memorial Hall Representative, Walking and Wildlife Group, Allotments, Police/Neighbourhood Watch & Green Infrastructure Plan

Cllr Williams – Planning

Cllr Dagless – Finance

Cllr Dodgson – Highways, Speed watch & public transport

Cllr Kirkpatrick – Website

Cllr Dewey – Recreational facilities

The vacancy for Parish Councillor will be advertised in the Village Link magazine and also on the parish council website & Facebook page. **ACTION RB, JK & SW**

Appointment of Internal Auditor: After agreement from Alan Walden, Cllr Barratt proposed Alan Walden continue in his role as internal auditor and Cllr Williams seconded the motion. All in favour.

Present: Chairman Cllr R Barratt, Vice-Chairman Cllr S Williams, Cllr A Dagless, Cllr N Dodgson, Cllr J Kirkpatrick, Cllr F Dewey, CBC Cllrs A Zerny & T Wye, Mrs C Dear (Clerk) and 2 members of the public.

Apologies: None

Open Forum: No questions from the public forum. Cllr Barratt congratulated CBC Cllrs Zerny and Wye on their successful election.

Ethics and Standards Code

No declarations of interest to report.

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 18th March 2019, having been previously circulated, were approved and signed by the Chairman.

Matters arising

Grants for defibrillators were discussed. The clerk reported that CBC have exhausted their funds for grants and that Cllr Zerny has suggested contacting the British Heart Foundation, CVS and the Lottery fund. The clerk informed the meeting that she had contacted 2 local builders to ask for quotes for the damaged wall at St Peter's Church with no responses to date. Cllr Kirkpatrick suggested contacting Bricks and Blox. The clerk added that a street light survey would be undertaken during the summer months. **ACTION CD**

Chairman's report

Since our last meeting I have,

- 1) Followed up on RES and established that the application has been delayed due to the original proposal to use soakaways for surface water not being achievable, requiring the main drainage system to be used for all waste water, which requires further surveys.
- 2) Clarified the timings of road closure in Church Lane and notified residents
- 3) Attended three School Governors meetings in capacity of Local Authority Governor
- 4) Arranged for Cherry Tree in Wrestlingworth High Street to be inspected by a tree surgeon
- 5) Responded to a resident by email regarding a ROW query
- 6) With Andrew, meet with residents to discuss options for broadband solution in Cockayne Hatley and subsequently followed up with BT and Voneus. Ongoing activity
- 7) Followed up with owner of Hill Farm House regarding the repair of their barn roof.

The Clerk added that she had

- 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 applications to Planning Committee
- SAGE – transactions added to end of financial year and completed year end accounts
- SAGE – transactions added to end of April
- Enquired as to defibrillator grant
- Updated website with minutes and agenda
- Contacted Zurich Insurance to advise them of claim for church wall
- Asked grass cutting contractor to add Chapel Close to schedule
- Emailed councillors with insurance renewal options
- Requested quotes for repairs to church wall & gate from SD Brown Building Contractors (Steve Brown, Ashwell) & Young's Builders from Potton on 14 April - no response to date
- Responded to request for rights of way map and offered viewing – no response to date
- VAT return completed for 1 Feb – 30 April 2019

Cockayne Hatley Co-Op Land - Village Green & CIC

Cllr Dagless informed the Council that there was no progress made on the Co-Op land in CH. Cllr Dagless added that he had re-assured the local residents that no decisions on the future use of the land would be made without first getting the residents of Cockayne Hatley involved.

Rural Exception Site

Update given in point 1 in Chairman's report.

Super-fibre broadband update

Update given in point 6 in Chairman's report. In addition Cllr Barratt added that according to Central Bedfordshire Council, CBC & Voneus are working on 'going live' in Cockayne Hatley. Boosting connectivity from St John's Church was also discussed. **ACTION RB**

New Village Green – Dycraft's Meadow update

Cllr Barratt circulated an amended drawing of the proposed site to members of the Council. Dycraft's architects have revised the plan to take into consideration suggestions gathered at the last open evening. In summary the proposed houses have been relocated ensuring the badger community are protected and given sufficient space as advised by their Ecology consultants. The properties have also been sited further back up the site towards the proposed allotments site, providing a larger green space, and less of an impact to properties along the main road. All reference to car parking on the village green has been removed due to concerns of mis-use of this space, and lighting removed. The scheme currently shows 2 x 3 bedroom bungalows but Dycraft say that this could be amended to smaller bungalows if that proved to be preferable for local resident's needs. The new plan was discussed and the Council concluded that Cllr Barratt would reply to Dycraft stating that there was still no appetite for this development. Cllr Barratt added that he would advertise the next open evening to be hosted by Dycraft to be held on 11th June 2019. **ACTION RB**

East/West Rail Link

There will be a further update on the East/West Rail Link in the autumn of this year.

Portfolios

PLAY AREA – Cllr Dewey informed the council that several site visits were carried out over the past 6 weeks and the following actions were carried out:

- Mud cleaned off of picnic table
- Bird excrement cleaned off slide
- Entrance gate lock removed and refitted
- Bins emptied and litter cleared

The remaining wooden picnic table has become further damaged and should be removed to avoid potential injury. A replacement table should be considered and budgeted for.

A discussion with some of the older children suggested that seating at the far end of the park and a hard surface under the basketball net would be appreciated if budget would allow. Ground repairs and safety sign replacement have not yet been carried out by Councillors Dewey and Kirkpatrick as we wait for a dry weather period. A ROSPA inspection of the play area is expected in the next month.

It was agreed that the table should be dismantled and either stored in the garage on site or taken to the tip. It was also agreed that 2 combination locks are to be purchased for the garage and entrance post. **ACTION FD & RB**

HIGHWAYS – Cllr Dodgson updated the Council on:

High Street (Rural Match Funding) – Cllr Dodgson informed the council that the speed indicator devices (SIDs) are still not considered to be working correctly. It was agreed that CBC should be asked to replace the current SIDs with the same (Truvello) units as recently installed in Potton and Dunton. **ACTION ND**

Speed watch - Next speed watch survey to take place before the end of May.

WEBSITE – Cllr Kirkpatrick said that he had explored the idea of a new platform for the website but had not progressed this as there was a significant cost involved for little gain. He added that he would look into the '404 file not found' error message which sometimes appears when accessing the site. A message has been sent out to all parish organisations requesting updated information for the website. No responses received so it was decided that a piece would be written for the Village Link requesting update. **ACTION JK & SW**

Planning

The current Planning applications were discussed. The new dwelling request at Amber Lodge was discussed at length. The Council concluded that this request would be objected to as this was outside the Village Envelope. **(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 Annual Governance and Accountability Return was reviewed, agreed on and the Chairman signed the relevant pages for return to the external auditor. The clerk informed the meeting that a notice regarding the exercise of public rights would be advertised on the website and noticeboard. This informs the parish that they can inspect the accounts for a 30 working day period from 3rd June until 12th July. Alan Walden (internal auditor) informed the council that in his opinion, the Parish Council's system of financial and other internal controls over its activities and operating procedures are effective and comply with statutory regulations. He added that there were no matters which needed to be drawn to the Council's attention. The clerk agreed to send a copy of all future grass cutting invoices to council members. It was agreed that a 5 year term would be taken with Zurich Insurance. The Council agreed a pay increase for the clerk from £403.13 to £427.28 pcm.

Correspondence – Emails distributed between meetings include:

- Monthly crime Statistics for the parish.
- Cllr Barratt informed the meeting that he had received correspondence regarding the flying of a red ensign. The Council decided unanimously that there was no appetite for this.
- A request has been received for the use of the amenity field as a car-park in July to avoid parking congestion on the High Street. The Council agreed to this request.

- The query from a resident regarding the Right of Way through Green Lane (Pincott Lane) towards the spinney was discussed. The resident has been informed that there is no formal public right of way through this lane to the spinney, however use over many years would make it very difficult for the access to be withdrawn.

Any Other Business

- Following recent burglaries from sheds in Wrestlingworth some residents have expressed an interest in setting up a Neighbourhood Watch Group. It was decided that Cllr Williams would put an article in the Village Link asking for volunteers.

ACTION SW

- The cherry tree on the junction of High Street and Chapel Close has been inspected by a tree surgeon. One of the three trunks is dead and needs removing at a cost of £100. It was agreed that this should go ahead and also to look into 2 new cherry trees at a future date. **ACTION RB/JK**

The meeting closed at 9.20pm

Date of Next Meeting – Monday 15th July 2019 at 7.30pm.

Appendix A

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

April & May	E-on Electricity supply D/Debit		410.74
March & April	Clerk's Salary D/Debit		806.26
March & April	Clerk's expenses (Telephone, Internet, Stamps, stationery) to include use of room as office		145.19
April & May	SAGE – accounting software D/Debit		36.00
March	Memorial Hall Hire		14.00
April	CBC – Precept	22,482.00	
March	Terry Seymour – Lighting maintenance		64.50
May	BATPC – Affiliation fee		172.00
May	Grant – St Peter's Church		1,000.00
May	Grant – Village Link Magazine		150.00
March & April	D J Granger		1,911.03
May	Grant - Wrestlingworth Lower School		350.00
May	Zurich Insurance		841.21
May	Clerk's increase salary backdated from 1 April		24.25
May	Alan Walden – internal auditor's fees		100.00

Appendix B

WRESTLINGWORTH & COCKAYNE HATLEY PARISH COUNCIL**FINANCIAL STATEMENT AT 30 April 2019**

	<u>Year to 30 April 2019</u>		<u>Year to</u>
	<u>Actual</u> <u>Period to 30</u> <u>April 19</u>	<u>Budget</u> <u>for year</u>	<u>March</u> <u>2019</u> <u>Actual</u>
Income			
Precept	22,482.00	22,482.00	20,030.00
Interest	1.27	15.00	23.75
CH land grant			258.78
Bench contribution			905.00
Grass Cutting Contribution		380.00	380.33
VAT refund to March 19	259.96	259.96	122.43
Total Income	22,743.23	23,136.96	21,720.29
Operational Expenses			
Accountants fees & Sage	15.00	500.00	280.00
Affiliation Fees		300.00	308.00
Amenity Field lease		120.00	
Benches			1,847.87
British Legion		25.00	19.00
Church Clock maintenance		325.00	258.00
Churchyard maintenance		1,000.00	
Clerk's expenses		350.00	264.02
Clerk's salary	403.13	5,128.50	4,837.56
Election expenses		375.00	
Electricity - street lighting	198.80	2,000.00	1,919.05
Electricity/lighting - maintenance		1,000.00	911.25
General maintenance		500.00	0.00
Grants (see below)		1,500.00	1,050.00
Normal Grass and Hedge cutting		8,000.00	6,264.09
Other grounds & tree work		1,000.00	
Insurance		850.00	810.70
Memorial Hall Hire		100.00	89.00
Millennium Garden		100.00	0.00
Parish Tidy Up		500.00	237.50
Playing field Maintenance		1,000.00	923.45

Playing field lease (arrears)		1,440.00	1,440.00
Training expenses		200.00	83.00
Web site		500.00	579.00
Vat expensed and not yet recovered	272.90	0.00	
	889.83	26,813.50	22,121.49
Operating surplus/deficit	21,853.40	-3,676.54	-401.20
Projects			
Allotment lease and set up		2,500.00	
Speed reduction measures		7,500.00	
Neighbourhood Plan		0.00	10.00
Cockayne Hatley land & set up		3,000.00	65.00
Project Grants received			
Net Project costs	0.00	13,000.00	75.00
Overall surplus/deficit	21,853.40	-16,676.54	-476.20
RESERVES			
Bank brought forward	31,075.08	29,457.00	
(Deficit)/Surplus for period	21,853.40	-16,676.54	
Bank carried forward	52,928.48	12,780.46	
VAT refund due	272.90		
Total	53,201.38		
GRANTS PAID IN YEAR			
Youth Club			800.00
Village Link	150.00	150.00	150.00
Wrestlingworth Memorial Hall			1,000.00
St Peter's Church	1,000.00	1,000.00	
Parish Walking & Wildlife			
Lower School PTA	350.00	350.00	350.00
	1,500.00	1,500.00	2,300.00

IMPORTANT NOTES

- 1 Grass cutting varies according to number of cuts required & amount of hedge cutting
- 2 Current account - 30/04/19 2,251.81
Deposit account - 30/04/19 50,676.67

52,928.48

Planning Applications as at 10th May 2019

Application No. and Date	Location	Works Proposed	PC Comment	Status
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/18/04738/FULL 09.01.19	49-51 High Street, Wrestlingworth	Change of use from restaurant to residential	Object	Granted 18.3.19
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	Granted
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		Case closed 28.03.19 no breach identified

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/19/00647/FULL 19.03.19	3 High Street, Wrestlingworth	Proposed extensions & alterations to include first floor extension, two storey side and rear extension and single storey side & rear extension elements	No comment	
CB/19/00769/FULL 28.03.19	5 Randalls Close, Wrestlingworth	Removal of glazed link roof replaced with slate roof at same pitch to match existing with conservation roof lights	No comment	
CB/19/01113/LB 09.04.19 Listed building application in relation to CB/19/00769/FULL	5 Randalls Close, Wrestlingworth	See above	No comment	
CB/19/01407/PIP 30.04.19	Land at Amber Lodge, Wrestlingworth	1 dwelling to the south of existing	Object	