

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held at Wrestlingworth Memorial Hall on 18th November 2019 at 7.30pm

Present: Chairman Cllr R Barratt, Vice-Chairman Cllr S Williams, Cllr A Dagless, Cllr N Dodgson, Cllr J Kirkpatrick, Cllr F Dewey, Cllr K Puddephatt, CBC Cllr T Wye, Mrs C Dear (Clerk) and 1 member of the public.

Apologies: CBC Cllr A Zerny

Open Forum: Geoff Whale asked about the current status of the mobile phone mast. Cllr Barratt replied and said that it is in the hands of O2. Mobile phone users need to contact their service provider to put pressure on O2.

Ethics and Standards Code

No declarations of interest to report.

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 2nd September 2019, having been previously circulated, were approved and signed by the Chairman.

Matters arising & Chairman's Report

Since our last meeting the Chairman reported that he had:-

- 1) Contacted a resident about improving the safety barrier protecting the brook. After initial resistance, he arranged a site meeting and the work was completed.
- 2) Publicised a resident's initiative to set up a Broadband service in Cockayne Hatley.
- 3) Followed up on a ROW issue in Cockayne Hatley
- 4) Contacted CBC Highway regarding speeding on Potton Road and, with Cllr Dodgson, met with CBC Officer on site to explain concerns (further details in Cllr Dodgson's update)
- 5) Assisted in resolving an issue with an overgrown hedge
- 6) Meet with CBC ROW Officer to discuss progressing two new bridleways. Officer has subsequently written to landowner involved to progress the first of these. The second is more complicated as there are 5 landowners involved so this will not be progressed until the outcome of the first request is known.
- 7) Sourced information on the formal setting up of the Parish Council and wrote to Companies House providing evidence the Parish Council has the required power to set up a CIC. CIC now in place.
- 8) Reported a missing warning chevron on the Potton Road
- 9) Contacted the MD of a local company about the driver of one of his vehicles whose driving in the village was unacceptable.
- 10) Attended 5 school meetings in the capacity of Local Authority Governor.
- 11) Contacted CBRR regarding obtaining publicity material for their JR appeal
- 12) Attended Memorial Hall Meeting - disappointing to hear that the pre-School will be closing either at end December or in July 2020.
- 13) Cleared an obstruction to a permissive path.

The Clerk added that she had

- Forwarded relevant emails to Parish Councillors and updated noticeboards – checked on Cockayne Hatley’s noticeboard which appears to have been professionally installed at new location.
- Sent Cllr Puddephatt new councillor documents and arrange for new councillor training for both Cllrs Puddephatt and Dewey.
- Asked Louise Ashmore for advice on request from Companies House for evidence of legal personality within the incorporation documents for the Community Interest Company
- Completed agenda, budget and financial statement for November’s meeting
- Reconciled bank statement with income and expenditure and transferred £4K to cover November & December’s outgoings
- Forwarded planning applications to Planning Committee
- Checked on completion of request for re-tensioning of cableway (Fenland Outdoor Play solutions)
- SAGE – transactions added to end of October
- Updated parish website with copy of minutes and agenda
- CBC/Biffa – claim for churchyard wall. Spoke to CBC who informed me, with apologies, that after 4 months of receiving our claim they concluded that it was a Biffa truck that had reversed into the churchyard wall. I contacted Biffa to start the claim. They responded and said that as there was no footage of the damage taking place they denied all responsibility for the accident.
- Contacted Zurich Insurance to advise them of claim for church wall against CBC and Biffa. They responded with payment made directly for repairs on 10th November.
- Asked Steve Brown to start repairs to churchyard wall who replied to say he would start the work in the next few weeks
- VAT return drafted for 1 August – 31 October 2019
- Received quote as requested from Terry Seymour, electrician for electricity supply and fitting of defibrillator casing at Millennium garden - £200 + VAT.
- Sent light survey of Wrestlingworth, as requested, to Partnerships & Community Engagement Team at Central Bedfordshire Council with the view to possible adoption of parish lights (no response since, 10 weeks)
- Surveyed councillors for new dates for PC meetings – agreed on 2nd Mondays of alternate months for 2020
- Defibrillator project. Received training kit, defibrillator and housing from the British Heart Foundation. Arranged for return of all 3 items due to lack of lockable cabinet from BHF (against their recommendations to provide a locked cabinet). PC’s insurance company, Zurich, will not insure a defibrillator stored in an unlocked cabinet
- Contacted Community Heartbeat Trust for a quotation for 2 defibrillators, 2 lockable housing units for Wrestlingworth & Cockayne Hatley. Quotation distributed to Councillors for their consideration
- Liaised with CBC Cllr Tracey Wye as to a Ward Councillor Grant for the defibrillator project – started application process - <https://forms.centralbedfordshire.gov.uk/officeforms/ward-councillor-community-chest-grant-fund.ofml?OFMailID=/4n1Fjx1> - Save ID: FMBL741

- Asked David Fryatt (V.Link) to add Cllr Puddephatt's details to Village Link Contacts Page
- Received request from PhD student for information on Potton Wood – re-directed.
- Responded to Bob Moore (Church) regarding status of churchyard wall repairs
- Scanned and sent copy of Community Interest Company Certificate to Councillors
- Sent grant request letter out to Parish groups with deadline of 20th December (to date no requests received)
- Having sought Councillor's approval asked David Granger for one extra grass cut which took place on 24 Oct
- Sent precept request from CBC along with draft budget for 2020/21 to Councillors for their consideration
- Scanned and circulated Alistair Burt's letter regarding forthcoming General Election
- Forwarded Crime Statistics for parish to Councillors

Defibrillator update

Having arranged for the return of the British Heart Foundation defibrillator and cabinet (due to their insistence of an unlocked cabinet which the Parish Council cannot insure) it was agreed that the Council would use Community Heartbeat Trust for its defibrillator needs. A quote from the CHT was discussed which included a defibrillator and housing for both Wrestlingworth & Cockayne Hatley. The Council agreed to the quote which, along with the equipment, included annual support fees for both defibrillators and a 1 off 'managed solution' fee which includes the following

- CHT becomes the "owner" in law and therefore accepts the main liabilities
- CHT takes control of policies and procedures and the site becomes "Accredited"
- CHT has theft, damage and public liability insurances
- CHT will make sure if the equipment is out of service for any reason, we will have replacement equipment for the community
- CHT provides a counselling service as part of "duty of care"
- CHT extends warranties on equipment from 8 to 10 years
- CHT arranges an annual check on the equipment - defibrillator and cabinet
- The community receives top-tier equipment for untrained-users.

The PC will have the following obligations:

- To carry out regular weekly (recommended) and monthly (minimum) checks on the equipment, reporting this via the WebNos governance system
- Any replacement or additional equipment is acquired through CHT, or via a separate annual support agreement is taken out with CHT
- Installation costs

The clerk agreed to carry out the weekly checks in Wrestlingworth and Cllrs Kirkpatrick and Dewey agreed to do the checks when the clerk was unavailable. Cllr Puddephatt agreed to do the checks in Cockayne Hatley.

The Clerk informed the Council that she had started an application for a Ward Councillor grant funding for the defibrillator project. Cllr Wye, as Ward Councillor went through the application form at the meeting and informed the Council that CBC Cllr Zerny had agreed to sponsor the grant. Clerk requested to submit completed grant request. **ACTION CD**

Cockayne Hatley Co-Op Land - Village Green & CIC

Cllr Dagless informed the Council the lawyers had informed him that there was a draft legal agreement from the Co-Op stating they would not take responsibility for any existing or prior contamination with regards to the septic tank. Cllr Dagless suggested that a reply to this should be that all existing or prior contamination should be their responsibility. The draft also refers to one piece of land in CH rather than the original agreed 2 pieces. Cllr Dagless added that he would liaise directly with the Co-Op on these issues to minimise legal expenses. **ACTION AD**

Voneos update

Cllr Dagless informed the Council that the plans had been re-designed and the application re-submitted to the diocese. Cllr Dagless added that he would update the Council on progress when he had further news from Voneos as to how they are going to move the project forward.

ACTION AD

Woodcraft's Meadow/Dyason Development update

The Council discussed the letter from Dyason Development regarding the update on the proposed residential development on Woodcraft's Meadow. They state that they anticipate a negative response from the pre-application meeting to the proposed scheme of 13 new properties (affordable and market housing), provision of allotments and the gifting of an enclosed area of meadow land to the Parish Council. Their current thoughts are that a much reduced scheme will need to be submitted if it is to be considered more favourably by the Council along the lines of 3 new homes with no allotments or gifting of meadow land. The Council agreed that Cllr Barratt should reply to say that the Parish Council cannot support this application as there is no appetite for this in the parish. **ACTION RB**

East/West Rail Link

Cllr Barratt informed the Council that the CBRR are looking to obtain pledges, if required, to fund a Judicial Review if the southern route of the East/West Rail Link is chosen. After some discussion it was agreed that £500 would be offered in the form of a grant from the Council's 20/21 budget.

Post meeting update: Councillors agreed a revised amount of £350 in light of new information

Portfolios

PLAY AREA – Cllr Dewey informed the council that he had

- Bins emptied and litter cleared
- Leaf fall on slide cleared
- Gate latch is becoming loose again. Looking into alternatives.
- Ground repairs and safety sign replacement remain outstanding but will be done as soon as possible. **ACTION FD**

Cllr Dewey added that he would look at the surface matting at the Potton playground with a view to replacing ours in the future. **ACTION FD**

WEBSITE & MILLENNIUM GARDEN

Cllr Kirkpatrick informed the Council that he was helping out with the maintenance of the Millennium Garden. He said that he thought it would be useful to have an external electric socket at the garden so that electrical equipment could be used for maintenance. The Council agreed and the clerk asked to add it to the electrical request for defibrillator installation.

ACTION CD

HIGHWAYS – Cllr Dodgson updated the Council on:

Speed Watch

One speed watch session has taken place since our last meeting and pleased to announce that one new volunteer has come forward.

High Street (Rural Match Funding) – Cllr Dodgson informed the council that he had met with Charlotte Dunham of CBC on 3rd October with Cllr Barratt to discuss road safety measures if the Potton Rd development goes ahead. Charlotte has since confirmed that Highways DM are aware of safety concerns regarding the development on Potton Road and are investigating options. No further details are known at this stage.

The situation regarding the High Street SID's was also discussed

CBC will NOT replace the current units. The following actions have therefore been agreed:

- Reposition one SID so that it is back to back with the one on the verge by the field. As per the original plan.
- Adjust the radar sensor on both units to increase the activation range to the maximum.
- Set the minimum trigger speed to 30mph – dial S3 position 6
- Set the maximum trigger speed to 40mph – dial S2 position 2
- The display duration (dial S1) should be at least 3 seconds – position 6. This may depend on the activation range obtained by the adjustment of the radar unit.

Once the above work is carried out performance will be reviewed again.

Post meeting update: The units have now been relocated but the unit facing the B1042 crossroads is inoperative! Email sent to Charlotte for comment 18th November 2019.

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 2020/21.

After a lengthy discussion Councillors agreed to advise CBC to implement a 5% increase to the precept for 2020/21. **ACTION CD**

Correspondence – Emails distributed between meetings include:

- Alistair Burt's letter regarding December's general election
- Salt bag offer from CBC – The Council concluded that the Salt bag offer from CBC would be declined.

Any Other Business

- Churchyard wall – the Clerk updated the Council with developments on the churchyard wall saying that repairs are due to take place within the next few weeks.
- VE Day Celebrations – Cllr Barratt informed the Council that the idea of a VE Day street party had been suggested and asked for the Council's views. It was concluded that a VE Day party on the Amenity Field would be a better idea than a Street party and that they would support the idea but not organise it.

- Meeting dates for 2020 – it was agreed that for 2020, Parish Council meetings would take place on the 2nd Monday of alternate months starting in January. Clerk asked to inform Village Link of dates for publication in the next edition. **ACTION CD**

The meeting closed at 9.25pm

Date of Next Meeting – Monday 13th January 2020 at 7.30pm.

Appendix A

Financial Report – November 2019

The following accounts are to be paid and the clerk requested the council's endorsement.

September	E-on Electricity supply D/Debit		208.74
October	E-on Electricity supply D/Debit		202.00
November	E-on Electricity supply D/Debit		208.74
September	Clerk's Salary D/Debit		427.28
October	Clerk's Salary D/Debit		427.28
November	Clerk's Salary D/Debit		427.28
Oct & Nov	Clerk's expenses (Telephone, Internet, Stamps, stationery)		30.00
Oct	SAGE – accounting software D/Debit		18.00
Nov	SAGE – accounting software D/Debit		18.00
Oct	Town & Parish Council websites		180.00
Oct	Terry Seymour – street lighting maintenance		64.50
Nov	SLCC – affiliation fee		106.00
Sept	D J Granger – grass cutting		637.01
Sept	D J Granger – grass cutting		781.01
Oct	D J Granger – grass cutting		637.01
Nov	Royal British Legion (Robin Barratt)		19.00

Appendix B						
WRESTLINGWORTH & COCKAYNE HATLEY PARISH COUNCIL						
FINANCIAL STATEMENT AT 31 October 2019 WITH EXPECTED OUTTURN						
TO MARCH 2020 AND DRAFT BUDGET 20/21						
		Year to 31 March 2020			20/21	
		Actual to 31	Budget for	Expected		
		October 19	year	outturn	Budget	Notes
Income						
Precept		22,482.00	22,482.00	22,482.00	23,600.00	1
Interest		12.37	15.00	20.00	20.00	
Grass Cutting Contribution			380.00	380.00	380.00	
VAT refund to March 19		259.96	259.96	260.00		
Total Income		22,754.33	23,136.96	23,142.00	24,000.00	
Operational Expenses						
Accountants fees & Sage		217.00	500.00	400.00	400.00	
Affiliation Fees		208.00	300.00	300.00	300.00	
Amenity Field lease			120.00		120.00	2
British Legion			25.00	25.00	25.00	
Church Clock Maintenance			325.00	250.00	250.00	
Churchyard Maintenance			1,000.00	100.00	250.00	
Clerk's expenses		205.77	350.00	300.00	300.00	
Clerk's salary		2,991.06	5,128.50	5,130.00	5,400.00	
Election expenses		65.06	375.00	65.00	65.00	
Electricity - street lighting		1,372.34	2,000.00	2,200.00	2,200.00	
Electricity/lighting - maint		107.50	1,000.00	500.00	500.00	
General Maintenance			500.00	250.00	500.00	
Grants (see below)		1,500.00	1,500.00	1,500.00	1,500.00	
Normal Grass and Hedge cutting		5,308.40	8,000.00	7,020.00	8,000.00	
Other grounds & tree work		450.00	1,000.00	450.00	450.00	
Insurance		841.21	850.00	840.00	900.00	
Memorial Hall Hire		28.00	100.00	90.00	90.00	
Millennium Garden			100.00		100.00	
Parish Tidy Up			500.00	250.00	250.00	
Playing field Maintenance		592.80	1,000.00	750.00	750.00	
Playing field lease			1,440.00		360.00	3
Training expenses		60.00	200.00	100.00	100.00	
Web site		72.00	500.00	250.00	250.00	
Vat expensed and not yet recovered		691.67	0.00			
		14,710.81	26,813.50	20,770.00	23,060.00	
Operating surplus/deficit		8,043.52	-3,676.54	2,372.00	940.00	

Projects & rent arrears							
Allotment lease and set up		2,500.00		2,500.00	4		
Defibrillator	1,079.16		15.00	4,600.00	5		
Defibrillator matched funding				-2,000.00	5		
Speed reduction measures		7,500.00	0.00	4,074.00	6		
Amenity lease arrears				360.00	2		
Playing field lease arrears				2,880.00	3		
Cockayne Hatley land & set up		3,000.00		3,000.00	4		
Net Project costs	1,079.16	13,000.00	15.00	15,414.00			
Overall surplus/deficit	6,964.36	-16,676.54	2,357.00	-14,474.00			
RESERVES							
Bank brought forward	31,075.08	31,075.08	31,075.08	33,432.08			
(Deficit)/Surplus for period	6,964.36	-16,676.54	2,357.00	-14,474.00			
Bank carried forward	38,039.44	14,398.54	33,432.08	18,958.08			
VAT refund due	691.67		0.00	0.00			
Total	38,731.11		33,432.08	18,958.08			
GRANTS PAID IN YEAR							
Village Link	150.00	150.00					
St Peter's Church	1,000.00	1,000.00					
Lower School	350.00	350.00					
	1,500.00	1,500.00					
Bank balances							
Current account - 31/10/19	859.37						
Deposit account - 31/10/19	37,180.07						
	38,039.44						
NOTES TO BUDGET							
1 Assumes 5% increase							
2 The old lease expired September 2016 with annual rent of £120. It has not yet been renewed by CBC and no rent paid.							
3 The old lease expired March 2011 with annual rent of £360. It has not yet been renewed by CBC and no rent paid. The last email on this from CBC dated 19 Nov 18, we were seeking a reduction and time to pay.							
4 Estimated costs							
5 Both the cost of the defibrillators and grant are estimates							
6 CBC are seeking £6574 which splits the s106 equally. We are seeking to reduce this by the deposit of £2500 paid May 2017.							

Appendix C

Planning Applications as at 15th November 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 Appeal dismissed 05.11.19
CB/19/01750/FULL 25.06.19	5 Molehill Barns, Sutton Road, Eyeworth	Change of use from Bed & Breakfast back to residential house	No comment	Granted 23.09.19
CB/19/01999/REG3 04.07.19	Land off Potton Road, Wrestlingworth	Construction of 8 dwellings, including roads, sewers, hard and soft landscaping	Comments recorded on report for previous meeting	Awaiting decision
CB/TRE/19/00279 07.08.19	Old Rectory, Village Road, Cockayne Hatley	Fell dead Walnut tree protected by Preservation Order	No comment	Granted
CB/EN/19/0390 23.08.19	Land at Randalls Close	Enforcement Case re: creation of parking spaces	No comment	Case remains open
CB/TRE/19/00380 26.09.19	97 High Street, Wrestlingworth	Work to Walnut tree protected by Preservation Order	No comment	Granted 11.11.19

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/19/02674/FULL 16.09.19	49 High Street, Wrestlingworth	Single storey rear extension, rear dormer, alterations to front and side elevation	No comment	Granted 08.11.19
CB/19/02802/FULL 16.09.19	44 High Street, Wrestlingworth	Rear extension with alterations to existing dwelling and demolition of room to rear	No comment	Granted 08.11.19
CB/19/03048/FULL 07.10.19	3 High Street, Wrestlingworth	Demolition of existing bungalow & garage and construction of two storey dwelling	No comment	Awaiting decision
CB/19/03049/FULL 10.10.19 See note below	28 High Street, Wrestlingworth	Two storey side extension and internal alterations	No comment	Awaiting decision
CB/19/03341/FULL 14.10.19	58/60 High Street Wrestlingworth	Replacement of existing Drive over the Brook, to include a culvert	No comment	Awaiting decision
CB/19/03660/PCB 09.10.19	Telephone Box Wrestlingworth	Removal	No comment	

28 High Street, Wrestlingworth

Application CB/18/04673/Full was granted in December 2018 for a single storey side extension