

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

### **MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held via Zoom on 9<sup>th</sup> November 2020 at 7.30pm**

**Present:** Chairman Cllr R Barratt, Vice-Chairman Cllr S Williams, Cllr N Dodgson, Cllr J Kirkpatrick, Cllr F Dewey, Cllr K Puddephatt, C Dear (Clerk) & CBC Cllr A Zerny

**Apologies:** CBC Cllr T Wye

**Open Forum:** No requests from the general public to join the meeting have been received so no open forum.

#### **Covid-19**

Cllr Barratt informed the meeting that he had continued to issue out all the CBC information regarding Covid-19. He added that he had kept in contact with the Goodwill Fund who have re-advertised their shopping and other services. Cllr Barratt also advised that he had done a check of the regulations for play areas when lockdown 2 was announced and confirmed that play areas can remain open.

**Ethics and Standards Code** – Cllr Barratt declared an interest regarding a planning application concerning some trees on his property.

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

The minutes of the Parish Council meeting held on 14<sup>th</sup> September 2020, having been previously circulated, were approved and signed by the Chairman.

#### **Matters arising**

Village sign brickwork issue in the Slade is still outstanding. Cllr Dewey added that he had visited the sign and said that whilst the repair was more complicated than first thought, he should be able to fix the broken brickwork but not until the Spring of 2021. **ACTION FD**  
Cllr Barratt had yet to talk to resident about looking after the area under the sign. **ACTION RB**

#### **Chairman's Report**

- 1) Spoke to a resident about concerns over loose tiles on outbuildings and risk of them falling into roadway.
- 2) Contacted all house owners that would be affected by introduction of a residents parking scheme and asked for their comments. Update at meeting.
- 3) Wrote letters of thanks to Ken Ellis and all volunteers who ran the Speed-watch scheme
- 4) Attended four meetings in the capacity of Local Authority School Governor
- 5) Issued at least weekly updates on social media regarding Covid 19 situation
- 6) Highlighted Luton flight path consultation on social media.
- 7) Asked for update on RES application and was advised this has completed the consultation stage and is planned to be submitted to the December DMC
- 8) Discussed external auditors concerns with accounts with internal auditor and agreed not to alter accounts in order to avoid additional cost - this will results in the accounts being qualified but this is purely a presentational matter and not material - update at meeting.

### Clerk's Report

- Forwarded relevant emails to Parish Councillors
- Completed agenda, budget and financial statement for November's meeting
- Reconciled bank statement with income and expenditure and transferred £3K to cover November & December's outgoings
- SAGE – transactions added to end of October
- Completed and submitted VAT return to end of October
- Updated parish website with copy of minutes and agenda
- Completed weekly checks of defibrillator/housing in Wrestlingworth with no issues to date
- Spoke to member of the parish regarding the possibility of a new street light in Braggs Lane. Informed her that the Item will be discussed at Parish Council meeting in November.
- Dealt with external auditor query regarding reserves. Query regarding VAT payment sent to internal auditor
- Updated our copy of the electoral register
- Sent planning applications to Cllr Williams
- Completed confirmation statement for Companies House for Cockayne Hatley Green Spaces Community Interest Company
- Informed CBC of Parish Councillor vacancy

### Parish Council Vacancy

CBC has issued a notice of the Councillor vacancy. It was agreed that if an election is not required, co-option will take place when face-to-face interviews are possible.

### Church and Poors Charity

As agreed at the last meeting, Cllr Barratt approached a local resident regarding representing the Parish Council on the Church and Poors Charity. The resident could not take up the position so an alternative candidate, Helen Singh was asked and has accepted. Clerk asked to contact Martin Hall to inform him that the Clerk and Helen would be filling the vacancies. **ACTION CD**

### Cockayne Hatley

- Co-Op Village Green – It was agreed that Kevin Puddephatt would take the place of Andrew Dagless as director for Village Green Community Interest Company. Clerk asked to liaise with Companies House regarding relevant paperwork needed for registration. **ACTION CD**
- Village Road speed limit reduction - Cllr Puddephatt informed the Council that the speed assessment is planned to take place in the new year when normal traffic is expected to resume. Lisa White at CBC is now dealing with this. Cllr Puddephatt said that he would follow up with Lisa White in the new year **ACTION KP**
- Co-Op land tree management - Cllr Puddephatt to follow up by telephone on messages left for James Cole, the Estates Manager at the Co-Op. **ACTION KP**
- Village Road sign – Cllr Puddephatt informed the Council that this issue has been referred to the relevant department at CBC (Building works). Cllr Puddephatt to follow up and report back at next Council meeting. **ACTION KP**
- Brambles and vegetation on Village Road, Cockayne Hatley have been cut back.

### **Woodcraft's Meadow/Dyason Development update**

Nothing to report.

### **Portfolios**

**PLAY AREA** – Cllr Dewey informed the Council that the play area resurfacing work (toddler area and large swings) has been booked in for March 2021. He added that the Covid- 19 signs have been removed/fallen off on the entrance gate and the fencing inside. Cllr Dewey asked to replace the missing signs. The bins need emptying and this will be carried out this week. **ACTION FD**

**WEBSITE & MILLENNIUM GARDEN** – Cllr Kirkpatrick informed the Council that postings to the website over the past 2 months had been carried out. A notice regarding the arrival of the new vicar, Matt Phillips who will be joining on 13 January 2021, will be uploaded after confirmation from Cllr Barratt. **ACTION JK & RB**

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

- **CBC Community Safety Team Presentation** - The team's presentation and related information were circulated to councillors for comment. It was agreed that no further action was necessary.
- **Church Lane Street Sign** - A replacement sign has been requested.
- **Broken Road Surface** - Repairs to the road surface at the Church Lane Junction with the High Street have been requested (ref: 545998)
- **High Street Parking** - Julia Hobson-Cooper of CBC's Community Safety Team was contacted to discuss the possible issue of parking permits in Wrestlingworth High Street. Julia provided a link to the Central Bedfordshire Local Transport plan, this information states that no scheme exists to deal with residents owning too many cars and as a result, it is unlikely that any permit application would be successful. It was agreed that no further action would be taken.

### **Speed Humps**

Cllr Barratt said that he had been approached by a resident who had concerns regarding speeding traffic on the High Street from the T-Junction towards Hatley Road. The options of speed humps and 'pinch-points' were discussed. It was agreed that Cllr Dodgson would investigate the option of speed humps and report back at the next Parish Council meeting in January. **ACTION ND**

### **Planning**

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

### **Finance**

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

The Financial statement **(Appendix B)** was reviewed.

**Budget and precept for 2021/22** – It was agreed that a final decision on the precept required for 2021/22 would take place at the next Council meeting in January. The Council would like to keep any rises to Council Tax to a minimum.

**Possibility of changing electricity supplier** – it was noted that the charges for electricity supply by E-On have increased so the Chairman and Clerk agreed to look at alternative suppliers.

**ACTION CD & RB**

### Any Other Business

- Luton Airport proposed flight path - Cllr Barratt thanked Cllr Zerny for all the information he has made available regarding the proposed Luton airport flight path. The complex situation could have a significant impact on quality of life for the parish and surrounding area. The issue was discussed and it was agreed to share the information available to the parish. In Cllr Zerny's newsletter there is a link where you can submit a comment. Both flight path options on this link go directly over the parish and surrounding areas. Cllr Zerny added that in conjunction with more than 12 other councillors representing Central Bedfordshire and Cambridgeshire, they have written to the 5 MP's in the affected areas asking them to take action to defend this area. In addition, on 12 November Cllr Zerny said that he will be putting a motion to CBC seeking agreement that CBC will oppose the proposed flight path changes. Cllr Barratt said that as there is time before the consultation closes so we should use the next month to fully understand the situation and then at our next meeting agree on a formal response. **ACTION AI**
- Request for a new street light at Braggs Lane - Council discussed this request and felt that it was not appropriate and also too expensive. Clerk to inform resident of decision. **ACTION CD**
- Waypost (Lousy Bush from Water End) - The sign, thought to have been on the ground, is reported to have been put back in place. Cllr Barratt to check. **ACTION RB**
- Cllr Kirkpatrick said that the drain on the High Street near to Co-Op track appears to be blocked. Cllr Barratt to report to CBC. **ACTION RB**

The meeting closed at 9pm

**Date of Next Meeting** – Monday 11<sup>th</sup> January 2021 at 7.30pm

## Appendix A

### **Payments for approval – November 2020**

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

Oct	E-on Electricity supply D/Debit		202.00
Nov	E-on Electricity supply D/Debit		208.74
Sept	Clerk's Salary D/Debit		447.85
Oct	Clerk's Salary D/Debit		447.85
Sept & Oct	Clerk's expenses (Telephone, Internet, Stamps, stationery) to include Companies House* (£15)		45.00
Oct	SAGE – accounting software D/Debit		21.60
Nov	SAGE – accounting software D/Debit		21.60
Oct	D Granger – grass cutting		609.41
Oct	Town & Parish Council Websites		180.00
Oct	T & J Seymour Electrical Installations (street light maintenance)		64.50
Oct	Sovereign Play Equipment (deposit)*		1,552.24
Nov	SLCC affiliation fee		109.00
Sept	HM Customs and Excise (VAT return)	579.98	
Nov	Royal British Legion		25.00
Nov	D Granger – grass cutting		753.41

\*Invoices paid between meetings with Council's approval.

## Appendix B

### **FINANCIAL STATEMENT AT 31 Oct 2020 WITH BUDGET TO MARCH 2021** **AND PROPOSED BUDGET FOR 2021/2022**

	<b><u>Year to 31 March 2021</u></b>			<b><u>2021/2022</u></b>	
	<b><u>Actual to</u></b> <b><u>31</u></b> <b><u>March</u></b> <b><u>2021</u></b>	<b><u>Budget for</u></b> <b><u>year</u></b>	<b><u>Expected</u></b> <b><u>outturn</u></b>	<b><u>Proposed</u></b> <b><u>Budget</u></b>	<b><u>Notes</u></b>
<b>Income</b>				-	
Precept	23,610.00	23,600.00	23,610.00	24,800.00	1
Interest	9.03	20.00	10.00	5.00	
Grass Cutting Contribution		380.00	380.33	380.00	
Insurance Claim re Churchyard					
VAT refund to March 20	288.72	288.72	288.72		
<b>Total Income</b>	<b>23,907.75</b>	<b>24,288.72</b>	<b>24,289.05</b>	<b>25,185.00</b>	
<b>Operational Expenses</b>					
Accountants fees & Sage	226.00	400.00	500.00	500.00	
Affiliation Fees	208.00	300.00	320.00	320.00	
Amenity Field lease		120.00		120.00	2
British Legion		25.00	25.00	25.00	
Church Clock Maintenance		250.00	250.00	250.00	
Churchyard Maintenance		250.00		250.00	
Clerk's expenses	212.99	300.00	300.00	300.00	
Clerk's salary	3,134.45	5,400.00	5,400.00	5,600.00	
Election expenses		65.00		65.00	
Electricity - street lighting	1,372.34	2,200.00	2,300.00	2,500.00	
Electricity/lighting - maint	53.75	500.00	250.00	500.00	
General Maintenance		500.00		500.00	
GDPR Data Protection		35.00		35.00	
Grants (see below)	1,500.00	1,500.00	1,500.00	1,575.00	
Normal Grass and Hedge cutting	4,062.72	8,000.00	6,000.00	7,000.00	
Other grounds & tree work	1,150.00	450.00	1,150.00	450.00	
Insurance	858.18	900.00	858.18	900.00	
Memorial Hall Hire	14.00	90.00	14.00	90.00	
Millennium Garden		100.00		100.00	
Parish Tidy					
Up		250.00	250.00	250.00	
Playing field Maintenance	107.00	750.00	107.00	750.00	
Playing field lease		360.00		360.00	3
Training expenses		100.00		100.00	

Web site	120.00	250.00	300.00	300.00	
Vat expensed and not yet recovered	606.12	0.00			
	13,625.55	23,095.00	19,524.18	22,340.00	
<b>Operating surplus/deficit</b>	10,282.20	1,193.72	4,764.87	2,845.00	
<b>Projects &amp; rent arrears</b>					
Allotment lease set up		2,500.00		2,500.00	4
Defibrillator					
Defibrillator Ward Cllr Grant					
Speed reduction measures	6,574.00	4,074.00	6,574.00		
Amenity lease arrears		360.00		600.00	2
Play Area maintenance	1,293.53		1,293.53	5,174.11	
Playing field lease arrears		2,880.00		3,240.00	3
Cockayne Hatley land & set up		3,000.00		3,000.00	4
<b>Net Project costs</b>	7,867.53	12,814.00	7,867.53	14,514.11	
<b>Overall surplus/deficit</b>	2,414.67	-11,620.28		-11,669.11	
<b>RESERVES</b>					
Bank brought forward	30,296.15	30,296.15		30,786.36	
(Deficit)/Surplus for period	2,414.67	-11,620.28		-11,669.11	
Bank carried forward	<b>32,710.82</b>	<b>18,675.87</b>		<b>19,117.25</b>	
VAT refund due	606.12			0.00	
<b>Total</b>	<b>33,316.94</b>			<b>19,117.25</b>	

**GRANTS PAID IN YEAR**

Village Link	150.00	150.00	150.00
Magpas	200.00		200.00
Wrestlingworth Goodwill Fund	1,000.00		1,000.00
Lower School	150.00	150.00	150.00
	<b>1,500.00</b>	<b>300.00</b>	<b>1,500.00</b>

**Bank balances**

Current account - 31/10/2020	970.91
Deposit account - 31/10/2020	31,739.91
	<b>32,710.82</b>

**NOTES TO BUDGET**

- 1 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 2018, we were seeking a reduction and time to pay.
- 4 Estimated costs

## Appendix C

### Planning Applications as at 6<sup>th</sup> November 2020

<b>Application No. and Date</b>	<b>Location</b>	<b>Works Proposed</b>	<b>PC Comment</b>	<b>Status</b>
CB/19/01999/REG3 27.01.20	Land off Potton Road, Wrestlingworth	New plan for 5 dwellings now proposed.	Clarification obtained on adoption of road	Going to CBC Planning Committee 09.12.20
CB/20/03056 17.09.20	20 Braggs Lane, Wrestlingworth	Erection of summerhouse see below *	Comments by 23.11.20	
CB/TRE/20/00549 08.10.20	29 High Street, Wrestlingworth	Raise crown of ash tree	No comment	Approved 05.11.20
CB/TCA/20/00548 12.10.20	1 Church Lane	Application by neighbour to remove overhangs from three trees	No comment	Approved 05.11.20

\*New site plan submitted moving summerhouse 6m to the south and proposing the erection of a new fence on the boundary with no. 18 Braggs Lane.