

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

### **MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held via Zoom on 14<sup>th</sup> September 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 T Wye and one member of the public

**Apologies:** CBC Cllr A Zerny

**Open Forum:** No issues raised

**Covid 19:** Cllr Barratt informed the meeting that he had circulated local and central government covid announcements. He added that with the current restrictions, the PWWG walks have not been restarted and are unlikely to restart this year. Cllr Williams asked if there has been any feedback from the Goodwill Fund. Cllr Barratt said that the Goodwill fund had received lots of support from volunteers and that it has been left with Brian Whitfield to contact the Parish Council if any further help was required.

**Ethics and Standards Code** - none

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

The minutes of the Parish Council meeting held on 13<sup>th</sup> July 2020, having been previously circulated, were approved and signed by the Chairman.

#### **Matters arising & Chairman's Report**

Since the last meeting Cllr Barratt said he had:

- 1) Publicised the reopening of the Play Area
- 2) Communicated with a resident regarding the availability of meeting minutes
- 3) Communicated with a number of residents and CBC regarding the removal of the Bottle Bank and alternative sites
- 4) Publicised various messages on social media regarding Covid 19 precautions
- 5) Reported the need for the dog waste bin at Hatley Road to be replaced (now completed)
- 6) Followed up on changes to email address recorded on Parish Council website WHOIS record
- 7) Spoken to teenagers regarding use of portable BBQ in play area
- 8) Reported fallen tree on High Street close to crossroads
- 9) Reported High Street lane closure due to access bridge work being left overnight without traffic control
- 10) Spoken to Dave Moore regarding possibility of reinstating the bottle banks at The Chequers if groundworks undertaken (suggestion rejected)
- 11) Contacted Pat Longland regarding dangerous condition of amenity field walnut tree following branch falling on to car in pub car park and obtained permission for works required to make tree safe to be undertaken.
- 12) Provided CBC Helpdesk contact details to resident in order for them to report fallen branch on power line
- 13) Provided CBC Helpdesk contact details to resident in order for them to report blackout road signs.

Ward councillor Grants and covid grants from CBC Cllr Wye were advertised but will re-advertise as no requests have been received. **ACTION RB**

#### Clerk's Report

- Forwarded relevant emails to Parish Councillors
- Completed agenda, budget and financial statement for September's meeting
- Reconciled bank statement with income and expenditure and transferred £3K to cover September & October's outgoings
- SAGE – transactions added to end of August
- Completed and submitted VAT return to end of July
- Updated parish website with copy of minutes and agenda
- Completed weekly checks of defibrillator/housing in Wrestlingworth with no issues to date
- Replied to Darren McKeown's email regarding parking on the High Street
- Spoken to member of the parish regarding his land with regards to the village envelope map on the Neighbourhood Plan. Cllr Williams also spoke to the resident regarding this matter.
- Asked our tree surgeon to inspect fallen tree at the Chequers Pub and consequently to remove tree
- Reported fallen tree blocking highway near to 1 High Street to CBC for removal
- Updated our copy of the electoral register
- Spoke to Martin Hall regarding the 2 vacancies on the Church and Poores Charity

#### Church and Poores Charity

Martin Hall has informed the Parish Council that two new committee members are needed to represent Parish Council due to recent resignations. Cllr Barratt said that he would contact a member of the parish that the Parish Council thought would be a suitable candidate. The clerk also offered to represent the Council.

#### Cockayne Hatley

##### Co-Op Village Green

Cllr Puddephatt informed the Council that he had not heard anything more from the Co-Op. Village Road speed limit reduction & Village Road Sign

Cllr Puddephatt also said that he had chased up this issue with Judith Wong on 10th September but got out of office message saying she will be out until 17th September, if no reply by 21st September will follow up again **ACTION KP**

##### Co-Op land tree management

Cllr Puddephatt said that he had left a message regarding tree management. **ACTION KP**

##### Roadside vegetation

Several residents had asked how to get the foliage and vegetation that is encroaching into the road cut back as CBC highways have told one resident that they only cut the verges up to the 30mph sign (next to number 1 Village Road) so Cllr Puddephatt advised them to report the issue to the CBC overgrowing plants section.

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

Nothing to report.

## **Portfolios**

**PLAY AREA** – Cllr Dewey informed the Council that as agreed at the last meeting, signs were placed on the entry to the play area and in the play area itself in relation to using the play area during the outbreak of Covid 19. Back in use.

Cllr Dewey was also notified by a resident that the garage had been left unlocked and open. He secured the garage by replacing the padlock the same day.

Cllr Dewey informed the Council that he had misunderstood the quotation received from Sovereign in relation to the play area resurfacing. The price of £6,467.64 is only available as a one off payment. If we spread the cost over 3 years it is 3 payments of £2,597.20 which total £7,791.60. It was agreed that the work needs to take place but that the premium increase by taking instalments was too high. The Council asked Cllr Dewey to let Sovereign know that we would have the work done in Spring 2021 and not pay in instalments. **ACTION FD**

**WEBSITE & MILLENNIUM GARDEN** – Cllr Kirkpatrick has posted articles on the Parish Website and it was agreed that Facebook was the best conduit for Covid-19 postings. He added that he had spoken to Alan regarding offering help with the Millennium Garden but that Alan had said he was able to cope without any further help. The issue of plants growing into a neighbouring garage had been attended to. Clerk agreed to contact parishioner to confirm that he was happy with the work. **ACTION CD**

**Village sign in The Slade** – The area underneath the village sign needs some attention. Cllr Barratt said he would ask some of the residents around the Slade so see if they would like to take care of the plants. Cllr Dewey said that he would look at the damaged brick work to see if it could be repaired. **ACTION RB & FD**

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

### **Speedwatch**

Regarding the cessation of the speed-watch group, a formal letter was written to the PCC – Kathryn Holloway and the Beds Police Watch Scheme co-ordinator, Juliette Wright expressing the Parish Council's disappointment at the loss of the Wrestlingworth Speed-watch scheme. A request for an increase in Police speed monitoring was also made. Receipt of the letter was acknowledged by both recipients. The monitoring equipment has now been collected. Didn't answer any concerns other than completion of form is essential. Ken has issued a final report which Cllr Dodgson has agreed to circulate. Cllrs Barratt and Dodgson agreed to write to the volunteers involved to thank them for all their hard work. **ACTION ND & RB**

### **High Street Parking**

Cllr Dodgson had a virtual meeting with Sharon Wood and Julia Hobson-Cooper of CBC's Community Safety Team. The issue of parking on the High Street was discussed, whilst it was agreed that not much could be done as no laws were being broken, the problem will be mentioned to the Transport Department.

A short presentation was given to Cllr Dodgson explaining the aims of this new team which are as follows:

- Reassuring presence within the community to build confidence
- Proactively engage with local residents to understand the issues and concerns in the local area.
- Early intervention, prevention and engagement
- Collaborating with the town and parish councils
- Signposting to other agencies/partnerships if required (such as Street Link)
- CSAS (Community Safety Accreditation Scheme powers)
- Promotion of Multi Agency Information forms

Further details are available if required. Cllr Dodgson to circulate presentation and see if it is suitable for the parish. **ACTION ND**

Cllr Barratt said that he had looked at the possibility of parking restrictions along part of the High Street. Cllr Dodgson agreed that he would speak to Julia Hobson-Cooper on how to progress with a permit scheme. **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.

Clerk's salary review was discussed and the Council were in favour of the increase of £20.47 per month awarded in the new NJC agreement which is backdated to April 2020. Cllr Barratt to inform payroll. **ACTION RB**

### **Correspondence**

Cllr Barratt informed the meeting that he is yet to inspect the brook from Alexander Road to 81 High Street following a resident informing the Council of overgrown vegetation. **ACTION RB**

### **Any Other Business**

Village link – It was agreed that Cllr Williams would submit articles on Speedwatch and the bottle bank to the Village Link. **ACTION SW**

The meeting closed at 8.40 pm

**Date of Next Meeting** – Monday 9<sup>th</sup> November 2020 at 7.30pm

## Appendix A

**Payments for approval – September 2020**

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

|            |  |  |        |
|------------|--|--|--------|
| Aug        | E-on Electricity supply D/Debit                            |  | 208.74 |
| Sept       | E-on Electricity supply D/Debit                            |  | 208.74 |
| July       | Clerk's Salary D/Debit                                     |  | 427.28 |
| Aug        | Clerk's Salary D/Debit                                     |  | 427.28 |
| July & Aug | Clerk's expenses (Telephone, Internet, Stamps, stationery) |  | 31.00  |
| Aug        | SAGE – accounting software D/Debit                         |  | 21.60  |
| Sept       | SAGE – accounting software D/Debit                         |  | 21.60  |
| July       | D Granger – grass cutting                                  |  | 609.41 |
| Aug        | D Granger – grass cutting                                  |  | 609.41 |
| Aug        | TM Tree Services   |  | 500.00 |
| Aug        | Robin Barratt – Zoom subscription                          |  | 14.39  |
| Aug        | CPRE affiliation fee                                       |  | 36.00  |
| Sept       | D Granger – grass cutting                                  |  | 609.41 |
| Sept       | Magpas Air Ambulance – grant                               |  | 200.00 |
| Sept       | Clerk's backdated pay rise - £20.47 * 5                    |  | 102.35 |

## Appendix B

### WRESTLINGWORTH & COCKAYNE HATLEY PARISH COUNCIL

#### FINANCIAL STATEMENT AT 31 Aug 2020 WITH BUDGET TO MARCH 2021

|                                    | <u>Year to 31 March 2021</u>   |                        | <u>Year to 31 March 2020</u> |              |
|------------------------------------|--------------------------------|------------------------|------------------------------|--------------|
|                                    | <u>Actual to 31 March 2021</u> | <u>Budget for year</u> | <u>Actual</u>                | <u>Notes</u> |
| <b>Income</b>                      |                                |                        |                              |              |
| Precept                            | 23,610.00                      | 23,600.00              | 22,482.00                    | 1            |
| Interest                           | 8.47                           | 20.00                  | 19.47                        |              |
| Grass Cutting Contribution         |                                | 380.00                 | 380.33                       |              |
| Insurance Claim re Churchyard      |                                |                        | 788.00                       |              |
| VAT refund to March 20             | 288.72                         | 288.72                 | 259.96                       |              |
| <b>Total Income</b>                | <b>23,907.19</b>               | <b>24,288.72</b>       | <b>23,929.76</b>             |              |
| <b>Operational Expenses</b>        |                                |                        |                              |              |
| Accountants fees & Sage            | 190.00                         | 400.00                 | 307.00                       |              |
| Affiliation Fees                   | 172.00                         | 300.00                 | 314.00                       |              |
| Amenity Field lease                |                                | 120.00                 |                              | 2            |
| British Legion                     |                                | 25.00                  | 19.00                        |              |
| Church Clock Maintenance           |                                | 250.00                 | 266.00                       |              |
| Churchyard Maintenance             |                                | 250.00                 | 740.00                       |              |
| Clerk's expenses                   | 170.00                         | 300.00                 | 297.01                       |              |
| Clerk's salary                     | 2,136.40                       | 5,400.00               | 5,127.46                     |              |
| Election expenses                  |                                | 65.00                  | 65.06                        |              |
| Electricity - street lighting      | 981.16                         | 2,200.00               | 2,347.09                     |              |
| Electricity/lighting - maintenance | 53.75                          | 500.00                 | 1,123.75                     |              |
| General Maintenance                |                                | 500.00                 |                              |              |
| GDPR Data Protection               |                                | 35.00                  | 35.00                        |              |
| Grants (see below)                 | 1,300.00                       | 1,500.00               | 1,500.00                     |              |
| Normal Grass and Hedge cutting     | 2,539.20                       | 8,000.00               | 7,020.92                     |              |
| Other grounds & tree work          | 650.00                         | 450.00                 | 450.00                       |              |
| Insurance                          | 858.18                         | 900.00                 | 841.21                       |              |
| Memorial Hall Hire                 | 14.00                          | 90.00                  | 70.00                        |              |
| Millennium Garden                  |                                | 100.00                 |                              |              |
| Parish Tidy Up                     |                                | 250.00                 | 211.67                       |              |
| Playing field Maintenance          | 107.00                         | 750.00                 | 592.80                       |              |
| Playing field lease                |                                | 360.00                 |                              | 3            |

|                                    |                  |                  |                  |   |
|------------------------------------|------------------|------------------|------------------|---|
| Training expenses                  |                  | 100.00           | 60.00            |   |
| Web site                           | 120.00           | 250.00           | 252.00           |   |
| Vat expensed and not yet recovered | 593.52           | 0.00             |                  |   |
|                                    | 9,885.21         | 23,095.00        | 21,639.97        |   |
| <b>Operating surplus/deficit</b>   | 14,021.98        | 1,193.72         | 2,289.79         |   |
| <b>Projects &amp; rent arrears</b> |                  |                  |                  |   |
| Allotment lease and set up         |                  | 2,500.00         |                  | 4 |
| Defibrillator                      |                  |                  | 4,780.00         |   |
| Defibrillator Ward Cllr Grant      |                  |                  | -2,000.00        |   |
| Speed reduction measures           | 6,574.00         | 4,074.00         |                  |   |
| Amenity lease arrears              |                  | 360.00           |                  | 2 |
| Playing field lease arrears        |                  | 2,880.00         |                  | 3 |
| Cockayne Hatley land & set up      |                  | 3,000.00         |                  | 4 |
| <b>Net Project costs</b>           | 6,574.00         | 12,814.00        | 2,780.00         |   |
| <b>Overall surplus/deficit</b>     | 7,447.98         | -11,620.28       | -490.21          |   |
| <b>RESERVES</b>                    |                  |                  |                  |   |
| Bank brought forward               | 30,296.15        | 30,296.15        | 30,786.36        |   |
| (Deficit)/Surplus for period       | 7,447.98         | -11,620.28       | -490.21          |   |
| Bank carried forward               | <b>37,744.13</b> | <b>18,675.87</b> | <b>30,296.15</b> |   |
| VAT refund due                     | 593.52           |                  | 288.72           |   |
| Total                              | 38,337.65        |                  | 30,584.87        |   |
| <b>GRANTS PAID IN YEAR</b>         |                  |                  |                  |   |
| Village Link                       | 150.00           | 150.00           | 150.00           |   |
| Wrestlingworth Goodwill Fund       | 1,000.00         |                  | 1,000.00         |   |
| Lower School                       | 150.00           | 150.00           | 350.00           |   |
|                                    | <b>1,300.00</b>  | 300.00           | <b>1,500.00</b>  |   |
| <b>Bank balances</b>               |                  |                  |                  |   |
| Current account - 31/08/2020       | 2,084.76         |                  | 2,557.51         |   |
| Deposit account - 31/08/2020       | <u>35,659.37</u> |                  | <u>27,738.64</u> |   |
|                                    | <b>37,744.13</b> |                  | <b>30,296.15</b> |   |

**NOTES TO BUDGET**

- 1 5% increase  
The old lease expired September 2016 with annual rent of £120. It has not yet been renewed by CBC and no rent paid.
- 2
- 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 offer on this from CBC dated 19 Nov 18, we were seeking a reduction and time to pay.
- 4 Estimated costs

## Appendix C

### Planning Applications as at 7<sup>th</sup> September 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<br>27.01.20    | Land off Potton Road,<br>Wrestlingworth             | New plan for 5 dwellings now proposed.  | Clarification obtained on adoption of road                | Awaiting decision   |
| CB/20/01481/FULL<br>22.05.20    | The White House, 47 High Street,<br>Wrestlingworth  | Carport to rear of property   | No comment  | Granted<br>31.07.20   |
| CB/20/01765/FULL<br>01.06.20    | Brook End Barn,<br>Village Road,<br>Cockayne Hatley | Triple garage with ancillary accommodation  | Object -text available on CBC website                     | Application withdrawn<br>29.06.20<br>see application below                              |
| CB/TCA/20/00293<br>17.06.20     | Old School House, 1 Church Lane,<br>Wrestlingworth  | Removal of silver birch tree  | No comment  | Granted<br>27.07.20   |
| CB/20/01942/FULL<br>18.06.20    | 7 Church Lane,<br>Wrestlingworth                    | First floor extension   | No comment  | Granted<br>27.07.20   |
| CB/20/02222/FULL<br>02.07.20    | 19A Village Road,<br>Cockayne Hatley                | New shed (already built)  | No comment  | Granted<br>21.08.20   |
| CB/20/02324/PIP                 | Brook Farm, 94 High Street<br>Wrestlingworth        | Permission in Principle for 4-6 dwellings   | Supported option for 6 units providing 4 affordable homes | Application withdrawn<br>19.08.20   |
| CB/20/02447/FULL                | Brook End Barn,<br>19B Village Road<br>C/Hat        | Change of use to garden and rebuilding barn to form garaging with 1 <sup>st</sup> floor accommodation to create annex | Object  | Granted<br>01.09.20<br>with a condition that this should not become a separate dwelling |