

## WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

### MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held via Zoom on 11 January 2021 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 one member of the public

**Apologies:** CBC Cllr A Zerny

#### **Open Forum:**

Louise Landen asked that the following information be brought to the attention of the Council in the open forum. She said that during the past year with the various lockdowns, Cockayne Hatley has been discovered as a good place to get exercise, accordingly the number of people driving in and out the village has increased. They park on the Community Green Space land at the very end of the village. This land has not been designed as a public car park and is getting degraded from the constant parking. There has recently been a problem with the drainage (collapsed land drain?) on the land resulting in a flow of water running down the road. It looks like someone has attempted to dig a hole there, but the area has become very muddy. She believes this is still private land but if people are going to continue parking there every day it either needs reinforcement to create a car park or a barrier to discourage parking. At present it is a mess and getting worse. Louise also said that consideration needs to be given to the road into the village as well as the Community Green Space. She has noticed that verges are cut up as it is only a single track road. Extra traffic is taking its toll. Her preference would be to not encourage car parking as this would only increase traffic in Cockayne Hatley.

Louise's comments were discussed at length. Cllr Barratt said that he would contact Louise and let her know that with regards to the flooding, it has been established that there are three factors contributing to the rainwater running down Village Road from the adjoining farmland:-

- i) Broken land drain - this was thought to have been broken by the articulated vehicle that got lost and had to turn round at the end of Village Road last year - this has been discussed with the Co-op's land agent. They have indicated to Cllr Puddephatt that they will inspect the area to decide on the action to be taken.

- ii) Loss of camber on farm track - over time, the camber on the farm track that diverted the field run off away from Village Road and into the fields had been eroded (probably by the sugar beet vehicles). This has been discussed with the Farm Manager, who has agreed to reinstate the camber once the ground conditions are suitable for this work to be done.

- iii) Loss of roadside kerb - as a result of the road surface being resurfaced (more than once), there is now no longer any 'kerb' outside the properties numbers 8 to 14 Village Road, allowing the rain water coming off the fields to run off the road and down the properties driveways towards the houses/garages. This issue will be logged with the Central Bedfordshire Helpdesk, with a request for the kerb to be reinstated. **Action RB**

The parking issues are not so straightforward. There are two spots in the village where inconsiderate parking is taking place, the first being at the end of Village Road. As this area is private land it was agreed that there is nothing the Parish Council can do about the parking here. It was not that this is considered a turning area but as far as the Parish Council is aware, this is unofficial. Cllr Puddephatt agreed to raise the issue with the Co-op's land agent. Cllr Puddephatt also advised that on occasions, people are parking in front of the farm track access

gate – Cllr Puddephatt agreed to talk to the Farm Manager about putting up appropriate signage to deter this. The last place parking is occurring is the old bus-turning area, which is also the access for the vehicles emptying the septic tank. Cllr Puddephatt will arrange for a sign to be put up advising no parking as access is required at all times. **Action KP**

Councillor Puddephatt informed the Council that the Co-op land is managed by Savilles. He added that he had spoken to Charlotte at Savilles and explained the problem with the trees, flooding and damaged drain. He also said that the PC wanted to acquire this land and use as a parish amenity (hence the CIC). The response was that if the trees need managing, they would prefer to do it. Cllr Puddephatt has followed up this conversation with a detailed email and he is awaiting her response. Cllr Barratt reminded the Council that the Co-Op need to retain responsibility for the septic tank on this piece of land as the PC cannot take on this liability.

### **Covid-19**

Cllr Barratt said that he has posted covid notices on social media regarding local statistics and requests to stay at home. Cllr Williams asked that the issues regarding farmland crops being walked on, local footpaths and rights of way be bought up at the PWWG meeting this week. Cllr Puddephatt added that he had sent information regarding covid to residents in Cockayne Hatley.

CBC Cllr Wye informed the meeting about the start of vaccinations, presently at Stevenage but also at the Weatherly Centre from the 18<sup>th</sup> January; Cllr Barratt said that he would advertise this fact. Cllr Williams said that there was an email sent out today from CBC listing the venues and added that invitations to book a vaccination appointment are being sent out by letter. **Action RB**

### **Ethics and Standards Code**

None

### **Minutes of Previous Meeting**

The minutes of the Parish Council meeting held on 9<sup>th</sup> November 2020, having been previously circulated, were approved and signed by the Chairman.

### **Matters arising**

None

### **Chairman's Report**

- 1) Contacted livestock owner regarding concerns raised by resident of a 'distressed' cow. Proved to be false alarm.
- 2) Issued weekly CBC Covid statistics to residents via Facebook
- 3) Issued email regarding Luton flight plans and followed up with Richard Fuller and kept in touch with Potton based action group. Responded to a number of residents on questions regarding the consultation.
- 4) Re-reported blocked drain outside 94 High Street (reference **347543**) - subsequently spoke to CBC Helpdesk to reopen call as had been assumed to be road gully rather than blocked drain.
- 5) Followed up with Project Manager following approval of development plan for Potton Road site.
- 6) Issued gritting warnings as issued by CBC
- 7) Reported flooding in High St, Wrestlingworth on Christmas Eve and asked that road closed signs put out.
- 8) Spoke to resident regarding flooding of their property on Christmas Eve and subsequently

reported to CBC that the area of the Brook at the bottom of Butchers Lane, which is their responsibility, needs clearing out (reference 348433)

9) Communicated with a resident about inaccurate social media post regarding the recent change of ownership of 94 High Street and PIP application.

Cllr Williams asked about the flooding which took place before Christmas at Butchers Lane. She informed the meeting that the brook also over-topped at 89 High Street and flooded all the gardens outside the cottages taking out a fence at no. 89. The water is added to by a land drain which goes under the road and into the brook by no. 89. Cllr Williams was asked by residents of 92 if something can be done about clearing the brook between Alexander Road and the grill by no.83. The residents were happy to help out with the parish tidy up, but the tidy up would not be taking place at the usual time of year, Spring, due to lockdown. Cllr Barratt added that the area between no.89 and Alexander Road has a couple of build ups of debris but these are not stopping the water when in high flow. The conclusion is that the sheer volume of rainfall is the cause of the flooding. Cllr Barratt said that he has tried to get CBC to unblocked the drain outside no.94 High Street. Hopefully a tidy up day can take place in the Autumn if restrictions permit.

#### Clerk's Report

- Forwarded relevant emails to Parish Councillors
- Completed agenda, budget and financial statement for January's meeting
- Reconciled bank statement with income and expenditure and transferred £2K to cover January and February's outgoings
- SAGE – transactions added to end of December
- Updated parish website with copy of minutes, agenda and Annual Governance and Accountability Return
- Completed weekly checks of defibrillator/housing in Wrestlingworth with no issues to date
- 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 with regards to new director's details
- Completed 2 HM Revenue and Customs CT600 submissions for CIC
- Contacted Martin Hall with details of 2 new members to represent the Parish Council on the Church and Pools Charity
- Sent grant request applications to parish organisations & forwarded completed applications to Parish Councillors for their consideration at today's meeting.

#### Parish Council Vacancy

It was agreed that as no one has come forward, the vacancy will be advertised when face-to-face interviews are possible so that co-option can take place.

#### Cockayne Hatley

- Village Road speed limit reduction - Cllr Puddephatt informed that CBC are waiting for 'things to return to normal' before monitoring the traffic flow
- Village Road sign – Cllr Puddephatt has emailed Lisa at CBC who is yet to reply
- Flooding issues – see Open Forum section above

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

Nothing to report.

### **Portfolios**

PLAY AREA – Cllr Dewey informed the Council that he has had confirmation from Sovereign that the resurfacing work will take place on 15 & 16th March. Cllr Barratt will put an item on social media sites informing local residents and laminated notices will be put up in early February. Cllr Dewey will ensure that the Lower School are made aware of the work taking place. Government guidelines recommend continued access to outside places for the general public and so the play area is still open at the moment. **ACTION RB & FD**

WEBSITE & MILLENNIUM GARDEN – Cllr Kirkpatrick informed the Council that he has posted some updates onto the website. He added that with Alan, he undertook a tidy up at the millennium garden in preparation for Spring.

HIGHWAYS – Cllr Dodgson updated the Council on:

- Church Lane Street Sign – the broken sign has been replaced.
- Broken Road Surface - Repairs to the road surface at the Church Lane Junction with the High Street have been requested (ref: 545998)
- Speed reduction measures – Cllr Dodgson has contacted Charlotte Dunham regarding the possibility of speed reduction measures from the T-junction on the High Street towards Hatley Road. Charlotte has yet to respond. CBC Cllr Wye said that she would also get in contact with Charlotte for a progress update. **ACTION ND & TW**

### **Planning**

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

Cllr Barratt said that with regards to the development on Potton Road, he is following up with the project manager and trying to stay involved as much as possible with the design of the development. He added that he is awaiting details on the speed reduction measures planned for the T-junction. Cllr Williams informed the meeting that Brook Farm has been purchased by a consortium of local residents who have informed the Council that an archaeological survey and arboreal survey will take place this week. They have assured Cllrs Barratt and Williams that they will work with the parish council on the design of the development. Cllr Williams informed the meeting that Richard Whitlock has asked to meet with Cllrs Barratt and Williams and the parish council agreed to this. Cllr Barratt added that they intend to keep the farm track and to convert the small parcel of land behind the development to grazing land, properly fenced. Acknowledgement has been made over the drainage issues on the site and they intend putting a drainage system in that drains onto the farmland. CBC Cllr Wye added that the developers of this site have also been in contact with herself and Cllr Zerny to confirm that they hope to work with the Parish Council on this.

### **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 to keep the rise to a minimum, a 2.5% increase in the precept for 2021/22 will be requested. **Action CD**

Councillors discussed repairs to 3 faulty streetlights (to be replaced by LEDs) in High Street, Wrestlingworth – all agreed

Councillors discussed quote for St Peter’s church clock annual service – all agreed

#### Grants –

Village Link Magazine (£250) - Simon Dear informed the meeting that the Village Link gets its income from advertising plus grants and sponsorship. Since covid there has been a fall-off in advertising. He added that the demand for content is increasing; the last edition was 32 pages. All Councillors in favour of grant request.

School (£4,857) – The request from the school for a canopy costing £4,857 was discussed at length. The minimum amount requested equates to over 20% of our annual precept so the Council agreed that they are not in a position to provide this amount of funding. It was advised that the school approaches CBC Councillors in the new financial year for a match funded grant. All agreed. Clerk asked to contact the school. **ACTION CD**

History Society (£120) – Nick da Costa informed the meeting that the History Society is keen to get their programme of events restarted. The grant request for Zoom opens up opportunities and would enable host speakers who geographically could not attend, even when lockdown is over, the possibility of giving talks. All Councillors in favour of grant request.

Goodwill Fund (£450) – The grant request was discussed by the Councillors and concluded that the Goodwill have not provided any information of value for their grant request. From the bank statement it is impossible to see what amounts are ring-fenced and what their outgoings are. While the Council is very keen to support them, in particular with their Covid relief services, this specific request for a non-project amount cannot be supported. All Councillors agreed not to approve the requested grant, however if the Goodwill were to provide the Parish Council with a worthwhile application for a more appropriate project, it would be re-considered. Clerk asked to contact the Goodwill Fund. **ACTION CD**

#### Correspondence

None

#### Luton airport

Cllr Barratt had sent out a very detailed report on this proposal and pointed out that both options available go straight over our parish. It was also noted that the predictions in increased travel is dubious considering what has happened to the aircraft industry. It was agreed that we should respond to the proposal as a Parish Council on the lines that we are not being offered any choice and that the volume projections are flawed. Cllr Barratt added that he does not want to comment through their standard process but to, instead, submit a document detailing our objections. He will draft a response for circulation. Response is needed by 6 February. **ACTION RB**

#### Any Other Business

Cllr Williams to submit an article from the Parish Council for the Village Link publication, details of which were discussed. **ACTION SW**

The meeting closed at 9.10pm

**Date of Next Meeting** – Monday 8<sup>th</sup> March 2021 at 7.30pm

## Appendix A

### Payments for approval – January 2021

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

Dec	E-on Electricity supply D/Debit		202.00
Jan	E-on Electricity supply D/Debit		208.74
Nov	Clerk's Salary D/Debit		447.85
Dec	Clerk's Salary D/Debit		447.85
Nov & Dec	Clerk's expenses (Telephone, Internet, Stamps, stationery)		30.00
Dec	SAGE – accounting software D/Debit		21.60
Jan	SAGE – accounting software D/Debit		21.60
Jan	Robin Barratt (Royal British Legion Wreath)		19.00
Dec	Mazars – External Auditors		240.00
Sept	HM Customs and Excise (VAT return)	606.12	
Jan	3 Faulty street lights in Wrestlingworth		1,080.00
Jan	St Peter's Church clock service		328.80

## Appendix B

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

	<u>Year to 31 March 2021</u>			<u>2021/2022</u>	
	<u>Actual to 31 March 2021</u>	<u>Budget for year</u>	<u>Expected outturn</u>	<u>Proposed Budget</u>	<u>Notes</u>
<b>Income</b>				-	
Precept	23,610.00	23,600.00	23,610.00	24,200.00	1
Interest	9.54	20.00	10.00	5.00	
Grass Cutting Contribution	380.33	380.00	380.33	380.00	
Insurance Claim re Churchyard					
VAT refund to March 20	288.72	288.72	288.72	280.00	
<b>Total Income</b>	<b>24,288.59</b>	<b>24,288.72</b>	<b>24,289.05</b>	<b>24,865.00</b>	
<b>Operational Expenses</b>					
Accountants fees & Sage	262.00	400.00	500.00	500.00	
Affiliation Fees	317.00	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	257.99	300.00	300.00	300.00	
Clerk's salary	4,030.15	5,400.00	5,400.00	5,600.00	
Election expenses		65.00		65.00	
Electricity - street lighting	1,763.52	2,200.00	2,300.00	2,500.00	
Electricity/lighting - maint	107.50	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	1,500.00	
Normal Grass and Hedge cutting	5,198.40	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	300.00	250.00	300.00	300.00	
Vat expensed and not yet recovered	264.65	0.00			
	16,130.39	23,095.00	19,524.18	22,265.00	
<b>Operating surplus/deficit</b>	8,158.20	1,193.72	4,764.87	2,600.00	
<b>Projects &amp; rent arrears</b>					
Allotment lease and set up Defibrillator		2,500.00		2,500.00	4
Defibrillator Ward Cllr Grant					
Speed reduction measures	6,574.00	4,074.00	6,574.00		
Amenity lease arrears		360.00		360.00	2
Play Area maintenance	1,293.53		1,293.53	5,174.11	
Playing field lease arrears		2,880.00		2,880.00	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	13,914.11	
				-	
<b>Overall surplus/deficit</b>	290.67	-11,620.28		11,314.11	
<b>RESERVES</b>					
Bank brought forward	30,296.15	30,296.15		30,786.36	
(Deficit)/Surplus for period	290.67	-11,620.28		11,314.11	
Bank carried forward	<b>30,586.82</b>	<b>18,675.87</b>		<b>19,472.25</b>	
VAT refund due	606.12			0.00	
Total	31,192.94			19,472.25	
<b>GRANTS PAID IN YEAR</b>					
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>	300.00	<b>1,500.00</b>		
<b>Bank balances</b>					
Current account - 31/12/2020	3,359.95				
Deposit account - 31/12/2020	27,226.87				
	<b>30,586.82</b>				

**NOTES TO BUDGET**

- 1 2.5% 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 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

## Appendix C

### Planning Applications as at 9th January 2021 for PC Meeting 11th January 2021

<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	Granted 09.12.20
CB/20/03056 17.09.20	20 Braggs Lane, Wrestlingworth	Erection of summerhouse	Comments by 23.11.20	Granted 26.11.20
CB/20/04107/NMA 12.11.20	4 Potton Road, Wrestlingworth	Non material minor amendment: change to style & size of ground & 1 <sup>st</sup> floor front landing window and position of back door	For information only -no consultation required	Granted 30.11.20
CB/TCA/20/00659 18.11.20	7 The Slade, Wrestlingworth	Works to TPO walnut tree	No comment	Granted 29.12.20
CB/20/04423/PIP 03.12.20	Brook Farm, 94 High Street, Wrestlingworth	Permission in principle for up to 5 dwellings	No comment	Granted 07.01.21
CB/TCA/20/00686 08.12.20	47 High Street, Wrestlingworth	Works to trees in conservation area. Reduce tops and sides to yew tree and conifers	No comment	Granted 05.01.21

<b>Application No. and Date</b>	<b>Location</b>	<b>Works Proposed</b>	<b>PC Comment</b>	<b>Status</b>
CB/20/04765/FULL 28.12.20	4 Potton Road, Wrestlingworth	Open framed garage and wood store	No comment	Comments by 05.02.21
CB/20/04690/FULL 05.01.21	5 High Street, Wrestlingworth	2 storey & single storey side extension inc garage & rear facing dormer. Construction of dormer window to front facing study. New drop kerb. Demolition of existing detached garage	No comment	Comments by 05.02.21