

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

DRAFT MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held via Zoom on 10 May 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 A Zerny & 20 members of the public

Apologies: CBC Cllr T Wye, Daryl & Angela Kennedy

Open Forum:

Richard Whitlock gave a presentation on the Brook Farm development which covered the following:

- Primary objectives of Brook Farm Development Ltd
- Photograph and plan of approved development site
- Details of the revised boundary proposal request to CBC to square off development area and go outside the village envelope
- Original and revised approved Co-Op plans
- New concept plans for the following options
 - 4-House Plan - 4 detached houses, using squared off area for gardens
 - 5-House Plan - 3 detached and 1 pair of semi-detached houses which suits the Neighbourhood Plan more providing houses at a different price point. This uses the extra squared off area for gardens
 - 6-House Plan - 2 detached and 2 pairs of smaller semi-detached houses which they are asking the parish council, ward councillors and residents for consideration for this layout fulfilling what they consider to be a more effective delivery of a different price point of houses meeting the Neighbourhood Plan. This will result in building over the development line. CBC will be more likely to consider approving this plan if it has positive support from both residents and the Parish Council. Richard believes this is the best plan for the village in terms of site layout and providing an additional semi-detached house.
- An ecology plan for the area behind the development site. Richard added that if they get approval for the development, then they intend to provide an improved amenity with some enhanced planting of hedges around the field beyond the development site to include wildlife areas and pasture.

Mr Walker asked the following questions:

1. In 2000 numbers 108 to 112 High Street purchased a derelict pond to the rear of these properties to drain, backfill and extend their gardens. As part of this project a protected species of newt was discovered in the pond and a requirement to retain a drainage ditch to maintain the newt's habitat was placed on the plans. This was done and to this day the newts flourish in the ditch. Since the water inlet to the ditch (the original pond inlet) is in the vicinity of the development project, what provision is there in the development plans to ensure the continuation of water supply to the ditch?

Richard replied saying that he thinks the development site is lower than the pond. He added that under planning rules, they will engage the services of a drainage consultant who will look at the water attenuation for the site. He also offered to include Mr Walker in a meeting with the drainage consultant when he is on site to discuss any concerns.

2. Regarding the field adjacent to and beyond the development site which has also been purchased by Mr Whitlock and his partners. Given that the previous owners of this field made a number of attempts to secure outline planning permission to intensively develop the area, which caused much concern in the village and were all rejected, what plans do the new owners have for the short, medium and long term future of this agricultural land?

Richard replied that the short term objective is to get planning permission for the site. The medium term objective is to have the site developed within 3 years after receiving planning permission. Soon after that hedge row and tree planting will start and then to keep the field for grazing purposes. In the long term, Richard said that he is looking to hold on to that land. He added that he has had 6 developers offer to buy the field but feels that he will look after the interests of the village far better and continue to engage with the village as to what they do.

Cheryl Roberts then said that the 6-house plan may draw in more families and may mean that more children are available to attend the lower school and is in favour of the plan.

Jason Reeves, the owner of the adjacent house to the site is very supportive of the plan for 6 houses.

Cllr Puddephatt said that on the plans there are just 2 visitor parking spaces and as a result fears more parking on the High Street. Richard replied that there will be 18 parking spaces for 6 houses to include 2 visitor parking spaces. He added that a new lockable gate will be installed along with a kissing gate for walkers.

Cllr Barratt read out a statement from Daryl and Angela Kennedy to say that they support the 6-house plan.

Richard Whitlock then asked whether or not attendees of the meeting supported the 6-house plan. Most were in favour, some abstained and one was against.

Covid-19

Cllr Barratt said that he has posted Covid-19 notices on social media regarding local statistics, requests to stay at home and notifications regarding vaccines.

Ethics and Standards Code

None

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 8th March 2021, having been previously circulated, were approved and signed by the Chairman.

Matters arising

There was an action for Cllr Barratt to link with CBC archaeological team about the tree nursery – this was done and they were non-committal regarding the creation of allotments.

Chairman's Report

Chairman's Report for May Parish Council meeting Since the last meeting I have :

- 1) Followed up with CBC on getting the lease for the allotment site progressed. The consultant I'm liaising with is talking with the CBC Legal Team about combining the lease for the allotment area with that of the adjoining amenity land. I will follow up again if no update has been received by end of May
- 2) In my capacity as LA Governor of Wrestlingworth and Dunton Lower Schools I have attended 7 meetings.
- 3) Following concerns raised by resident over footpath being blocked by building works, visited the site and found it to be clear. The work undertaken to clear debris from the site has caused considerable rutting of the footpath. This will be inspected once the work is complete and any remedial actions considered necessary raised with the householder.
- 4) Obtained boundary plans from Land Registry of common land areas at entrance to Braggs Lane.
- 5) Reported to CBC that the railings along the High Street pavement in the vicinity of Alexander Road are falling into Brook. (Ref 353698)
- 6) Reported Openreach manhole in Potton Road leaking water (Ref SM OVLU93)
- 7) Contacted Project Manager for Potton Road development to clarify arrangements for contractors parking after a number of vehicles parked along Potton Road. Situation Resolved.
- 8) Issued updates on Covid statistics and availability of vaccinations on social media.
- 9) Following enquiry from resident, contacted Project Manager for Potton Road development to obtain details on how applications for properties should be made. He advised that a briefing document regarding the properties and the process is currently being prepared and will be forwarded when completed. To be followed up if not received by end of May.
- 10) Liaised with Sovereign contractors working on play area to ensure work completed with least disruption to school and neighbouring residents and to ensure all debris cleared from site.
- 11) Set up and promoted an online donation page for a resident who had all his work tools stolen from his van outside his home.
- 12) Reported concerns from residents that the brook in Wrestlingworth looked contaminated to Environment Agency (EA). Subsequently had conversation with investigator who advised that, based on the description of the contamination, it was likely to be natural and harmless and currently they were unable to undertake a site visit. Agreed that I would monitor the situation and contact him again if further concerns. Also took opportunity to confirm that reports of a septic tank leaking into the water course had been received by EA and appropriate action taken.

Clerk's Report

- Forwarded relevant emails to Parish Councillors
- Completed agenda, budget and financial statement for May's meeting
- Reconciled bank statement with income and expenditure and transferred £4K to cover May and June's outgoings
- SAGE – transactions added to end of April
- Updated parish website with copy of minutes and agenda
- Completed weekly checks of defibrillator/housing in Wrestlingworth with no issues to date. Cllr Puddephatt completes the weekly checks for the defibrillator in Cockayne Hatley. Both are recorded as a site visit on the Community Heartbeat Trust website.
- Updated our copy of the electoral register
- Sent planning applications to Cllr Williams
- Completed VAT return up to end April 2021

- Completed Annual Governance Statement Return for 2020/21 and delivered to internal auditor, Alan Walden, together with bank statements, invoices and insurance documents
- Put Jo Hoy's poster regarding open garden on noticeboard
- Paid Sovereign's invoice after lengthy negotiations regarding clearing of site
- Informed CBC of name for Potton Road development
- Reported leaning street light column in Chapel Close to CBC
- Received call from Hatley Road resident regarding missed grass cutting by contractor. Contacted contractor and arranged for verge to be cut.
- Received request for funeral arrangements at St Peter's Church and redirected to relevant persons
- Received email from resident regarding damage to gatepost at St Peter's Church. Asked Steve Brown to visit
- Reviewed and updated Risk Register
- Received email from resident regarding road sweeper, parking outside house and possibility of double yellow lines
- Updated parish website with copy of GDPR Registration certificate
- Reported attempted break-in and subsequent damage of garage door to Zurich Insurance

Portfolios

COCKAYNE HATLEY – Cllr Puddephatt informed the Council:

- Use of Co-op land - no response from Co-op via their land agent, Savills
- Village Road street name - CBC has installed the new sign.

PLAY AREA – Cllr Dewey informed the Council that

- The groundworks and resulting rubbish clearance has now been completed with thanks to Robin for co-ordinating
- The gate post has been damaged and was cordoned off until it can be replaced. A quote from Joe Bibby to replace the gate post has been received at £380 with a 2 week lead time
- An attempted break-in to the garage has damaged the garage door - 3 companies have been asked to provide a quote and timeframe for the work – this will be covered by our Insurance policy, although it is believed it will be subject to an excess of £100
- I have not yet put the signs up above the bins advising of no nappies

WEBSITE & MILLENNIUM GARDEN – Cllr Kirkpatrick informed the Council that posting of information on the Council website has continued. James added that UK Power Networks had been in contact regarding the Safe Space Campaign. This is where someone suffering domestic abuse can click on a Safe Space button on the website to get help and no record of this shows up in the browser history. It was agreed that this is a good idea and Cllr Kirkpatrick said he would speak to the website provider to discuss implementing this. There are no costs involved with this initiative. **ACTION JK** Cllr Barratt asked Cllr Kirkpatrick if there could be a reminder on the website regarding the fact that there are defibrillators available in the parish. Cllr Barratt added that he had been told that someone had needed the use of the defibrillator but that it had taken 3 attempts to obtain the correct access code. The clerk said that she would contact The Heartbeat Trust and the Ambulance service and investigate the problem. It was also suggested

that a regular advert on the defibrillators and their locations gets included in the Village Link. Clerk to liaise with editor of Village Link. **ACTION CD** Cllr Kirkpatrick suggested that the home page on the website is revised to advertise the locations of the defibrillators. **ACTION JK** Brian Whitfield suggested that notices are placed on the noticeboards. The clerk responded saying that there are notices on the noticeboards but that she would ensure they are still visible. **ACTION CD** Cllr Barratt said that he would put a notice on the Parish Facebook page drawing attention to the location of the defibrillators. **ACTION RB**

HIGHWAYS – Cllr Dodgson updated the Council on:

- Broken Road Surface – Repairs are needed to the road surface on the High Street and the junction of Potton Rd remains in a bad state of repair. Cllr Dodgson reported to CBC.
- Cllr Dodgson requested replacement of damaged/missing chevrons at the z-bend going towards Dunton.
- Email from Joe Malia regarding possibility of double yellow lines between old shop location on the High Street and Church Road junction having been circulated to Councillors was discussed. Cllr Dodgson said that he has received some guidelines from Lisa Wright at Highways CBC who said that it would involve a 5-stage process – how the problem is being caused, the accident history, site visit, traffic regulation issued together with consultation procedure and finally results discussed at a traffic management meeting. It was agreed that a case would not be able to be made as it is an intermittent problem. Cllr Barratt to respond to Mr Malia. **ACTION RB**
- The request for a new road sign at crossroads is still outstanding. Cllr Barratt said that he would chase. **ACTION RB**

Potton Road Development

- The top soil from the RES development has been removed and 200 cubic meters of which has been reserved for the allotment area. The contractors from the development have agreed that they will level it out. The top soil is good quality, has been tested and has a certificate. Cllr Barratt has asked CBC for positive written confirmation that the parish council will be getting a lease for land before the soil is moved. Cllr Barratt added that he will mark out the site for the top soil so that the footpath is unobstructed. The site manager has contacted the local school to see if a site visit is useful to them. They are also going to put up viewing holes in the boarding surrounding the site.

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.

The Memorial Hall grant request for £1,000 was discussed. The grant will be used to go towards essential complete re-wiring work, current quote for £16K. Cheryl Roberts, the treasurer to the Memorial Hall, informed the meeting that other grants were being applied for and that if successful, the grant from the Parish Council would not be needed. The Parish Council decided to delay the grant request until the result of the other grant applications had been received.

Correspondence

Margaret Bates's emails regarding people walking on farmland and the amount of litter in the parish were discussed. It was noted that litter is partly coming from the building sites but also from people dropping litter. It was agreed that the parish council do not have any power over these issues other than putting notices up on Facebook and in the Village Link. Clerk to reply to Margaret Bates saying that although the parish council sympathise and share her concerns, we do not have any powers to bring to bear on either matter. **ACTION CD**

Any Other Business

Wrestlingworth Lower School petition – CBC wants to move to a 2-tier system from a 3-tier system. This would result in all lower schools becoming primary schools and taking on 2 more years which Wrestlingworth and Dunton cannot currently do due to the building size. The parish council is aware of the petition against this move launched by parents from Dunton which now has over 750 signatures. The School Governing body has discussed this with CBC and the Diocese and no decision has been made to date. The deadline for an any announcement has been pushed back several times but it is understood that they may announce something shortly.

An aspiration in the Green Infrastructure Plan, part of the Neighbourhood Plan was for Lousy Bush to be made a formal nature reserve. CBC has now agreed to this proposal which gives extra protection to the site and also means the parish council can apply for funding to manage it. The Parish Council would like to extend its thanks to both Pat Humphreys and Ian Woiwod who were both instrumental in making this happen.

The meeting closed at 9.40pm

Date of Next Meeting – Monday 12th July 2021 at 7.30pm at Wrestlingworth Memorial Hall

Appendix A

Payments for approval – May 2021

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

April	E-on Electricity supply D/Debit		208.74
May	E-on Electricity supply D/Debit		202.00
March	Clerk's Salary D/Debit		447.85
April	Clerk's Salary D/Debit		447.85
March & April	Clerk's expenses (Telephone, Internet, Stamps, stationery to include use of room as office)		140.65
April	SAGE – accounting software D/Debit		21.60
May	SAGE – accounting software D/Debit		21.60
March & April	D J Granger – grass cutting x3		1,828.23
April	T & J Seymour Electrical – street light maintenance		64.50
April	Zurich – insurance		875.66
June	BATPC – affiliation fee		172.00
April	CBC – precept received	24,210.00	
April	Robin Barratt - Land registry documents zoom		15.52

Appendix B

Planning Applications as at 8th May 2021 for PC Meeting 11th May 2021

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/21/00190/ FULL 20.01.21	The Chequers, High Street, Wrestlingworth	Erection of bespoke 2 storey single dwelling with associated parking and new access onto High Street	Objection: Detrimental impact on listed building within curtilage	Application withdrawn 08.03.21
CB/21/00515/ LB 25.02.21	Dovecote Barn, 2 Randall's Close, Wrestlingworth	Listed building: New insulated studwork walls built off new steel beams supported on existing brick foundation walls and new insulated timber ceiling	Comment: Preserve remaining attributes of Grade II listing	Granted with the condition that listed elements must be retained
CB/21/00755/ FULL 03.03.21	Orchard View, 1 Village Road, Cockayne Hatley	Change of use of existing outbuilding/gar age to a self- contained annexe to be used ancillary to Orchard View, 1 Village Road, Cockayne Hatley. Internal alterations to suit residential use and exterior door/window changes	Objection: Planning history of refusal for use as dwelling	Granted with a condition that it should not become a separate residential unit

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/21/01021/ LB 09.03.21	College Farm, 88 High Street, Wrestlingworth	Retrospective: internal alterations to create en-suite, repairs to roof, replacement of render to front elevation with lime render and replacement of 3 windows on 1 st floor	No comment	Awaiting decision

Appendix C

FINANCIAL STATEMENT AT 31 March 2021 WITH BUDGET TO APRIL 2022

	<u>Year to 31 March 2022</u>			<u>2020/2021</u>	<u>Notes</u>
	<u>Actual to 30 April 2022</u>	<u>Budget for year</u>	<u>Expected outturn</u>	<u>Actual</u>	
Income					
Precept	24,210.00	24,200.00	24,210.00	23,610.00	1
Interest	0.22	5.00	2.00	10.22	
Grass Cutting Contribution		380.00	380.00	380.33	
Insurance Claim re Churchyard					
VAT refund to March 21		88.52	88.52	288.72	
Total Income	24,210.22	24,673.52	24,680.52	24,289.27	
Operational Expenses					
Accountants' fees & Sage	18.00	500.00	500.00	516.00	
Affiliation Fees		320.00	320.00	317.00	
Amenity Field lease		120.00	120.00		2
British Legion		25.00	25.00	19.00	
Church Clock Maintenance		250.00	250.00	274.00	
Churchyard Maintenance		250.00	250.00		
Clerk's expenses		300.00	300.00	330.64	
Clerk's salary	447.85	5,600.00	5,600.00	5,373.70	
Defibrillator maintenance		300.00	300.00	300.00	
Election expenses		65.00	65.00		
Electricity - street lighting	198.80	2,500.00	2,500.00	2,340.68	
Electricity/lighting – maint.		500.00	500.00	1,061.25	
General Maintenance		500.00	500.00		
GDPR Data Protection		35.00	35.00	35.00	
Grants (see below)		1,500.00	1,500.00	1,500.00	
Normal Grass and Hedge cutting		7,000.00	7,000.00	5,198.40	
Other grounds & tree work		450.00	450.00	1,150.00	
Insurance		900.00	900.00	858.18	
Memorial Hall Hire		90.00	90.00	14.00	
Millennium Garden		100.00	100.00		
Parish Tidy Up		250.00	250.00		
Playing field Maintenance		750.00	750.00	107.00	
Playing field lease		360.00	360.00		3
Training expenses		100.00	100.00		
Web site		300.00	300.00	300.00	
Vat expensed and not yet recovered	1,048.36				
Total Operational Expenses	1,713.01	23,065.00	23,065.00	19,694.85	

Operating surplus/deficit	22,497.21	1,608.52	4,594.42
Projects & rent arrears			
Allotment lease and set up		2,500.00	
Speed reduction measures			6,574.00
Amenity lease arrears		360.00	
Play Area maintenance	5,174.11	5,174.11	1,293.53
Playing field lease arrears		2,880.00	
Cockayne Hatley land & set up		3,000.00	
Net Project costs	5,174.11	13,914.11	7867.53
Overall surplus/deficit	17,323.10	-12,305.59	-3,273.11
RESERVES			
Bank brought forward	26,934.52	26,934.52	30,296.15
(Deficit)/Surplus for period	17,323.10	-12,305.59	-3,273.11
Bank carried forward	44,257.62	14,628.93	27,023.04
VAT refund due	1,136.88		88.52
Total	45,394.50		27,111.56
GRANTS PAID IN YEAR			
Village Link	250.00		150.00
Magpas			200.00
Wrestlingworth Goodwill Fund			1,000.00
History Society	120.00		
Lower School			150.00
	<u>370.00</u>		1,500.00
Bank balances			
Current account - 30/04/2021	1,256.11	Current account 30/04/2020	1,143.23
Deposit account - 30/04/2021	43,001.51	Deposit account 30/04/2021	25,791.29
	44,257.62		26,934.52

NOTES TO BUDGET

1 2.5% 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 we were seeking a reduction and time to pay. No invoice from CBC to date.

4 Estimated costs