

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held via Zoom on 8th November 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, CBC Cllr A Zerny & 4 members of the public

Apologies: CBC Cllr T Wye & C Dear (clerk)

Open Forum: Mr & Mrs Munns asked the Parish Council to consider moving the noticeboard at the junction of Butchers Lane and the High Street. They believe that the noticeboard is blocking the view of traffic at the junction. A petition from residents of Butchers Lane and surrounding area was received by the Chairman requesting that the noticeboard is moved. The issue was discussed at length and it was decided that quotes would be sought to move the noticeboard to either the Millennium Garden and/or to the green area at the junction of The Slade and The High Street. The Chairman stressed that, in his opinion, and other councillors agreed, that moving the board would not solve the problem of reduced visibility at the junction of Butchers Lane and the High Street due to the cars that park close to the junction. **ACTION CD**

Ethics and Standards Code

Cllrs Kirkpatrick and Dewey declared an interest in the planning application for 65 High Street.

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 13th September 2021, having been previously circulated, were approved and signed by the Chairman.

Matters arising

All matters arising from the last meeting have been dealt with and/or will be discussed at the meeting this evening. Cllr Barratt said that he followed up on the traffic calming measures at the T-Junction and was still awaiting a reply. It was decided that the Parish Council would remain with E-on as it's electricity supplier until volatility in the industry has calmed down and then a fixed rate would be found.

Chairman's Report

Actions since last meeting:-

- 1) Presented at CAA Public Forum highlighting our main concerns regarding the proposed changes to LLA flight paths.
- 2) Followed up on lease for Allotments (three times)
- 3) Spoke to Cokenach Estate manager regarding reports that permissive paths on the estate were to be withdrawn. Permissive paths are not now going to be withdrawn. Cllr Barratt offered the services of the PWWG to publicise forthcoming general estate maintenance activities to assist informing residents of
- 4) Spoke to business owners regarding parking of vehicles on High Street causing a hazard for vehicles when crossing the brook culvert and for motorists leaving Butchers Lane.
- 5) Spoke to resident regarding the pruning of trees obstructing visibility for motorists.
- 6) Organised Parish Tidy Up day and took excess rubbish that couldn't fit in skip to tip
- 7) Resubmitted CIC Annual Return & Accounts and disputed late filing penalty. Awaiting response to appeal made to reduce level of penalty from £375 to £175.

- 8) Reported overflowing foul water drain at T-junction to Anglian Water.
- 9) Reported fallen tree on Potton Road to Highways asking for emergency clearance.
- 10) Responded to resident about November Parish Council meeting being online
- 11) With Cllr Williams, met with Richard Whitlock to get an update on plans for 94 High Street.
- 12) Attended a number of school meetings in capacity as LA Governor

Clerk's Report

- Forwarded relevant emails to Parish Councillors and dealt with general queries
- Completed agenda, budget and financial statement for November's meeting
- Reconciled bank statement with income and expenditure and transferred £4.5K to cover November & December's outgoings
- SAGE – transactions added to end of October
- Updated parish website with copy of draft minutes and agenda
- Completed weekly checks of defibrillator/housing in Wrestlingworth with no issues to date
- Updated our copy of the electoral register
- Sent planning applications to Councillors
- Completed VAT return for 3 months to end of October
- Advised Mr & Mrs Dickens that the climbing vegetation would be cut back as part of the Village Tidy Up Day.
- Represented the Parish Council on the Church and Poors Committee Meeting
- Spoke to various electric supply companies regarding a new competitive rate for the Parish Council. Some of the companies subsequently folded and E-on's fixed rate was changing on a weekly basis. It was decided to wait until the volatility in the industry had calmed down before committing to a fixed rate option.
- Sent grant application forms to parish organisations.

Councillor Vacancy

There are now 2 vacancies on the Parish Council which will be advertised in the Village Link, parish facebook page and parish website.

Portfolios

COCKAYNE HATLEY – Cllr Puddephatt informed the Council that:

- The bus service is operating successfully though there have been a few requests for the service on a Friday and Saturday to operate later. A reply has been received from CBC saying that they will look at the request but that there is no budget for it at the moment.
- After a lengthy discussion it was agreed to close the Cockayne Hatley Green Spaces Community Interest Company due to costs incurred with holding on to a dormant company.

ACTION RB

PLAY AREA – Cllr Dewey informed the Council that:

- Joe Bibby will make the necessary repairs to the climbing wall on 18 November. **ACTION FD**
- Cllr Dewey has still not yet received quotes for new signs, he will chase up and include a new sign for garage stating that nothing of value is stored there. **ACTION FD**

WEBSITE & MILLENNIUM GARDEN – Cllr Kirkpatrick informed the Council that:

- The climbing plants at the Millennium Garden were cut back prior to the Parish Tidy Up day and they may be removed permanently as they do not add anything to the aesthetics of the garden.
- Website – the parish grant application form has been added to website.

HIGHWAYS – Cllr Dodgson informed the Council that:

- Cllr Dodgson reported problems at the T Junction when drivers travelling down Potton Road do not give way to cars on the High Street. This may be due to the lack of white lines at the junction. The junction is due to have repairs done towards the end of the year. Cllr Dodgson has emailed Lisa Wright at Highways to report that there have been numerous near-misses and ask to re-instate white lines, possibly a solid white line. No response to date, Cllr Dodgson to follow up. **ACTION ND**

Potton Road Development

Good progress is being made at the Potton Road Development and the topsoil has been moved over to the allotment area. Now the site is near to completion Cllr Barratt is asking for an update on the lease arrangements for the allotment area. Cllr Barratt to follow up. **ACTION RB**

Planning

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

It was agreed to comment on the planning at 65 High Street that the extension would be very oppressive to the house next door (67 High Street).

Plans for 94 High Street – Brook Farm – were circulated to councillors prior to the meeting. A second pre-application has been put in for the site taking on board the majority of comments received from the first pre-application. There have been a number of new comments made against it including a desire from the planning officer that the development on the site is linear, ie, only in line with the existing houses on the High Street. The application was discussed and it was agreed that despite the desire from CBC to build in a linear fashion, the Parish Council considered that houses should be built in a non-linear approach, enabling the development to include smaller houses. After a lengthy discussion it was agreed that the Parish Council was very much in favour of the second pre-planning consultation (with properties behind the ones at the front) and very much against options A, B & C (linear design developments) and this would be formally communicated to the applicants. During the discussion, Cllr Dewey commented that whilst he supported the second pre-application design, he did have concerns about the squaring off of the village envelope and the precedent this set. Cllr Barratt acknowledged the concern but considered the risk to be minimal and noted that if the anomaly in the boundary had been identified during the development of the Parish Plan, it would have been squared off then.

ACTION RB

It was announced that Cllr Williams will be stepping down as a Parish Councillor at the end of this meeting. Cllr Williams will be greatly missed by all councillors and all thanked Cllr Williams for her valuable contributions to the Parish Council over the years. Cllr Puddephatt agreed to take over the Planning responsibilities for the Parish Council.

Finance

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

The Financial statement (**Appendix B**) was reviewed along with a proposed budget for 2022/23 previously circulated to all councillors by the clerk. After careful consideration it was agreed that a precept of £25,300 would be sought from CBC for 2022/23 increasing the band D charge by 0.8%. It was noted that there is likely to be large increases in electricity prices going forward and also increased expenditure needed on tree maintenance in the parish.

Correspondence

None

Any Other Business

- **Luton Airport Proposed flight path** – Cllr Barratt presented previously agreed script to the CAA Public Forum and is now awaiting the outcome. **ACTION RB**
- **Village Link** – Councillor vacancies to be included in the next issue. **ACTION SW**
- **Chestnut tree at St Peter's churchyard** – The clerk previously circulated 3 quotes for the maintenance needed to make the tree safe. It was agreed that Luke Newman would be asked to complete the work. **ACTION CD**

The meeting closed at 9pm

Date of Next Meeting – Monday 10th January 2022 at 7.30pm at Wrestlingworth Memorial Hall

Appendix A

Payments for approval – November 2021

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

October	E-on Electricity supply D/Debit		232.17
November	E-on Electricity supply D/Debit		239.90
September	Clerk's Salary D/Debit		447.85
October	Clerk's Salary D/Debit		447.85
Sept & Oct	Clerk's expenses (Telephone, Internet, Stamps, stationery to include use of room as office)		30.66
September	SAGE – accounting software D/Debit		21.60
October	SAGE – accounting software D/Debit		21.60
Sept & Oct	D J Granger – grass cutting x2 to include St John's Church and wild area, also Potton Road		1,362.82
October	T J Seymour Electricals – street light maintenance		64.50
September	Robin Barratt – FD Odell & Sons – skip hire*		278.00
October	Town & Parish Council Websites		220.00
October	Robin Barratt – Companies House		13.00
October	Joe Bibby – play area maintenance – climbing wall		280.00
November	SLCC – affiliation fee		112.00
November	Royal British Legion		19.00

*authorised by Councillors to be paid before November's PC Meeting

Appendix B

Planning Applications as at 5th November 2021 for PC Meeting 8th November 2021

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/21/03242/ FULL 14.07.21	25 Village Road, Cockayne Hatley	Rear loft extension behind existing roof ridge. New solar panel array on front roof	No comment	Approved 23.09.21
CB/TCA/21/0 0401 31.08.21	Wrestlingworth Lower School	Works to three trees in conservation area	No comment	Approved 27.09.21
CB/21/02408/ FULL 06.09.21	Grange Farm, Tadlow Road, Wrestlingworth	Resubmission of application granted in 2018 for single and two storey side and rear extension	No comment	Awaiting decision
CB/21/04186/ FULL 16.09.21	50 High Street, Wrestlingworth	Single storey rear extension	No comment	Awaiting decision
CB/21/04762/ FULL 25.10.21	65 High Street, Wrestlingworth	2 storey side extension	Expressed concern that a 2 storey extension will have an overbearing impact on no. 67 High Street	Awaiting decision

Appendix C

FINANCIAL STATEMENT AT 31 October 2021 WITH BUDGET TO March 2022

	<u>Year to 31 March 2022</u>			<u>2022/2023</u>	<u>Notes</u>
	<u>Actual to 31 Oct 2021</u>	<u>Budget for year</u>	<u>Expected outturn</u>	<u>Proposed Budget</u>	
Income					
Precept	24,210.00	24,210.00	24,210.00	25,300.00	1 4.5% i
Interest	2.12	5.00	2.00	2.00	
Grass Cutting Contribution		380.00	380.00	380.00	
Insurance Claim re Churchyard	463.25		463.25	0.00	
VAT refund to March 21	88.52	88.52	88.52	0.00	
Total Income	24,763.89	24,683.52	25,143.77	25,318.00	
Operational Expenses					
Accountants fees & Sage	428.00	500.00	500.00	550.00	
Affiliation Fees	208.00	320.00	320.00	330.00	
Amenity Field lease		120.00	120.00	120.00	2
British Legion		25.00	25.00	19.00	
Church Clock Maintenance		250.00	250.00	300.00	
Churchyard Maintenance		250.00	2,000.00	300.00	Increa tree
Clerk's expenses	216.83	300.00	300.00	330.00	
Clerk's salary	2,687.10	5,600.00	5,600.00	5,800.00	
Defibrillator maintenance		300.00	300.00	300.00	
Election expenses		65.00	65.00	65.00	
Electricity - street lighting	1,401.07	2,500.00	2,507.00	2,700.00	
Electricity/lighting - maint	107.50	500.00	500.00	500.00	
General Maintenance		500.00	500.00	500.00	
GDPR Data Protection		35.00	35.00	35.00	
Grants (see below)	370.00	1,500.00	1,500.00	1,500.00	
Normal Grass and Hedge cutting	4,570.56	7,000.00	6,500.00	7,500.00	Revis
Other grounds & tree work		450.00	450.00	500.00	
Insurance	875.66	900.00	900.00	900.00	
Memorial Hall Hire	2.00	90.00	90.00	90.00	
Millennium Garden		100.00	100.00	100.00	
Parish Tidy Up		250.00	278.00	280.00	Actual
Playing field Maintenance	1,130.10	750.00	1,410.00	750.00	
Playing field lease		360.00	360.00	360.00	3
Training expenses		100.00	100.00	100.00	
Web site	140.00	300.00	360.00	300.00	Actual
Vat expensed and not yet recovered	447.86	0.00	0.00	0.00	
Total Operational Expenses	12,584.68	23,065.00	25,070.00	24,229.00	

Operating surplus/deficit	12,179.21	1,618.52	73.77	1,089.00	
Projects & rent arrears					
Allotment lease and set up		2,500.00	0	2,500.00	4
Speed reduction measures			0	0.00	
Amenity lease arrears		360.00	0	360.00	2
Play Area maintenance	5,174.11	5,174.11	5174.11	0.00	
Playing field lease arrears		2,880.00		2,880.00	3
Cockayne Hatley land & set up		3,000.00		3,000.00	4
Net Project costs	5,174.11	13,914.11	5,174.11	8,740.00	
Overall surplus/deficit	7,005.10	-12,295.59	-5,100.34	-7,651.00	
RESERVES					
Bank brought forward	26,934.52	26,934.52	26,934.52	21,834.18	
(Deficit)/Surplus for period	7,005.10	-12,295.59	-5,100.34	-7,651.00	
Bank carried forward	33,939.62	14,638.93	21,834.18	14,183.18	
VAT refund due	447.86	0	0	0	
Total	34,387.48	14,638.93	21,834.18	14,183.18	
GRANTS PAID IN YEAR					
Village Link	250.00				
Wrestlingworth Goodwill Fund					
History Society	120.00				
Lower School					
	370.00				
Bank balances					
Current account - 14/10/2021	2,580.17				
Deposit account - 14/10/2021	31,359.45				
	33,939.62				

NOTES TO BUDGET

- 1 2.5% increase for 2021/22 & 4.8% for 2022/23
- 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. No invoice from CBC to date. Estimated
- 4 costs