

**WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL****DRAFT MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held via Zoom on 17<sup>th</sup> January 2022 at 7.30pm**

**Present:** Chairman Cllr R Barratt, Cllr N Dodgson, Cllr J Kirkpatrick, Cllr F Dewey, Cllr K Puddephatt, Cllr A Ewens, Cllr L Chapman, CBC Cllr T Wye, C Dear (clerk) & 6 members of the public

**Apologies:** CBC Cllr A Zerny

The Council members introduced themselves to the two newly co-opted councillors.

**Open Forum:** Mr & Mrs Munns asked the Parish Council for an update on moving the noticeboard at the junction of Butchers Lane and the High Street as they believe that the noticeboard is blocking the view of traffic at the junction. The clerk informed the meeting that a quote has been received from Joe Bibby for £380. The new location for the noticeboard was discussed and it was agreed that it should be located at the end of The Slade, near to the post box. Clerk to arrange to meet with Joe and Cllr Barratt to discuss exact location. Cllr Barratt added that whilst the Council has agreed to move the noticeboard he did not think that this would solve the problem of poor visibility at the junction of Butcher's Lane and the High Street due to parked cars. **ACTION CD**

Cllr Wye informed the council that she had been in contact with the transport officer at CBC regarding complaints about the bus in Cockayne Hatley. The officer has spoken to Herberts to reiterate drivers to take due care and attention when passing through the village including doing 3-point turns. He also mentioned the area where the turn is made is getting churned up so he is in talks with the landowner and Highways to discuss surfacing the area. Cllr Wye has pointed him in the direction of permeable surfacing to prevent flooding and more water being diverted off the area. He is looking into this. Cllr Wye has also asked Highways to look at the verges which have been reported as being damaged by the bus. In Wrestlingworth Cllr Wye has asked CBC for the definitive archaeology report for the land where the rural exception housing is being built.

In reply to Cllr Dodgson's question asking Cllr Wye if a response had been received from CBC regarding the issue of the planning of the raised speed reduction table on the High Street in Wrestlingworth, Cllr Wye said that there was no response to date.

**Ethics and Standards Code**

None declared

**Minutes of Previous Meeting**

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

**Matters arising**

Luton Airport proposed flight path change is going ahead despite all the objections. Clerk asked to check with Jo Hoy regarding the logs left by tree surgeon. **ACTION CD**

### **Chairman's Report**

Since our last meeting I have:-

- 1) Emailed business owners in vicinity of the village noticeboard and reminded them to ask their clients not to park too close to the notice board & the point where the brook goes under the High Street as it creates an obstruction to both vehicles and pedestrians. Also spoke to a driver parking in this exact same spot and explained why I was asking them to move.
- 2) Laid a wreath on behalf of the Parish at the Wrestlingworth Remembrance Day service.
- 3) Chased my CBC contacts regarding the lease/s for the Amenity Land and Allotments on three occasions.
- 4) Followed up with CBC on information received regarding proposed traffic calming measures related to the Potton Road development.
- 5) Contacted Companies House regarding the final demand received for the late filing penalty regarding the Cockayne Hatley Green Spaces CIC, despite having lodged an appeal against this. Subsequently, the appeal was rejected, and the penalty had to be paid.
- 6) Contacted CBC Tree Officer regarding delay in issuing licence to remove dangerous tree in St Peter's churchyard - licence was issued to tree surgeon the same day.
- 7) With considerable support from Sandra Williams, submitted objection to Planning Application on Woodcrafts Meadow and circulated to residents via email and Facebook. Subsequently was advised by resident that supporting documents to the application were inaccessible on the planning portal, so I contacted the nominated planning officer seeking an extension to the consultation period, which was granted.
- 8) Interviewed five applicants for the Parish Council vacancies and circulated details to fellow councillors.
- 9) Advised resident on the action to take regarding a resident not being informed on a planning application that impacted on their property
- 10) Reported that the foul water drain at the T junction was overflowing into the brook to Anglian Water.
- 11) Commenced the process to dissolve the Cockayne Hatley Green Spaces CIC.

### **Clerk's Report**

- Forwarded relevant emails to Parish Councillors and dealt with general queries
- Completed agenda, budget and financial statement for January's meeting
- Reconciled bank statement with income and expenditure and transferred £5K to cover January and February's outgoings
- SAGE – transactions added to end of December
- 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
- Liaised with Luke Newman to pollard the chestnut tree at St Peter's Churchyard
- Informed CBC of our new vacancy
- Sent parish organisations a reminder of deadline for grant applications
- Asked Joe Bibby for a quote for moving the noticeboard
- Received 5 registration of interest in Parish Councillor vacancies and forwarded them to Councillors
- Updated schedule on website of parish council meetings for 2022
- Informed contact at CBC of bus stop schedule being unreadable for passengers

- Wrote to Councillors regarding CBC Sustainability Plan
- Sent precept request to CBC
- Amended DD for electricity supply
- Emailed contact at E-On/Npower regarding the 80% rise in electricity charges asking for advice to reduce rate

### **Councillor Vacancy**

The 2 Councillor vacancy positions have now been filled and Simon Thorpe is in reserve for when Cllr Barratt leaves the Council. Cllr Barratt announced that he will be stepping down as Chairman at the end of this meeting. The positions of Chairman and Vice-Chairman were discussed. Cllr Kirkpatrick offered to take the position of Chairman until the end of the year due to current commitments. Cllr Dodgson seconded this proposal, and all were in favour. The position of vice-chairman will be discussed at the next meeting in March. **ACTION CD**

### **Portfolios**

COCKAYNE HATLEY – Cllr Puddephatt informed the Council that he has:

- Requested the Community Interest Company authorisation code from Companies House to enable him to sign the application to close the CIC.
- Requested a 'No Parking' sign is required by the bus stop in Cockayne Hatley as delivery drivers are using the turning point as a parking space. Cllr Dewey to add to his order for signs for the parish. **ACTION FD**
- Chased Highways regarding the width of the road through the village and the encroaching grass. He has also suggested installing a hardstanding area for the bus though permission from The Co-Op will be needed. **ACTION KP**
- Reported furniture fly tipping dumped on road to the church to CBC.

PLAY AREA – Cllr Dewey informed the Council that:

The climbing wall has been fixed. Other than picking up litter and emptying bins he has nothing to report on the play area. Cllr Dewey will order signs needed for the play area and Cockayne Hatley this week. **ACTION FD**

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

Updates to website including objections to planning application have been added. Spring pruning with Alan at the Millennium Garden is planned for February.

HIGHWAYS – Cllr Dodgson informed the Council that:

Since the last meeting he has seen the plan (ref CBC-POTTON\_RD-TRAFFIC\_CALMING-GA-001) for a raised speed reduction ramp to be installed on the High Street in Wrestlingworth, opposite the Pub. This forms part of the measures relating to the housing development on Potton Road. Following consultation with other councillors it was agreed that having a ramp in that location would be pointless as it would have little or no effect of the speed of traffic on Potton Road. He informed CBC highways of this and suggested an alternative plan to install a mini roundabout at the T-junction which would alleviate problems previously highlighted at the T-junction and go somewhere to reducing the speed of traffic going onto Potton Road. The speed ramp could then be installed at Potton Road to reduce the speed of traffic in both directions near to the new housing development. Rob Page, Principal Highways Officer at CBC rejected this idea and said that the current plan has already been accepted by the Development Management Control Committee. Cllr Zerny has subsequently contacted the Highways managers questioning the

decision, asking for it to be reviewed and to ensure that the parish council is involved in all future development decisions. No response has been received to date. **ACTION ND**

Patching on the High Street up to the T-junction is planned for Wednesday 19<sup>th</sup>, this week. A flood sign is still located at the T-Junction. Cllr Barratt said he would contact Anglian Water to ask to remove the sign. **ACTION RB**

Rural Match Funding – details have been circulated for next year's RMF scheme. Cllr Dodgson asked the Council if they wanted to commit expenditure to the future funding scheme. It was noted that junction redesign would be outside the funding envelope. It was agreed that there would be no RMF application made this year.

### **Potton Road Development**

Lease for allotment area – CBC are unable to let the Parish Council know whether they can give the Parish Council one lease for the allotment land and the amenity land or 2 separate leases. When this issue is resolved and there is a lease, an allotment committee will be set up. **ACTION RB**

### **Planning**

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

Amber Lodge – Parish Council's objection has been logged due to it being outside the village envelope.

51 High Street – Councillors discussed the application. Collectively the parish council does not approve of the idea and a draft response to the application is to be circulated to councillors for approval. **ACTION KP**

### **CBC Sustainability Plan**

The plan previously circulated by the Clerk was discussed and it was agreed that this item would be put on the agenda for the next meeting for a future portfolio item.

### **Queen's Jubilee Expo**

The Parish Council has a representative, currently Cllr Barratt, on the Memorial Hall Committee. Cllr Barratt informed the Council that at the last Hall meeting it was suggested that there is an event to mark the Queen's platinum Jubilee in June. The Committee are wanting to get all the organisations to put on an event. It was agreed that the Parish Council should try to support this event as much as possible, when required. A replacement for Cllr Barratt's position on the committee will be discussed at the next meeting in March. **ACTION CD**

### **Finance**

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

The Financial statement **(Appendix B)** was reviewed along with the proposed budget for 2022/23 previously circulated to all councillors by the clerk.

It was agreed that regarding electricity charges we would try to fix to close to current government price cap at end of February. **ACTION CD**

Cllr Puddephatt informed the clerk that the pads on the defibrillator are due to expire on 28 April. Clerk asked to check whether this replacement is included in the service plan. **ACTION CD**  
Cllr Kirkpatrick informed the clerk that the streetlight at the Millennium Garden is faulty. Clerk to report this to Terry Seymour. **ACTION CD**

#### Grants –

- The Village Link magazine applied for £250 from the Parish Council and after a brief discussion all agreed to the grant request.
- St John's church applied for £400 to help fund the church café. After a lengthy discussion the clerk was asked to find out if their statement of balances has changed from the £123,835.05 stated at the end of 2020, the location of the café and whether it is to be profitable.

**ACTION CD**

#### Correspondence

None

#### Any Other Business

Closure of Cockayne Hatley Community Interest Company – Cllr Barratt informed the Council that he is in the process of closing the CIC. This involves an on-line process and Cllr Puddephatt, a director of the CIC, needs to sign on with HMRC and at present waiting for a code. In meantime accounts need to be filed which Cllr Barratt agreed to do. **ACTION RLB**

The meeting closed at 9.30pm

**Date of Next Meeting** – Monday 14<sup>th</sup> March 2022 at 7.30pm at Wrestlingworth Memorial Hall

## Appendix A

### Payments for approval – January 2022

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

December	E-on Electricity supply D/Debit		232.17
January	E-on Electricity supply D/Debit		232.17
November	Clerk's Salary D/Debit		447.85
December	Clerk's Salary D/Debit		447.85
Nov & Dec	Clerk's expenses (Telephone, Internet, Stamps, stationery)		30.00
November	SAGE – accounting software D/Debit		21.60
December	SAGE – accounting software D/Debit		21.60
December	Luke Newman – Tree surgeon		850.00
December	Correction to Clerk's Salary		79.01
December	Joe Bibby – repairs to climbing wall		280.00
January	Cockayne Hatley CIC late filing fee – Cllr R Barratt		375.00
January	T & J Seymour – electrical maintenance		64.50
January	Smith of Derby – clock maintenance		338.40
January	Robin Barratt – zoom charges		23.98

## Appendix B

### Planning Applications as at 11<sup>th</sup> January 2022 for PC Meeting 17<sup>th</sup> January 2022

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/21/05269/FULL 07/12/2021	Land rear of 51 High Street, Wrestlingworth	Demolition of redundant outbuildings and construction of new dwelling with carport and garden store	Comments by 21/01	Consultation period
CB/21/05363/Full 03/12/2021	Land adjacent to Amber Lodge, Hatley Road, Wrestlingworth	Erection of a detached dwelling-house	Comments by 13/01	Consultation period
CB/21/04834/Full 15/11/2021	Land to south of Potton Road, Wrestlingworth	Erection of 16 dwellings with access onto Potton Road, parking and landscaping	Parish council objection	Consultation period
CB/21/04683/Full 11/11/21	20 Braggs Lane, Wrestlingworth	Change of use of land to enlarge residential garden land curtilage (retrospective	No comment	Awaiting decision
CB/21/02797/DOC 15/06/2021	Land off Potton Road, Wrestlingworth	Discharge of conditions 3, 4 (parts a,b, c and d), 9 and 15 against planning permission CB/19/01999/REG3	No comment	Awaiting decision
CB/21/02305/DOC 20/05/2021	Brook End Barn, 19B Village Road, CH	Discharge of Conditions 2,3,7,9,10 against Planning Permission CB/20/02447/FULL (New access and change of land use to garden together with rebuilding of Barn to form garaging with first floor accommodation to create Annex)	No comment	Awaiting decision

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	Application withdrawn
CB/21/04186/FULL 16.09.21	50 High Street, Wrestlingworth	Single storey rear extension	No comment	Granted
CB/21/04762/FULL	65 High Street, Wrestlingworth	2 storey side extension	No comment	Granted



**Appendix C****FINANCIAL STATEMENT AT 31 December 2021 WITH BUDGET TO March 2022**

	<u>Year to 31 March 2022</u>			<u>2020/2021</u>	<u>2022/2023</u>	<u>Notes</u>
	<u>Actual to 31 Dec 2021</u>	<u>Budget for year</u>	<u>Expected outturn</u>	<u>Actual</u>	<u>Proposed Budget</u>	
<b>Income</b>						
Precept	24,210.00	24,210.00	24,210.00	23,610.00	24,936.00	1
Interest	2.61	5.00	2.00	10.22	2.00	
Grass Cutting Contribution		380.00	380.00	380.33	380.00	
Insurance Claim re Churchyard	463.25		463.25		0.00	
VAT refund to March 21	88.52	88.52	88.52	288.72	0.00	
<b>Total Income</b>	<b>24,764.38</b>	<b>24,683.52</b>	<b>25,143.77</b>	<b>24,289.27</b>	<b>25,318.00</b>	
<b>Operational Expenses</b>						
Accountants' fees & Sage	482.00	500.00	500.00	516.00	550.00	
Affiliation Fees	320.00	320.00	320.00	317.00	330.00	
Amenity Field lease		120.00	120.00		120.00	2
British Legion	19.50	25.00	25.00	19.00	19.00	
Church Clock Maintenance		250.00	250.00	274.00	300.00	
Churchyard Maintenance		250.00	2,000.00		300.00	
Clerk's expenses	247.49	300.00	300.00	330.64	330.00	
Clerk's salary	4,030.65	5,600.00	5,600.00	5,373.70	5,800.00	
Defibrillator maintenance		300.00	300.00	300.00	300.00	
Election expenses		65.00	65.00		65.00	
Electricity - street lighting	1,850.66	2,500.00	2,507.00	2,340.68	<b>4,800.00</b>	
Electricity/lighting - maint	161.25	500.00	500.00	1,061.25	500.00	
General Maintenance		500.00	500.00		500.00	
GDPR Data Protection		35.00	35.00	35.00	35.00	
Grants (see below)	370.00	1,500.00	1,500.00	1,500.00	1,500.00	
Normal Grass and Hedge cutting	5,706.24	7,000.00	6,500.00	5,198.40	7,500.00	
Other grounds & tree work		450.00	450.00	1,150.00	500.00	
Insurance	875.66	900.00	900.00	858.18	900.00	
Memorial Hall Hire	2.00	90.00	90.00	14.00	90.00	
Millennium Garden		100.00	100.00		100.00	
Parish Tidy Up	231.67	250.00	278.00		280.00	
Playing field Maintenance	1,130.10	750.00	1,410.00	107.00	750.00	
Playing field lease		360.00	360.00		360.00	3
Training expenses		100.00	100.00		100.00	
Web site	360.00	300.00	360.00	300.00	300.00	

Vat expensed and not yet recovered	267.57	0.00	0.00		0.00
Total Operational Expenses	16,054.79	23,065.00	25,070.00	19,694.85	26,329.00
<b>Operating surplus/deficit</b>	8,709.59	1,618.52	73.77	4,594.42	-1,011.00
<b>Projects &amp; rent arrears</b>					
Allotment lease and set up		2,500.00	0		2,500.00 4
Speed reduction measures			0	6,574.00	0.00
Amenity lease arrears		360.00	0		360.00 2
Play Area maintenance	5,174.11	5,174.11	5174.11	1,293.53	0.00
Playing field lease arrears		2,880.00			2,880.00 3
Cockayne Hatley land & set up	28.00	3,000.00			3,000.00 4
<b>Net Project costs</b>	5,202.11	13,914.11	5,174.11	7867.53	8,740.00
<b>Overall surplus/deficit</b>	3,507.48	-12,295.59	-5,100.34	-3,273.11	-9,751.00
<b>RESERVES</b>					
Bank brought forward	26,934.52	26,934.52	26,934.52	30,207.63	21,834.18
(Deficit)/Surplus for period	3,507.48	-12,295.59	-5,100.34	-3,273.11	-9,751.00
Bank carried forward	<b>30,442.00</b>	14,638.93	21,834.18	<b>26,934.52</b>	12,083.18
VAT refund due	267.57	0	0	88.52	0
Total	30,709.57	14,638.93	21,834.18	27,023.04	12,083.18
<b>GRANTS PAID IN YEAR</b>					
Village Link	250.00			150.00	
Wrestlingworth Goodwill Fund				1,000.00	
History Society	120.00				
Lower School				150.00	
	370.00			1,300.00	
<b>Bank balances</b>					
Current account - 31/12/2021	1,084.27			1,143.23	
Deposit account - 31/12/2021	29,357.73			25,791.29	
	<b>30,442.00</b>			<b>26,934.52</b>	

**NOTES TO BUDGET**

1 - 2.5% increase for 2021/22 & 3% 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.

4 - Estimated costs