

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

DRAFT MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held via Zoom on 14th March 2022 at 7.30pm

Present: Chairman Cllr J Kirkpatrick, Cllr N Dodgson, Cllr F Dewey, Cllr K Puddephatt, Cllr L Chapman, Cllr S Thorpe, C Dear (clerk) & 4 members of the public

Apologies: CBC Cllrs T Wye & A Zerny and Cllr A Ewens

Open Forum: None

Ethics and Standards Code

None to declare.

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 17th January 2022, having been previously circulated, were approved and signed by the Chairman.

Chairman's Report

Actions since last meeting:

- 1) Liaised with Robin on handover of the chair role
- 2) Contacted SMD regarding concerns of lighting level on the new social housing site
- 3) Posted various updates to Facebook and Parish website platforms

Clerk's Report

- Forwarded relevant emails to Parish Councillors and dealt with general queries
- Completed agenda, budget and financial statement for March's meeting
- Reconciled bank statement with income and expenditure and transferred £3,500 to cover March and April's outgoings
- SAGE – transactions added to end of February
- 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
- Contacted Jo Hoy regarding logs left by tree surgeon
- Sent planning applications to Councillors
- Requested, received and recirculated further information from St John's church regarding their grant application
- Informed CBC of our new vacancy due to Cllr Barratt's resignation
- Requested grass cutting contacts from neighbouring clerks and then drove around parish with Buchans regarding a new quote
- Liaised with Joe Bibby regarding moving the noticeboard – noticeboard now in new location on the High Street near to the pub
- Circulated electrician's quote regarding the repair of 2 lights and subsequently requested repairs (this was carried out on 4th March). W1 & W2 are also in need of repairs.
- Informed Council that the PWWG had agreed to postpone tidy up day until 2023

- Sent hall request bookings to Edwina Parker
- Registered for on-line VAT claims at HMRC
- Liaised with Npower regarding the non-payment of invoice (Npower admitted to not setting up Direct Debit. Npower added that there are no fixed price contracts at present.
- Circulated and arranged New Councillor Training courses for three new councillors

Councillor Vacancy & Portfolios

Cllr Simon Thorpe was welcomed to the Parish Council.

The position of Vice-chairman was discussed, and Cllr Chapman said she would consider the position. Cllr Kirkpatrick added that he wanted to document what each of the portfolios did for clarity. Councillors with portfolios were asked to document their roles. **ACTION FD, ND, KP & JK**
Finance portfolio – Cllr Chapman offered to take on the finance portfolio.

Cllr Thorpe offered to join Cllr Puddephatt with the planning portfolio.

Communications portfolio to include social media to stay with Cllr Kirkpatrick.

The issue of footpaths was also discussed. It was decided that this could come under the Sustainability portfolio but that ‘fix my street’ can be used by all for reporting local problems.

Portfolios

COCKAYNE HATLEY – Cllr Puddephatt informed the Council that:

The Community Interest Company for the land in Cockayne Hatley was in the process of being closed as there had been no contact from the Co-Op for a number of years and the CIC was costing the Parish Council to keep it going. The Co-op then made contact in April asking if the Parish wanted to progress with the transfer of ownership of the land in Cockayne Hatley. After a lengthy discussion it was concluded that there was little appetite within the village for this other than a little tidying up of the area rather than to create an open green space. However, Cllr Puddephatt said that he would organise a survey in Cockayne Hatley to see what the residents think. It was noted that a quarter of the land is leased by the 12 houses who use the cesspit. Councillors agreed that if the land was to come under the Parish Council, the costs in relation to this must be kept to a minimum. **ACTION KP**

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**

PLAY AREA – Cllr Dewey informed the Council that:

- Bins emptied
- RoSPA (Royal Society for the prevention of accidents) inspection due in May
- Litter picked up
- One small tree has been damaged and a large branch is now at ground level – ideally this should be removed
- Another small tree has been damaged/removed and has left an uneven stump near the toddler area, this is a potential hazard and it needs to be removed. Clerk to arrange for stump to be ground out. **ACTION CD**
- Larger branches and sticks have been cleared from all over the play area
- No progress with the signs. Cllr Dodgson offered to help with contacting Addison signs. **ACTION FD & ND**

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

- Spring pruning with Alan at the Millennium Garden took place in February.
- Various updated have been posted on the website and also Facebook page.

HIGHWAYS – Cllr Dodgson informed the Council that:

Potton Road – traffic calming

Following objections to the installation of a speed ramp in the High Street, CBC opened a public consultation. The following objection was submitted from the PC, a response is awaited.

Objection to Traffic Calming Measures A00189

*Whilst welcoming efforts to reduce traffic speeds in the village **Wrestlingworth & Cockayne Hatley Parish Council** object to the proposal – **reference number A00189** – to construct a Road Hump in the High Street outside the Chequers Public House on the following grounds.*

- *The project, which is understood to be part of the S106 for the Potton Road housing development, is titled “Traffic Calming Potton Road Wrestlingworth”. The positioning of a road hump in the High Street will have little or no effect on the speed of traffic in the Potton Road.*
- *We are also concerned regarding the effects of noise and ground vibration on the Chequers Public House, a Grade II listed 17th century building.*

The Parish Councils suggestion would be to install a mini roundabout at the Potton Road T junction, this would alleviate the problems previously highlighted with traffic priorities at the T junction (my email to Lisa Wright 28/10/21) and go some way to reducing the speed of traffic entering the Potton Road towards the new housing development. The speed ramp, planned for the High Street, could then be relocated to the Potton Road to reduce the speed of traffic in both directions around the housing development. We hope that this proposal will be given serious consideration by the Highways Department.

Tree Nursery Gardens – Street lights

The following email was sent to Lisa Swannell at CBC regarding the number of and ‘brightness’ street lights at this new development, a response has been received but so far, no solution to the problem has been offered.

Wrestlingworth & Cockayne Hatley Parish Council have received several complaints from residents regarding the number of street lights at the Tree Nursery Close housing development on the Potton Road. The Parish Council consider the installation of five street lights on this development to be excessive and out of character with the rest of the village. The degree of light pollution is unacceptable in this rural area and is particularly intrusive for the residents of the surrounding properties. Can you let me know what action can be taken to resolve this issue?

Cllr Dodgson to contact Lisa Swannell again to reiterate that there are too many lights and that they are too bright. **ACTION ND**

Cllr Kirkpatrick informed the meeting that a contact from SMD was liaising with CBC regarding the issue. **ACTION JK**

Potton Rd T Junction.

Resurfacing work has been completed.

CBC Sustainability Plan will be a future portfolio item.

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. Cllr Kirkpatrick to ask for an update. **ACTION JK**

Planning

The current Planning applications were discussed.

The development plans for Brook Farm having been previously circulated were discussed. Cllr Ewens informed Cllr Kirkpatrick prior to the meeting that he supports development but did draw concern to parking issues and asked if double yellow lines could be used due to access to/from Alexander Road. Richard Whitlock informed the meeting that double yellow lines require a traffic warden which we do not have. Richard also added that an area at the rear of the development site would be used for contractor parking area, storage and vehicle unloading. A covenant to stop gardens at the front of the site from being paved over will be sought. The farm track with permissive footpath access will continue without the addition of a bridleway. Richard also took on concerns regarding street lighting. All councillors in favour of the proposal so Cllr Puddephatt agreed to draft a response and circulate to Councillors as comments to be received at CBC by 24 March. It was agreed that a 'no comment' would be submitted for the Grange Farm proposal.

ACTION KP (Appendix C)

Finance

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

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

Grants – St John's church applied for £400 to help fund the church café. The clerk updated the council with their statement of balances which has changed from the £123,835.05 stated at the end of 2020 to £121,588.51 at the end of 2021. It was decided that the grant would not be awarded on this occasion. **ACTION CD**

Correspondence

None

Any Other Business

Village Link update to be given to the editor to include a timely reminder for residents to cut back their hedges that are encroaching onto footpaths and also to mention dog walkers picking up their dog mess. **ACTION JK** Clerk asked to talk to residents at T-junction regarding overgrown hedges. **ACTION CD**

The meeting closed at 9.05pm

Date of Next Meeting – Monday 9th May 2022 at 7.30pm at Wrestlingworth Memorial Hall

Appendix A

Payments for approval – March 2022

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

February	E-on Electricity supply D/Debit		482.20
March	E-on Electricity supply D/Debit		482.20
January	Clerk's Salary S/Order		456.63
February	Clerk's Salary S/Order		456.63
Jan & Feb	Clerk's expenses (Telephone, Internet, Stamps, stationery)		30.00
January	SAGE – accounting software D/Debit		21.60
February	SAGE – accounting software D/Debit		21.60
March	SAGE – accounting software D/Debit		28.80
March	Correction to Clerk's Salary		95.89
December	Joe Bibby – moving noticeboard		380.00
March	Information Commissioner's office – GDPR D/Debit		35.00
March	T & J Seymour – electrical maintenance including repairs to W4 and W12 lamps		784.50
March	BATPC – Training courses x3		90.00
January	CBC - Grass cutting contribution	380.33	
February	Community Heartbeat Trust – defib service plan		360.00
March	David Granger – grass cutting		645.89

Appendix B

Planning Applications as at 8th March 2022 for PC Meeting 14th March 2022

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/22/00568/ FULL 22/02/2022	Brook Farm 94 High Street, Wrestlingworth	Erection of 6 dwellings	Comments before 24/03/2022	Consultation period
CB/22/00650/ Full 18/02/2022	Grange Farm, Tadlow Road, Wrestlingworth	Single and two storey side and rear extensions	Comments before 29/03/2022	Consultation period
CB/22/00051/ FULL 10/01/2022	Brook End Barn, 19B Village Road, CH	2 two storey front extensions	Parish council objection	Awaiting decision
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	No comment	Awaiting decision
CB/21/05363/ Full 03/12/2021	Land adjacent to Amber Lodge, Hatley Road, Wrestlingworth	Erection of a detached dwelling- house	Parish council objection	Refused
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	Awaiting decision
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	Refused
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 28 February 2022 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 28 Feb 2022</u>	<u>Budget for year</u>	<u>Expected outturn</u>	<u>Actual</u>	<u>Budget</u>	
Income						
Precept	24,210.00	24,210.00	24,210.00	23,610.00	24,936.00	1
Interest	3.09	5.00	2.00	10.22	2.00	
Grass Cutting Contribution	380.33	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	
Total Income	25,145.19	24,683.52	25,143.77	24,289.27	25,318.00	
Operational Expenses						
Accountants fees & Sage	518.00	500.00	500.00	516.00	650.00	
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	282.00	250.00	250.00	274.00	300.00	
Churchyard Maintenance		250.00	2,000.00		300.00	
Clerk's expenses	301.47	300.00	300.00	330.64	330.00	
Clerk's salary	5,022.92	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	2,252.49	2,500.00	2,507.00	2,340.68	4,800.00	
Electricity/lighting - maint	215.00	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	850.00	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	1,410.10	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	83.97	0.00	0.00		0.00
Total Operational Expenses	18,821.02	23,065.00	25,070.00	19,694.85	26,429.00
Operating surplus/deficit	6,324.17	1,618.52	73.77	4,594.42	-1,111.00
Projects & rent arrears					
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	5,174.11	1,293.53	0.00
Playing field lease arrears		2,880.00			2,880.00 3
Cockayne Hatley land & set up	403.00	3,000.00			3,000.00 4
Net Project costs	5,577.11	13,914.11	5,174.11	7867.53	8,740.00
Overall surplus/deficit	747.06	-12,295.59	-5,100.34	-3,273.11	-9,851.00
RESERVES					
Bank brought forward	26,934.52	26,934.52	26,934.52	30,207.63	21,834.18
(Deficit)/Surplus for period	747.06	-12,295.59	-5,100.34	-3,273.11	-9,851.00
Bank carried forward	27,681.58	14,638.93	21,834.18	26,934.52	11,983.18
VAT refund due	83.97	0	0	88.52	0
Total	27,765.55	14,638.93	21,834.18	27,023.04	11,983.18
GRANTS PAID IN YEAR					
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	
Bank balances					
Current account - 28/02/2022	1,604.72			1,143.23	
Deposit account - 28/02/2022	26,076.86			25,791.29	
	27,681.58			26,934.52	

NOTES

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