

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held at Wrestlingworth Memorial Hall on 9th May 2022 at 7.30pm

Present: Chairman Cllr J Kirkpatrick, Cllr K Puddephatt, Cllr L Chapman, Cllr J Dix, CBC Cllr A Zerny, Cllr A Ewens, C Dear (clerk) & 2 members of the public

Apologies: CBC Cllr T Wye

Open Forum: It was pointed out to the Council that the Parish Website needs updating.

Ethics and Standards Code

None to declare.

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 14th March 2022, having been previously circulated, were approved and signed by the Chairman.

Chairman's Report

Since the last PC meeting, I have:

- 1) Posted items to Facebook page regarding upcoming events, items lost and found, and anti-social behaviour in the Millennium Garden shelter
- 2) Attended MP Richard Fuller's surgery at the Memorial Hall
- 3) Liaised with Brook Farm development (Richard Whitlock) and Adam Zerny regarding planning application at Brook Farm
- 4) Liaised with an applicant, Adam Zerny and CBC housing regarding allocation policy for the Rural Exception site social housing
- 5) Interviewed Julie Dix for a position as councillor
- 6) Liaised with Memorial Hall committee members regarding pricing for use of the Hall

Clerk's Report

- Forwarded relevant emails to Parish Councillors and dealt with general queries
- Completed agenda, budget and financial statement for May's meeting
- Reconciled bank statement with income and expenditure and transferred £5,000 to cover May & June's outgoings
- SAGE – transactions added to end of April
- 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
- Cleaned defibrillator and surrounding area of McDonalds brown sauce
- Informed CBC of new vacancies due to Cllrs Dewey and Dodgson's resignations
- Circulated to Councillors quote for new noticeboard for Cockayne Hatley
- Completed Annual Governance Accounts Return for 2021/22 and delivered to our internal auditor, Alan Walden, with supporting documentation

- Sent numerous emails to Npower regarding the non-collection of direct debits and lack of invoices with no progress to date (last DD taken in February)
- Informed CBC of co-option of Cllr Julie Dix
- Meeting with Cllr Chapman to talk through Parish Council Finances
- Helped with clearing broken branches of tree at children's play area
- Talked to residents either side of the T-junction regarding their respective overgrown hedges.

Matters Arising

The clerk reported that she had spoken to residents either side of the T-Junction regarding their respective overgrown hedges. As a result, the hedges have been trimmed but this still leaves a meter of hedge on the public footpath on the pub side of the junction. Councillors agreed that this remains a safety issue. Cllr Kirkpatrick agreed to talk to CBC on how this can be managed.

ACTION JK

Councillor allocation of Portfolios

The Council was informed that Cllr Simon Thorpe has resigned from the Parish Council.

There are now 2 vacancies on the Parish Council which are to be advertised in the Village Link.

Cllr Puddephatt said he would take the position of vice-chairman.

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

Cllr Dix offered to take the Highways portfolio.

It was agreed that Councillors would take it in turn to attend Memorial Hall committee meetings.

Portfolios

COCKAYNE HATLEY – Cllr Puddephatt informed the Council that:

- No parking sign purchased and erected at bus stop turning area.
- Questionnaire sent to all properties regarding the future of the co-op land in Cockayne Hatley, so far 8 replies to the submission which closes at the end of May.
- Replaced both sets of defibrillator pads as they were out of date.

PLAY AREA – Cllr Chapman informed the Council that:

Since taking over the portfolio for the play area I have:

- Emptied bins
- Highlighted low branches on trees which could be a potential hazard (JK acted upon)
- Kept an overview of the play equipment for any obvious damage
- Picked up litter
- Noted ROSPA inspection booked for May 2022.

It is pleasing to note that there has been minimal litter picking required. It needs to be noted that the metal bins inside the litter bins are showing signs of age, the metal in the bases having perished in places, and will need replacement/repair to continue to keep the area around the bins tidy. Clerk agreed to send a copy of an old rospa report and details of outdoor furniture companies to Cllr Chapman. **ACTION CD**

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

- Various updates have been posted on the website and also Facebook page.
- Tidying up of the garden would take place in time for the Jubilee celebrations.

HIGHWAYS – It was agreed that regarding traffic calming measures in Potton Road, a speed hump/raised platform near to Nursery Tree Gardens would be requested from CBC Highways along with a stop sign at the T-Junction. Cllr Ewens to attend the Central Bedfordshire Council Traffic Management meeting regarding this issue. **ACTION AE & JK**

SUSTAINABILITY AND GREEN ISSUES – Cllr Ewens informed the Council that The Parish Walking & Wildlife Group (PWWG) have requested the Parish Council's help to maintain the integrity of the Reserve. PWWG would like Parish Council's permission to support the maintenance of the site, for example planting trees, looking after the hide etc which will be done on a voluntary basis by members of the PWWG.

The PWWG have made a successful application to the Woodland Trust to provide packs of 30 trees and shrubs to community groups as part of the Queen's green canopy initiative, or current equivalent. The trees and shrubs will be used to create a new hedge to replace the wire fence adjacent to the notice board which is now in a bad state of repair. The trees will be delivered for planting in November which will be done by PWWG volunteers alongside any other routine maintenance. The request is for the Parish Council to approve PWWG to go ahead with this work. For the longer term there will be a need for maintenance of the hide in the Reserve and the PWWG Committee will consider what support they can provide in due course which may include an application for a grant from the Parish Council in 2023. The Parish Council agreed that the PWWG can go ahead with the work required.

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.

(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 Chairman signed off the Annual Governance and Accountability Return which had been prepared by the clerk and authorised by the internal auditor, Alan Walden. Clerk to ensure that Mazars receive all documentation necessary to carry out the external audit by end of June.

Correspondence

None

Any Other Business

New noticeboard at Cockayne Hatley. A quote from Greenbarnes had previously been circulated by the clerk was discussed. It was agreed that Councillors would look at the noticeboard at Cockayne Hatley before the next meeting in July. Replacement of the noticeboard would then be discussed but in the meantime, Cllr Puddephatt agreed to make repairs to the current noticeboard. **ACTION KP**

Trees growing in the brook, one opposite Brook Farm. Also discussed was the brook wall at the junction of the High Street and Church Lane (Turnpike End) where there are trees growing out of parts of the brook and the wall is cracked. Cllr Kirkpatrick agreed to look at the trees and report back on what is necessary to remove them. **ACTION JK**

Cllr Chapman informed the Council that there were missing/damaged signs on the bend out of the village on the Potton Road. Cllr Dix offered to log on the 'fixmystreet' website. **ACTION JD**

It was noted that street light W5 in Church Lane is not working – clerk to report. **ACTION CD**

The meeting closed at 9.35pm

Date of Next Meeting – Monday 11th July 2022 at 7.30pm at Wrestlingworth Memorial Hall

Appendix A

Payments for approval – May 2022

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

March	E-on Electricity supply D/Debit - outstanding		482.20
April	E-on Electricity supply D/Debit - outstanding		482.20
March	Clerk's Salary D/Debit		456.63
April	Clerk's Salary D/Debit		468.85
March & April	Clerk's expenses (Telephone, Internet, Stamps, stationery)		30.00
April	SAGE – accounting software D/Debit		28.80
March	SAGE – accounting software D/Debit		28.80
April	Central Bedfordshire Council – Precept	25,300.00	
April	Zurich – Insurance		893.66
April	BATPC – affiliation fee		171.00
March	T & J Seymour – electrical maintenance including repairs to W1 and W2 lamps		720.00
April	David Granger – grass cutting		645.89
March	David Granger – grass cutting		645.89
May	Alan Walden – Internal Auditor		120.00
April	Kevin Puddephatt – signs for CH		15.39
May	HCI Data Ltd – website		102.00

Appendix B

Planning Applications as at 9th May 2022 for PC Meeting 09th May 2022

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/22/00568/F ULL 22/02/2022	Brook Farm 94 High Street, Wrestlingworth	Erection of 6 dwellings	Comments before 24/03/2022	Application withdrawn
CB/22/00650/F ull 18/02/2022	Grange Farm, Tadlow Road, Wrestlingworth	Single and two storey side and rear extensions	No comment	Awaiting decision
CB/22/00051/F ULL 10/01/2022	Brook End Barn, 19B Village Road, CH	2 two storey front extensions	Parish council objection	Application withdrawn
CB/21/05269/F ULL 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/21/04834/F ull 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/21/02797/D OC 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/D OC 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

Appendix C**FINANCIAL STATEMENT AT 30 April 2022 WITH BUDGET TO March 2023**

	<u>Year to 31 March 2022</u>			<u>2021/2022</u>	<u>Note</u> <u>s</u>
	<u>Actual to</u> <u>30 April</u> <u>2022</u>	<u>Budget</u> <u>for year</u>	<u>Expected</u> <u>outturn</u>	<u>Actual</u>	
Income					
Precept	25,300.00	25,300.00	25,300.00	24,210.00	1
Interest	0.24	2.00	2.00	3.29	
Grass Cutting Contribution		380.33	380.33	380.33	
Insurance Claim re Churchyard				263.25	
VAT refund to March 2022		387.17	387.17	88.52	
Total Income	25,300.24	26,069.50	26,069.50	24,945.39	
Operational Expenses					
Accountants fees & Sage	24.00	650.00	550.00	542.00	
Affiliation Fees		330.00	330.00	320.00	
Amenity Field lease		120.00	120.00		2
British Legion		19.50	20.00	19.50	
Church Clock Maintenance		300.00	250.00	282.00	
Churchyard Maintenance		300.00	300.00		
Clerk's expenses		330.00	330.00	331.47	
Clerk's salary	468.85	5,800.00	5,627.00	5,575.44	
Defibrillator maintenance		300.00	300.00	300.00	
Election expenses		65.00	65.00		
Electricity - street lighting		4,800.00	4,800.00	2,252.49	
Electricity/lighting - maint		500.00	500.00	868.75	
General Maintenance		500.00	500.00	380.00	
GDPR Data Protection		35.00	35.00	35.00	
Grants (see below)		1,500.00	1,500.00	370.00	
Normal Grass and Hedge cutting		7,500.00	7,500.00	6,244.48	
Other grounds & tree work		500.00	500.00	850.00	
Insurance		900.00	900.00	875.66	
Memorial Hall Hire		90.00	90.00	2.00	
Millennium Garden		100.00	100.00		
Parish Tidy Up		280.00	300.00	231.67	
Playing field Maintenance		750.00	750.00	1,410.10	
Playing field lease		360.00	360.00		3
Training expenses		100.00	100.00	90.00	
Web site		360.00	360.00	360.00	
Vat expensed and not yet recovered	4.80	0.00	0.00	391.97	
Total Operational Expenses	497.65	26,489.50	26,187.00	21,732.53	

Operating surplus/deficit	24,802.59	-420.00	-117.50	3,212.86
Projects & rent arrears				
Allotment lease and set up		2,500.00		4
Speed reduction measures				
Amenity lease arrears		600.00		2
Play Area maintenance			5174.11	5,174.11
Playing field lease arrears		3,600.00		3
Cockayne Hatley land & set up				403.00
Net Project costs	0.00	6,700.00	5,174.11	5577.11
Overall surplus/deficit	24,802.59	-7,120.00	-5,291.61	-2,364.25
RESERVES				
Bank brought forward	24,775.07			30,296.15
(Deficit)/Surplus for period	24,802.59	-7,120.00	-5,291.61	-2,364.25
Bank carried forward	49,577.66	-7,120.00	-5,291.61	27,931.90
VAT refund due				88.52
Total	49,577.66	-7,120.00	-5,291.61	28,020.42
GRANTS PAID IN YEAR				
Village Link				250.00
Wrestlingworth Goodwill Fund				
History Society				120.00
Lower School				
	0.00			370.00
Bank balances				
Current account - 30/04/2022	1,700.36		31/03/2021	2,198.01
Deposit account - 30/04/2022	47,877.30		31/03/2021	22,577.06
	49,577.66			24,775.07

NOTES TO BUDGET

1 - 3% increase for 2022/23

2 - Lease expired September 2016 with annual rent of £120. Yet to be renewed by CBC and no rent paid.

3 - Lease expired March 2011 with annual rent of £360. Yet to be renewed by CBC and no rent paid. The last email from CBC dated 19 Nov 2018, refusing our request for a reduction and time to pay. No invoice from CBC to date.

4 - Estimated costs