

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL

MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held at Wrestlingworth Memorial Hall on 14th November 2022 at 7.30pm

Present: Chairman Cllr J Kirkpatrick, Vice-Chairman Cllr K Puddephatt, Cllr L Chapman, Cllr J Dix, CBC Cllr A Zerny, Cllr A Ewens, C Dear (clerk) & 3 members of the public

Apologies: CBC Cllr T Wye

Open Forum: A resident from Cockayne Hatley asked if the new noticeboard in Cockayne Hatley can be moved from outside his house. The parish council considered his request and agreed that the noticeboard could be moved. Cllr Puddephatt asked to canvas opinions first as to where the best location would be for the noticeboard. **ACTION KP**

CBC Cllr Zerny gave a summary as follows-

- Planning application for houses on Woodcraft's Meadow – no further news to date
- 20mph request for Wrestlingworth – recommends petition to be carried out and has offered to help with wording
- Speed reduction on Potton Road – STOP sign agreed by CBC though they have also suggested cross-hatching or squaring-off at junction. It was agreed that neither of these options are suitable, so it was suggested that Mr Page (CBC Highways/Planning) should be invited to attend Parish Council meeting in January to discuss. **ACTION JK**

Ethics and Standards Code: Cllr Ewens declared an interest in one of the planning applications.

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 26 September 2022, having been previously circulated, were approved and signed by the Chairman.

Chairman's Report

Cllr Kirkpatrick informed the meeting that since the last meeting he has

- Represented the Parish Council at the presentation service at St Peter's of the Coales Memorial Chalice
- Represented Parish Council at Remembrance Sunday service at St Peter's for laying of the wreath from the PC
- Liaised with Mick Bister of the PCC regarding the grant of £100 we gave them for graveyard works
- With Kevin assisting, interviewed Marc Wilson for the vacant councillor post
- Liaised with Lee Newton of CBC regarding allotment access and lease
- Liaised with Terry McAlpine of CBC regarding works outstanding in brook that could potentially add to village flood risk
- Liaised with Alan Briggs regarding Memorial Garden upkeep and funding
- Liaised with Adrian Hardy of CBC regarding bus service into Cockayne Hatley and possible changes to the service
- Met with Lorna at Play Area to discuss Rospa report findings

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 £5,000 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 PC's copy of the electoral register
- Sent planning applications to Councillors
- Sent declaration of interest link to Cllr Wilson and informed CBC of new Councillor details
- Updated St Peter's Church and Goodwill web pages
- VAT claimed for 3 months ending October 2022
- Liaised with Zurich (Insurance company) regarding bus shelter claim
- Confirmed Parish Council meeting dates with Memorial Hall for 2023
- Asked CPM Playgrounds Ltd to carry out cableway runway inspection
- Liaised with Cllr Chapman and Lloyds bank regarding access
- Queried S106 allocated monies with CBC
- Sent Grant request application form to parish organisations

Portfolios

COCKAYNE HATLEY – Cllr Puddephatt informed the Council that:

- CH bus service – Frequency of the service into CH to be surveyed. Cllr Puddephatt was asked to go ahead with the survey though he was asked to make it clear that stopping the bus from coming into the village is not an option though CBC will consider a reduction in the frequency. As suggested the survey should be as all-encompassing as possible regarding the bus service. Some residents have previously requested to add additional services in the evening (maybe restricted to Friday/Saturday evenings) to facilitate travelling to Wrestlingworth and Potton Pubs restaurants and clubs without the need to drive, maybe this can be included in the survey.
- CH turn bus shelter – although quotes have been gathered for a brick-built shelter it was decided that a wooden bus shelter was more appropriate.
- Official 'Pedestrians in road' sign has been erected at the entrance to the village.
- Additional dog waste bin has been installed near to the village centre bus stop
- Permissible footpaths discussed with CBC footpaths officer
- Discussed options of additional / permissible bridleways with horse owners and footpaths officer though this was agreed to be a private arrangement

PLAY AREA – Cllr Chapman informed the Council that she had:

- Emptied/inspected bins on a regular/weekly basis
- Obtained quote for removal of tree limbs over slide.
- Obtained agreement of PC committee to quote for removal of tree limbs and arranged for work to be carried out on 20/10/2022. Inspection following completion of work
- Kept an overview of the play equipment and area for any obvious damage
- Reviewed RoSPA report

- Arranged/attended inspection of play area following RoSPA report with JKP on 22/10/2022 (see report attached)
- Picked up additional litter
- Removed broken branches from around play equipment
- Submitted invoice for tree removal to Clerk for payment

The remedial work report was discussed, and it was agreed that Cllr Kirkpatrick would meet with CPM Playgrounds Ltd to talk through the items for repair. **ACTION JK**

HIGHWAYS – Cllr Dix informed the Council that she had:

Reported issues to Fix My Street

- 2 x Blocked Drains.... High Street & Braggs Lane
- Fly Tipping on a track in CH on the way into the woods. This has been cleared.
- Broken kerb on the high street opposite co-op track

Signs that I reported have been resolved, one of which has been repositioned.

Cllr Dix's research regarding reducing the speed limit in the village continues. CBC Cllr Adam Zerny has been assisting with this and the recommendation is that we need to carry out a petition. This was be discussed at the meeting and agreed on. **ACTION JD**

SUSTAINABILITY & GREEN ISSUES

- Tree Planting – The PWWG have received the trees for the hedging project at Lousy Bush and plan to plant them on Saturday 3rd December. We are discussing other possible projects in response to the continuation of the CBC *Tree Planting Grant* but no suitable locations are currently identified.
- nPower – I have continued to chase nPower to determine the impact of the Government's energy price cap, latest response received on 8th Nov is "*there has been no announcement as yet for an increase in the unmetered deemed rate that the Parish Council are currently on. As such, there will be no discount applied until there is.*" Cllr Ewens was asked to request transfer to metered electricity supply. **ACTION AE**
- EV Charging – no further progress, action to be carried over. **ACTION AE**
- Luton Rising – no further progress action to be carried over. **ACTION AE**
- Grant for PWWG for work to the bird hide at Lousy Bush was briefly discussed. Clerk asked to forward application to Councillors for their observations. **ACTION CD**
- Parish Clean-up Day – Councillors agreed to pay for skip hire

It was agreed that Cllr Wilson would take over the portfolio responsibilities for the website and the parish facebook page. Cllr Kirkpatrick to arrange a meeting with Cllr Wilson to go through what is required. **ACTION MW & JK**

Hedgehog Highway

It was agreed that the Council would not be taking part in the Hedgehog highway project.

Lease for allotment area

The Heads of Terms document in relation to the lease on the allotment area, previously circulated by Cllr Kirkpatrick, was discussed, and agreed on. It was suggested that the Amenity Field (present lease expired) be included in the lease. **ACTION JK**

Brook in Wrestlingworth

Cllr Kirkpatrick reported that the brook in Wrestlingworth had been cleared though some brickwork and general debris remains. Cllr Kirkpatrick agreed to ask Terry McAlpine to have this brickwork and debris removed. **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 Risk Register, previously circulated by the clerk was reviewed and agreed by all Councillors.

Cllr Kirkpatrick agreed to talk to a potential internal auditor. **ACTION JK**

The precept request from CBC was briefly discussed with a view to making a final decision in January. **ACTION ALL COUNCILLORS**

Correspondence – None, other than periodicals which were handed out for distribution.

Any Other Business

- Grass cutting – maps of grass cutting areas to be given to Oscar Church for possible contract quote. **ACTION CD**
- Condition of footbridge at Water End was discussed and it was agreed that repairs are needed. Also discussed was the condition of pavement on Potton Road. This area will be covered in the clean-up day in the Spring though can be reported to Highways in the meantime. **ACTION JD**
- Cllr Kirkpatrick agreed to attend the Memorial Hall Meeting on 16th November to represent the Parish Council. A rota to be set up for future meetings.
- Hinges on the Wrestlingworth noticeboard need oiling.

The meeting closed at 9.35pm

Date of Next Meeting – Monday 16th January 2023 at 7.30pm at Wrestlingworth Memorial Hall

Appendix A

Payments for approval – November 2022

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

October	E-on/Npower Electricity supply D/Debit		289.06
November	E-on/Npower Electricity supply D/Debit		318.66
September	T J Seymour – electrical maintenance		64.50
October	Town & Parish Council websites		225.00
September	Clerk's Salary D/Debit		468.85
October	Clerk's Salary D/Debit		468.85
July & August	Clerk's expenses (Telephone, Internet, Stamps, stationery) plus backdated pay of £55.48)		85.48
September	SAGE – accounting software D/Debit		28.80
October	SAGE – accounting software D/Debit		28.80
October	Greenbarnes Ltd (Noticeboard for CH)		2,518.08
October	RTW Gardening Services (Jo Hoy's ash tree)		315.00
November	St Peter's Church (Royal British Legion)		19.00
November	Joe Bibby		350.00
November	CPM Playgrounds Ltd		180.00

Appendix B

FINANCIAL STATEMENT AT 31 October 2022 WITH BUDGET TO March 2023

	<u>Year to 31 March 2022</u>			<u>2021/2022</u>	<u>Notes</u>
	<u>Actual to 31 October 2022</u>	<u>Budget for year</u>	<u>Expected outturn</u>	<u>Actual</u>	
Income					
Precept	25,300.00	25,300.00	25,300.00	24,210.00	1
Interest	5.65	2.00	5.00	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	387.17	88.52	
Total Income	25,692.82	26,069.50	26,072.50	24,945.39	
Operational Expenses					
Accountants' fees & Sage	488.00	650.00	550.00	542.00	
Affiliation Fees	207.00	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	100.00	300.00	300.00		
Clerk's expenses	200.00	330.00	330.00	331.47	
Clerk's salary	3,281.95	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	2,777.12	4,800.00	4,800.00	2,252.49	
Electricity/lighting maintenance	1,200.00	500.00	500.00	868.75	
General Maintenance	15.39	500.00	500.00	380.00	
GDPR Data Protection		35.00	35.00	35.00	
Grants (see below)	250.00	1,500.00	1,500.00	370.00	
Normal Grass and Hedge cutting	3,767.68	7,500.00	7,500.00	6,244.48	
Other grounds & tree work		500.00	500.00	850.00	
Insurance	893.66	900.00	900.00	875.66	
Memorial Hall Hire	32.00	90.00	90.00	2.00	
Millennium Garden		100.00	100.00		
Parish Tidy Up		280.00	300.00	231.67	
Playing field Maintenance	101.50	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	85.00	360.00	360.00	360.00	
Vat expensed and not yet recovered	587.60	0.00	0.00	391.97	
Total Operational Expenses	13,986.90	26,489.50	26,187.00	21,732.53	
Operating surplus/deficit	11,705.92	-420.00	-114.50	3,212.86	
Projects & rent arrears					
Allotment lease and set up		2,500.00			4
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	23.00			403.00	4
Net Project costs	23.00	6,700.00	5,174.11	5577.11	
Overall surplus/deficit	11,682.92	-7,120.00	-5,288.61	-2,364.25	
RESERVES					
Bank brought forward	24,775.07			29,908.98	
(Deficit)/Surplus for period	11,682.92	-7,120.00	-5,288.61	-2,364.25	
Bank carried forward	36,457.99	-7,120.00	-5,288.61	27,544.73	
VAT refund due				88.52	
Total	36,457.99	-7,120.00	-5,288.61	27,633.25	
GRANTS PAID IN YEAR					
Village Link	250.00			250.00	
Wrestlingworth Goodwill Fund					
History Society				120.00	
Lower School					
	<u>250.00</u>			<u>370.00</u>	
Bank balances					
Current account - 31/10/2022	1,365.71		31/03/2021	2,198.01	
Deposit account - 31/10/2022	<u>35,092.28</u>		31/03/2021	<u>22,577.06</u>	
	36,457.99			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

Appendix C

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

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/22/03752/Full 08/11/2022	20 Braggs Lane Wrestlingworth	Chang of use of land to enlarge residential curtilage	Comments before 6 th December	Under consultation
CB/22/03676/FULL 19/09/2022	89 High Street, Wrestlingworth	First floor side extension	No comment	Awaiting decision
CB/22/03241/FULL 23/08/2022	Brook End Barn, 19B Village Road, CH	2 single storey extensions to main dwelling	Parish council objection	Awaiting decision
CB/22/03221/FULL 09/08/2022	4 High Street, Wrestlingworth	Extension to front of property larger conservatory to rear	No comment	Granted
CB/22/02491/FULL 20/06/2022	Brook Farm 94 High Street, Wrestlingworth	Erection of 6 dwellings	No comment	Awaiting decision
CB/22/00650/Full 18/02/2022	Grange Farm, Tadlow Road, Wrestlingworth	Single and two storey side and rear extensions	No comment	Granted
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	Granted
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/21/05363/FULL 10/06/2022	Land adjacent to Amber Lodge, Wrestlingworth	Erection of detached dwelling	No comment	Appeal dismissed
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	Discharge of condition decision released