

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL**MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held at Wrestlingworth Memorial Hall on 15th May 2023 at 7.30pm**

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

Apologies: CBC Cllr T Wye

Open Forum: No issues were raised.

Ethics and Standards Code: Cllr Kirkpatrick reminded the Council members that they need to register their declaration of interests by submitting their forms on-line. A reminder was also given regarding the election expenses form.

Potential acquisition of residential property by Plymouth Brethren within the parish subject to change of use as place of worship

Mr Stephen Church gave a brief history of the Plymouth Brethren and asked the Council for their opinion on the potential acquisition of a residential property in the parish to be used for a place of worship. He informed the Council that a place of worship is required for services on Sunday mornings for the Lord's supper and Monday evenings. He envisaged this would be used by up to 40 people travelling in from neighbouring villages and for the 6 dwellings of Brethren in Wrestlingworth. Mr Church said that parking would be within the property grounds only and not on the High Street. He acknowledged that this would reduce the housing stock in the parish by 1 and consequently council tax contribution. He was asked if there would be a contribution made to make up for this which he said he would investigate. Mr Church added that although the interior of the property would be changed, the footprint of the property would remain the same. A preliminary vote by councillors was taken and 3 proposed, 1 no view and 1 objected.

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 13th March 2023, having been previously circulated, were approved and signed by the Chairman.

Election of Chairman and Vice-Chairman

Cllr Kirkpatrick was proposed as Chairman by Cllr Ewens and seconded by Cllr Chapman. Cllr Dix was proposed as Vice-Chairman by Cllr Kirkpatrick and seconded by Cllr Chapman.

Confirm/allocate portfolio responsibilities

Cllr Wilson offered to take on the Planning responsibilities from Kevin Puddephatt. It was agreed that all other Councillor responsibilities will remain the same.

Appointment of Internal Auditor

Geoffrey Coan was appointed internal auditor for the forthcoming year.

Chairman's Report

Actions since last meeting:

- Emailed Lee Newton of CBC (No replies to date) regarding allotment access and lease on two occasions. Still waiting on final lease from CBC legal representatives.
- Liaised via email and telephone with Richard Whitlock regarding development of Co-op house site.
- Liaised via telephone with a parishioner regarding a very old tree removal concern.
- Liaised with a parishioner regarding ongoing tall trees on property boundary issue.
- Liaised with Terry McAlpine (CBC) regarding outstanding tree removal and general clearance in brook adjacent to Alexander Road.
- Helped with Millennium Garden clean-up prior to Coronation weekend.

Clerk's Report

- Forwarded relevant emails including parish crime statistics 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 £7,000 to cover May and 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 PC's copy of the electoral register
- Sent planning applications to Councillors for their observations
- Completed VAT return to end of April 2023
- Completed Annual Governance Accountability Return for the year 2022/23
- Spoke to residents of Pottton Road regarding not parking their car at the entrance of the bridleway and consequently blocking the access path for the amenity field.
- Spent a considerable amount of time working with the new internal auditor to get him up to speed with the processes of the annual return and details of our financial record keeping
- Liaised with Allan Reynolds, the grass cutting contractor, regarding the latest cut issues over areas to be cut, grass on headstones, the burial ground and complaints from parishioners

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

- Emptied/inspected bins on a regular/weekly basis
- Overview of the play equipment and area for obvious damage
- Picked up additional litter/clearing broken foliage/branches
- Obtained quote for bin repair – this was discussed and approved by all councillors. Cllr Chapman to arrange repairs. **ACTION LC**
- Inspected work completed by CPM Playgrounds
- Inspected following grass cutting and passing comments to Clerk

MILLENNIUM GARDEN AND BROOK MAINTENANCE

See Chairman's report for details

HIGHWAYS – Cllr Dix informed the Council of the following:

- Fix my street, several outstanding issues still. Blocked drains, dead trees and faded road signs. All of which have not been resolved.
- 20mph speed limit has been accepted to be investigated by CBC. Meeting on June the 7th but need to confirm this with Cllr Zerny. **ACTION JD**

Cllr Dix was informed that the leak from a drain on Potton Road needed to be addressed along with a rotten wooden foot bridge at Water End and a similar one in the field towards Tadlow.

ACTION JD

SUSTAINABILITY & GREEN ISSUES – Cllr Ewens informed the Council of the following

- I will pick up the action to liaise with the Potton Town Clerk, on the participation of Wrestlingworth & Cockayne Hatley Parish on the Community Energy Project
- There has been no further information about the proposed Solar Farm between Wrestlingworth and Sutton
- I have had no response from Luton Rising regarding the increase in aircraft noise.

WEBSITE AND COMMUNICATIONS - Cllr Wilson informed the Council of the following:

- 1) Various posts made on Village Website & Facebook page as required, including;
 - a. Reminder on Government warning system test
 - b. HGV ban in Potton & Wrestlingworth
 - c. Luton Airport Expansion Plans
 - d. Bank Holiday waste collections Facebook post
 - e. Post of 6th April requesting volunteers to help with repairing brickwork received no replies.
- 2) Village link ad for Parish councillors shared with the editor, with publishing deadline extended past PC meeting for any additional comments.

COCKAYNE HATLEY – Mr Puddephatt informed the council of the following:

- 1 – CH bus service survey – Survey posted to all residents, awaiting results.
- 2 – CH turn bus shelter – Provided a reference to the shelter manufacturer at their request.
- 3 – A resident requested me to circulate an invitation to a 'Coronation' street party, principally for the children in the late afternoon then general get together after this for all with BBQ. Great event despite the weather, too wet for the general get together unfortunately.

Lease for allotment area

See Chairman's report

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 draft budget for 2023/24 previously circulated to all councillors by the clerk.

The Annual Governance and Accountability Return was signed by the Chairman. This form along with supporting documentation is to be sent to the external auditors, Mazars, before the deadline of 30th June. **ACTION CD**

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

Any Other Business

- **Grass cutting** – it was acknowledged that the latest grass cutting was not up to standard and fell well below expectations. The Clerk informed the meeting that she had received several complaints regarding grass cutting in the parish and had visited parishioners to understand the problems that had occurred. Having then spoken to the contractor (Allan Reynolds) who subsequently inspected the work, he concluded that this was not up to standard and that he would endeavour to rectify the matter. He also pointed out that more frequent cuts would be better considering the amount of recent rain. A meeting with Allan Reynolds would be arranged this week with the clerk and chairman. **ACTION CD**
- **Bus shelter, rotten noticeboard and brickwork at Millennium Garden**
The issues above were discussed, and it was decided that Joe Bibby would be asked to carry out the repairs. The clerk will meet with Joe to discuss details of brickwork. **ACTION CD**

Articles for The Village Link Magazine

Cllr Wilson was asked to contact the editor of the Village Link to include an article on the vacancies on the Parish Council along with acknowledgement of poor standard of grass cutting in the parish. **ACTION MW**

The meeting closed at 8.55pm

Date of Next Meeting – Monday 10th July 2023 at 7.30pm at Wrestlingworth Memorial Hall

Appendix A

Payments for approval – May 2023

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

April	Npower supply D/Debit – IN06691468		300.83
May	Npower supply D/Debit (to include refund) – IN07047942		125.11
April	Clerk's Salary D/Debit - APRIL		476.78
May	Clerk's Salary D/Debit - MAY		476.78
March & April	Clerk's expenses (Telephone, Internet, Stamps, stationery) & use of home as office (£110) – INV 2023/01		140.00
April	SAGE – accounting software D/Debit – UK-03115807		28.80
May	SAGE – accounting software D/Debit – UK-03220882		28.80
May	Grant - PWWG		150.00
May	Grant – Magpas		200.00
May	Grant – Village Link Magazine		250.00
May	BATPC – affiliation fee – AFF117		180.00
March	Wrestlingworth Memorial Hall – Hall hire INV400		18.00
April	CPM Playgrounds Ltd – INV-5262		2,724.00
April	Reynolds Landscapes – SI-971		816.00
April	CBC – Precept – 2023/34	26,577.00	

Appendix B**FINANCIAL STATEMENT AT 30 April 2023 with budget to March 2024**

	<u>Year to 31 March 2024</u>			<u>2022/2023</u>	Notes
	Actual to 30 April 2023	Budget for year	Expected outturn	Actual 2022/23	
Income					
Precept	26,577.00	26,577.00	25,300.00	25,300.00	1
Interest	20.45	150.00	150.00	62.72	
Grass Cutting Contribution		403.15	403.15	403.15	
Insurance Claim				6,642.67	
CBC Grant				1,200.00	
VAT refund to March 2023	458.65	458.65	458.65	88.52	
Total Income	27,056.10	27,588.80	26,311.80	33,697.06	
Operational Expenses					
Accountants' fees & Sage	24.00	650.00	608.00	608.00	
Affiliation Fees		350.00	330.00	207.00	
Amenity Field lease		120.00	120.00		2
British Legion		19.00	19.00	19.00	
Church Clock Maintenance		350.00	300.00	296.00	
Churchyard Maintenance		300.00	100.00	100.00	
Clerk's expenses		330.00	320.00	290.00	
Clerk's salary	476.78	5,760.00	5,627.00	5,721.33	
Defibrillator maintenance		300.00		300.00	
Election expenses		2,000.00			
Electricity - street lighting	240.10	6,000.00	4,800.00	3,914.88	
Electricity/lighting – maint		2,000.00	1,600.00	1,907.50	
General Maintenance		500.00	365.39	715.39	
GDPR Data Protection		35.00	35.00	35.00	
Grants (see below)		600.00	250.00	250.00	
Normal Grass and Hedge cutting		7,500.00	3,767.68	3,902.68	
Other grounds & tree work		500.00	315.00	1,415.00	
Insurance		950.00	893.66	893.66	
Memorial Hall Hire		90.00	72.00	66.00	
Millennium Garden		100.00	100.00	64.96	
Parish Tidy Up		300.00	350.00	241.67	
Playing field Maintenance		750.00	500.00	251.50	
Playing field lease		360.00	360.00		3
Training expenses		100.00	100.00	90.00	
Web site		360.00	360.00	310.00	
Vat expensed and not yet recovered	511.47		0.00	391.97	
Total Operational Expenses	1,252.35	30,324.00	21,292.73	21,991.54	

Operating surplus/deficit	25,803.75	-2,735.20	5,019.07	11,705.52	
Projects & rent arrears					
Allotment lease and set up		2,500.00		2,500.00	4
Amenity lease arrears		600.00		600.00	2
Play Area maintenance				5,174.11	
Playing field lease arrears		3,600.00			3
Cockayne Hatley land & set up				23.00	4
Bus shelter				5,575.00	
Noticeboard CH				2,098.40	
Net Project costs	0.00	6,700.00	0.00	15,970.51	
Overall surplus/deficit	25,803.75	-9,435.20	5,019.07	-4,264.99	
RESERVES					
Bank brought forward	29,106.16			29,837.50	
(Deficit)/Surplus for period	25,803.75	-9,435.20	5,019.07	-4,264.99	
Bank carried forward	54,909.91	-9,435.20	5,019.07	25,572.51	
VAT refund due				88.52	
Total	54,909.91	-9,435.20	5,019.07	25,661.03	
GRANTS PAID IN YEAR					
Village Link	250.00	250.00		250.00	
Magpas	200.00	200.00			
History Society				120.00	
PWWG	150.00	150.00			
	600.00	600.00		370.00	
Bank balances					
Current account - 30/04/2023	1,444.49		31/03/2023	2,238.19	
Deposit account - 30/04/2023	53,465.42		31/03/2023	26,867.97	
	54,909.91			29,106.16	

NOTES TO BUDGET

1 - 5% (band D 4.5%) increase for 2023/24

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 12th May 2023 for PC Meeting 16th May 2023

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/23/00943/FULL 21/03/2023	4A Butchers Lane, Wrestlingworth	Erection of extension to create new first floor, two storey extension to front of dwelling, removal of conservatory, and workshop refurbishment.	No comment	Awaiting decision
CB/23/00451/FULL 13/03/2023	10 Water End, Wrestlingworth,	Demolition of existing first floor accommodation and roof structures with new 2-storey gable front extension and new first floor accommodation under gable roof extension	No comment	Awaiting decision
CB/23/007500/FULL 09/03/2023	19 Alexander Road, Wrestlingworth	New porch terrace incorporating timber posts and plain, tiled roof to match existing, with raised flag - paved flooring, and white textured render to external walls of existing dwelling.	No comment	Granted

CB/TCA/23/00092	1 Church Lane Wrestlingworth	Work to 2 Rowans, 1 apple – crowns reduced, broken and decayed limbs removed, Laurel trimmed	Comments by 23 rd March	Seems to have disappea red
CB/22/04445/SCN	Circa 80 Hectares of Land to the West of Wrestlingworth,	EIA Screening Opinion: Proposed solar farm.	No comment (expiry date was 07/12/22	Pre- application Advice Released
CB/22/03676/FULL 19/09/2022	89 High Street, Wrestlingworth	First floor side extension	No comment	Awaiting decision
CB/22/02491/FULL 20/06/2022	Brook Farm 94 High Street, Wrestlingworth	Erection of 6 dwellings	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