

WRESTLINGWORTH AND COCKAYNE HATLEY PARISH COUNCIL**MINUTES of the Wrestlingworth and Cockayne Hatley Parish Council Meeting held at Wrestlingworth Memorial Hall on 10th July 2023 at 7.30pm**

Present: Chair Cllr J Kirkpatrick, Vice-Chair Cllr J Dix, CBC Cllr T Wye Cllr A Ewens, Cllr M Wilson, C Dear (clerk) & 2 members of the public

Apologies: CBC Cllr A Zerny & Cllr L Chapman

CBC Councillor Tracey Wye informed the meeting that she was expecting an onsite visit regarding the redesign and traffic calming measures on Potton Road within the next few weeks. She added that she would let Councillors know when she had a date so that a member of the Parish Council could attend. Cllr Wye was asked to follow up on the debris in the brook issue as there was a potential for flooding and also to ask CBC for an update regarding the allotments.

Open Forum: No issues were raised.

Ethics and Standards Code: None

GDPR

The Parish Council is subject to an official complaint to the ICO (Data protection office) over the mention of a name and resident's village in the official minutes after speaking during the Public Forum. The minutes have since been amended the name of the resident removed. Cllr Ewens offered to write two new GDPR policies for the Parish Council. **ACTION AE**

Minutes of Previous Meeting

The minutes of the Parish Council meeting held on 15th May 2023, having been previously circulated, were approved and signed by the Chairman.

Chairman's Report

Actions since last meeting:

- Emailed Lee Newton of CBC and regarding allotment lease and Helen Konstantinidi also of CBC regarding allotment access. Awaiting replies.
- Replied to an elector regarding their complaint of an alleged data breach when their name and village of residence was mentioned in the minutes last year.
- With Catherine, removed and replaced said minutes to indicate our acknowledgment of the request to remove name details
- With Catherine discussed grass-cutting concerns with current contractor, and also met with Joe Bibby to discuss our parish maintenance requests (Millenium Garden wall re-pointing, Notice Board repairs)
- Liaised with Adam Zerny over maintenance issues at the RES site/Social Housing in Potton Road

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 July's meeting
- Reconciled bank statement with income and expenditure and transferred £5,000 to cover May and June's outgoings
- SAGE – transactions added to end of June
- 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
- Spent a considerable amount of time on SAGE Accounting regarding a fault in their software regarding negative VAT items (Npower's incorrect invoices)
- Met with Allan Reynolds, the grass cutting contractor, regarding the latest cut, complaints from parishioners, future cuts and improvements to be made
- Met with Joe Bibby to discuss the repairs to the brickwork at the Millennium Garden, repairs to the noticeboard in Wrestlingworth and the bus shelter roof repairs
- Replied to website request regarding the condition of the burial ground after the grass had been cut
- Asked resident in Potton Road to keep the entrance clear to the bridleway for grass cutting contractors
- Replied to resident regarding churchyard and grass cutting
- Reserved training course for a councillor with BATPC
- Replied to resident regarding dogs in the children's play area
- Sent Councillors photos of churchyard grass cutting damage
- Replied to Goodwill Fund regarding having an extra bench or picnic table at the play area
- Replied to Zurich Insurance regarding renewal and additional items on the policy
- Completed training course form for councillor and arranged payment
- Met with internal auditor – his report was discussed and forwarded to councillors who agreed with recommendations made
- Query from website regarding AA box on Cambridge Road forwarded to History Society
- Replied to the Treasurer of St John's Church regarding grass cutting and forwarded issue to contractor
- Spilt paint on play area equipment and grass reported to Wrestlingworth Lower School
- Replied to Police and Crime Commissioner regarding annual meeting preferences
- Removed name of elector from the minutes in relation to GDPR

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

Portfolio for the play area:

- Emptied/inspected bins on a regular basis
- Liaising with PC regarding quality of grass cutting
- Overview of the play equipment and area for obvious damage
- Picked up additional litter/clearing logs around tree area at far end of Playground

- Arranged for temporary bin repair as person who provided quote to repair bins is out of action for a while following an accident
- Inspected spill of white grass marking paint and reporting
- Installing temporary signs on gates to remind users to keep gates closed and that dogs are not allowed in the Playground
- Liaised with CBC regarding signage in gateway to remind users to keep the gates closed and also to advise of prohibition of dogs
- Inspecting installation of new signage
- Liaising with CBC about the height of the sign advising 'No Dogs Allowed' to establish if it can be lowered to make it more visible.

MILLENNIUM GARDEN AND BROOK MAINTENANCE

The repointing of the wall at the Millennium Garden has been completed.

Having received an email regarding overgrown vegetation in the brook near to Butcher's Lane an elector volunteered to clear some of the vegetation from the brook.

HIGHWAYS – Cllr Dix informed the Council of the following:

- Fix my street, several outstanding issues still. Blocked drains, dead trees , faded road signs. All of which have not been resolved.
- I plan to walk the village and log further issue. Pot holes etc and poor road markings.

The speed limit reduction, a meeting was held at CBC on the 7th of June, unfortunately I couldn't attend due to work commitments. The results were forwarded to me:

The Chair for the Traffic Management Meeting on 7 June formally accepted your petition and noted the following:

That the petition be noted.

That Officers report back to Traffic Management following review of collected data, considering the suitability of the requested 20mph zone as well as other appropriate measures to address speeding vehicles.

That the lead petitioner be notified of the outcome of this meeting.

A report is now being carried out and I await their results and hopefully a positive outcome.

I have also been liaising with Chris Dorrow at CBC regarding the rotten footbridge. Chris is a rights of way officer, based at the Sandy Depot. The footbridge is on his list and I am awaiting an update after a site visit.

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

- I have emailed Jonathan Whitehurst, Potton Town Clerk expressing the willingness of Wrestlingworth & Cockayne Hatley Parish Council to consider participating in a Community Energy Project. To be fair I only contacted him recently so will carry the action forward.
- There is still no further information about the proposed Solar Farm between Wrestlingworth and Sutton
- Luton Rising have not responded to me with regard aircraft noise.

WEBSITE AND COMMUNICATIONS - Cllr Wilson informed the Council of the following:
Various posts made on Village Website & Facebook page as required, including;

- Sharing article on Police & Crime Commissioner Consultations
- Reminder of Playground etiquette in relation to pets
- Sharing details on upcoming road closures in the local area
- Sharing access to all on CBC article of road conditions and ability to log issues

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.

It was agreed that the recommendations made by the internal would be implemented.

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

Any Other Business

- **Tree at junction of High Street and Braggs Lane** – Clerk asked to arrange for the tree surgeon to inspect 2 unhealthy trees and report findings. **ACTION CD**
- **New picnic bench at play area** – Clerk asked to order new octagonal picnic table from NBB Recycled Furniture. **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. **ACTION MW**

The meeting closed at 8.55pm

Date of Next Meeting – Monday 4th September at 7.30pm at St John's Church, Cockayne Hatley

Appendix A

Payments for approval – July 2023

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

June	Npower supply D/Debit – IN07218490		309.40
July	Npower supply D/Debit – IN07620861		273.03
June	Clerk's Salary D/Debit		476.78
July	Clerk's Salary D/Debit		476.78
May & June	Clerk's expenses (Telephone, Internet, Stamps, stationery)		30.00
June	SAGE – accounting software D/Debit – UK-03326914		28.80
July	SAGE – accounting software D/Debit – UK-03432900		31.20
July	Geoffrey Coan – Internal Auditor fees		150.00
May	Wrestlingworth Memorial Hall – Hall hire		18.00
May	Reynolds Landscapes – SI-990		1632.00
June	Reynolds Landscapes – SI-1022		816.00

Appendix B

FINANCIAL STATEMENT AT 30 June 2023 with budget to March 2024

	<u>Year to 31 March 2024</u>			<u>2022/2023</u>	Notes
	Actual to 30 June 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	81.06	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	27,116.71	27,588.80	26,311.80	33,697.06	
Operational Expenses					
Accountants fees & Sage	72.00	650.00	608.00	608.00	
Affiliation Fees	180.00	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	140.00	330.00	320.00	290.00	
Clerk's salary	1,430.34	5,760.00	5,627.00	5,721.33	
Defibrillator maintenance		300.00		300.00	
Election expenses		2,000.00			
Electricity - street lighting	678.68	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	600.00	250.00	250.00	
Normal Grass and Hedge cutting	680.00	7,500.00	3,767.68	3,902.68	
Other grounds & tree work		500.00	315.00	1,415.00	
Insurance	1,017.28	950.00	893.66	893.66	
Memorial Hall Hire	18.00	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	2,270.00	750.00	500.00	251.50	
Playing field lease		360.00	360.00		3
Training expenses	35.00	100.00	100.00	90.00	

Web site		360.00	360.00	310.00	
Vat expensed and not yet recovered	595.53		0.00	391.97	
Total Operational Expenses	7,716.83	30,324.00	21,292.73	21,991.54	
Operating surplus/deficit	19,399.88	-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	19,399.88	-9,435.20	5,019.07	-4,264.99	
RESERVES					
Bank brought forward	29,106.16			29,837.50	
(Deficit)/Surplus for period	19,399.88	-9,435.20	5,019.07	-4,264.99	
Bank carried forward	48,506.04	-9,435.20	5,019.07	25,572.51	
VAT refund due				88.52	
Total	48,506.04	-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 - 30/06/2023	1,468.54		31/03/2023	2,238.19	
Deposit account - 30/06/2023	47,037.50		31/03/2023	26,867.97	
	48,506.04			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 10th June 2023 for PC Meeting 10th June 2023

Application No. and Date	Location	Works Proposed	PC Comment	Status
CB/23/01370/FULL 17/05/2023	19 Alexander Road, Wrestlingworth	Erection of a two-bedroom two-storey detached dwelling		Awaiting decision
CB/23/00943/FULL 21/03/2023 CB/23/01869/FULL 06/06/2023	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 with solar panels	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 th March	Seems to have disappeared
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	Application Withdrawn
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
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