

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 9th OCTOBER 2017**

Present: Parish Councillors: M Russell (Chair), M Tomlin, A Palmer, H Palmer, M Morland, Ward Councillors K Collins, R Stay, Clerk A Whiting, 13 members of public

**Public Questions**

1. When will the hole in Manor Rd be fixed and drains be unblocked. Cllr Collins answered that Highways had flushed the drain and could not find the problem, so now Affinity Water need to get involved to get to the cause of the problem.
2. Chaul End Rd – another accident today. Chicanes and traffic calming is not working.
3. Resident had asked Cllr Palmer to get some of the lower branches of trees on the Green cut as children were using them to climb the tees and also causing damage. Noted also the canopy by the street light was obscured by the tree there. Clerk getting Tree Surgeons quotes for Churchyard work and will ask them to quote for these jobs at the same time.

**1. APOLOGIES FOR ABSENCE** - Apologies received from Cllrs: L Skelton, P Smith, C Smith

**2. DECLARATIONS OF INTEREST –** Cllr Russell & Cllr Morland – Payments, item 19(i)

**3. APPROVAL OF MINUTES - It was RESOLVED** minutes of 11th September 2017 were a correct record and signed by the Chairman.

**4.** **PROGRESS UPDATE FROM LAST MEETING**

14. Police – Our new PCSO’s were still not known. Clerk chasing and will inform them of our meeting dates. (*Note: since meeting it is now known that our Acting Inspector is PC Craig Gurr, our PCSO’s are Adam Geary and Josh Parker.*)

15. Highways – Cllr A Palmer had received an email rom Virgin Media who are looking into our claim for compensation for digging up the Green.

16. Clerk had 4 quotes. **It was RESOLVED** to use Affordable Print to print a quantity of 550 A5 calendars at £2.20 each. Cllrs Morland and Fitzsimmons to liaise with Caddhist for suitable photographs to use.

18. Christmas Lights – it was noted that the white spotlights were no longer available from Amazon but Electrafit had sourced some high quality lights at circa £29 each. **It was RESOLVED** to place order for 24 new white lights. Electrafit are currently exploring cause of a fault on the lights. Spare keys have been cut so that we will now be able to have one at all times in the village.

**5. TO RECEIVE CHAIRMAN’S ADDRESS**

Village Show was well attended and Rita Tims was very happy to receive her award. We have an invite to the Christmas Tree festival at All Saints Church.

1. **RECEIVE AN UPDATE REGARDING HEATHFIELD CENTRE**

Clerk reported that he had asked for an update but there was nothing to report yet. Cllr Palmer asked if Heathfield has a contingency plan for all the users should the centre be forced to close. Concern that we as a council might need to be putting extra monies into the precept for the new building. Since the School closed n the site CBC had always promised a Community Hall/centre and older peoples accommodation. Cllr Stay stated that their expectation is that is precisely what they expect the site to be used for.

**7. RECEIVE A REPORT FROM PLANNING COMMITTEE**

Cllr Palmer outlined the planning committee’s view that over the last 18 months any planning applications that they had objected to had been passed by Planning Department, and are concerned that our views are not being taken into consideration. He cited two recent applications in Hawthorn Crescent and Dunstable Rd.

Cllr Palmer stated they also were concerned that as a parish (along with Slip End) we have produced a Neighbourhood Plan but that in the Local Plan Neighbourhood Plans were just referred to as contributing ‘windfall’ development. i.e. in addition to other development proposed within the Local Plan. The Planning Committee questioned whether our Neighbourhood Plan could be disregarded when it has been through many stages of consultation and does earmark significant development suitable and manageable for the villages.

Cllr Palmer also raised concerns that CBC as a whole do not notify us of all the work they do in other areas around the parish, such as Hatters Way road closure. It was noted that Hatters Way is in Central Beds (and Caddington Parish, in part) but maintained by Luton Borough.

**It was RESOLVED** - Cllr Palmer and Clerk to draft letter to CBC detailing concerns.

1. **RECEIVE A REPORT FROM CENTRAL BEDFORDSHIRE COUNCIL**

Cllr Collins stated that Chaul End Rd is being assessed by Highways after numerous complaints to determine what action needs to be taken. It was noted that of all the complaints given many were conflicting with each other. Therefore this assessment (inc. speed survey and safety assessment) needs to be done and data analysed to determine a way forward. When report is done we will forward to PC.

Cllr Tomlin stated that at recent speed watch surveys there it was noted that many drivers were driving poorly and fast, and that a number of near misses and road rage incidents occurred. Council welcomed being brought into the loop on what action is taken in the road and also that experts were looking into the situation there.

Cllr Tomlin asked if there will be a complete resurfacing done on the whole road when all the works are completed. Cllr Stay to check if this is the case or not.

1. **RECEIVE AN UPDATE ON THE CADDINGTON & SLIP END NEIGHBOURHOOD PLAN**

Cllr Stay reported the plan is lodged and part way through the consultation. If no major complications it will go to the examiner. If they are in agreement will go to referendum. If passes it will become part of planning law.

1. **DISCUSS HIGHWAYS PROPOSAL FOR DUNSTABLE RD AND MATCH FUNDING**

‘Road Treatment’ as suggested by Highways Team Leader would involve painting of road markings and some signage updating and renewal, costing approx. £10,000. Council felt it is important that the 30mph sign is moved further up Dunstable Rd to beyond the bend/junction. If this and other safety measures such as a solid white line be included in the scheme at Bury Farm, and Manshead School entrance then it would support this match funding work. Cllr Stay voiced his support for speed reduction at the bend in Dunstable Rd.

1. **DISCUSS PROGRESS FOR ARRANGEMENTS FOR REMEMBRANCE DAY**

The road will be closed as per last year. There are hi-vis jackets for marshalls, police informed, invites had gone out, Oststeinbek will send a representative. Trees in front of memorial will be removed opening up the space.

1. **REVIEW GRITTING SCHEDULE**

Council agreed to maintain the gritting schedule as it is. Cllr Heather Palmer suggested that as Folly Lane was very well used with a large number of residents, with the incline, could be included in the schedule. It was agreed to do so. Noted that the gritting vehicle would be able to negotiate it, unlike several other private roads in the village, but that they mostly have access to salt bins.

A snow blower was considered for purchase for £100 but it was decided that it would not be purchased as a problem with snow blowers is that they merely redistribute the snow elsewhere.

1. **DISCUSS FUNDING FOR PARKS EQUIPMENT**

Clerk to arrange meetings with play equipment companies in near future for quotes.

Clerk reported that he will, as previously stated be applying for lottery funding for up to £10k, but that it should be noted that the Council would need also to earmark similar amount in order to qualify. He further stated that along with and in partnership to the Toddlers Group (a not for profit organisation) we ay qualify for LLA near neighbours fund for up to £10k for community projects. Noted that PC cannot apply on their own for this grant. BIFFA also run funding schemes. Clerk to explore.

1. **DISCUSS AND AGREE WORKS TO HEDGE AND TREES AT CHURCHYARD**

Chairman and Clerk met with PCC at the Churchyard to identify works;

Hedge to remove to ground level as previously agreed with PC. Limes to be pollarded, some yews to be lifted and one trimmed back so that not touching church. Works agreed. Clerk to notify Tree Officer and seek permission and get quotes from Tree Surgeons.

1. **DISCUSS & AGREE ARRANGEMENTS FOR HOUSING OF DEFIBRILLATOR IN MANCROFT RD**

It was agreed to purchase a Red Telephone box to install at Mancroft Rd opposite Crosslands to house the Defibrillator. Approx. cost £2700. Cllr Tomlin to ask Highways if they are willing to connect to electricity of the nearby street light.

Clerk to seek old ordnance survey map showing the old telephone box that once stood in this precise location.

1. **RECEIVE A REPORT FROM BEDFORDSHIRE POLICE -** Crime figures;

02/9/2017 02:00 - \*Theft in a dwelling – Hawthorn Crescent For clarity, theft in a dwelling means the perpetrator had a right to be in the property, otherwise it would be burglary

04/9/2017 01:15 - \*Harassment – Undisclosed Address

05/9/2017 17:42 - \*Assault occasioning Actual Bodily Harm – Chaul End Road

13/9/2017 03:00 - \*Assault occasioning Actual Bodily Harm – The Crescent

17/9/2017 12:00\* - Burglary (Business and Community) - Manor Rd

20/9/2017 09:10\* - Assault occasioning Actual Bodily Harm - Dunstable Road

20/9/2017 11:30\* - Other Miscellaneous thefts - Manor Road

25/9/2017 09:00\* - Burglary (Garage/Shed/Vacant Property) - The Green

26/9/2017 15:45\* - Theft from a Motor Vehicle - Chaul End Road

28/9/2017 13:00\* - Theft of a Pedal Cycle - Culworth Close

29/9/2017 15:00\* - Public Order - Fear or Provocation of Violence - Chaul End Rd

1. **RECEIVE AN UPDATE FROM CADDINGTON WATCH**

Met with new Police Watch Scheme Coordinator - Juliet (Jules) Donel - Very keen to engage with existing schemes

Speed Watch concentrated on Chaul End Road and engaged with local residents

Speed Watch aware of Safety Audit on the full stretch of Chaul End Road

Street Watch continues at CVS - Matthew got Traffic Enforcement to attend one morning

Presenting to the Scouts on the subject of Home Security on Thursday 12 October

Stall on The Green Saturday 28 October

Street Watch planned for Halloween.

Awaiting call to help at CVS Fireworks display on Friday 3 November

1. **RECEIVE A HIGHWAYS REPORT**

Noted that Clerk still liaising with Tingdene and Highways to get the electricity supply to a new light. The absence of plans were proving a problem and may mean that an electricity contractor will have to undertake a survey which may cost up to £600.

Cllr Tomlin meeting with Highways to request some sort of railings outside Town and Country to stop illegal parking there and ensure safety of people crossing the road. Dropped kerb also to be requested to be moved back to where it was, (opposite Folly Lane).

1. **ACCOUNTS**

i) The following cheques were authorised and 2 signatories signed cheques;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cheque** | **Payable to:** | **Payment Details** |  **TOTAL**  |  **Vat**  | **Grand Total** |
| SO | ASK Accounting Services | Payroll service |  £19.75  |  £3.95  |  £23.70  |
| STO | John Dudley | Allotments management - Oct |  £45.00  |   |  £45.00  |
| STO | Darren Hunter | Parish Warden Salary  |  £523.03  |   |  £523.03  |
| STO | A Whiting | Salary Oct 17 |  £1,219.97  |   |  £1,219.97  |
| 105912 | HMRC | Tax/NI Oct 17 |  £366.19  |   |  £366.19  |
| 105913 | Beds Pension Fund | Pension Oct17 |  £453.40  |   |  £453.40  |
| 105914 | Bidwells | Rent - Recreation Ground |  £100.00  |   |  £100.00  |
| 105915 | A Whiting | Add.Hrs. 9.5 hrs May-Oct |  £94.17  |   |  £94.17  |
| 105916 | Poppy Appeal | Remembrance wreaths and crosses |  £77.00  |   |  £77.00  |
| 105917 | Village Garden Services | Grounds Maint. Sept 17 |  £507.18  | £101.44 |  £608.62  |
| 105918 | Affordable Companies | Programmes for Village Show |  £388.00  | £77.60 |  £465.60  |
| 105919 | A Whiting | Office allow, mileage, stamps, stationery, equipment, internet |  £186.95  |   |  £186.95  |
| 105920 | Perfect Print | Allotment agreements print |  £82.00  | £16.40 |  £98.40  |
| 105921 | Amazon | Print Cartridges Cllr Palmer |  £22.78  | £4.00 |  £26.78  |
| dd | DCS | Diverted Telephone line |  £9.63  | £1.92 |  £11.55  |
|  |  | **Page Total** |  **£4,095.05**  |  **£205.31**  |  **£4,300.36**  |

1. Verify bank reconciliation and authorise councillor to sign bank statements

Following was noted and Cllr M Russell signed bank statement;

|  |  |  |
| --- | --- | --- |
| **Periodic Balance 30.09.17** |  |  |
|  |  |  |
| **Balance at 30.03.17 b/fwd** |  |  **£90,878.69**  |
| Plus income to date |  |  £102,272.42  |
| **Subtotal** |  |  **£193,151.11**  |
| Less payments to date |  | £44,840.49 |
| **CLOSING FUNDS BALANCE** |  |  **£148,310.62**  |
|  |  |  |
| Current Account |  |  £97,732.53  |
| Tracker Account |  |  £50,749.15  |
| Subtotal |  |  £148,481.68  |
| less unpresented cheques |  |  £171.06  |
| **CLOSING BALANCE** |  |  **£148,310.62**  |

iii) Receive 2nd quarter spend against 2017-18 budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  **Budget**  | **Actual Expenditure- month 6**  |  **Predicted** **End yr. Expenditure**  |  |
| **Staff Costs** |  **£28,800.00**  | **£15,618.53** |  **£31,000.00**  |  |
| **Administration** |  **£7,700.00**  | **£6,001.99** |  **£12,000.00**  | *Inc Tables/* *Chairs for club* |
| **Allotments** |  **£1,250.00**  | **£582.72** |  **£1,250.00**  |  |
| **Security** |  **£4,600.00**  | **£3,893.40** |  **£4,600.00**  |  |
| **Highways & Amenities** |  **£30,000.00**  | **£6,764.84** |  **£19,000.00**  |  |
| **Neighbourhood Plan** |  **£3,000.00**  | **£0.00** |  **£1,000.00**  |  |
| **Section 137 Grants** |  **£4,060.00**  | **£1,810.33** |  **£4,060.00**  |  |
| **Parks** |  **£3,650.00**  | **£2,499.97** |  **£5,000.00**  |  |
| **Projects** |  **£1,500.00**  | **£4,924.00** |  **£5,000.00**  |  *Inc. consultation/open day*  |
| **GRAND TOTAL** |  **£84,560.00**  | **£42,095.78** |  **£82,910.00**  |  |
| *Plus 2% contingency fund* |  *£1,691.20*  |  £-  |  £2,500.00  | *Inc. Planning* *consultant* |
|   |  **£86,251.20**  |  **£42,095.78**  |  **£85,410.00**  |  |
| VAT |  £5,000.00  | £2,745.00 |  £6,000.00  |  |
|  |  **£91,251.20**  |  **£44,840.78**  |  **£91,410.00**  |  |
|  **Precept 2017-18**  | £95,370 |  |  |  |
| **minus predicted end year expenditure** |  **£9,960.00**  |  |  |  |

**19. RECEIVE GENERAL CORRESPONDENCE – *FOR INFORMATION ONLY***

Gardening Group – request for stall on Green 29th May 2018 - **agreed**

Caddington Watch – request for stall on Green 28th October 2017 - **agreed**

Caddington Sports & Social Club – request ideas for funding for essential works – **Council suggested; BIFFA, LLA, Lottery, Angus Brewer Trust**

CBC – Town & Parish conference at Chicksands on Tuesday 21st Nov 6-9pm – up to 2 reps per Parish or Town council- **Noted, any attendees to inform Clerk**

Caddhist Heritage Day – Heathfield 14th October – 10am-3pm - **Noted**

**Public Participation**:

i) Noted that PC always discuss and try to help resolve problems in Chaul End Rd but that residents do not come to the meetings.

ii) Frustration that Neighbourhood Plan taken 7 years and that the issues around Heathfield are still not resolved. Cllrs shared the frustration and want the new centre to be built as promised by CBC and as per the NP.

iii) Resident noted that flats on Heathfield site were briefly advertised on Right Move (but are not on there now)

iv) Collinswood Residents thanked Cllr Heather Palmer for her proposal to grit Folly Lane.

Meeting Closed at 9:48pm

Signed…………………………………………………………….Dated: ……………………………….