

# Minutes of the Caddington Parish Council Meeting held at Heathfield Centre on 8<sup>th</sup> January 2024



Present: Parish Councillors Tomlin (Chairman), V Malone (also CBC Ward Cllr), A Palmer, B Fitzsimmons, H Palmer, R Catford, M Mackey, J Lovell, Clerk L Heartfield, 18 members of the public.

## Public participation:

- Is there any news on the rerouting of footpath 9 at Caddington Golf Club? No news at the moment, CBC Councillor Malone will chase.
- The pavement is overgrown on Dunstable Road going up towards the Millfield bend. Clerk to contact CBC Highways to arrange clearance.
- The new footpath over to the retirement centre from Mancroft Road is very muddy and inaccessible. CBC Councillor Malone is working with the centre to try to get this improved but the pathway won't be completed until Phases 2 and 3 are completed. Until then the advice is to use the gravel path at the tree line.

## **23/24/159 APOLOGIES FOR ABSENCE**

Apologies received and accepted from Parish Cllrs M Russell and S Quinn (both had work commitments) and CBC Ward Cllr K Collins (meeting clash).

## **23/24/160 DECLARATIONS OF INTEREST**

Cllr Tomlin declared an interest in agenda item 23/24/167 access to Caddington Sports & Social Club playing fields.

## **23/24/161 APPROVAL OF MINUTES**

It was **RESOLVED** that the minutes of the meeting held on 11<sup>th</sup> December 2023 were a correct record and were signed by the Chairman.

## **23/24/162 PROGRESS UPDATE FROM LAST MEETING – for information only**

- **Caddington Sports & Social Club proposed playing field extension** –valuation of the field will take place on 12/1/24.
- **Edgecote park CCTV:** Electrafit has installed the feeder pillar, now waiting for UK National Power to connect.
- **Temporary Parish Grounds Maintenance Operative** – started work today.
- **Village magazine:** No payment this month as the last edition covered both December 2023 and January 2024.
- **Scribe Accounting System** for Parishes has been installed and all transactions from April 2023 have been entered to facilitate the completion of the AGAR at the end of the year.
- The Parish **Christmas lights** survived the season! Thanks to Cllr Russell for switching them off. Replacement and additional lights will be purchased in April when they are back in stock.
- **FILCA** (Clerk Financial Training) has been completed.

## **23/24/163 POLICE AND CADDINGTON WATCH**

There had been 11 offences reported since the last Parish meeting in December. Cllr Fitzsimmons read out the full crime statistic report from CaddWatch which had been forwarded to all Councillors before the meeting and circulated to those present.

## **23/24/164 REPORT FROM CENTRAL BEDFORDSHIRE WARD COUNCILLOR**

Ward Cllr Malone reported the following:

Recap on budget as some incorrect information has been circulated. our Dunstable bus service is not in danger. One of the options in the budget consultation is to cut “ SUBSIDIES” on Commercial bus routes. The 232 is a community bus service and is not at risk. The 230 Saturday service “could” be but that’s why it is important for as many residents as possible to come up with other ideas which will be listened to to try and find the 2 million deficit or choose one the other options e.g charge for green bins or use reserves. Personally I feel Luton Council should be helping with the funding of the 230 as Luton benefits from it. I have told the Independents I will not back cutting subsidies if this was the decision after the public consultation has ended.

Footpath 17 has finally been attended to, when I visited on Wednesday, the path had been covered in wood chippings to try and soak up some of the mud.

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I have chased the resurfacing of Millfield Lane, which is hopefully happening in March. I have also chased Millfield Green on the state of the footpath that is used to walk from Mancroft Rd. up to the retirement village. I'm hoping there will be some improvements there very shortly.

New Vista Homes. The new administration is looking "carefully" at whether this company should develop the various sites. In particular, whether it'll deliver value to the taxpayer and local residents. It is a taxpayer-owned company that has yet to build a single house.

I have been frantically emailing Highways over the last few days about the state of Chaul End Rd. I also took The Leader of Central Beds Council to see the problem. They admit that so far all of their attempts have failed, this includes removing three feet of silt from the outlet pipes, cleaning the gullies repeatedly and riddled them right the way through to the pond area behind and digging channels to hold the water. They think all the pipework needs rebuilding at a higher level than they are now so hopefully this is the next stage of work. The Golf Club have offered to help in any way they can, so I have suggested a meeting between Highways engineers and the club. In the meantime, I will request the gully motor whenever we have flood water collecting there.

The heavy rain in the last week caused a few problems for the residents of Mancroft and Dunstable Roads. but Highways cleared out all the ditches and culverts last week and cleared all the barriers of debris and although levels got dangerously high, we escaped and properties flooding and the hydro snakes and flood barrier gates were all put up in readiness. I just want to say that the way the residents have pulled together in the Mancroft flood group has been amazing and CERT (Community Emergency Response Team) has been a godsend in offering help from many services and advice.

## **23/24/165 CADDINGTON AND SLIP END BUS USER'S GROUP (CaSeBuG)**

A representative from CaSeBuG reported that following the CBC public consultation on plugging the council deficit, it was agreed by CaSeBuG members to make representation to the CBC on a joint basis regarding the retention of the transport budget and not leave it until the outcome of the public consultation was known.

CaSeBuG was uncertain about how a joint approach would be perceived, especially since the previous administration had rejected a petition signed by over 1,000 residents. Despite this, an email was sent to all Executive members of the Central Beds Council, as well as Ward representatives and Parish Clerks. The views were also shared with the Parish Clerks in those areas that were served by the 74 minibus service, which is combined with our 232 service.

The group suggested that the budget shortfall should be taken from the 2% CBC Council tax Precept being applied as it would raise some £10 M and thus plug the £2M deficit. They suggested that negotiations on the revised 232 service should be concluded and implemented as currently the Mid Beds area is served by other regular services as well as the 74 service; whereas in South Beds are only served by a 'poor' 232 service alone.

In conclusion, the group believes that the transport budget should be retained as some essential public services are being moved to hub areas such as Dunstable. A future report will be made on the outcome of these representations.

CaSeBuG will attend the next Pan Bedfordshire bus users group meeting at Luton Town Hall on the 11<sup>th</sup> January and will meet with representatives from Arriva. A report will be made at the next meeting.

Cllr Tomlin thanked CaSeBuG for the group's hard work and continued dedication to improving and retaining public bus services in the Village.

## **23/24/166 ACCESS TO UK POWER NETWORKS LAND AT LEDWELL CLOSE**

Permission to create a new path through the old substation had been obtained by Cllr Russell from UK Power Networks.

It was **AGREED** to lease the land for £120 per annum with an additional cost this year of £50 set up charge. The Clerk to arrange for Cllr Russell (as Chair) to sign the lease and make the payments.

It was **AGREED** to provide a wooden fence to deter anyone from "camping" in the small area of land covered by the lease. This new fence is to be used to replace the fencing which has been removed to create the through route. The fence replacement and retaining all original signage is a condition of the lease.

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## 23/24/167 ACCESS TO CADDINGTON SPORTS & SOCIAL CLUB PLAYING FIELDS

A discussion was had regarding the initial arrangements made before Christmas between Cllr Russell and representatives from the Sports and Social club. These were amended slightly.

It was **AGREED** that:

- The gate at the end of Ledwell Road would remain open at all times
- The gates along the new fencing would be:
  - Closed - 1 December to 28 (29) February
  - At least one gate will be open - 1 March to 30 November.
- There may need to be additional gate closure exemptions during the “Open” Season. These would be:
  1. Whenever there is a football match in progress on the bottom pitch.
  2. Whenever the grass is being treated with “weed and feed” type chemicals and for the recommended period of time afterwards when animals should be kept away. Signs would be displayed in accordance COSH with regulations.
  3. By **advance agreement only** with the Parish Council for any other exceptional circumstances that may arise. (e.g. Fireworks Display, exceptionally inclement weather etc...)

It was **AGREED** that the Sports and Social Club could also erect signs as requested saying “Please keep dogs on leads and please clear up after your dog”.

It was **AGREED** that the Parish will pay half of (match fund) the cost of improving the path leading to the school from Ledwell Road which passes through the small area of land leased from UK Power Networks.

It was **AGREED** that the following path map could be displayed by the Sports and Social club.



## 23/24/168 BRICK BUS SHELTER

Following the email sent by Central Bedfordshire Head of Highways to the Parish Clerk and a near duplicate circulated by Cllr Malone. Cllr Palmer suggested that the next step should be an independent safety report. He suggested approaching a neighbouring County or public safety body to ensure independence.

It was **AGREED** that the Clerk would investigate different options and costs of obtaining the report.

## 23/24/169 EDGECCOTE PARK PLAY AREA REFURBISHMENT 2024/25 BUDGET RESERVE REQUIREMENT

A discussion was held on whether Heathfield should receive more earmarked funding and whether Edgecote's refurbishment could be done in stages over a period of time rather than all at once.

It was **AGREED** by a majority vote of 6 to earmark £80,000 in the 2024/2025 budget for the Edgecote Park Play area refurbishment.

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## 23/24/170 2023/24 3RD QUARTER BUDGET SPEND & BANK RECONCILIATION

The Clerk had circulated the budget information to all Councillors before the meeting. In accordance with Financial Regulation 2.2, Cllr Malone signed the bank reconciliation sheet and the original bank statement as evidence of verification.

Periodic Balance 31.12.23 3rd Quarter	
Balance at 31.03.23 b/fwd	£ 280,838.84
Plus receipts to 31.12.23	£ 182,637.30
<b>Subtotal</b>	<b>£ 463,476.14</b>
Less payments to 31.12.23	£ 107,814.99
<b>CLOSING FUNDS BALANCE</b>	<b>£ 355,661.15</b>
Represented by balance	
Unity Bank Account 31.12.23	£ 355,661.15
<b>DIFFERENCE</b>	<b>£ -</b>

CADDINGTON PARISH COUNCIL BUDGET					
	2023/24	30.06.23	30.09.23	31.12.23	31.12.23
Staff Costs	Budget	Q1 Spend	Q2 Spend	Q3 Spend	Total Spend to date
Clerk Salaries & expenses	£ 26,346.88	£ 4,958.82	£ 4,925.37	£ 5,638.43	£ 15,522.62
Groundsman Salary	£ 7,897.50	£ -	£ -	£ -	£ -
Staff cover	£ 7,000.00	£ 3,007.00	£ 3,628.00	£ 3,734.00	£ 10,369.00
NI & Tax	£ 10,239.46	£ 2,446.20	£ 2,446.20	£ 2,932.52	£ 7,824.92
Pension	£ 11,558.30	£ 2,347.92	£ 2,347.92	£ 2,711.54	£ 7,407.38
<b>TOTAL</b>	<b>£ 63,042.14</b>	<b>£ 12,759.94</b>	<b>£ 13,347.49</b>	<b>£ 15,016.49</b>	<b>£ 41,123.92</b>
<b>Administration</b>					
Office expenses & Warden equipment	£ 4,000.00	£ 1,556.05	£ 561.95	£ 648.80	£ 2,766.80
Chairman Allowance	£ 500.00	£ 32.29	£ -	£ 438.37	£ 470.66
Insurance	£ 2,000.00	£ 1,902.87	£ -	£ -	£ 1,902.87
Heathfield Centre Rental				£ 80.00	£ 80.00
Aley Green Cemetery Precept	£ 3,991.00	£ 3,991.00	£ -	£ -	£ 3,991.00
Professional Fees & memberships (CILCA)	£ 7,000.00	£ 110.00	£ 420.00	£ 2,586.20	£ 3,116.20
<b>TOTAL</b>	<b>£ 17,491.00</b>	<b>£ 7,592.21</b>	<b>£ 981.95</b>	<b>£ 3,753.37</b>	<b>£ 12,327.53</b>
<b>Allotments</b>					
Committee Secretary & admin	£ 800.00	£ -	£ 135.00	£ 135.00	£ 270.00
Leisure Gardens Comm Allowance	£ 400.00	£ -	£ 498.50	£ -	£ 498.50
Allotments Water	£ 800.00	£ 138.63	£ 624.75	£ 28.62	£ 792.00
Allotments Maintenance	£ 1,500.00	£ -	£ -	£ 1,432.48	£ 1,432.48
<b>TOTAL</b>	<b>£ 3,500.00</b>	<b>£ 138.63</b>	<b>£ 1,258.25</b>	<b>£ 1,596.10</b>	<b>£ 2,992.98</b>
<b>Amenities</b>					
Grounds maintenance	£ 9,000.00	£ 2,141.36	£ 2,004.36	£ 2,004.36	£ 6,150.08
Gritting	£ 2,500.00	£ 592.00	£ -	£ 740.00	£ 1,332.00
Defibrillators	£ 500.00	£ -	£ -	£ -	£ -
Flood Kit Maintenance					£ -
CCTV	£ 4,000.00	£ 600.00	£ 1,450.00	£ 680.00	£ 2,730.00
Trees	£ 6,000.00	£ -	£ 1,900.00	£ -	£ 1,900.00
Pond	£ 10,000.00	£ -	£ -	£ -	£ -
Parks	£ 15,000.00	£ 1,527.93	£ 3,546.00	£ 802.73	£ 5,876.66
Christmas Lighting					£ -
Events (Parish, 80th D Day, remembrance, twinning)	£ 5,000.00	£ 1,488.80	£ 1,427.23	£ 5,645.65	£ 8,561.68
Village enhancement & repairs	£ 18,000.00	£ -	£ 4,989.93	£ 1,338.65	£ 6,328.58
<b>TOTAL</b>	<b>£ 70,000.00</b>	<b>£ 6,350.09</b>	<b>£ 15,317.52</b>	<b>£ 11,211.39</b>	<b>£ 32,879.00</b>
<b>Section 137 (capped spending powers of direct benefit to village)</b>					
Grants	£ 7,000.00	£ 3,129.23	£ -	£ 3,029.77	£ 6,159.00
Village Magazine	£ 5,000.00	£ 1,500.00	£ 1,000.00	£ 1,500.00	£ 4,000.00
<b>TOTAL</b>	<b>£ 12,000.00</b>	<b>£ 4,629.23</b>	<b>£ 1,000.00</b>	<b>£ 4,529.77</b>	<b>£ 10,159.00</b>
<b>VAT</b>	<b>£ 9,000.00</b>	<b>£ 1,402.75</b>	<b>£ 3,389.67</b>	<b>£ 3,540.14</b>	<b>£ 8,332.56</b>
<b>TOTAL SPEND</b>	<b>£ 175,033.14</b>	<b>£ 32,872.85</b>	<b>£ 35,294.88</b>	<b>£ 39,647.26</b>	<b>£ 107,814.99</b>

## 23/24/171 PLANNING COMMITTEE COMMENTS & RECOMMENDATIONS ON PLANNING MATTERS

It was **AGREED** that the Clerk would forward the following planning comments to CBC Planning Officers.

### CB/23/04023/FULL Barn at Chaul End Road, Caddington, Bedfordshire, LU1 4AT

Demolition of an existing redundant barn and proposed new 3-bedroom bungalow (Decision by 11/01/2024)

**No Objection**

### CB/23/03959/FULL 1 Winchfield, Caddington, Luton, LU1 4NE

Garage conversion to home office with new dormers to pitched roof (Decision by 9/01/2024)

**No Objection**

### CB/23/03966/FULL 19 Mossman Drive, Caddington, Luton, LU1 4EX

Conversion of garage to habitable space, with window to replace garage door at front (Decision by 9/01/2024)

**No Objection**

### CB/23/03855/FULL Land at Cotswold Business Park, Millfield Lane, Caddington, Luton, LU1 4AJ

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Erection of a physiotherapy treatment centre (Use Class E(e)) with associated access, parking and landscaping. (Decision by 9/01/2024)

**Objection** on the basis that we believe this to be land on the site of Millfield House (not Cotswold Business Park as stated). We believe this land falls within the green belt and as such there is no exception or specific reasons presented in the application as to why this land should be used. We also believe that the height of the development will not be in keeping with other buildings in the area and will be an “eyesore”. We are led to believe that there could be as many as 16 appointments per hour offered at the proposed facility. We believe that Millfield Lane (a single-track road with passing places) will be unable to cope with the number of cars using it, especially when the traffic from the new Inspire Retirement dwellings is also considered. Note: Councillors amended the comments sent to CBC Planning in December 2023 on **CB/23/03855/FULL** above in light of new information received.

## 23/24/172 CORRESPONDENCE

A list of correspondence this month had been circulated to Councillors for information before the meeting.

## 23/24/173 AUTHORISATION OF PAYMENTS

It was **RESOLVED** by full council to authorise the following accounts for online payment:

Date	Payment	Payable to:	Payment Details	Total
01/01/2024	SO	Village Garden Services	Ground maintenance ref Inv 7738	£ 801.74
01/01/2024	SO	Allotment Secretary	Allotment management	£ 45.00
08/01/2024	Transfer	Staff Costs	Salaries, PAYE, Pension	£4,071.23
08/01/2024	Transfer	Heathfield Centre	Heathfield rental charge for Parish meeting CHC-2418	£ 40.00
08/01/2024	Transfer	Village Garden Services	Parish Warden cover December and bulk waste disposal of leaves	£ 1,156.80
08/01/2024	Transfer	Andrew Shaw Computer Services	Microsoft 365 & Virus checker (Inv 220416)	£ 21.38
08/01/2024	Transfer	CPRE Bedfordshire	Understanding Planning Workshop 2024 - Cllr Quinn	£ 50.00
08/01/2024	Transfer	Linda Heartfield	Reimbursement for Heathfield Parish cupboard padlock	£ 3.99
08/01/2024	Transfer	Linda Heartfield	Reimbursement for Training course bundle	£ 48.00
08/01/2024	Transfer	UK Power Networks	Licence for Ledwell Road (Annual) inv 2200015273	£ 120.00
08/01/2024	Transfer	UK Power Networks	Licence for Ledwell Road - admin set up fee inv 1800004309	£ 50.00
16/01/2024	DD	Castle Water	Allotment water supply	£ 4.51
31/01/2024	DD	Zusi Ltd	Clerk & Warden phones	£ 21.38
31/01/2024	SO	James Macpherson	CCTV service contract	£ 200.00
			<b>Total</b>	<b>£6,634.03</b>

## Public participation:

- Thank you for a very entertaining evening!
- The new bridleway sign in Folly Land has been installed although it is very small!
- Thank you to Ward Councillor Vicky Malone for all her hard work and dedication to the parish. A round of applause was given.

Meeting closed at 9.02pm