

Minutes of the Caddington Parish Council Annual Meeting held at Heathfield Centre on 15th May 2023



Present: Parish Councillors M Russell (Chair), M Tomlin, V Malone (also CBC Ward Cllr) left at 20.38pm, A Palmer, H Palmer, R Catford, M Mackey, B Fitzsimmons, Clerk L Heartfield, CBC Ward Cllrs K Collins (arrived at 20.15pm), 30 members of public

Public participation

- Elm Avenue patching. Highways aware awaiting resurfacing
- Missing bollard on Mannor Road – Highways aware

23/24/1 ELECTION OF CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE

It was RESOLVED that **Mark Russell** be elected Chairman of the Council for the forthcoming year and duly signed the declaration of acceptance of office and agreement to abide by the code of conduct.

23/24/2 ELECTION OF VICE CHAIRMAN & DECLARATION OF ACCEPTANCE OF OFFICE

It was RESOLVED that **Matthew Tomlin** be elected Vice Chairman of the Council for the forthcoming year and duly signed the declaration of acceptance of office and agreement to abide by the code of conduct.

23/24/3 PARISH COUNCILLORS DECLARATION OF ACCEPTANCE OF OFFICE

All Parish Councillors had signed their declaration of acceptance of office and agreement to abide by the code of conduct, and will complete the CBC disclosable pecuniary and other interest's online form.

23/24/4 APOLOGIES FOR ABSENCE

None received.

23/24/5 DECLARATIONS OF INTEREST

Cllr Russell: Items 23/24/31 Services Providers, 23/24/33 Standing Orders & 23/24/42 Payments

Cllr Tomlin: item 23/24/42 Payments

Cllr Malone: item 23/24/40 Planning

23/24/6 APPROVAL OF MINUTES

It was RESOLVED that the minutes of the Full Council meeting held on 17th April 2023 were a correct record and signed by the Chairman. The Annual Parish Meeting 2023 draft minutes were also noted and signed as a draft copy.

23/24/7 PROGRESS UPDATE FROM LAST MEETING

The Clerk reported:

- UK Power Network
 1. Dunstable Road defective light – chasing daily.
 2. Parcel of land adjacent to the Sports and Social Club – Have the option to agree a license or buy, UPN officer has undertaken to prepare information for the June meeting.
- Duck Signs – New signs would not improve on the existing. Cllr Tomlin to consult with CBC on next Highways walk around regarding a raised roundabout to slow speed of cars.

23/24/8 CENTRAL BEDFORDSHIRE COUNCIL REPORT

Cllr Malone was congratulated on her recent election. She thanked the village for the support she had received. She reported that following the flooding meeting at the end of April with CBC concerning Mancroft Road/Dunstable Road. Ninety percent of Mancroft Road gullies have now been cleared and unblocked in the last two weeks. Cameras have been used to inspect drainage from the gullies. This will be extended to Dunstable/ Luton Road in the next few weeks. This is addressing the minor flood issues but further works are needed to address the flash flooding issues, which are the ones that affect us. CBC have said that there is a long way to go but they have some ideas to manage the flow of floodwaters and Cllr Malone is being kept updated and will report back in future meetings.

Cllr Malone has also been invited to a meeting with the flood risk manager to have a more detailed session and run through the history of Caddington flooding and action points recommended. They will also be looking at how the two developments planned in the area might have an effect. Caddington and Slip End Clerks have been forwarded information on how to apply for a community flooding kit, which provides communities with equipment that helps minimise disruption before, during and after a flood. Funding is available for up to £1500.

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Cllr Malone is pushing CBC officer for answers on New Vista Homes and Heathfield. The weeds in the Heathfield alleyway have been reported and an inspector will visit and pass to contractors.

Cllr Collins joined the meeting at 8.13 pm and apologised as he had been at two other meetings. He gave the following report. Has suggested a cross Parish group to tackle flooding as currently having separate discussions. Clerks to contact each other.

Flooding under the M1 bridge and Chaul End Road both sites are marked as “high risk” and teams on standby when bad weather expected. Due to have a meeting with the interim Assistant Director of Highways to review the sites. There needs to be better road closure signs as people are still driving into deep flood water.

The Chaul End Road ditch has been cleared but the pipe from the drain to the ditch needs replacing. This is work will result in a road closure although traffic could be diverted via Mallard Crescent through the Caddington Woods development.

23/24/9 POLICE AND CADDINGTON WATCH REPORT

Clerk previously circulated Police crime data spreadsheet to Cllrs. 9 offences reported since the last meeting. PCSO Laura Tuck attended and asked members of the public to be aware of late night that there had been a number of late night van thefts in the area. The police will be holding a community event outside the Co-op on Wednesday from 10am.

23/24/10 UPDATE ON CADDINGTON VILLAGE MAGAZINE

None received this month.

23/24/11 UPDATE ON HEATHFIELD CENTRE AND DEVELOPMENT

Clerk gave a progress report after speaking to the managing director of New Vista Homes.

It was RESOLVED to receive a further report at the June meeting following the Central Beds priority setting meeting on the 25th May 2023.

23/24/12 UPDATE ON THE CHEQUERS PUBLIC HOUSE

Clerk had spoken to the pub Landlord and Regional Manager for Stonegate Brewery. It's the current landlord's wish to move on. They leave on 18/6/2023. **It was RESOLVED** to send a card to express the thanks of the Parish for all the hard work and commitment given by the current landlord.

23/24/13 COMMITTEE MEMBERS & TERMS OF REFERENCE

Personnel and Planning committees terms of reference had been circulated to Councillors prior to the meeting.

It was RESOLVED to adopt the terms of reference and appoint committee members as follows:

Personnel Committee: Cllrs M Russell, M Tomlin, V Malone, H Palmer

Planning Committee: Cllrs A Palmer, H Palmer, M Tomlin, R Catford, B Fitzsimmons

23/24/14 STANDING ORDERS & FINANCIAL REGULATIONS

The Standing Orders and Financial Regulations had been circulated to Councillors for review prior to the meeting.

It was RESOLVED the current documents are correct and remain unchanged. Clerk to publish on website.

23/24/15 REVIEW AND APPOINT COUNCILLOR AREAS OF RESPONSIBILITY:

- CCTV: Cllrs Fitzsimmons, Tomlin & A Palmer
- Christmas Lights & Switch on: Cllrs Russell, Tomlin & Malone
- Highways: Cllrs Tomlin & Catford
- Parks & Pond: Cllrs A Palmer, H Palmer, Russell, Tomlin & Malone
- Remembrance Day: Cllrs Russell & Tomlin.

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23/24/16 REVIEW AND APPOINT REPRESENTATIVES ON UNDER MENTIONED BODIES:

- Aley Green Cemetery Committee (3 members): Cllrs A Palmer & H Palmer
- Caddington Recreation Assc/Sports & Social Club (2 members): Cllrs Russell & Tomlin
- Caddington Watch (1 member): Cllr Fitzsimmons
- CaSE (Caddington Woods): Cllr Russell
- Collings-Wells Halls Management Committee: Cllr Fitzsimmons
- Heathfield Centre: Cllrs Fitzsimmons, R Catford
- Leisure Gardens Management Committee: Cllr Russell and Clerk

23/24/17 ELIGIBILITY TO USE THE GENERAL POWER OF COMPETENCE

The General Power of Competence is a statutory power given by the Localism Act 2011, Sections 1-8 (LA 2011 s1(1)). To confirm that the Parish Council is not eligible for General Power of Competence as it doesn't meet the criteria of having a qualified Clerk.

23/24/18 ASSETS REGISTER & INVENTORY OF LAND

The assets register & inventory of land had been circulated to Councillors for review prior to the meeting. **It was RESOLVED** the current documents are correct and remain unchanged.

23/24/19 INSURANCE COVER & FIDELITY GUARANTEE

It was RESOLVED to accept the current BHIB Insurance broker 3 year Long Term Agreement with Aviva due for renewal by 01/06/2023 at £1554.61. Invoice was listed for authorisation. Fidelity Guarantee is £250,000.

23/24/20 COMPLAINTS PROCEDURE

The Complaints Procedure had been circulated to Councillors for review prior to the meeting. **It was RESOLVED** the current documents are correct and remain unchanged. Clerk to publish on website.

23/24/21 PROCEDURES FOR HANDLING REQUESTS UNDER FREEDOM OF INFORMATION ACT

The policy for handling requests under the Freedom of Information Act 2000 had been circulated to Councillors for review prior to the meeting. **It was RESOLVED** the current documents are correct and remain unchanged. Clerk to publish on website.

23/24/22 APPOINTMENT OF DATA PROTECTION OFFICER & POLICIES

The UK GDPR sets out requirements for how organisations must handle personal data. Under Section 7(3) of the DPA 2018, parish councils are not public authorities for the purposes of the UK GDPR, and therefore do not need to appoint a DPO (Data Protection Officer) **It was RESOLVED** to continue with GDPR policies as previously provided by LCPAS and utilise DPO consultancy services from Jayne Cole as and when required.

23/24/23 POLICY FOR DEALING WITH PRESS/MEDIA

The policy for dealing with Press/Media had been circulated to Councillors for review prior to the meeting. **It was RESOLVED** the current documents are correct and remain unchanged. Clerk to publish on website.

23/24/24 EQUALITY & DIVERSITY POLICY AND EQUAL OPPORTUNITIES

The policies for ensuring equality and diversity and equal opportunities had been circulated to Councillors for review prior to the meeting. **It was RESOLVED** that both the current documents are correct and remain unchanged. Clerk to publish on website.

23/24/25 GRIEVANCE POLICY

The Grievance Policy had been circulated to Councillors for review prior to the meeting. **It was RESOLVED** the current documents are correct and remain unchanged. Clerk to publish on website.

23/24/26 CCTV POLICY

The CCTV Policy had been circulated to Councillors for review prior to the meeting. **It was RESOLVED** the current documents are correct and remain unchanged. Clerk to publish on website.

23/24/27 DISCIPLINARY PROCEDURE

The Disciplinary Policy had been circulated to Councillors for review prior to the meeting. **It was RESOLVED** the current documents are correct and remain unchanged. Clerk to publish on website.

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23/24/28 HEALTH & SAFETY POLICY

The Health & Safety Policy had been circulated to Councillors for review prior to the meeting. **It was RESOLVED** the current documents are correct and remain unchanged. Clerk to publish on website.

23/24/29 MEETING DATES, TIMES AND PLACE

It was RESOLVED to accept the below meeting dates for the ordinary Parish Council Meetings in the forthcoming year and publish on the website. Meetings are usually held at 7:30pm at the Heathfield Centre, Hyde Road, Caddington LU1 4HF on the second Monday of each month except April (third Monday) and no meeting in August.

2023: 12th June, 10th July, 11th September, 9th October, 13th November, 11th December

2024: 8th January, 12th February, 11th March, 15th April 7:00pm Full Council followed by 8:00pm Annual Parish Meeting, May 13th Annual Meeting, *10th June, 8th July, 9th September, 14th October, 11th November, 9th December*
Additional committee meetings may be arranged on an ad-hoc basis when planning applications are received. Personnel Committee meetings will also be held as and when required.

23/24/30 RISK ASSESSMENT & MANAGEMENT

The full risk assessment and management of all areas of the council had been circulated to Councillors for review prior to the meeting. **It was RESOLVED** that the current documents are correct and remain unchanged. Clerk to publish on website.

23/24/31 SERVICE PROVIDERS

It was RESOLVED to continue with the below service providers:

- i) Village Garden Services: Grass cutting, grounds maintenance, parish warden cover, gritting
- ii) James Macpherson: CCTV management
- iii) New Leaf Business Solutions: Website and Email provision and management
- iv) DM Payroll services: Payroll administration
- vi) Electrafit: Christmas lighting & electrics

23/24/32 BANKING ARRANGEMENTS & SIGNATORIES

It was RESOLVED that Cllrs Mark Russell, Matthew Tomlin, Bob Fitzsimmons and Andy Palmer remain as the four authorised signatories for the Unity Bank online account. Clerk L Heartfield will continue to view and submit payments only and is unable to authorise payments.

23/24/33 STANDING ORDERS & DIRECT DEBIT PAYMENTS

It was RESOLVED to authorise monthly payments of £200 to James Macpherson for CCTV service contract, and £801.75 to Village Garden Services for grounds maintenance.

It was RESOLVED to continue to authorise variable Direct Debit payments to O2 for parish council staff contract phones approx. £71 monthly, Castle Water & Affinity Water for Allotments water and waste approx. £61 (variable).

23/24/34 APPOINT INTERNAL AUDITOR & REVIEW EFFECTIVENESS OF INTERNAL CONTROL

It was RESOLVED to continue to appoint Ray Foster as the Parish Council's internal auditor.

It was RESOLVED that the Council have undertaken an adequate review of its effectiveness of the internal audit process covering the following five: scope of internal audit, independence, competence, relationships, planning and reporting.

Heading	Question	Answer	Detail
Scope of Internal Audit	Does the internal aspect sufficiently cover all aspects of the finance controls relevant to Parish Council? Are the terms of reference in place and approved	Yes	Financial regulations are adopted, and reviewed on Annual basis
Independence	Is the internal auditor sufficiently independent, unbiased and objective?	Yes	Long term auditor. Parish Clerk for a local Parish.
Competence	Is the Internal Auditor competent to carry out their work ethically, with integrity and objectivity	Yes	Retired accountant and an Internal auditor for several years and other parish councils.

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Relationships	Is the Clerk/RFO (Responsible Finance Officer) consulted in the internal Audit Plan? The responsibilities of the Parish Council are understood and training given as necessary	Yes	Training Programmes are available for members and staff.
Audit Planning and reviewing	Is there a plan in place for when the internal Audit will be undertaken and does the plan properly take account of risk	Yes	Council follows the governance and accountability for local Councillors guide (England) 2014 and external Auditor. Risk assessment format reviewed and adopted.

23/24/35 COMPLETE 2021/22 ANNUAL RETURN AND APPROVE SECTIONS 1 & 2

The following bank reconciliation and full audit accounts had been provided to Councillors prior to meeting and was signed by Cllr Malone.

Balance at 31.03.22 b/fwd		£ 271,438.36
Plus receipts to date		£ 156,527.37
Subtotal		£ 427,965.73
Less payments to 31.03.23		£ 147,126.89
CLOSING FUNDS BALANCE		£ 280,838.84
Unity Bank balance		£ 280,838.84
DIFFERENCE		£ -

Clerk forwarded a letter from Internal Auditor Ray Foster that he is satisfied that the statutory requirements have been complied with and proper accounts and procedures adopted. He noted that the bank account balance was above £85,000 protected under FSCS compensation scheme. **It was RESOLVED** to research additional banks to spread risk.

The Annual internal audit report 2022/23 had been completed and signed by Ray Foster on 28th April 2023.

It was RESOLVED to approve **Section 1 Annual Governance Statement 2022/23** and was duly signed by the Chair and the Clerk/RFO.

It was RESOLVED to approve **Section 2 Accounting Statements 2022/23** and was duly signed by the Chair and the Clerk/RFO.

Clerk to make necessary arrangements to send to external auditor and publish on the website in compliance with the Transparency Code for Smaller Authorities.

23/24/36 EMERGENCY PLAN

It was RESOLVED to accept The Caddington Emergency Plan previously circulated to Councillors.

23/24/37 FLOODING KIT

Funding is available up to £1500 for a community flood kit. This covers the purchase of the initial kit but not the upkeep. **It was RESOLVED** to apply for the kit using the equipment list supplied by Cllr Tomlin (total £1498.33) and acknowledge any maintenance and replacement costs will be paid for by the Parish Council.

23/24/38 THE KING'S CORONATION EVENT

Well done to all involved. It was a great event, with excellent attendance despite the rain. Thank you to the Men's group for help with the marquee and to Glen Eden for sponsorship.

23/24/39 NEW CLERK TRAINING

It was RESOLVED to agree £144 for ILAC training for the new Clerk. To be booked after confirmation of successful 13 week probation review on 5th June 2023.

Cllr Malone left the meeting at 8.38pm

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23/24/40 PLANNING

The following planning applications had been discussed by the Planning Committee.

CB/23/00788/OUT Land Off Chaul End Road And South Of Brick Kiln Farm, Chaul End Road, Caddington

Outline Application: for a rural exception scheme for up to 9 dwellings with all matters reserved, except for access.

Caddington Parish Council, in principle, support this application because it is for social housing only. Reservations on the application were raised, that it could possibly cause a ribbon effect or sprawl onto other land with the effect of extending the village boundary, which would be contrary to planning rules.

We feel that these forms of applications are needed in this parish in the right location. There are other granted social housing developments going ahead in the wrong location. We look forward to receiving a further future application regrading design and reiterate our support due to the social housing focus of this project.

CB/23/01154/FULL Oakfield Farm, Luton Road, Caddington, Luton, LU1 4AD

Ridge and eaves height increase to facilitate loft conversion with pitched roof dormer windows and first floor front gable extension **second application**)

Application number CB/23/01221/GPDE Oakfield farm, LU1 4AD Householders extension. **First application.** The site is situated in the green belt and green belt policy must apply, so owing to the fact there are two applications and is there development history already for the site, would this mean that the green belt development limit will be breached? We would object to any breach and development over 60% of the footprint.

CB/23/01200/FULL Christmas Cottage, Pipers Lane, Aley Green, Luton, LU1 4DS

Proposed Detached Double Garage

No objection.

CB/23/01330/ADV Land adjacent to 93 Dunstable Road & south corner of the Gate House Dunstable Rd Caddington

Advertisement: 2 non illuminated directional signs to the Millfield Green Integrated Retirement Community.

OBJECTION on grounds of site obstruction to motorists on a very dangerous corner, so could be a road hazard.

CB/TCA/23/00159 The Lodge, Luton Road, Caddington, Luton, LU1 4AF

Works to trees within a Conservation Area: Fell four self set trees (three Sycamore and one Ash).

OBJECTION on grounds that all four trees are mature, healthy and well established. The trees are equally spaced and in a straight line and the belief is that a previous owner of the lodge planted the trees as a screen between the church and the property and the trees are therefore not self set. The removal of the trees would spoil the views and vista of the area near the around the village church yard. The committee agree that the trees should be trimmed and maintained accordingly but should stay as a screen and should not be removed.

It was RESOLVED to asked TGB Treecare Ltd to survey the health of the trees and report back to the Clerk.

23/24/41 CORRESPONDENCE – for information only

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

23/24/42 AUTHORISATION OF PAYMENTS

It was RESOLVED by full council to authorise the following accounts for payment.

Clerk L Heartfield to submit payments and two authorised signatories to authorise Unity Bank payments online:

Date	Payable to:	Payment Details	Total
01/05/2023	Village Garden Services	Ground maintenance	£ 801.74
01/05/2023	Castle Water	Allotment water supply	£ 46.21
15/05/2023	Parish Clerk	Salary	£ 1,656.44
15/05/2023	Beds Pension Fund	Pension	£ 782.64
15/05/2023	HMRC	Tax NI	£ 815.40
15/05/2023	M Whiting	End of year support for new clerk	£ 433.16

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15/05/2023	Village Garden Services	Parish Warden cover April and knee high fence repairs	£ 1,208.40
15/05/2023	Andrew Shaw Computer Services	Tech support - email group changes	£ 25.00
15/05/2023	Andrew Shaw Computer Services	Microsoft 365 & Virus checker (Inv 220222)	£ 24.73
15/05/2023	Heathfield Centre	Printing costs Villager Mag April edition	£ 500.00
15/05/2023	New Leaf Business Solutions	Annual Website hosting and support May 2023 - April 2024	£ 190.00
15/05/2023	L Heartfield	Reimburse cost of PPE and office equipment	£ 117.34
15/05/2023	UK Power Networks	Emergency disconnection Rushmore Park CCTV	£ 1,229.55
15/05/2023	Cllr M Tomlin	Chairman Allowance: Reimburse expenses	£ 8.99
15/05/2023	Ray Foster	2022/23 accounts internal audit	£ 110.00
15/05/2023	BHIB Councils Insurance	Insurance cover 2023/24 (Final year of 3 year LTA)	£ 1,554.61
15/05/2023	G-Events Ltd	Coronation Event - additional Marquee hire due to poor weather.	£ 500.00
15/05/2023	In Case of Emergency Medical & Training Services	Coronation Event First Aid	£ 300.00
15/05/2023	Cllr M Tomlin	Reimburse cost of PPE	£ 3.99
22/05/2023	ETA cycle hire insurance	Parish Warden trike insurance	£ 348.26
24/05/2023	O2	Clerk & Warden phones	£ 71.20
28/05/2023	James Macpherson	CCTV service contract	£ 200.00
		Total	£10,927.66

Public participation

A request to include progress on the Heritage Walkway on the agenda each month. **Agreed.**

Meeting closed at 8.55pm