

# Minutes of the Caddington Parish Council Meeting held at Heathfield Centre on 13<sup>th</sup> November 2023



Present: Parish Councillors M Russell (Chairman), M Tomlin (Vice Chairman), V Malone (also CBC Ward Cllr), A Palmer, B Fitzsimmons, H Palmer, R Catford, M Mackey, S Quinn, J Lovell, CBC Ward Cllr K Collins, Clerk L Heartfield, 23 members of the public.

## Public participation:

No items were raised.

## 23/24/122 APOLOGIES FOR ABSENCE

None received.

## 23/24/123 DECLARATIONS OF INTEREST

Cllr Russell declared an interest in payments for authorisation (agenda item 23/24/141).

## 23/24/124 APPROVAL OF MINUTES

It was **RESOLVED** that the minutes of the meeting held on 9th October 2023 were a correct record and were signed by the Chairman.

## 23/24/125 PROGRESS UPDATE FROM LAST MEETING – for information only

- **Christmas Lights.** Electra Fit has inspected and carried out necessary repairs ready for the 25<sup>th</sup> November.
- **Council Reserve Funds: CCLA (Public Sector Deposit Fund)** – The account will be finalised and funds transferred by the December meeting.
- **Edgecote Park Play equipment** – 77 replies were received to the online community survey. The information received has been used to submit a CBC (UKSPF and REPF) grant application. The application went in on 3<sup>rd</sup> November and the Council should receive the result by the middle of January 2024.
- **New bucket swing seats** have been installed in Elm Ave Park to replace the broken ones.
- A replacement **dog waste bin** has been installed on the Green.
- **Pre-paid Parish card** – has been delayed due to the company requesting additional identification from Councillors. This has now been sent.
- **Allotment income** – The Clerk and the new Allotment secretary are working together to ensure that plot rental fees are received on time.

## 23/24/126 ACKNOWLEDGE OF PARISH COMMUNITY GRANT AWARDS

Cllr Russell presented a certificate to a representative from Caddington PTA, to recognise their successful second-round application for Parish Community Grants.

The Clerk reported receiving an email of gratitude from Caddington Youth Football Club, along with a photo of the new equipment they have purchased using the grant received in October.

## 23/24/127 POLICE AND CADDINGTON WATCH

There had been 20 offences reported since the last Parish meeting in October. Cllr Fitzsimmons read out the full crime statistic report from CaddWatch which had been forwarded to all Councillors before the meeting.

## 23/24/128 REPORT FROM CENTRAL BEDFORDSHIRE WARD COUNCILLOR

**Ward Cllr Malone gave the following report:**

The condition of the paths at Collings Wells Close had been checked after they were sprayed to kill the weeds that had overgrown on the footpath. Unfortunately, the paths are still in an unacceptable state. I've notified the Highways Department and they are planning to schedule further work. They assure me that they will keep me updated on the progress.

Another complaint has been raised about footpath 17 (Millfield Lane). It has been severely damaged by heavy vehicles, and there is a lot of building debris and litter lying around. I have contacted Millfield Green Retirement Home, and they have organised a litter pick. I also informed them that a company working for UK Power Network had accessed the solar farm site. I have made a complaint to them and am waiting for their response. They are due onsite this week and will inspect the footpath.

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The installation of two speed data capture loops will proceed in November, barring emergency roadworks or extreme weather conditions. While we have yet to confirm the exact location for the loops outside the barns on Chaul End Rd, an alternative location 200m north of the barns will be used if it is deemed unsuitable.

The removal of the dead tree beside the Sports and Social Club has finally taken place today. I have advised the club to report any future tree-related issues on Fix My Street where I can keep track of progress.

We have experienced heavy rain twice in the last month, which has put the maintenance work done by CBC (Central Bedfordshire Council) on our culverts and gullies in the Mancroft/Dunstable Rd area to the test. Some of the pipes used to carry away the flood water at the Aley Green end of Mancroft Rd were found to be blocked with silt, but have since been cleared. We were prepared with 75 sandbags, but fortunately, we didn't flood on either occasion. The newly ploughed fields helped to soak away the water and our residents "what's app" flood group played an important role in reporting early and quickly to the Central Beds Emergency group, which gave us the best chance of prompt action should flooding occur.

## **Ward Cllr Collins reported the following:**

The ditch meant to reduce flooding on Chaul End Road is too shallow and water still overflows onto the road. Jetting the ditch may help, but another option being investigated as a possibility is to use a part of the Golf Club land to hold excess water.

## **23/24/129 CADDINGTON AND SLIP END BUS USERS GROUP (CaSeBuG)**

A representative from CaSeBuG reported that there had been communication with Central Bedfordshire Transport Officers regarding the 232 minibus service, which is being revised due to budget constraints.

Additionally, there are ongoing discussions about extending the 230 Saturday service. CaSeBuG is waiting for the outcome of a request made by CBC for B.S.I.P funding for two additional journeys. Recently, CaSeBuG attended the CaSE AGM and provided detailed feedback on the 230 services.

## **23/24/130 FLOOD EQUIPMENT MAINTENANCE AND 24/25 BUDGET**

The Clerk had circulated a paper before the meeting which had been proposed by Cllr Malone and seconded by Cllr Tomlin. It was **AGREED** that the clerk order 10 hydrosacks and 10 hydrosnakes at a cost of £279.72 and commit £1000 to the 24/25 budget for the upkeep and maintenance of the Parish Flood kit.

Cllr Russell asked if any equipment used during a flood could be recorded. Cllr Malone said it was, often, very difficult in the moment to do this. More help from the Parish Flood Group would help with tasks such as this.

## **23/24/131 HELPING HANDS VOLUNTEER GROUP**

The Clerk has received confirmation that anyone acting on behalf of the Council is covered by insurance, including ladder use up to 10 meters. This was with the proviso that all tasks were risk-assessed and sensible precautions were taken. It was **AGREED** that the Clerk publicise the group as soon as possible so that helpers were available for the Christmas lights event.

## **23/24/132 EXTENSION TO SPORTS AND SOCIAL CLUB PLAYING FIELD**

A report regarding the extension to the sports and social club playing field had been circulated to all Councillors before the meeting. The proposal is to purchase the land directly behind the club using available Section 106 funds. There will be some costs associated with work needed before the application is made e.g. planning permission to change the use from arable farming to sports use. The club has offered to cover all the costs incurred and will reimburse the Council.

It was **AGREED** that the club should continue with associated work in order to buy the land using S106 money. This includes applying for planning permission, engaging architects, and DLA Town Planning and Land Surveying Services.

It was **AGREED** to accept reimbursement from the Caddington Sports and Social Club for any costs associated with this work.

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## 23/24/133 VILLAGE FLOODLIGHTS

Cllr Tomlin presented a quote to install floodlights to four trees on The Green and explained his proposal. The lights would utilise the Christmas light terminals allowing for the use of either Christmas lights or flood lights. This would help when clearing up after events. Cllr A Palmer seconded the proposal.

It was **AGREED** to accept the quote and for the Clerk to arrange for the work as soon as possible, so that the floodlights were in place ready for the 25<sup>th</sup> November event.

## 23/24/134 REMEMBRANCE EVENTS (11<sup>TH</sup> AND 12<sup>TH</sup> November)

Cllr Russell thanked John Harper and all those involved for arranging both the successful remembrance events. There had been a good turnout, especially on Sunday given the wet and windy weather.

The Clerk received the following feedback from Councillors in response to Mr Harper's request.

- It was a shame not to see the horse and rider leading the procession this year.
- The quality of the sound is still problematic. Perhaps the speaker needs renewal or placed differently?
- Can groups who "always" lay wreaths e.g. the W.I etc be added to the list of those invited forward individually? It was felt that it was a bit crowded when everyone went up in one go.

The Clerk will pass the Council's thanks and feedback to John Harper.

## 23/24/135 CHRISTMAS LIGHTS SWITCH ON EVENT 25TH NOVEMBER 2023

Cllr Malone reported that the school choir, elf, small fair rides, popcorn, candy floss, singer, scouts mulled wine stall and first aid had all been confirmed. The Scouts will provide receipts to the Clerk for reimbursement for the mulled wine etc. The choir will begin at 4.30 until 5. Graham will sing 5 to 6 pm during which time the lights will be switched on by the Villager of the Year, The Caddington Crocheter. The Chequers Pub had confirmed that they will be doing a hog roast but the train is unable to come. Stalls are still available for the Christmas market.

Cllr Malone will hold a meeting with the events committee to finalise plans. The marquee will be put up at 2 pm, as many people can help as possible.

It was **AGREED** that the Clerk should ask for helpers on the helping hands group and purchase another set of marquee lights (£52.99) in case two marquees are needed due to bad weather.

It was **AGREED** that any money raised by the Scout's mulled wine stall should be divided between Keech Hospice and East Anglia Air Ambulance.

## 23/24/136 ALEY GREEN CEMETERY PRECEPT

The confirmed CBC Band D tax base for Caddington for 2024/25 is 1900. In the past, there has been a discrepancy between this number, which CBC uses to calculate the Parish's precept, and the figure provided to the Clerk at Aley Green Cemetery. The latter is used to determine Caddington's portion of the expenses related to maintaining the Cemetery.

It was **AGREED** that the figure of 1900 should be sent to the Aley Green Cemetery Clerk for use in the 2024/25 calculation.

## 23/24/137 2024/25 BUDGET REQUIREMENTS AND PRECEPT

The Clerk calculated a paper that outlined different options and outcomes of increasing the Band D charge by 2%, 4.4 %, and 6.7% (in line with inflation) **It was AGREED** that the CLERK would circulate the projected end-of-year spend for 2023/24 and that Councillors would review the circulated precept options in order to formally discuss and agree at the December meeting.

## 23/24/138 PERSONNEL COMMITTEE COMMENTS & RECOMMENDATIONS ON PERSONNEL MATTERS

**Parish Clerk** – it was noted that the annual wage increase had been nationally agreed. This will be retrospectively applied from April 2023 and back pay made in December. It was **AGREED** that the Clerk, after her successful completion of ILAC, could now undertake FILCA training at a cost of £120 + VAT.

**Temporary Parish Grounds Maintenance Operative** – HR at BAPTC had approved the role. It was **AGREED** to advertise the job as £10.90 per hour for 12 hours pw (with the possibility of overtime and attendance at events)

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## 23/24/139 PLANNING COMMITTEE COMMENTS & RECOMMENDATIONS ON PLANNING MATTERS

Cllr A Palmer reported that he had received a phone call from someone wanting information about the Heathfield site. The person would not give their name and Cllr Palmer advised them to contact CBC.

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

### **CB/TCA/23/00464 The Lodge, Luton Road, Caddington, Luton, LU1 4AF**

Works to trees within a Conservation Area: Remove 4 x self-set trees (3 Sycamore and one Ash) and replace them with three Acer Campestre Fastigiata. **Objection** - on the basis that:

- a) All four trees are mature, healthy, and are well-established.
- b) 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.
- c) The removal of the trees would spoil the views and vista of the area around the village churchyard.

The Council agrees that the trees should be trimmed and maintained accordingly but should stay as a screen and should not be removed.

### **CB/23/03382/FULL 10 Enslow Close, Caddington, Luton, LU1 4HU**

Single-storey rear extension and internal alterations.

**No Objection**

### **CB/23/02927/FULL Caddington Sports Club, Manor Road, Caddington, Luton, LU1 4HH**

Erection of a single-storey rear extension.

**No Objection**

### **CB/23/00584/FULL Chaul End Reservoir, Chaul End Road, Caddington, LU1 4AX**

Construction of water storage asset and all associated works.

**No Objection**

### **CB/23/00133/RM Land at Cotswold Farm Business Park, Millfield Lane, Caddington, Luton, LU14AJ**

Reserved Matters: following Outline Application CB/18/04602/OUT (Construction of an Integrated Care Village of up to 200 residential units (Class C2)

**Planning officer to make the decision.**

### **CB/22/03949/RM Land at Mancroft Road, Caddington, Bedfordshire, LU1 4EL**

Reserved Matters: following Outline Application CB/19/00469/OUT (Erection of 19 dwellings).

Reserved matters for 18 dwellings including siting, layout, appearance, landscaping and scale.

**OBJECTION: Grave and serious concerns that the proposed drainage system will add a burden on an already stressed and overloaded system of ditches and culverts that flood on a regular basis. Have Highways officers commented?**

### **CB/23/03559/FULL The Hawthorns, Pipers Lane, Aley Green, Luton, LU1 4DS**

Proposed detached garage.

**No Objection**

## 23/24/140 CORRESPONDENCE

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

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## 23/24/141 AUTHORISATION OF PAYMENTS

It was **RESOLVED** to authorise the following accounts for online payment.

Date	Payable to:	Payment Details	Total
01/11/2023	Village Garden Services	Grounds maintenance	£ 801.74
01/11/2023	NJ and S Arthur	Allotment management	£ 45.00
01/11/2023	Village Garden Services	Repairs to Allotment track	£ 1,718.98
02/11/2023	Information Commissioner	Data Protection Renewal Fee	£ 35.00
14/11/2023	Staff Costs	Salaries, PAYE, Pension	£ 3,265.73
14/11/2023	Heathfield Centre	Printing costs Villager Mag	£ 500.00
14/11/2023	Heathfield Centre	Heathfield rental charge for Parish Meeting	£ 40.00
14/11/2023	Electrafit	Christmas lights electrical check as per contract inv 4103	£ 144.00
14/11/2023	Electrafit	Repairs to Christmas lights following contract inspection	£ 4,159.20
14/11/2023	Village Garden Services	Parish Warden cover/Replant tree on Green/Level Village Sign	£ 1,524.00
14/11/2023	Linda Heartfield	Reimbursement: Oststeinbeck Remembrance wreath	£ 65.00
14/11/2023	Linda Heartfield	Reimbursement: Training refreshments 08/11/2023	£ 7.98
14/11/2023	Linda Heartfield	Reimbursement: Training refreshments 08/11/2023	£ 24.06
14/11/2023	Linda Heartfield	Reimbursement: Training refreshments 08/11/2023	£ 7.37
14/11/2023	Andrew Shaw Computer Services	Microsoft 365 & Virus checker (Inv 220390)	£ 21.38
14/11/2023	Wickstead Leisure	Two new bucket seat swings for Elm Avenue Park	£ 358.06
14/11/2023	Caddington PTA	GRANT: Flying Disc Course	£ 204.99
14/11/2023	Maxine Whiting	New Clerk Budget Training 11/10/2023 & 8/11/23	£ 187.50
14/11/2023	Earth Anchors	New Dog Waste Bin to replace rusty one on The Green	£ 178.74
14/11/2023	Caloo	Replacement parts for exercise equipment (Skier and Bike)	£ 426.48
14/11/2023	TGB Tree Care Ltd	Tree works to the Green - Branch removal for CCTV	£ 96.00
30/11/2023	Zusi Ltd	Clerk & Warden phones	£ 26.40
30/11/2023	James Macpherson	CCTV service contract	£ 200.00
30/11/2023	Castle Water	Allotment water supply	£ 31.34

### Public participation:

- Why is there a need to extend the changing rooms at the Sports and Social Club? To ensure there are facilities for both male and female changing rooms and to comply with FA standards.
- Millfield Road has only been resurfaced in the passing places but not the whole of the carriageway. Cllr Malone has reported the state of the road to CBC and asked who will be responsible for the resurfacing cost.
- Cllr Malone checked with a resident who had in the past requested white lines to be refreshed in Chaul End Rd if the job had been completed. He said they had not.
- Streetlight number 2 in Fairgreen Road (at the end of alleyway leading to the park) has been out since August. The Clerk will chase.

The meeting closed at 8.46pm.