

Minutes of the Caddington Parish Council Meeting held at Heathfield Centre on 9th October 2023



Present: Parish Councillors M Russell (Chair), M Tomlin, R Catford, B Fitzsimmons, S Quinn, J Lovell, CBC Ward Cllr K Collins, Clerk L Heartfield, 25 members of the public.

Public participation:

- Volunteers needed to help at Parish events. Discussions are taking place as to how best to organise this group without duplicating what is already in existence.
- Why is Caddington the “fly poster” centre? Posters are all over the village.
- When will Elm Avenue be resurfaced? Except for emergencies, all major projects are on hold until April 2024.

23/24/103 APOLOGIES FOR ABSENCE

Apologies were received and accepted from CBC Ward and Parish Cllr V Malone (on holiday), Cllr M Mackey (on holiday), Cllr H Palmer and Cllr A Palmer (Illness).

23/24/104 DECLARATIONS OF INTEREST

Cllr Russell declared an interest in payments for authorisation (agenda item 23/24/121).

Cllr Fitzsimmons declared an interest in Heathfield Hire Charge For Parish Use (agenda item 23/24/112).

23/24/105 APPROVAL OF MINUTES

It was **RESOLVED** that the minutes of the meeting held on 11th September 2023 were a correct record and were signed by the Chairman.

23/24/106 ACKNOWLEDGE OF PARISH COMMUNITY GRANT AWARDS

Cllr Russell presented a certificate to representatives from Caddington Youth Football, Caddington Cricket Club and Heathfield Friends. This was in formal recognition of their successful application for the second round of Parish Community Grants.

23/24/107 PROGRESS UPDATE FROM LAST MEETING – for information only

- **Edgecote Park new electricity supply for CCTV:** still awaiting start date from UKPN.
- **Edgecote Park Play Equipment:** Still awaiting outcome of grant application.
- **80th Anniversary Of D Day 2024:** Parish involvement has been registered and the school contacted.
- **Council Reserve Funds:** CCLA (Public Sector Deposit Fund) application being prepared
- **Heathfield Centre redevelopment:** no new update
- **Christmas Lights maintenance contract:** Has been signed. First inspected found some problems. Testing again tonight in the dark.
- **UKSPF and REPF - Community Grant Fund:** This is a new capital fund and the application window is open until 3rd November
- **Salt Bags:** order request has been made and confirmed with CBC.
- **Replacements for broken bucket swing seats for Elm Ave park** have been ordered and are awaiting delivery
- Village Green: awaiting delivery of a replacement dog waste bin

23/24/108 POLICE AND CADDINGTON WATCH

There had been 13 offences reported since the last Parish meeting in September. Cllr Fitzsimmons read out full crime statistic report from CaddWatch which had been forwarded to all Councillors before the meeting.

23/24/109 REPORT FROM CENTRAL BEDFORDSHIRE WARD COUNCILLOR

The clerk read the following report received from Ward Cllr Malone in her absence:

Heathfield school field has been cut back and the vegetation encroaching onto residents gardens has also been cleared. I have had a lot of positive emails after the work had taken place.

The footpath leading from Mancroft Rd to Millfield Lane (footpath 17) has once again been dug up by plant machinery using it to complete the adopted footpath to the retirement village. I have reported it to the Footpaths Officer who is making enquiries and will visit the site to gain further info.

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The footpath between Dunstable Rd and Hyde Rd (footpath 1) has now been totally stripped back from vegetation and has been put on a six monthly spraying programme to maintain it.

Work has started on the drainage improvement scheme for Dunstable/Mancroft/Woodside Road. The flood defence team and Highways have been keeping in touch about developments. Last week Highways installed some temporary trash screens in the ditches in Mancroft Rd (Aley green end) to act as a secondary screen. This should stop (or slow down) the main trash screens from blocking during heavy rainfall. Bespoke screens are being designed but until they are ready, they have fitted the guard rails. A regular maintenance programme will keep them clear. Whilst doing this work they found 8 smashed drainage pipes that had been damaged by utilities at the far end of Mancroft Rd (Aley Green), where we have had persistent flooding (near the junction with Woodside Rd). They believe this is the reason there is such a problem there and are hoping to fit new drainage pipes when the road is closed on the 11th and 12th October for the CCTV inspection of the drainage system. I have requested that Pipers Lane and Little Green Lane have the road cleaning machine attend every 6 weeks as the flash flooding brings all the debris from these lanes down into the culverts and gullies of Mancroft Rd quickly blocking them.

There have been quite a few cases over the last few weeks of the sewers overflowing into the gardens of the residents that live on Dunstable Rd, facing the bridleway. It has been extremely distressing for them and has caused a lot of work with the lengthy clear ups following the spills. Thames Water have attended and have found wet wipes blocking the drain at the junction of Mancroft Rd and would like us to ask residents to never flush wet wipes down the toilet please.

Ward Cllr Collins reported the following:

Consultations are continuing regarding the Heritage Greenway. There have been some changes as a landowner of field at the end of Folly Lane has requested that the path be moved so as to go around the perimeter of the field rather than across.

The CBC Executive meeting on (Tuesday 10/10/23) will be discussing a proposal to draw up a new local plan. Previously agreed neighbourhood plans would still be in force, but any new plans would supersede them. The Council is advised to keep an eye on developments in order to be part of any consultations.

23/24/110 CADDINGTON AND SLIP END BUS USERS GROUP (CaSeBuG)

A representative from CaSeBuG reported that the Pan Bedfordshire Bus Users Group met on 27th September 2023. The key points were that the BSIP grant to CBC (£1.4m) was used to support Saturday services operated by Red Eagle and Grant Palmer; nothing for the 230 service. This is the last government grant available until 2025. The Head of Commercial at Stagecoach East confirmed that revised timetables will be issued shortly for the MK1, X5, and 905 services which should improve reliability. He reported that there isn't a problem with sourcing drivers now. CaSeBuG are still awaiting the outcome of negotiations with service providers for the revised 232 service.

23/24/111 PERSONNEL COMMITTEE AND CHAIR

It was **RESOLVED** that **Cllr Mark Russell** should be confirmed as Chairman of the Personnel Committee and to co-opt **Cllr Stephen Quinn**. The clerk confirmed Personnel Committee membership as Cllr M Russell (Chair), Cllr M Tomlin (Vice Chair), Cllr V Malone, Cllr M Mackay, Cllr H Palmer, Cllr S Quinn.

23/24/112 HEATHFIELD HIRE CHARGE FOR PARISH USE

AGREED that in order to support the Heathfield Centre as a community asset, the Parish should pay £20 per hour for the use of the hall for Parish meetings.

23/24/113 PRELOADED BANK CARD FOR PARISH EXPENSES

A policy regarding the use of a preloaded bank card had been circulated to all Councillors before the meeting. The policy was **AGREED** and the Clerk will apply for the card.

23/24/114 FLOOD EQUIPMENT STORAGE AND RENEWAL

All remaining aqua saks had been handed out to residents during the recent flooding in Mancroft Rd. They cannot be reused as they were contaminated with biowaste and need to be replaced. **AGREED** that the Clerk be asked to do a "stock check" on the number of clean aqua saks the Parish has available in an emergency. Decision to replace was deferred until the next meeting.

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23/24/115 CHRISTMAS LIGHTS SWITCH ON EVENT 25TH NOVEMBER 2023

The school choir, elf, train, small fair rides, singer, scouts drinks stall and first aid had all been confirmed. Cllr Fitzsimmons undertook to check what the Chequers pub have planned.

23/24/116 REMEMBERANCE EVENTS (11TH AND 12TH November)

Everyone is invited to both events, Saturday 11th at 11am on the Parish Green and on Sunday 12th, in the Church Yard at 10.45. Arrangements for the 12th are progressing. Wreaths and small crosses have arrived.

23/24/117 2ND QUARTER BANK RECONCILIATION AND BUDGET UPDATE

The following bank reconciliation and accounts had been provided to Councillors prior to meeting. In accordance with Financial Regulation 2.2, Cllr R Catford signed the bank reconciliation and original bank statements as evidence of verification.

Periodic Balance 30.09.23 2nd Quarter		
Balance at 31.03.23 b/fwd		£ 280,838.84
Plus receipts to 30.09.23		£ 179,162.29
Subtotal		£ 460,001.13
Less payments to 30.09.23		£ 68,167.73
CLOSING FUNDS BALANCE		£ 391,833.40
Represented by balance		
Unity Bank Account 30.09.23		£ 391,833.40
DIFFERENCE		£ -

Second quarter spend versus half year budget

CADDINGTON PARISH COUNCIL BUDGET						
	2023/24 Budget	23/24 Half Year Budget	30.06.23 Q1 Spend	30.09.23 Q2 Spend	30.09.23 Total Spend to date	Difference against half Year
Staff Costs						
Clerk Salaries & expenses	£ 26,346.88	£ 13,173.44	£ 4,958.82	£ 4,925.37	£ 9,884.19	£ 3,289.25
Groundsman Salary	£ 7,897.50	£ 3,948.75	£ -	£ -	£ -	£ 3,948.75
Staff cover	£ 7,000.00	£ 3,500.00	£ 3,007.00	£ 3,628.00	£ 6,635.00	£ 3,135.00
NI & Tax	£ 10,239.46	£ 5,119.73	£ 2,446.20	£ 2,446.20	£ 4,892.40	£ 227.33
Pension	£ 11,558.30	£ 5,779.15	£ 2,347.92	£ 2,347.92	£ 4,695.84	£ 1,083.31
TOTAL	£ 63,042.14	£ 31,521.07	£ 12,759.94	£ 13,347.49	£ 26,107.43	£ 5,413.64
Administration						
Office expenses & Warden equipmer	£ 4,000.00	£ 2,000.00	£ 1,556.05	£ 561.95	£ 2,118.00	£ 118.00
Chairman Allowance	£ 500.00	£ 250.00	£ 32.29	£ -	£ 32.29	£ 217.71
Insurance	£ 2,000.00	£ 2,000.00	£ 1,902.87	£ -	£ 1,902.87	£ 97.13
Aley Green Cemetery Precept	£ 3,991.00	£ 3,991.00	£ 3,991.00	£ -	£ 3,991.00	£ -
Professional Fees & memberships	£ 7,000.00	£ 3,500.00	£ 110.00	£ 420.00	£ 530.00	£ 2,970.00
TOTAL	£ 17,491.00	£ 8,745.50	£ 7,592.21	£ 981.95	£ 8,574.16	£ 171.34
Allotments						
Committee Secretary & admin	£ 800.00	£ 400.00	£ -	£ 135.00	£ 135.00	£ 265.00
Leisure Gardens Comm Allowance	£ 400.00	£ 200.00	£ -	£ -	£ -	£ 200.00
Allotments Water	£ 800.00	£ 400.00	£ 138.63	£ 624.75	£ 763.38	£ 363.38
Allotments Maintenance	£ 1,500.00	£ 750.00	£ -	£ 498.50	£ 498.50	£ 251.50
TOTAL	£ 3,500.00	£ 1,750.00	£ 138.63	£ 1,258.25	£ 1,396.88	£ 353.12
Amenities						
Grounds maintenance	£ 9,000.00	£ 4,500.00	£ 2,141.36	£ 2,004.36	£ 4,145.72	£ 354.28
Gritting	£ 2,500.00	£ 1,250.00	£ 592.00	£ -	£ 592.00	£ 658.00
Defibrillators	£ 500.00	£ 250.00	£ -	£ -	£ -	£ 250.00
CCTV	£ 4,000.00	£ 2,000.00	£ 600.00	£ 1,450.00	£ 2,050.00	£ 50.00
Trees	£ 6,000.00	£ 3,000.00	£ -	£ 1,900.00	£ 1,900.00	£ 1,100.00
Pond	£ 10,000.00	£ 5,000.00	£ -	£ -	£ -	£ 5,000.00
Parks	£ 15,000.00	£ 7,500.00	£ 1,527.93	£ 3,546.00	£ 5,073.93	£ 2,426.07
Events (parish, lights, jubilee, twinnir	£ 5,000.00	£ 2,500.00	£ 1,488.80	£ 1,427.23	£ 2,916.03	£ 416.03
Village enhancement & repairs	£ 18,000.00	£ 9,000.00	£ -	£ 4,989.93	£ 4,989.93	£ 4,010.07
TOTAL	£ 70,000.00	£ 35,000.00	£ 6,350.09	£ 15,317.52	£ 21,667.61	£ 13,332.39
Section 137 (capped spending powers of direct benefit to village)						
Grants	£ 7,000.00	£ 3,500.00	£ 3,129.23	£ -	£ 3,129.23	£ 370.77
Village Magazine	£ 5,000.00	£ 2,500.00	£ 1,500.00	£ 1,000.00	£ 2,500.00	£ -
TOTAL	£ 12,000.00	£ 6,000.00	£ 4,629.23	£ 1,000.00	£ 5,629.23	£ 370.77
VAT	£ 9,000.00	£ 4,500.00	£ 1,402.75	£ 3,389.67	£ 4,792.42	£ 292.42
TOTAL SPEND	£ 175,033.14	£ 87,516.57	£ 32,872.85	£ 35,294.88	£ 68,167.73	£ 19,348.84

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23/24/118 PERSONNEL COMMITTEE COMMENTS & RECOMMENDATIONS ON PERSONNEL MATTERS

Comments were received on the following personnel matters.

- i) **Parish Clerk probation period – AGREED** that the Clerk (L Heartfield) had successfully completed her probation period.
- ii) **Parish Warden update** – The Clerk had sent best wishes to the Warden who will remain off until at least 15th December.
- iii) **Temporary Parish Grounds Maintenance Operative – It was AGREED** to accept the draft Job description and contract with the caveat that the Clerk will ensure that these are checked with HR at BAPTC before the job is advertised. It was noted that this position would be managed by the Clerk alongside the Parish Warden.

23/24/119 PLANNING COMMITTEE COMMENTS & RECOMMENDATIONS ON PLANNING MATTERS

Comments were received on the following planning matters. Clerk to forward these to CBC Planning Officers.

CB/23/02948/FULL Hilltop, Pipers Lane, Aley Green, Luton, LU1 4DS

Erection of two x 4 bedroom detached chalet bungalows.

STRONG OBJECTION

These will be situated on part of the site which is in the Green belt so would be contrary to green belt rules as there are no exceptional circumstances and could be seen as a back garden development owing to the fact that they are not on the brown field part of the site. That would make them contrary to the local plan and the neighbourhood plan because there are no outstanding needs for dwellings of this size as there are enough in the village already.

CB/23/02806/FULL Tipple Hill Farm, Manor Road, Caddington, Luton, LU1 4DW

Construction of two agricultural buildings and an agricultural track. **No objection**

CB/23/03066/FULL Tipple Hill Farm, Manor Road, Caddington, Luton, LU1 4DW

Alterations to the roof to include the removal of part of the existing dormers and the creation of a crown roof with a rear mansard. Render finish to existing walls. **No objection**

23/24/120 CORRESPONDENCE

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

23/24/121 AUTHORISATION OF PAYMENTS

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

Date	Payment	Payable to:	Payment Details	Total
01/10/2023	SO	Village Garden Services	Ground maintenance	£ 801.74
01/10/2023	SO	NJ and S Arthur	Allotment management	£ 45.00
10/10/2023	Transfer	Staff Costs	Salaries, PAYE, Pension	£ 3,240.63
10/10/2023	Transfer	Heathfield Centre	Printing costs Villager Mag October edition (VM-010)	£ 500.00
10/10/2023	Transfer	Village Garden Services	Parish Warden cover September	£ 1,384.38
10/10/2023	Transfer	Andrew Shaw Computer Services	Change to Councillor email address (Inv 220364)	£ 6.25
10/10/2023	Transfer	Andrew Shaw Computer Services	Microsoft 365 & Virus checker (Inv 220362)	£ 21.38
10/10/2023	Transfer	L Heartfield	1 Poppy wreath and 30 crosses (Remembrance)	£ 109.99
10/10/2023	Transfer	L Heartfield	Refreshments at Hamburg airport (Twinning)	£ 3.90
10/10/2023	Transfer	L Heartfield	A4 Picture Frame	£ 4.98
10/10/2023	Transfer	M Russell	Air tickets for Twinning visit	£ 280.56
10/10/2023	Transfer	M Russell	Refreshments at Heathrow airport (Twinning)	£ 90.00
10/10/2023	Transfer	M Russell	Parking for Twinning visit	£ 71.80
10/10/2023	Transfer	Wickstead Leisure	Two new bucket seat swings for Elm Avenue Park	£ 358.06
10/10/2023	Transfer	Caddington Cricket Club	GRANT: Irrigation system for Cricket Pitch	£ 2,292.84
10/10/2023	Transfer	Caddington Youth Football Club	GRANT: Footballs, Pumps and First Aid Kits	£ 279.94
10/10/2023	Transfer	Caddington Heathfield Centre	GRANT: Contribution to enable Wi-Fi installation and running	£ 252.00
31/10/2023	DD	Zusi Ltd	Clerk & Warden phones	£ 26.40
31/10/2023	SO	James Macpherson	CCTV service contract	£ 200.00
31/10/2023	DD	Castle Water	Allotment water supply	£ 31.34

Public participation:

- Disappointed with the decision but thanked the Parish Planning Committee for their comments regarding Hilltop, Pipers Lane planning application.

Meeting closed at 8.45pm.