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Minutes of the Parish Council Meeting (incorporating the Annual General Meeting) held on – Monday 3rd May 2021 at 19:30 via ZOOM video link
Zoom meeting ID 899 2066 6180 Passcode: 464712

Minute		Action by:
2105-001 2105-002	Election of Chair and Vice-Chair: Chair: Cllr McCall Vice- Chair: vacancy following resignation of Cllr Brown	
2105-003	Apologies: none	
2105-004	Present: Cllrs Austin, Higson, Leatherland, McCall, Prest Cllr Jamieson (CBC) Brian Green (Clerk) 1 member of the public	
2105-005 2105-006	Signing of Declarations of Office: Chair: signed and dated Vice-Chair – vacancy	
2105-007	Declarations of Interest: none	
2105-008	Appointment of Sub-Committees & Responsibilities: Allotments – Cllr McCall Finance – full Parish Council Highways – vacancy Neighbourhood Plan – Cllr Prest Planning – Cllrs Austin, Arnold, Higson, Leatherland Projects – vacancy – list of project items to be sent to Clerk Recreation Grounds – Clerk – job specification required Rushymeade – Paddy Schofield The Shelter – Clerk – job specification required	Clerk Clerk Clerk
2105-009	Minutes of previous meeting: 1 st March 2021 – accepted as a true record	

	Actions from previous meeting	
2105-010	I. Allotment taps and replacement posts – work completed	
2105-011	II. Defibrillator – ordered and paid. Awaiting BT release of kiosk – now with CBC – CBC have advised this has now been approved.	Clerk
2105-012	III. Orchard Road Play area - Hose and electrical for cleaning equipment The Clerk reported that this equipment would cost around £250. Cllr McCall advised she was aware of a firm with mobile equipment who may be able to undertake periodic cleaning. Cllr McCall to provide details to Clerk to make further enquiries.	Clerk
2105-013	IV. Rushymeade protection – to be reviewed September 2024 (discharge of security 21 August 2025) It was agreed to enquire how much legal fees would be and to approach the solicitors who advised PPC on the original purchase. The Clerk has a phone meeting booked Thu 6 th May with Solicitor to obtain costs.	Clerk
2105-014	V. Cross Keys Community Asset application: It was agreed a new Application should be made and Cllr Austin and The Clerk should begin this process. Cllr Austin reported she had obtained further details of events, numbers attending and monies raised. It was agreed that a new application was to be made and would be reviewed at the next PPC meeting. Cllr Jamieson was to check if a disposal <u>without change of use</u> required the asset to be offered to the community. - confirmed	Cllr Austin/ Clerk Cllr Jamieson
2105-015	VI. Village Green tree pruning – getting to be too late for this season to be reviewed in the Autumn.	Cllr McCall
2105-016	VII. Various letters were sent as per minutes	Clerk
2105-016	VIII. PVN – business case to be reviewed – next meeting	Cllr Austin
2105-017	IX. Solar Farm Community Benefit – Cllr Jamieson had provided some information however the Clerk has ascertained there is a later document which is different. Cllr Jamieson to be sent both documents to seek clarity from Planning Officer.	Clerk/Cllr Jamieson
2105-018	X. Data Protection and names in minutes: The Clerk has sought advice from BATPC, CBC and reviewed supporting documentation and the advice given is that individuals should not be named in minutes.	The Clerk
2105-019	XI. Resident communication complaining about siting of SID equipment in Greenfield Road. Clerk has referred the resident to previous minutes where this had been discussed. The resident had also complained the “hump” road sign had been placed on private ground. This was not the case.	Clerk
2105-020	XII. Future meetings will no longer be virtual meetings. Discuss venue. To be reviewed prior to July meeting	Clerk
2105-	Public Forum: Open 19:56 Cllr Jamieson plus 1 member of the public	

021	<p>Cllr Jamieson reported that the water leaks at Portabello Farm along Highambury Lane were to be repaired by Anglian Water shortly.</p> <p>The road surface along Flitton Road was now scheduled for maintenance.</p> <p>The Community Asset Grant Scheme, with matched funding, was due to commence 1st July and PPC should review any projects that may be suitable. Cllr Prest queried if a footpath along Greenfield Road was a suitable project and was advised this would not be considered a suitable project. However if it was possible to arrange land along Greenfield suitable for a gravelled path, this may be considered a possible project.</p> <p>Public Forum closed at 20:01</p>	Clerk																																																																																					
2105-022	<p>Rushymeade. Refer to AVM report.</p> <p>Paddy Schofield had previously agreed to maintain Rushymeade as in previous years.</p>																																																																																						
2105-023	<p>Finance:</p> <p>i. Annual Accounts</p> <p>a. Internal Auditor review – The Councillors reviewed the scope and qualifications of the current Internal Auditor and agreed to request they continue as the PPC Internal Auditor.</p>																																																																																						
2105-024	<p>b. Annual Governance Statement 2020/21 – was reviewed and approved by the Parish Council.</p>																																																																																						
2105-025	<p>c. Accounting Statements 2020/21 – was reviewed and approved by the Parish Council. Cllr Austin queried why the current year Income was greater than the previous year – this was due to the receipt of S106 funds in April 2020 in respect of Recreation Ground equipment purchased in March 2020.</p> <p>ii. Approval Expenses – approval for March '21 and April '21 expenses</p> <table><tr><td>31/03/2021</td><td>BACS</td><td>salary</td><td>B Green</td><td>£374.40</td></tr><tr><td></td><td></td><td>padlocks</td><td>B Green</td><td>£ 37.70</td></tr><tr><td></td><td></td><td>PAYE</td><td>HMRC</td><td>£ 93.60</td></tr><tr><td></td><td></td><td>accounting</td><td>I Foxley</td><td>£ 35.00</td></tr><tr><td></td><td></td><td>20/004</td><td>R Cowell</td><td>£ 62.50</td></tr><tr><td></td><td></td><td>Allotment taps</td><td>Steve Harris</td><td><u>£720.00</u></td></tr><tr><td></td><td></td><td></td><td></td><td><u>£1323.20</u></td></tr></table> <table><tr><td>26/04/2021</td><td>BACS</td><td>021249</td><td>D Granger Ltd</td><td>£239.88</td></tr><tr><td></td><td></td><td>021257</td><td>D Granger Ltd</td><td>£ 58.56</td></tr><tr><td></td><td></td><td>021300</td><td>D Granger Ltd</td><td>£239.88</td></tr><tr><td></td><td></td><td>021331</td><td>D Granger Ltd</td><td>£ 58.56</td></tr><tr><td></td><td></td><td>021340</td><td>D Granger Ltd</td><td>£239.88</td></tr><tr><td></td><td></td><td>021379</td><td>D Granger Ltd</td><td>£ 58.56</td></tr><tr><td></td><td></td><td>AFF76</td><td>BATPC</td><td>£224.00</td></tr><tr><td></td><td></td><td>MEM234609</td><td>SLCC</td><td>£ 45.00</td></tr><tr><td></td><td></td><td>OF3238</td><td>B Green/Oceanfree</td><td><u>£ 15.99</u></td></tr><tr><td></td><td></td><td></td><td></td><td><u>£1180.31</u></td></tr></table>	31/03/2021	BACS	salary	B Green	£374.40			padlocks	B Green	£ 37.70			PAYE	HMRC	£ 93.60			accounting	I Foxley	£ 35.00			20/004	R Cowell	£ 62.50			Allotment taps	Steve Harris	<u>£720.00</u>					<u>£1323.20</u>	26/04/2021	BACS	021249	D Granger Ltd	£239.88			021257	D Granger Ltd	£ 58.56			021300	D Granger Ltd	£239.88			021331	D Granger Ltd	£ 58.56			021340	D Granger Ltd	£239.88			021379	D Granger Ltd	£ 58.56			AFF76	BATPC	£224.00			MEM234609	SLCC	£ 45.00			OF3238	B Green/Oceanfree	<u>£ 15.99</u>					<u>£1180.31</u>	
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2105-0026	<p>Both the above schedules of expenses were approved.</p>																																																																																						

2105-027	iii. An additional invoice for £443.49 covering F&G Clerk time, Chapman Planning, Liquid Design (NP Banner) had been received in respect of the Neighbourhood Plan. This was approved for payment.	
2105-028	<p>Highways</p> <p>Cllr Brown has tendered his resignation from the PPC.</p> <p>All members of the PPC expressed their thanks and gratitude for all the hard work Cllr Brown had put in for the benefit of the village community. He will be greatly missed.</p> <p>Speedwatch</p> <p>No sessions have been carried out since November due to current Covid-19 situation.</p> <p>Several members of the team are standing down so there is an opportunity for those concerned with traffic problems to volunteer.</p> <p>Litter Picking</p> <p>Fly tipping has been reported and cleared in Sand Lane.</p> <p>Litter picking has been ongoing and I have a new stock of blue bags if anybody requires them</p> <p>Roads</p> <p>I am still having meetings with Dave Taylor of Central Beds highways and good progress has been made with all the current issues. There are several items on going, including re-instatement of yellow lines and safety rail by the bus stop and several pot holes.</p> <p>Flitton Road has been inspected by Silv Chelaru, Principal Highways Engineer – Structural Maintenance Highways - Community Services and it has been agreed that the section from the High St to the 30mph speed limit will be scraped and re-surfaced. He will also be inspecting Higham Bury and Sand Lane.</p> <p>I have had several phone calls with Anglian water concerning the leak at Portobello farm. The 6 inch water main in question has two further leaks which were due to be fixed by the end of April. Once these have been repaired the work on the original leak can commence.</p> <p>Brian Brown</p>	
2105-029	Speed Indicating Equipment – It had been discussed whether this equipment collected and monitored the number of vehicles and their speed. This was to be verified.	
2105-030	<p>Allotments:</p> <p>I. Allotments were visited by Cllr Austin and The Clerk on 21st March 2021. Report previously circulated. The plots causing concern have been attended to and work commenced.</p>	
2105-031	<p>II. Consideration of replacing entrance barrier with a gate or top locking barrier.</p> <p>This was discussed and the cost of installing new gates (main gate plus pedestrian gate) or a less secure top locking barrier could not be</p>	

2105-032	<p>justified as the main argument was that some tenants found it difficult to lock/unlock the lock due to its location at the foot of the pole.</p> <p>III. Flooding and contaminated water from road side ditches. Anglian Water report no sewage issues. Problem seems to arise from Business Park. No response from Environmental Health.</p> <p>The Clerk to write to CBC requesting a grid be placed in front of the drainage pipe where it goes under the pavement/road. This should stop larger objects getting stuck in the pipe, causing obstructions and flooding.</p> <p>When COVID regulations permit, a work party to clear debris from the ditch, prior to the onset of Autumn.</p>	<p>Clerk</p> <p>Cllr Prest</p>
2105-033	<p>Recreation Grounds: There is a vacancy for 1 or 2 people to inspect the playgrounds on a weekly basis.</p> <p>The Clerk to assume these tasks in the interim.</p>	
2105-034	<p>The Shelter:</p> <p>Bob Cowell has been looking after the Recreation Grounds and The Shelter for around 15 years. The Parish Council wish to thank him for his sterling work over these many years and wish him all the best in his new home.</p> <p>I. Is being opened for use as a Polling Station. Risk Assessment was undertaken by CBC. The Clerk will open the building on 6th May.</p> <p>II. A Smart meter was fitted 30th March</p> <p>III. There is a vacancy for a person as a Caretaker to The Shelter</p>	
2105-035	<p>Projects – no report – a list of items requiring attention around the village to be sent to the Clerk. These will be reviewed at the next PPC meeting.</p>	Councillors
2105-036	<p>Neighbourhood Plan – Referendum on 6th May 2021.</p> <p>Notices to be placed on Facebook pages, website and emailed to subscribers encouraging residents to vote. It was noted this must only be encouragement to vote and not include any guidance.</p>	Cllr Prest/ Clerk
2105-037	<p>Matters arising between meetings:</p> <p>1. Parish Councillor vacancy to be advertised on PVN, website, facebook and personal approaches.</p> <p>2. Caretaker/Inspection vacancies to be advertised on PVN, website, facebook and personal approaches.</p>	Cllr Austin/ Clerk
2105-038	<p>Meeting closed: 21:00</p>	
	<p>PPC start time 7.30pm: 5th July, 6th September, 1st November, 10th January 2022*, 7th March</p> <p>*2nd Monday</p>	