

CHALGRAVE PARISH COUNCIL

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4 HOME FARM
TEBWORTH
LEIGHTON BUZZARD
BEDFORDSHIRE LU7 9QD

Dear Councillor,
THE NEXT MEETING OF CHALGRAVE PARISH COUNCIL WILL BE HELD ON
TUESDAY, JUNE 17th, 2014 at 7.30pm AT CHALGRAVE MEMORIAL HALL.

Lesley Smith, Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE
2. OPEN FORUM
3. TO AMEND AND SIGN MINUTES OF MAY 20th, 2014 MEETING
4. SPECIFIC DECLARATIONS OF INTEREST
5. POLICE MATTERS
6. REPORT from WARD COUNCILLOR MARK VERSALLION
7. CO-OPTION of NEW COUNCILLOR
8. MATTERS ARISING FROM MAY 20th, 2014 MINUTES
9. POINTS RAISED from APRIL/MAY 2014 CORRESPONDENCE
10. ACCOUNTS-a) Cheques for Signature
11. TO DISCUSS ALLOCATION OF 2014 GRANTS
12. TO DISCUSS MILLENNIUM and COMMUNITY AWARD NOMINATIONS
13. TO DISCUSS LISTING PARISH ORGANISATIONS in the CHALGRAVE NEWS
14. TRAFFIC CALMING REPORT
15. PLANNING REPORT
16. HIGHWAYS REPORT
17. WEBSITE REPORT
18. ITEMS FOR INCLUSION ON THE NEXT AGENDA
19. TIME AND DATE OF NEXT MEETING

MINUTES of the Meeting of Chalgrave Parish Council held on Tuesday, May 20th, 2014 at Chalgrave Memorial Hall, Tebworth at 7.30pm.

Present: Cllr. D. Hampson; Cllr. R. Mence; Cllr D Osborn; Cllr P Parry (Chairman); Cllr. M. Wells; Ward Cllr. M. Versallion; L. Smith-Clerk.

Public present: 2

Committees

Planning	Cllr Hampson-Chair 877149	Cllr Osborn 0776862150	
Footpaths	Cllr Green-Chair 874107		
Website	Cllr Green 874107	Cllr Wells 877098	Mr S Gatward
Traffic Calming	Cllr Wells 877098		

Responsibilities

Cllr Mence	Parish Plan	Street lights	Buses	874516
Cllr Osborn	Highways liaison	Grass cutting	Police Liaison	07768621850
Cllr Parry	Highways liaison			07831605600

1. APOLOGIES FOR ABSENCE

Cllr. K. Green.

2. MINUTES OF PREVIOUS MEETING

The minutes of the April 15th, 2014 meeting were approved by the council and signed as correct by the chairman.

3. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN.

a) Cllr Wells took the chair pro-tem.

b) Nominations for Chairman. Cllr Hampson nominated Cllr Parry. This was seconded by Cllr Wells. The vote was unanimous. Cllr Parry accepted therefore Cllr Parry is duly elected as Chairman.

c) Nominations for Vice-Chairman. Cllr Mence nominated Cllr Green. This was seconded by Cllr Parry. The vote was unanimous. Cllr Green accepted therefore Cllr Green is duly elected as Vice-Chairman.

4. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Parry signed his Declaration of Acceptance of Office form, countersigned by the clerk.

5. ELECTION OF COMMITTEES CHAIRMEN.

a) Planning. Cllr Parry nominated Cllr Hampson. This was seconded by Cllr Mence. The vote was unanimous. Therefore Cllr Hampson remains as Chairman of the Planning Committee.

b) Footpaths. Cllr Parry nominated Cllr Green. This was seconded by Cllr Mence. The vote was unanimous. Therefore Cllr Green remains as Chairman of the Footpaths Committee.

c) Traffic Calming. Cllr Hampson nominated Cllr Wells. This was seconded by Cllr Parry. The vote was unanimous. Therefore Cllr Wells remains as Chairman of the Traffic Calming Committee.

d) Website. Cllr Parry nominated Cllr Green as Chairman of the Website Committee. This was seconded by Cllr Hampson. The vote was unanimous. Therefore Cllr Green remains as Chairman of the Website Committee.

6. SPECIFIC DECLARATIONS OF INTEREST

Cllr Wells declared a prejudicial interest in item 13 Sports Club grant. He did not leave the room. He did not vote.

7. POLICE MATTERS-PCSO SCOTT BURGESS.

a) Crime figures: April 1st-May 1st, 2014

Crime Type	Number	Date	Details
Burglary	1	Night of 2/4/14	Green keeper's shed at the Golf Club broken in to. 2 chainsaws, strimmers, generator and water pump stolen. CCTV has been seized.

b) Anti-social behaviour. No incidents reported between April 1st and May 1st, 2014.

c) Annual Crime Figures for Chalgrave Parish. PCSO Burgess will send these to the clerk.

d) New PCSOs. 14 new recruits are starting work in the region this month. PCSO Burgess does not know how many will be assigned to Leighton Buzzard Rural.

e) New Police Officers. 80 new Police Officers (POs) are due to join the force. 60 are currently in training and expected to begin work in July 2014 with more starting in September. However many are lost through transfers. There were 1,200 POs in the past and there are less than 1,000 now due to transfers, retirement etc. Further recruitment drives, two per year, will take place.

f) Increase in Crime. The PC previously wrote to PCC Olly Martins expressing concern that crime was increasing locally particularly with relation to farm buildings. Mr. Martins has sent a response which Cllr Parry read to the members. In correspondence???? PCSO Burgess said he would ask for the PCSOs on duty to carry out extra patrols around the parish.

g) Theft from Vehicles. Cllr Parry commented that recent local thefts from vehicles were due to cars being unlocked. PCSO Burgess said that limited edition Vauxhall Corsas and Astras were being targeted in particular for parts, predominantly in the south of the county.

h) Parish Assembly. Cllr Parry made PCSO Burgess aware that there was no police presence at the Assembly although the crime statistics had been sent to the PC beforehand.

8. MATTERS ARISING FROM APRIL 15TH, 2014 MINUTES

a) Overgrown Leylandii are blocking the light to bungalows in St Mary's Close. The PC has received a letter from the one of the residents of St Mary's Close regarding the trees. The letter will be forwarded to CBC. Cllr Osborn has previously spoken to the owners of the trees. Ongoing. **PP:**

Clerk

b) Overgrown Trees; 23 Toddington Road, Tebworth. The PC has requested that the owner/letting agent, via the tenant, cut back the trees. No reply so far. Cllr Parry will speak to the current residents. Ongoing.

PP

c) Road Signs around the parish are dirty. Cllrs Parry and Wells will clean them. Ongoing.

PP; MW

d) Signatories to the Chalgrave PC Bank Account. It was agreed that all the cllrs should be signatories to the PC account. Mandate form was signed by all members at the end of the meeting. Clerk to send to NatWest. Ongoing.

Clerk

e) Portable External Hard Drive is now fitted to the PC computer.

f) CBC; Dog Control Orders. Consultation with town and parish councils. Closed April 30th, 2014. Cllr Parry has completed.

g) Litter Collection around the parish is carried out every fortnight although Cllr Osborn reported that litter had not been collected along The Lane, Tebworth. CBC has been contacted to ask what evidence it has that the contractors are carrying out the required collections but no response so far. Clerk to follow up.

Clerk

- h) Police Reports.** Cllr Green believes this PC receives less information on the crime reports than previously. Information from past reports passed on to Cllr Green.
- i) Millennium and Community Awards.** The PC as received nominations. Ongoing.
- j) Parish Assembly.** The council agreed that the Assembly was successful and the circular seating for residents worked well. It was well attended and Andrew Selous MP's presence was good.

9. **POINTS RAISED on MARCH/APRIL 2014 CORRESPONDENCE**

NALC: Local councils' Help for Village Halls. Legal Topic note 21 was discussed. Information to be passed on to the Memorial Hall Committee and Chalgrave Sports Club.

CPRE Charter. Cllr Wells suggested that the PC should support the Charter. Cllr Parry will photocopy it. **PP**

10. **APRIL/MAY 2014 CORRESPONDENCE RECEIVED**

- a) Co-option.** An election for a new parish cllr has not been called for by 10 or more residents therefore the PC can go ahead and co-opt a new member. Post to be advertised on the noticeboards and Chalgrave News.
- b) Andrew Selous MP/Highways Agency.** Mr Selous contacted the HA on behalf of Chalgrave PC regarding the A5/C193 junction. Following a study by the HA Amey has been tasked with developing an improvement scheme based on the study's findings. The HA has offered to meet with Chalgrave PC and inform it of any progress in the safety scheme's development in the meantime. It was **agreed** to invite a HA representative to a PC meeting. Letter in correspondence. Ongoing.
Clerk
- c) CBC: Safety Cameras.** CBC has 36 Wet Film cameras which will be replaced by new digital ones over the next few years.

11. **PARISH ASSEMBLY DEBRIEF**

The public thought the Assembly was useful although a bit repetitive.

It was **agreed** to send a letter of thanks to Andrew Selous MP.

Clerk

12. **ACCOUNTS**

- a) Cheques for Signature.** The following cheques have been approved and signed:

<u>Chq No:</u>	<u>Payee</u>		<u>£</u>
884	D Hampson	Catering for Parish Assembly	45.25
885	P Parry	Beverages for Parish Assembly	37.04
886	Broker Network Ltd	PC annual insurance	469.69
887	HMRC	Clerk's PAYE	72.20
888	L Smith	Clerk's salary + expenses: Apr/May 2014	294.01
889	L Smith	Clerk's office accommodation: Apr/May '14	50.00
890	BATPC	Affiliation fee 2014/15	99.00
891	IT Solutions Ltd	External hard drive for PC computer	93.00
892	P Parry	2 shields + engraving; Mill & Community awards	66.00
Total			1226.19

13. **GRANTS**

The Memorial Hall Committee and the Sports Club Committee have both requested grants for the year 2014/15. The clerk will contact All Saints Church to find out if it requires a grant. The Senior Citizens committee does not require a grant this year. It was **agreed** that the amounts given to any one organization should be the same as last year. Final decisions to be made at the next meeting.

Clerk

In reply to a question from one of the public Cllr Parry explained how the PC allocated grants.

14. EXTERNAL AUDIT

- a) Section 2 was completed by the PC and signed by the Chairman.
- b) Section 1 was signed by the chairman and the clerk.

15. FILM CLUB GRANT

£1,795.27 still remains from the original £3,000 grant. Cllr Parry explained how the Film Club came about. The Sports club used the equipment on its recent race night. Cllr Wells suggested a possible candidate for running the club. Ongoing.

Cllr Osborn suggested putting a list of parish organisations in the Chalgrave News with information on how many were on the committees and whether there were any vacancies.

Cllr Parry offered to submit a list to the News.
Clerk

16. JOE INZANI'S MEMORIAL

People have asked for a memorial for Mr Inzani. Members were not in favour of another bench for the parish. Cllr Osborn suggested a grant for music. In principle the PC has no objections to whatever Mrs Inzani would like. Cllr Parry will speak to her to discuss this. **PP**

17. MILLENNIUM and COMMUNITY AWARDS

Nominations in correspondence.

18. TEBWORTH POND

One quote of £3,680 received so far. Cllr Hampson is awaiting two more. Ongoing.
DH

19. TRAFFIC CALMING REPORT

- a) **Speed Checks.** Two have been carried out between 7-8am recently, on Toddington Road and at the Memorial Hall. Cllr Wells said they had an effect on speed of the traffic in both cases, a large influence being the hi-viz jackets. He is mindful that all areas must be covered as there is as much of a problem on Tebworth Road as on Toddington Road. The Speed Sign needs to be calibrated as it was last done in 2012. Once calibrated the PC can give data to the police who are then more likely to come and carry out enforcement checks. Calibration costs £145 + VAT plus p & p of £34.00 + VAT. It **was unanimously** agreed to get the sign calibrated. Cllr Wells will organise.

MW

- b) **Police Equipment** could also be borrowed so that data can be sent to them. They will then take action if necessary which the PC is currently unable to do with its own equipment.

CBC; Digital Speed Cameras. Cllr Mence reported that CBC is purchasing digital speed cameras. Parishes can share the cost of a camera which can be moved around the contributing areas. The cameras can monitor both carriageways at the same time. Cllr Wells will investigate.

MW

Meeting with Road Traffic Management. Cllr Wells has arranged a meeting with John Loughlin of Bedfordshire Police Road Traffic Management Team at 1.30pm, Wednesday May 28th. Cllrs Wells, Parry and Hampson will attend. **MW;**

PP; DH

- c) **Volunteers.** There are two new volunteers for Speed Watch. Cllr Wells has put an article in the Chalgrave News.

20. PLANNING REPORT

Planning Applications.

<u>Application No.</u>	<u>Site</u>	<u>Proposal</u>	<u>Parish Council Comments</u>	<u>CBC Decision</u>
CB/14/00942	New Farm Yard, Tebworth Road, Wingfield	Existing building to be demolished & replaced with a single storey 3 bedroom dwelling	In principle no objection but has concerns	Application withdrawn
CB/14/	40 The Lane, Tebworth	2 storey rear extension & single storey side extension	No objections	Awaiting decision

- b) **Solar Farm.** An application for a solar farm within the parish is being submitted to CBC imminently. The original plans have been adjusted for a smaller development.

21. HIGHWAYS

- a) **A5-M1 Link and Jct 11A.** Initial work begins in 2014.
- b) **Highways Issues to Report.**
- Potholes at the bottom of Featherbed Lane
 - Loose manhole cover near Tythe Farm, Toddington Road
 - Loose manhole cover opposite entrance to the Golf Club
- Clerk**
- c) **Grass Cutting** has not been carried out outside the cottages on The Lane, Tebworth
- d) **Parish Walk About** to be organised with the HW Area Steward.
Clerk
- e) **CBC Transport Strategy.** Amey, through CBC, is currently developing a signage strategy for the highway network around Dunstable, Houghton Regis, Toddington and Woburn. The strategy will allow weight restrictions to be applied to the A5120 from M1 Jct 12 through Toddington to Houghton Regis and from Toddington through Tebworth to the A5.

22. WEBSITE

No meeting arranged yet. 2013 and 2014 Chairman's reports are now on the site. The parish council minutes will brought up to date as soon as possible.

23. ITEMS FOR INCLUSION ON NEXT AGENDA

Millennium and Community awards; Organisations in Chalgrave News; Grants; Co-option.

24. DATE AND TIME OF NEXT MEETING

Tuesday, June 17th, 2014 at 7.30pm.

Meeting closed at 9.30pm.

Signed by Chairman..... Dated.....