

CHALGRAVE PARISH COUNCIL

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THE NEXT MEETING OF CHALGRAVE PARISH COUNCIL WILL BE HELD ON
TUESDAY, JUNE 16th, 2015 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 19th, 2015 MEETING
4. SPECIFIC DECLARATIONS OF INTEREST
5. POLICE MATTERS
6. REPORT from WARD COUNCILLOR MARK VERSALLION
7. REPORT FROM ALL SAINTS CHURCH, CHALGRAVE
8. MATTERS ARISING FROM MAY 19th, 2015 MINUTES
9. POINTS RAISED from APRIL/MAY 2015 CORRESPONDENCE
10. MAY/JUNE 2015 CORRESPONDENCE RECEIVED
11. ACCOUNTS-a) Cheques for Signature
12. TO COMPLETE the ANNUAL RETURN for EXTERNAL AUDIT
13. TO DECIDE MILLENNIUM and COMMUNITY AWARDS WINNERS
14. COMMITTEE REPORTS
15. HIGHWAYS ISSUES
16. ITEMS FOR INCLUSION ON THE NEXT AGENDA
17. TIME AND DATE OF NEXT MEETING

MINUTES of the Meeting of Chalgrave Parish Council held on Tuesday, May 19th, 2015 at Chalgrave Memorial Hall, Tebworth at 7.30pm.

Present: Cllr. D. Hampson; Cllr D Osborn; Cllr Parry (Chairman); Cllr. M. Wells; Cllr P Whitton; Clerk.

Public present: 0

Also present: Mr R Mence-defibrillator

Committees

Planning	Cllr Hampson-Chair	877149	Cllr Osborn	07768621850	
Footpaths	Cllr Green-Chair	874107			
Website	Cllr Green	874107	Cllr Wells		Mr S Gatward
Traffic Calming	Cllr Wells	877098			

Responsibilities

Cllr Osborn	Highways liaison	Grass cutting	Police Liaison	07768621850
Cllr Parry	Highways liaison			07831605600
Cllr Whitton	Fly tipping			07808174843

1. APOLOGIES FOR ABSENCE

Cllr. K. Green; Ward Cllr. M. Versallion; Mr S Calder; PCSO H Retallack

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN.

- a) **The current chairman, Cllr Parry, stepped down. 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. Therefore Cllr Parry is duly elected as Chairman.**
- c) **Nominations for Vice-Chairman. Cllr Wells nominated Cllr Green. This was seconded by Cllr Parry. The vote was unanimous. Therefore Cllr Green is duly elected as Vice-Chairman.**

3. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Parry signed his Declaration of Acceptance of Office form. The clerk counter-signed.

Members present also signed their Declaration of Acceptance forms. The clerk counter-signed.

4. ELECTION OF COMMITTEES CHAIRMEN.

- a) **Planning. Cllr Parry nominated Cllr Hampson. This was seconded by Cllr Whitton. The vote was unanimous. Therefore Cllr Hampson remains as Chairman of the Planning Committee.**
- b) **Footpaths. Cllr Wells nominated Cllr Green. This was seconded by Cllr Hampson. 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 Hampson nominated Cllr Green. This was seconded by Cllr Parry. The vote was unanimous. Therefore Cllr Green remains as Chairman of the Website Committee.**

5. MINUTES OF PREVIOUS MEETING

The minutes of the April 21st, 2015 meeting were approved and signed as correct by the chairman.

6. SPECIFIC DECLARATIONS OF INTEREST

- i. Cllrs Parry and Wells declared a prejudicial interest in item 16, Grants. They are both on the Sports Club Committee.
- ii. Cllr Hampson declared a prejudicial interest in item 16, Grants. She is part of the Chalgrave News team

7. **POLICE MATTERS**

a. **Crime Figures: April 1st-April 30th, 2015**

Crime Type	No:	Location	Details
Violence against the Person	1	No details given	No details
Burglary Other	1	Farm in Tebworth	Offenders entered farm & used an unknown implement to break padlock on door to shed. Nothing stolen. Offenders left in unknown direction by unknown means.
Other Theft	1	No details given	Theft of mail

b. **Anti-social Behaviour.** No reported incidents during April 2015

8. **REPORT from WARD COUNCILLOR MARK VERSALLION**

No report at this meeting.

9. **MATTERS ARISING FROM MARCH APRIL 21st, 2015 MINUTES**

- a) **20mph Speed Limit.** Awaiting reply from the Traffic Management Officer Bedfordshire Police. Follow up. **Clerk**
- b) **Defibrillator.** Mr Mence explained that a maintenance agreement for the defibrillator was required. Community Heartbeat has stated that details of the AED Maintenance programme should be confirmed by the end of May. In the meantime the PC hopes to arrange training on how to use the defibrillator for mid-June 2015. Mr Mence checks the defibrillator weekly and monthly. **RM; Clerk**
- c) **Water Leak.** The water leak outside the Grand Chapel, Toddington Road has been fixed. Repair of the damage to the building ongoing.
- d) **Computer Recycling.** The first collection from the collection point at The Plough, Wingfield is on May 28th, 2015. Cllr Wells has put an article in the Chalgrave News advertising the scheme.
- e) **Boundary Gates.** The PC has received a quote for £375 to paint the boundary gates and repair the bus shelters. Another quote is due by the weekend. Cllr Hampson has contacted CBC to find out if the gates can be sponsored but has not yet received a reply. Ongoing.
- f) **DCLG: Brown Field Land.** Response received from the Director of Regeneration CBC. In correspondence.
- g) **Revised bus timetables.** After discussion about the current timetable Cllr Whitton agreed to contact Paul Dodge, Public Transport Manager CBC to find out:
 - i. if CBC have a duty to provide buses
 - ii. if there could be flexibility in the timetabling of the buses e.g. a more frequent service two days a week rather than infrequent buses every day. **PW**
- h) **Felling of Ashtrees; The Grange.** Cllr Whitton to follow up. See comment in Planning below. **PW**
- i) **The Lane, Tebworth.** The Area Steward has outlined a plan for The Lane and he will contact the PC in a few weeks to confirm the plan. Ongoing.
- j) **Chalgrave Road.** Potholes have been reported.
- k) **Incident Reporting Board.** Cllr Osborn has paint for the board. The PC discussed what to use for the board. An old traffic sign was suggested. Ongoing. **DO**

10. POINTS RAISED on MARCH/APRIL 2015 CORRESPONDENCE

Government Statements on Housing and Green Belt. With reference to the minutes of the London Green Belt Council's meeting of March 11th, 2015 it was **agreed** to write to the new Environment Secretary saying that Luton Borough Council is pressing CBC to build housing to accommodate its residents and it is inevitable that some of this will be on Green Belt land. Cllr Green had suggested prior to his absence this evening that Milton Keynes should provide the housing rather than Central Bedfordshire.
Clerk

11. REPORT FROM ALL SAINTS CHURCH, CHALGRAVE

Events:

- i. Afternoon Tea: Sunday May 31st, 2015 at The Guild Hall, St Georges Close, Toddington 12.30-4pm
- ii. Barbeque: Sunday, July 12th, 2015 at All Saints Church.
- iii. PCC meeting: Wednesday, June 24th, 2015 at The Plough, Wingfield

12. APRIL/MAY 2015 CORRESPONDENCE RECEIVED

- a) **All Saints Church, Chalgrave.** Report-see item 11 above
- b) **NALC.** Welcome Letter to Councillors. In correspondence.
- c) **Age UK: Voice.** Spring 2015 magazine. In correspondence.
- d) **Public Sector Executive.** April/May magazine. In correspondence.
- e) **Clerks and Councils Direct.** May 2015 magazine. In correspondence.
- f) **The Lane, Tebworth.** The PC has received a letter from a resident who objects to money being spent re-tarmac The Lane.

13. PARISH ASSEMBLY DEBRIEF

Councillors agreed that the Parish Assembly had been successful. Two points were raised by residents:

- i. The grass verge close to the path in St Mary's Close is overgrown and could cause people to trip. Clerk to report to Housing. **Clerk**
- ii. The verge alongside The Grand Chapel is overgrown and there is also a large bush which needs cutting down. Someone from CBC has examined the area but no action has been taken so far. Clerk to report to HW. **Clerk**

14. ACCOUNTS

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

<u>Chq No:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount £</u>
931	Andrew Sapsford	Installation of defibrillator & external light	150.00
932	Swarco	Repair to Toddington Road VAS: VAT	54.17
933	Phil Parry	Beverages for Parish Assembly	69.00
934	IT Solutions	Computer 3 year warranty	99.98
935	Debbie Hampson	Catering for Parish Assembly	46.97
936	Lesley Smith	Clerk's Salary Apr/May '15 + backpay	447.69
937	Lesley Smith	Office accommodation: April/May 2015	<u>50.00</u>
		Total	917.81

- b) **Annual Insurance.** The PC has received two quotes. It was **agreed** to take out a three-year agreement with Came and Company. This year's premium is £396.93. **Clerk**

15. PREPARATION FOR EXTERNAL AUDIT

A copy of Section 2 of the Annual return was completed by the PC. The original document is currently with the internal auditor and will be signed by the chairman at the June meeting.

16. ALLOCATION OF ANNUAL GRANTS

After discussion it was **agreed unanimously** to award the following grants for 2015 as budgeted for at the Precept meeting in December 2014:

- **Chalgrave Memorial Hall:** The Committee has not used the £500 grant allocated for 2014 yet. Cllr Parry will contact the chairman regarding the use of that money
- **The Chalgrave News:** £250 allocated*
- **All Saints Church:** £350
- **Chalgrave Sports Club:** £350 allocated for purchasing something specific

* The clerk will write to the Chalgrave News asking them to contact the Parish Council at the end of the year when there is a possibility they will have a shortfall in the cost of producing the magazine.

Clerk

The winners of the Millennium and Community Awards will each receive £40.

17. MILLENNIUM AND COMMUNITY AWARDS

The PC has received nominations. Winners to be decided at the June meeting.

18. COMMITTEE REPORTS

a) Planning.

i. Planning Applications.

<u>Application No.</u>	<u>Site</u>	<u>Proposal</u>	<u>Parish Council Comments</u>	<u>CBC Decision</u>
CB/15/00527	The Paddocks, 108 Tebworth Road	Change of use of residential outbuilding to professional golf coaching studio	Disappointed that the application is retrospective. Also concerned about the sign outside the property	Granted
CB/15/00411	16, The Lane, Tebworth	Demolition of existing boundary wall & subsequent rebuild	No objections	Granted
CB/15/00466	Ivy Farm, Toddington Rd	Single storey side extension, 1st floor internal changes with addition of 2 windows	In principle no objections but concerned about the aesthetics of the flat roof	Granted
CB/15/00815	Hill Cottage, Hockliffe Road	Rear dormer to replace 2 existing dormers	No objections	Granted
TCA/15/00141	The Grange, Hockliffe Road	Felling of 4 ash trees	Request to have the trees pollarded. No reason given for felling them in a conservation area	Tree & Landscape Officer to take into consideration the PC's comments when he visits the site

b) Traffic Calming.

- Three SpeedWatches were carried out last month and three will be carried out this month. Cllr Wells said Speedwatch was a good service and going well-the volunteers are active and are seen to be active.
- Cllr Wells is arranging a training session for the new volunteers.

MW

c) Footpaths

No report this month.

d) Website

Cllrs have been asked to submit a brief summary of their roles within the PC. Ongoing. **All**

19. HIGHWAYS ISSUES

- a) **Thorn Turn** will be closed from 2000 on Friday, June 12th and 0600 on Monday June 15th, 2015. A diversion route will be in place.
- b) **Pothole**. A large pothole opposite Heath Farm has been reported. HW has taken no action at this time but will continue to monitor the area.

20. ITEMS FOR INCLUSION ON NEXT AGENDA

Millennium and Community Awards; Annual Return

21. DATE AND TIME OF NEXT MEETING

Tuesday, June 16th, 2015 at 7.30pm.

Meeting closed at 21.43

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