

CHALGRAVE PARISH COUNCIL

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CLERK TO THE COUNCIL
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4 HOME FARM
TEBWORTH
LEIGHTON BUZZARD
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In order to comply with Government requirements in response to the COVID-19 pandemic Chalgrave Parish Council will hold electronic meetings via Zoom until further notice. The next meeting will be on **TUESDAY, APRIL 20th, 2021 at 8pm**

Lesley Smith, Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE
2. OPEN FORUM
3. TO APPROVE MINUTES OF MARCH 16TH, 2021 MEETING
4. SPECIFIC DECLARATIONS OF INTEREST
5. POLICE MATTERS
6. MATTERS ARISING FROM MARCH 16TH, 2021 MINUTES
7. POINTS RAISED from FEBRUARY/MARCH 2021 CORRESPONDENCE
8. MARCH/APRIL 2021 CORRESPONDENCE RECEIVED
9. TO DISCUSS and APPROVE the EMAIL POLICY FOR CHALGRAVE PC
10. EMERGENCY PLAN
11. ACCOUNTS-a) Cheques for Signature
12. HIGHWAYS ISSUES
13. COMMITTEE REPORTS
14. ITEMS FOR INCLUSION ON THE NEXT AGENDA
15. TIME AND DATE OF NEXT MEETING

Residents and press are welcome to access this meeting via Zoom Video Communications. This can be downloaded from <https://zoom.us>

Please contact Lesley Smith at chalgravepc@btinternet.com for the ID number and the password if you would like to join this meeting.

MINUTES of the remote meeting of Chalgrave Parish Council held on Tuesday, March 16th, 2021 at 7.30pm.

Present: Cllr Jan Day; Cllr Ken Green; Cllr Debbie Levy; Cllr K Ludgate; Cllr Frances Masters; Cllr Phil Parry (Chair); Cllr Peter Warburton; Lesley Smith-Clerk; Ward Cllr Mark Versallion.

Guest: Mrs Barbara Jackson: Chalgrave Emergency Plan Coordinator

Public present: 7

Committees

Planning	Cllr Levy-Chair	07931408697			
Rights of Way	Cllr Green-Chair	874107	Cllr Levy	07931408697	Cllr Warburton 07941624419
Website	Cllr Warburton	07941624419			
Speed Watch	Mike Wells-Chair	877098	Cllr Levy	07931408697	

Responsibilities

Cllr Parry	Highways liaison	07831 605600
Cllr Ludgate	Police liaison	07885 375363
Cllr Masters	Fly tipping	07530 803903

Groups

Pond	Barbara Jackson	07960445492	Cllr Day	875921
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1. APOLOGIES FOR ABSENCE

The Rev. Linda Washington

2. SPECIFIC DECLARATIONS OF INTEREST

- i. Cllrs Parry and Levy declared a prejudicial interest-Chalgrave Sports Club
- ii. Cllrs Day and Masters are on the editorial team of The Chalgrave News.

3. POLICE MATTERS

- a) **Reported Crime.** There were no reported crimes in February 2021.
- b) **Police and Crime Commissioner (PCC).** March 2021 newsletter in correspondence.
- c) **Police and Crime Commissioner's Office.** Notification of the PCC elections on May 6th, 2021. Information in correspondence.

4. REPORT FROM WARD COUNCILLOR VERSALLION

- a) **PCC Election.** Cllr Versallion said it was a good idea to invite the PCC candidates to a PC meeting. He still has concerns about having proportional funding from the government, which considers Bedfordshire as a rural county despite Luton and Luton Airport. The police are concerned about not having enough time to deal with rural crime.
- b) **Hockliffe Road Speed Sign.** The Highways Officer has notified the PC that the sign will be removed rather than replaced. Cllr Versallion is disappointed in this response and will try to have the sign replaced. The PC will press for a replacement as well. **MV; Clerk**
- c) **Chalgrave Manor Solar Farm.** There is no update yet. *(NB; both the PC and Cllr Versallion received the formal application on Wednesday March 17th, 2021)*
- d) **CBC Budget.** In response to a comment by a parishioner about the proposed a 5% increase in Council Tax and 7% increase for police funding, Cllr Versallion said the 7% for policing will help to fund 153 new officers with a net increase of 35 new officers, 15 of which will be for rural policing.

5. CHALGRAVE CHURCH REPORT

No report this month

Contacts. Revs Linda and Nigel are keen to offer care and support or just for a chat or a prayer. Contact 01525 714442; revdchalgrave@gmail.com; nwashy2@gmail.com

6. OPEN FORUM

A draft email policy document for the PC will be circulated before the April PC meeting.

Clerk

7. MINUTES OF MARCH 3rd, 2021 EXTRAORDINARY MEETING

The PC agreed to amendments to the minutes. These were then approved and signed as correct by the chairman.

8. MATTERS ARISING FROM FEBRUARY 16th, 2020 MINUTES

- a) **Lords Hill Roundabout.** Ongoing.
- b) **Flooding on Corner opposite the Queen's Head, Tebworth.** Ongoing.
- c) **Festival of Britain Tebworth Sign.** Repair of the damaged concrete post is progressing.
- d) **Boundary Sign.** The Wingfield boundary sign has been damaged at the bottom right-hand side corner. Progressing.
- e) **Tebworth Pond**
 - i. Cllr Day and Mr John Wojdyla have recently planted hedging and plants in and around the pond.
 - ii. Two sandbags have been left by the wall. They will need to be removed at some point.

9. POINTS RAISED on JANUARY/FEBRUARY 2021 CORRESPONDENCE

CBC's Environmental Protection Officer has asked Facebook groups to ask people to upload an image of the waste carrier licence when they use a waste collector. Cllr Masters will upload the information onto the Chalgrave Forum.**FM**

10. FEBRUARY/MARCH 2021 CORRESPONDENCE RECEIVED

- a) **NALC: Update on Remote Meetings.** Without further action from the government all councils must return to face-to-face meetings after May 7th, 2021. NALC is working with a number of national bodies to press the government for an extension beyond this date. Information and advice in correspondence.
- b) **FC Villages; Gypsy and Travellers' Sites.** Various correspondence relating to the Gypsy and Travellers' Sites Special agenda item- CBC March 9th Sustainable Communities Overview & Scrutiny Committee meeting. In correspondence.
- c) **BATPC: Bedfordshire Bugle.** March 2021 newsletter in correspondence.
- d) **Clerks and Councils Direct.** March 2021 magazine in correspondence.

11. CHALGRAVE SPORTS CLUB (CSC)

Cllr Parry read out two documents.* The first was from the landlords of the sports ground. He then read a statement from Chalgrave Sports Club. They are as follows:

Termination of the Tenancy Agreement with the Chalgrave Sports Club (CSC)

Factual Timeline

- *On Saturday 16th Jan. The landlord found two members of the CSC drinking in the clubhouse which he considered to be against COVID-19 lockdown regulations. He said in no uncertain terms that he was not happy and told them to leave.*
- *Expecting that an apology would be forthcoming nothing was done for six days*
- *On 22nd Jan, there being no contact from the CSC, a termination of tenancy was issued by a letter to the CSC committee and individuals with a copy to the clerk of the PC.*
- *A response from a representative of CSC expressed great concern saying they would investigate and respond shortly.*
- *There was a mail from one of the people involved and he resigned from the sports club.*
- *On 24th Jan an email was sent by a representative of CSC saying that the deadline given for leaving the ground by 31st March could not be achieved because work parties are not allowed during lockdown. Agreement was made by both parties for a date 90 days after relaxation of lockdown rules. There was no offer of an apology or explanation and it was made clear that the landlord's account of events would not be accepted. The landlords were surprised at the tone of the email as it effectively ended any chance of a reconciliation.*

- On 25th Jan a letter was sent to the Clerk of the PC asking that, in the interests of village harmony, we request that the letter is not distributed any further to the members of the Parish Council or put into the public domain. We would ask you however to inform the Parish Council of the termination of tenancy notice.
- On 20th Feb a letter, identical to the original, but with names removed was sent to The PC with the following statement to be read at the next PC meeting.
- On 26th Feb the landlords sent an email to the CSC saying that the situation could have been avoided had the CSC or individuals taken correct action with prompt contrition and apologies.
- It seems very clear that there was ample opportunity to sort this matter out both before and after the notice to quit was issued. There would then have been no need to involve the Parish Council.

Statement from the Chalgrave Sports Club

- Just to make it clear, the Sports Club did not seek and does not seek to mislead the Parish Council or indeed anyone else. There would be no point to this.
- The Club received the termination notice and accompanying letter. Copies of both these documents were sent to the Clerk of the Parish Council. The Clerk was contacted by the Landlords a few days later asking that the letter not be circulated and not be put in the 'public domain'.
- This was still the case at the Parish Council meeting in February. The Club felt it was not appropriate to reveal the contents of the letter at that meeting. We were at that stage of hoping that we could resolve the matter amicably.
- However, we missed the opportunity. We now know that to resolve the issue the Club should have apologised, and the two Committee members should have resigned immediately.
- We did apologise and offer resignations but by that time it was too late.
- We had the same concerns about the Club as the Landlords. We had worked hard to resolve these concerns and get sports back at the Club.
- Over the past years we had arranged cricket fixtures but found it impossible to get a team together and so we had to cancel on many occasions. This is why we wanted to move to more social cricket and away from league cricket i.e. shorter matches.
- We were also aware that when there were matches that most of team were from outside the Parish. So we had planned to get young people more involved in the Club and to offer other sports.
- As for the future of the Club, the Committee will be meeting this week to discuss a way forward.

Cllr Green thanked Cllr Parry for the statements and said there was no need for further discussion and the PC needed to move on from this issue.

**Amendment agreed by Chalgrave PC at April 20th meeting. Lesley Smith*

12. ARRANGEMENTS for the ANNUAL PARISH ASSEMBLY

The Annual Parish Assembly and the April Parish Council will be held via Zoom on April 20th, 2021.

13. CHALGRAVE COMMUNITY EMERGENCY PLAN

- a) Barbara Jackson is currently updating the Plan. Some changes and additions are required e.g. the heads of Parkview Middle School and Harlington Upper School. Barbara explained that the Emergency Plan was a live working document for making a coordinated response in an emergency. CBC will be holding another meeting for coordinators in the near future. Barbara will send an article about the Emergency Plan to the Chalgrave News. Ongoing. **BJ**
- b) Barbara also mentioned that the defibrillator needed a new set of pads as a current set were about to run out. The PC **unanimously agreed** that she could order a new set. **BJ**

Cllrs Parry and Green thanked Barbara for attending the meeting.

14. ACCOUNTS

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

Chq No:	Payee	Description	Amount £
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1091	Robert Tuckwell Partnership	Clearing soakaway; Parkview Lane	336.00
1092	Colin Carpenter	Plants & hedging for Tebworth Pond	126.00
1093	Void	Void	0.00
1094	HMRC	Clerk's PAYE 4 th quarter	183.20
1095	Lesley Smith	Clerk's salary + expenses Feb/March '21	473.27
		Total	1118.47

- b) **Louise Ashmore**, the County Officer at BATPC, is retiring at the end of March 2021. The PC **unanimously agreed** to contribute £20 towards her leaving present, which is being organised by BATPC. **Clerk**
- c) **Online Banking**. Application for online banking is ongoing. **Clerk**
- d) **PAYE Service**. The clerk has received a quote of £120 per annum for providing a PAYE service for the PC. Awaiting another quote. Ongoing.
- e) **Bank Statements; 05/02/2021**
- Current Account: £6,704.00
 - Reserve account: £5,785.10

15. HIGHWAYS ISSUES

- a) **Parkview Lane Flooding**.
- Cllrs Parry, Day, Green and the clerk had a site meeting with CBC's Senior Drainage Engineer and his colleague on March 1st, 2021. He has asked the Highways Project Manager to examine the issue. Ongoing.
 - Cllrs Day and Parry and the clerk will compile all the information about drainage in the parish gathered so far for future reference. Ongoing. **JD; PP; Clerk**
- b) **Pothole** outside the Grand Chapel plus poor road surface in the same area-report to HW. **Clerk**
- c) **Parking by Woodlands**. A resident said that parking on the corner of Woodlands and Wingfield Road is blocking visibility when turning right out of Woodlands. Cllr Parry will write something relevant for the next edition of the Chalgrave News. **PP**
- d) **Drains**. A blocked drain near Willow Tree Farm has been reported to HW. Ongoing.
- e) **Trees opposite 72 Wingfield Road**. There are a couple of places where branches and foliage obscure the view and need cutting back. There is also a bushy shrub growing next to the boundary of 51 Wingfield Road which needs cutting back. Ongoing. **PW**
- f) **Driveway between Nos 78 & 80 Wingfield Road** is in poor condition It is due to be resurfaced in the spring. Ongoing.
- g) **Yellow Lines on Wingfield Road**. No date for installation yet. Ongoing.
- h) **Street Signs**. The Chalgrave Road sign at the junction with the B5120 has been put back up.
- i) **The Lane, Tebworth**. A section of The Lane has been resurfaced recently. HW will patch and surface dress from there down to Spinney Farm in the summer. Ongoing.
- j) **Hockliffe Road Speed Sign**. See 4b)
- k) **Corner of Parkview Lane**. Cllrs Day and Green said they will plant up the corner of Parkview Lane with wild flowers etc. subject to the PC's agreement. There were no objections to this. **JD; KG**

16. COMMITTEE REPORTS

a) Planning

i. Applications

Application No.	Address	Proposed work	PC comments	CBC decision
20/04569/VOC	Pond Farm, Wingfield	Variation of conditions re materials and elevations for previous planning application granted in 2018	Concerned about the number of agricultural buildings being converted in this area	Granted
20/04597	North Star Cottage, Watling St, Hockliffe	Stand-alone drying kiln & stand-alone goods crane	Will have little impact on Wingfield and Tebworth	Application withdrawn
20/02852	Trinity Hall Barns, Watling Street, Hockliffe	Change of use of agricultural buildings to commercial offices (B1) and reinstatement of collapsed section	No objections	Granted

20/03856	<u>Chalgrave Manor Farm, Chalgrave</u>	Installation of Solar panels & inverter stations; Distribution Network Operator (DNO) building; erection of boundary fencing & CCTV cameras; connection to existing electricity grid; formation of temporary construction compound.	Comments submitted to Planning	Awaiting decision
21/00217/VOC	<u>New Farm Dairy, Wingfield</u>	Existing building to be demolished and replaced with a single storey 3-bedroom dwelling. Variation of condition #15 of planning application 18/00203	House extends further back. The single garage and carport are now a double garage. 2 windows instead of 1, which overlook house next door	Consultation period
21/00546	<u>College Farm, Chalgrave Road, Chalgrave</u>	Replacement of existing barn structures with 2 attached barn-style residential buildings	Concerned about the number of barn conversions taking place in the parish	Consultation period. Ends 23/3/2021
21/00743/LB	<u>1 Chalgrave Road, Tebworth</u>	Conversion of Grade 2 stable block for ancillary use	No objections	Consultation period. Ends 5/4/2021

- ii. The Queen's Head. A resident has queried whether the Queen's Head has applied for change of use of the garden to a parking lot for vans adding that a business was registered there in February 2020 PC will follow up. **DL**
Cllr Parry reminded the PC that the Queen's Head had contacted CBC about the construction at the front of the pub and CBC has said it will take no action.
- iii. The clerk contacted Trinity Hall Farm to ask if the large crane is going to be removed. Awaiting reply. Ongoing.

b) Rights of Way (ROW)

Nothing to report this month.

c) Speed Watch.

None at present.

d) Website

Amendment. In response to item submitted by Mr Richard Tomkins, Mrs Velda Cooke contacted Cllr Warburton who has connections to the Emerton family. She has promised to look for some old family photos to share with us.

Mr Richard Tomkins has provided information and photographs about his family who lived in the parish. Cllr Warburton's next article about litter is ongoing. **PW**

17. ITEMS FOR INCLUSION ON NEXT AGENDA

Email policy; End of year accounts

18. DATE AND TIME OF NEXT MEETING

Tuesday, April 20th, 2021 at 7.30pm.

Meeting closed at 21.13

Signed by Chairman..... Date.....