

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 10th JULY 2017**

Present: Parish Councillors: M Russell (Chair) M Tomlin, B Fitzsimmons, P Smith, C Smith, A Palmer, H Palmer, Ward Councillor K Collins, Clerk A Whiting, 20 members of public

**PUBLIC PARTICIPATION**

Highways issues – Hedges obscuring signs; By allotments; Chaul End Rd at junction Hatters Way; Chaul End Rd junction road to Chaul End Village. 3 blocked drains in Manor Rd. Overgrown alleyways in village, with weeds and stinging nettles. ***Clerk to take all issues to Highways at the walkabout on 12th July.***

2 Residents who were very interested in contributing to upgrades of play areas following the consultation were in attendance.

2 First responders, Ambulance volunteers were in attendance.

Resident encountered a number of traveller youths some with sticks in Millfield Way recently. Nothing illegal seemed to be taking place but it felt intimidating.

**1. APOLOGIES FOR ABSENCE** - Apologies received from Cllrs: M Morland, S Eacope, L Skelton

**2. DECLARATIONS OF INTEREST –** Cllr Russell – Payments, item 21

**3. APPROVAL OF MINUTES - It was RESOLVED** minutes of 12th June 2017 were a correct record and signed by the Chairman. Amendment to Local Plan event on 9th August is at the **Sports and Social Club.**

**4.** **PROGRESS UPDATE FROM LAST MEETING**

The Clerk reported that Local Plan details were in the noticeboard and website and he will continue to put information there as it arrives.

Folly Lane Street Light issue, Clerk reported slow progress, but has been talking to Tingdene and will ask Highways exactly what is required to get the light in.

**5. TO RECEIVE CHAIRMAN’S ADDRESS**

Cllr Russell reported; the meeting now arranged with Cllr Dixon re. Heathfield, school awards ceremony that he will attend next week, we have bought new Duck signs to replace the old ones for the pond.

**6. TO RECEIVE A REPORT FROM CENTRAL BEDFORDSHIRE COUNCIL**

Cllr Collins reported Anglian Water have had some uniforms stolen. If anyone calls at your house they should be asked for their identification.

Grass cutting contracts for rural verges and junctions will mean a cut in July/August. Manager in charge is able to be contacted on the email; [szabolcs.nagy@centralbedfordshire.gov.uk](mailto:szabolcs.nagy@centralbedfordshire.gov.uk) if there are any problems or issues.

**7. CADDINGTON & SLIP END NEIGHBOURHOOD PLAN**

The plan is lodged with CBC. Because of the length of time it took to complete the law has changed in the interim and it is necessary to consult with other groups such as English Heritage. When consultation is complete the plan begins to carry more weight as a planning document.

Cllr P Smith asked if this report had emanated from a meeting of the NP group. A: No meeting has been held.

Cllr A Palmer asked if the NP has any weight re. the CBC Local Plan proposals. A: Local Plan at this stage does not consult the NPs but any future developments will be measured against both the Local Plan and any adopted Neighbourhood Plans. PC can site the emerging N. Plan in response to the CBC Local Plan consultation.

**8. DISCUSS PLAN OF ACTION TO RESPOND TO CBC DRAFT LOCAL PLAN AND AGREE APPOINTMENT OF PROFESSIONAL PLANNING CONSULTANT**

***Local Plan is out for public consultation 4th July to 29th August*** - In it there is an extensive development proposed “Land West of Luton” which directly and substantially impacts upon Caddington and Slip End, consisting of between 2000 and 4600 homes. All residents will be receiving leaflets with a request to put in their response to the Local Plan. **It was agreed**, jointly with Slip End PC, to employ planning expert consultant Roger Shrimplin to advise Councils of Slip End and Caddington on a formal planning response to the CBC Local Plan. Clerk to send Mr Shrimplin all relevant documents and information.

1. **TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE**

Minutes circulated to council by email. Cllr Palmer spoke about potential development in Dunstable Rd where applicant wants to demolish a house and replace with two dwellings. PC have objected.

Virgin Media; i) have asked for £12k to put their fibre broadband to Chaul end Village. (A resident explained that there was now a mast which could supply broadband to the houses there, for a fee.)

ii) have refused to put their fibre broadband along Folly Lane.

iii) have broken paving slabs outside shops.

iv) have dug up the Green without permission again. **Cllr Palmer read several emails he sent to Virgin and is awaiting advice from Officers at CBC re. what we can do about it**.

Cllr P Smith asked about the promised bus service and footpath/cycle route from Caddington Woods site to Caddington. Section 106 agreement (from CBC website) give details when infrastructure items will be provided (It was noted that they are reliant on certain numbers of houses being built).

**11. TO RECEIVE UPDATE/REPORT RE: HEATHFIELD CENTRE**

Meeting organised for 17th July with Chair Cllr Russell, Cllr Fitzsimmons and John Waller (Heathfield) with Asset Portfolio Holder Cllr Steve Dixon.

*It was noted that a CBC officer had asked for it to be moved to August but council wanted dialogue to begin as soon as possible, bearing in mind the strong feeling there is in the community to keep such a facility for the benefit of the village.*

Cllr Fitzsimmons stated he attended the Heathfield Friends AGM and the level of feeling regarding keeping a facility with all its benefits was very high. Attendees were happy to hear that the PC and CBC Cllr Collins (who was also in attendance) were fully supportive of a replacement facility. Cllr Fitzsimmons thanked Cllr Collins for his support.

**12. TO RECEIVE A REPORT FROM BEDFORDSHIRE POLICE – Crime report;**

02/6/2017 13:30 - THEFT FROM SHOPS AND STALLS - **MANOR ROAD**

02/6/2017 19:35 - THEFT FROM SHOPS AND STALLS - **MANOR ROAD**

07/6/2017 08:00 - ASSAULT OCCASIONING ACTUAL BODILY HARM - **DUNSTABLE ROAD**

09/6/2017 18:00 - BURGLARY RESIDENTIAL - DWELLING - **LITTLE GREEN LANE**

10/6/2017 17:00 - ATTEMPT BURGLARY RESIDENTIAL - DWELLING - **DUNSTABLE ROAD**

10/6/2017 23:20 - BURGLARY RESIDENTIAL - DWELLING - **MEADOW WAY**

11/6/2017 00:00 - BURGLARY RESIDENTIAL - (GARAGE/SHED/) -**CHAUL END ROAD**

11/6/2017 09:06 - BURGLARY RESIDENTIAL - DWELLING - **HEATHFIELD CLOSE**

12/6/2017 01:15 - BURGLARY RESIDENTIAL - DWELLING - **MOSSMAN DRIVE**

16/6/2017 15:50 - THEFT OF PEDAL CYCLES - **FIVE OAKS**

16/6/2017 17:23 – SEXUAL - **UNDISCLOSED**

20/6/2017 15:30 - ASSAULT OCCASIONING ACTUAL BODILY HARM - **DUNSTABLE ROAD**

22/6/2017 17:00 - OTHER MISCELLANEOUS THEFTS - **CHAUL END VILLAGE**

23/6/2017 01:00 - BURGLARY RESIDENTIAL - (GARAGE/SHED/VACANT PROPERTY) **FAIRGREEN ROAD**

24/6/2017 21:00 - ASSAULT OCCASIONING ACTUAL BODILY HARM - **MANOR ROAD**

24/6/2017 21:25 - ASSAULT OCCASIONING ACTUAL BODILY HARM - **MANOR ROAD**

28/6/2017 13:00 - BURGLARY RESIDENTIAL - DWELLING – **DUNSTABLE ROAD**

**Police to again be invited to next meeting/more regular attendance.**

(Clerk reported that sadly our PCSO had been transferred so we are awaiting a new PCSO.)

**13. TO RECEIVE AN UPDATE FROM CADDINGTON WATCH**

Street Watch

Continuing almost daily attendance at CVS – both morning and afternoon sessions.

Well received by parents and residents. Focus in August will switch from Street Watch to Speed Watch

Speed Watch

Still awaiting Traffic Management to risk-asses the splays at the entrance to Caddington Woods, now known as Mallard Crescent. Received many comments that the raised road in the centre of the village, has made it much easier to navigate the junctions.

1. **DISCUSS CCTV**

Awaiting Michael Grain options for CCTV in the future. Meeting to be arranged when options are known. **Next PC agenda Sept. 2017.** Cllr Collins reported that CBC (under officer Jeanette Keyte) were undertaking a large scale review of CCTV and that we might be best talking to them about their findings and options before we agree on a new system.

**15. TO RECEIVE A HIGHWAYS REPORT**

Highways walkabout in the village organised 12th July with CBC Highways inspector. Cllr Tomlin and Fitzsimmons and Clerk to attend. Issues raised at consultation will be passed to Highways as well.

1. **DISCUSS PARISH OPEN DAY FEEDBACK**

The Clerk had prepared a draft report on the consultation and findings from it. He thanked all the attendees for their valuable input, which will inform and advise the council on their works and spending this year. He read a summary of findings on all issues raised.

The majority of respondents voted for Option 1, to keep the memorial where it is, but that works to trees, church wall, and grass areas be carried out to make the area more open and visible and easier to access the memorial.

There was huge, almost unanimous, support for Heathfield Centre and all the groups and events it holds and supports. Car Parking – Heathfield car park is considered extremely valuable to the village. Parks – several residents who have young children asked to be part of a working group to help identify equipment and look at funding options.

**The following actions were agreed;**

**War Memorial** – talk to Church/Diocese regards possible tree works to open up area around memorial and possible removal of Church Wall

**Heathfield** – meeting being arranged with Cllr Dixon, portfolio holder CBC to explore options / discuss ideas.

**Parking** – explore options through Highways CBC

**Highways** – walkabout on 12th July with Highways Rep. Councillors and Clerk to inspect issues / forward all relevant comments to Highways

**Parks** – set up working group to explore options for equipment and explore possible funding methods.

**It was also agreed** - The report, when tidied up, to be put on parish website.

1. **DISCUSS ALLOTMENTS TERMS AND CONDITIONS RE: BONFIRES**

Clerk in receipt of Minutes which he will email council with. Clerk reported he has an excellent communication and working relationship with John Dudley, Allotments Secretary.

New terms and conditions have been drafted to be issued later this month. John has asked council to consider whether a once (or twice) a year supervised fire could be held at the site in a single agreed position, fully supervised by Allotment Committee members, to do away with materials after the growing season finished. It is unclear if the PC insurers would allow this. **Clerk to check and report back/inform Allotment Committee**.

**18. RECEIVE GENERAL CORRESPONDENCE – *FOR INFORMATION ONLY***

i) School – Prize for “Community Award” – agreed to sponsor the prize to value of £40 and pay for engraving of name on shield, as per previous years.

ii) CBC - Road closure Chaul End Rd for patching. Up to 3 days from 7th August. Noted.

iii) CBC Local Plan poster – has been put on noticeboard.

1. **RECEIVE 1ST QUARTER SPEND AGAINST 2017-18 BUDGET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Budget** | | **Expenditure** | | **Predicted Expenditure** | |
|  |  | | **Actual - month 3** | | **Year End** | |
| **Staff Costs** | £28,800.00 | | £8,253.86 | | **£31,000.00** | |
| **Administration** | £7,700.00 | | £4,722.60 | | **£8,200.00** | |
| **Allotments** | £1,250.00 | | £231.59 | | **£1,250.00** | |
| **Security** | £4,600.00 | | £3,635.95 | | **£4,600.00** | |
| **Highways & Amenities** | £30,000.00 | | £4,821.54 | | **£20,000.00** | |
| **Neighbourhood Plan** | £3,000.00 | | £0.00 | | **£1,000.00** | |
| **Section 137 Grants** | £4,060.00 | | £1,810.33 | | **£4,060.00** | |
| **Parks** | £3,650.00 | | £470.63 | | **£3,650.00** | |
| **Projects** | £1,500.00 | | £4,539.00 | | **£4,539.00** | |
| **GRAND TOTAL** | **£84,560.00** | | **£28,485.50** | | **£78,299.00** | |
| *Plus 2% contingency fund* | *£1,691.20* | | £- | | £2,500.00 | |
|  | **£86,251.20** | | **£28,485.50** | | **£80,799.00** | |
| **Precept 2017-18** | | £95,370 | |  | |
| **Precept minus predicted end year expenditure** | | £8,571.00 | |  | |

*Noted that if predictions are accurate PC will have monies to undertake/complete a number of actions raised during consultation and previous discussions.*

1. **VERIFY BANK RECONCILIATION AND AUTHORISE COUNCILLOR TO SIGN BANK STATEMENTS**

|  |  |  |
| --- | --- | --- |
| **Periodic Balance 30.06.17** |  |  |
| **Balance at 31.03.17 b/fwd** |  | **£90,878.69** |
| Plus income to date |  | £54,442.41 |
| **Subtotal** |  | **£145,321.10** |
| Less payments to date |  | £30,224.35 |
| **CLOSING FUNDS BALANCE** |  | **£115,096.75** |
|  |  |  |
| Current Account |  | £65,177.22 |
| Tracker Account |  | £50,749.15 |
| Subtotal |  | £115,926.37 |
| less unpresented cheques |  | £829.62 |
| **CLOSING FUNDS BALANCE** |  | **£115,096.75** |

*Noted. Cllr Russell duly signed Bank Statement.*

**21. AUTHORISE ACCOUNTS FOR PAYMENT WITH 2 BANK SIGNATORIES TO SIGN CHEQUES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cheque** | **Payable to:** | **Payment Details** | Grand Total |
| SO | ASK Accounting Services | Payroll service | £23.70 |
| STO | John Dudley | Allotment secretary payment | £45.00 |
| STO | A Whiting | Clerk salary July 2017 | £1,219.97 |
| 105888 | HMRC | Tax/NI July17 | £299.57 |
| 105889 | Beds Pension Fund | Pension July 17 | £412.32 |
| 105890 | Bidwells | Tenancy rec. ground June-Sept 17 | £100.00 |
| 105891 | Affordable Companies | Printed materials - consultation | £462.00 |
| 105892 | A Whiting | Mileage, print ink, office allowance | £107.58 |
| 105893 | Village Garden Services | Grounds Maint. June 17 + hanging baskets, plants | £1,661.02 |
| 105894 | Village Garden Services | Grounds Maintenance July 17 | £608.62 |
| 105895 | HMRC | Tax/NI July 2017 | £299.57 |
| 105896 | Beds Pension Fund | Pension July 17 | £412.32 |
| 105897 | JA Graphics | 2 metal Duck signs | £37.98 |
| 105898 |  | Solar Security Light Collings Wells Cl. | £32.95 |
| STO | Darren Hunter | Parish Warden Salary July 17 | £520.00 |
| SO | ASK Accounting Services | Payroll service July 17 | £23.70 |
| STO | A Whiting | Clerk Salary Aug 2017 | £1,219.97 |
| DD | DCS | Telephone | £10.93 |
| STO | Darren Hunter | Parish Warden Salary Aug 17 | £520.00 |
|  |  | **Page Total** | £8,017.20 |

Payments were agreed and 2 signatories duly signed cheques

**22. DISCUSS PARISH CLERK TELEPHONE**

Clerk explained the telephone was currently diverted from previous Clerk’s old phone which is not ideal. Deferred to next meeting – awaiting costings and options.

**Public Participation**:

1. Can the 30 mph limit be extended to Dunstable Rd near the bend – **To be discussed again with Highways on walkabout**
2. Thank you to council for the new seat in Elm Avenue. **Council to discuss on next agenda where to place the other bench we have.**
3. Opposite Folly Lane cars parking on junction causing obstruction. Report to Highways/inspect on walkabout.
4. Cllr Palmer urged all residents to put in a response to the Local Plan and the importance of doing so. Again emphasized the leaflets that will be coming round soon advising residents how to do this. There will be a Planning meeting in next 2 weeks.
5. A resident queried why we need houses when there are 5500 being built near Houghton Regis. Cllr Collins replied that CBC are seeking 20000 to 30000 new houses over the period of the Local Plan (next 20 years)
6. **DISCUSS NOMINATIONS & AWARD WINNER OF VILLAGER OF THE YEAR AND ORGANISATION OF THE YEAR**

It was unanimously agreed to award Rita Tims “Villager of the Year” and Caddington Care the “Organisation of the Year” awards.

Meeting Closed at 9:45pm

Signed…………………………………………………………….Dated: ……………………………….