Present: Parish Councillors M Russell (Chair), M Tomlin, A Goodyear, V Malone, S Smith, R Catford, M Mackey,

A Palmer, H Palmer, Clerk M Whiting, CBC Ward Cllrs E Perry & K Collins, 24 members of public

**Public participation:**

Hamlet of Aley Green has become a sorry looking and neglected area with deterioration in particular to footpaths, hedgerows, road surface and street lighting. Issues have been reported by residents on fix my street but no feedback or action has been taken. Cllr M Tomlin will check fix my street reports and with CBC highways officer. Will also examine village green footpath due to reports that it has become uneven.

What is happening with Chaul End Road petition? Parish Council unaware of this. CBC Ward Cllr Collins advised that Chaul End Road residents had recently presented a petition to CBC Traffic Management Committee. He is in discussion with the portfolio holder regarding highways improvements.

Centrebus are reducing 231 services due to insufficient usage from 24th October. There will be no Saturday service and no buses on weekdays after 3:30pm. Many residents require these services to continue and have started a petition to lobby for extra funding which will be presented at CBC next full council meeting on 24th November. Parish Councillors support saving the current 231 service as it is and fully endorse residents petition and request for additional funding from CBC. Ward Cllr Collins also aware of Centrebus proposed changes and in discussions with CBC transport department regarding additional funding.

**1. APOLOGIES FOR ABSENCE**

Apologies received and accepted from Parish Cllrs B Fitzsimmons (on holiday)

**2. DECLARATIONS OF INTEREST**

Cllr Russell declared an interest in payments for authorisation

**3. APPROVAL OF MINUTES**

**It was RESOLVED** that the minutes of the meeting held on 11th July 2022 and extra ordinary staffing confidential meeting held on 26th September were a correct record and signed by the Chairman.

**4. PROGRESS UPDATE FROM LAST MEETING**

Clerk IT equipment has been purchased and installed.

**5. CADDINGTON WATCH & POLICE**

Clerk circulated Police crime data spreadsheets link to Cllrs. 12 offences reported in August, 15 in September.

Full crime statistic report from CaddWatch had been forwarded to all Councillors.

**6. CENTRAL BEDFORDSHIRE COUNCIL**

Ward Cllr Collins reported the following:

**The Cricketers**. The applicant initially approached this site in a positive manner and chose to advance a residential scheme in preference to other uses of the site that they had considered.  They were advised at the earliest stage that parking was a significant concern in this area of Caddington and that there would be sensitivities around building heights. It is noted that the scheme currently under consideration is a revision and resubmission of an earlier scheme, and indeed that further revisions have been made during the planning process.  Many internal consultees advised that the scheme could be acceptable subject to the imposition of certain planning conditions. However, the internal consultee unable to support the scheme was the highways officer due to the ratio of proposed parking spaces to residential units.  This, together with the height of the tallest building, was a key element in the significant number of objections received from the community and reflects the advice given at the earliest stage of the process. As we would seem to have reached a position where the applicant does not feel the scheme can accommodate further compromise, yet the planning objections cannot be overcome, I am expecting a refusal will be issued imminently.

**Chaul End Road (dog training)** I received a verbal update from planning enforcement today and have also fed back to them my discussions with users of the site when I attended on a busy Monday last month. My understanding is that the site is used with the permission of the landowner by someone connected to them that trains dogs as a hobby and enters them in competitions.  The attendance by multiple dogs and trainers (arriving in multiple vehicles) is often a sort of debrief and sharing of notes following competition weekends.  This does explain why quite so many “friends” of the primary user join him in using the site. A planning contravention notice has been served, requiring certain information to be provided regarding the use of the site.  It is an offence to ignore the PCN or provide false information. The view of planning enforcement at this stage is that, given the site is recognised as having previously been used for keeping horses, the exercising of pet dogs does not constitute a material change of use such that planning permission is required.  There is no proof that the training is for work purposes or that the visitors do so on a commercial basis and, absent such evidence, little case for planning enforcement. Additionally, ad-hoc land uses for 28 days or less in a year are generally covered by permitted development.  Perversely, a planning application would be likely to fail because of the access but, absent a demonstrable planning contravention, there is no mechanism to push for a planning application.

**Chaul End Road (land behind Brick Kiln Barns)** Despite previous indications that the Planning Inspectorate would be issuing a decision soon, the appeal remains undetermined and hence further enforcement is held in abeyance. I am writing in my official capacity to the Planning Inspectorate to stress the negative impact this site is having upon the local community and push that a decision must be reached without further delay.  I am inviting the Parish Council chair to join me as a co-signatory to that letter, and I am hopeful that Rachel Hopkins MP (who is also aware of the site) will also support our representations.

**Chaul End Road (classification)** In addition to the well known “A” and “B” class road classifications, there is also a “C” class used as a third level of classification by local authorities.  Chaul End Road is unclassified (local roads intended for local traffic), which dates back to before Vauxhall reprofiled the hill and changed the nature of the road.  I feel it more closely fits the definition of a ‘B’ road (roads intended to connect different areas, and to feed traffic between A roads and smaller roads on the network), as it connects to the A5065 Hatters Way and is a primary route through the village.  I am pushing for the road to be reclassified and hope that the Parish is supportive of this change.

**Portfolio holder visit**. Cllr Dalgarno came to visit Hyde, but I did take the opportunity to highlight a few Caddington issues before we set off, being Chaul End Road, Manor Road and Dunstable Road. Manor Road is the pavement (recently repaired) and the traffic calming (under review).

Ward Councillors attended Inspired Villages on 30th August for a Phase 1 site visit of the construction. IV also held an information event at the social club recently and have another invitation only event planned at Luton Hoo shortly.

Cllr A Palmer advised he has contacted CBC enforcement department regarding access from Inspired Villages site to Mancroft Road opposite Mardle Close. Original proposal was for footpath/cycleway however width now appears suitable for vehicle access. Ward Cllr Collins not aware of any vehicle access and will also investigate. Cllr Tomlin also reported that work to the culvert & ditch at Mancroft Road ancient waterway will require CBC to notify parish council and emergency services of any disruption to the defibrillator at that location.

Both Ward Cllr Collins and Perry will hold Ward Cllr surgeries on the first Saturday of each month from 10am to midday. Cllr Collins remains at the Lyon centre in Caddington Woods and Cllr Perry at Heathfield centre. Cllr Perry was disappointed that no one turned up at his first surgery at Heathfield. Will set up an A board in front of shops on morning of surgery to help promote the new event. Dates and details are also listed on our noticeboard & website.

**7. HEATHFIELD DEVELOPMENT**

Will Noton, Development Manager for Central Bedfordshire Group New Vista Homes, presented some initial draft plans to Parish and Ward Councillors on 8th September as part of a first engagement with key stakeholders. Housing will be geared towards older residents and include a refurbished community centre. Cllr A Palmer advised a ‘refurbished’ centre is in contrast with Caddington & Slip End Neighbourhood Plan which states 9.11, Policy case 13 ‘the provision of a new village hall’ Parish Council will make formal comment once a full application is received.

Ward Cllr Collins has requested New Vista Homes consult with the wider community to see if either a refurbished or a new village hall/community centre is preferred as part of their consultation process.

Heathfield Trustees will discuss parish council hall hire charges at their next meeting.

**8. CHRISTMAS LIGHT SWITCH ON 26TH NOVEMBER**

Working group are progressing well with event arrangements and Glen Eden are kindly sponsoring the event. Event will start approx. 4:30pm with light switch on at 5:30pm. Request help from all Councillors with set up and take down. Caddington Village School will sing carols, Graham Crisp singing Christmas sings, Crepe van will supply crepes and hot chocolate, small fair rides will run weather permitting, popcorn and candy stall booked, life size Elf meet and greet and Chequers Pub will also be holding their Christmas market again. Scouts undecided if will hold a stall yet.

**9. REMEMBRANCE DAY**

Oststeinbek Mayor does not wish to travel at present, but has extended an invitation to Caddington. Chair M Russell refused kind invitation as will be attending Caddington event. Cllr Russell will discuss Caddington arrangements with Rev’d O’Neil and Clerk will submit road closure request to CBC for Sunday 13th November 10:30-11:30am.

**It was AGREED** to order 3 wreaths (Parish Council, Oststeinbek, Unknown German POW) and 30 small wooden crosses with Royal British Legion £216.75 for delivery to Chairman Russell. Oststeinbek wreath to be posted directly.

**It was AGREED** to order a pair of ‘Unknown Women in War’ statues with RBLI £350 for delivery to Chairman Russell.

**10. VILLAGE GREEN TREE**

Awaiting response from Dave Goode family. Defer to November meeting.

**11. VILLAGE GREEN SIGN & BIN**

Electrafit have scheduled installing additional lights for new village green sign this week.

Bin on corner of green has been damaged beyond repair. CCTV showed a vehicle driving into it which has been forwarded to Police to investigate. **AGREED** to remove damaged bin and order & install replacement bin at approx. cost £450 + VAT.

**12. ALLOTMENT DITCH**

Grangers Ground maintenance report and recommendations was forwarded to below 3 contractors for quotes:

Grangers Ground maintenance £1400 + VAT

George Sayers £700 + VAT

D Tomblin Treeworks £920 + VAT

**It was AGREED** to order works with George Sayers £700 + VAT

**13. POND**

Cherryfield Ecology report and recommendations was forwarded to below 3 contractors for quotes:

Dominic, Dellows Ponds – no response

George Sayers £3250 + VAT

D Tomblin Treeworks £4620 + VAT

**It was AGREED** to order works with George Sayers £3250 + VAT

**14. ROSPA**

ROSPA play area and pond safety reports have just been received.

Clerk forwarded to Parish Warden and Parks & Pond group (Cllrs A Palmer, H Palmer, Russell, Tomlin & Malone)

High risk and urgent repairs to swing at Elm Park and slide at Edgecote have been repaired by VGS under Warden cover.

Skier in Elm Avenue part was welded and repaired for free by Cllr Tomlin.

**It was AGREED** Parks & Pond group to meet and advise Clerk to order any repairs required.

42 The Crescent request permission to install a gate to the rear of their property into Elm Avenue park.

**It was AGREED** to refuse permission.

**15. RUSHMORE LEASE**

An incident of fly tipping took place in Rushmore park on 15th July. Police attended and took evidence, photos and CCTV footage. CBC and Police are currently investigating incident.

Clerk, Chair Mark Russell, Vice Chair Matthew Tomlin & Cllr Bob Fitzsimmons met on the day and once Police had taken required evidence etc, contacted Waste disposal companies to clear the park and make safe. Mini One Plant Hire were engaged to remove and dispose of legally at a cost of £1000 + VAT.

Caddington Village School are interested in relocating MUGA to school grounds and will find someone to dismantle and move once decision made by Parish Council.

Cllr A palmer advised a small play area is proposed as part of the My Folly/rear of Scout Hut housing development.

Solicitor has put forward questions to ask Diocese if would negotiate on rent, request price to purchase land, and what would they propose to do with the land if the Parish Council didn’t renew. No response has yet been received. Lease expires on 15th November.

**It was AGREED** not to renew lease due to Diocese price increase and anti-social behaviour issues at park.

**16. ALLOTMENTS**

Leisure Gardens management committee have requested a Parish Councillor representative to attend their meetings to help liaison between the parish council and committee. **RESOLVED** to appoint Cllr Alan Goodyear as representative.

Currently 10 full size plots in an uncultivated state which will be difficult to re-let next season. Age profile of volunteers has increased and difficult for them to deal with for free & will need professional help to maintain the plots and paths in future.

Current rental of £20 per annum per full plot in Caddington is well below the current market rate in other nearby villages (Kensworth £30 per full plot, Toddington £45) Caddington also offers more facilities ie Toilet Block, Allotment Hut for social gatherings, etc.

Committee propose increasing rental to £30/full plot which would generate around £700 to £800 of additional funds to pay for maintenance. **AGREED** in principle to support committee proposed increase and Cllr A Goodyear to attend next committee meeting to gain greater understanding of issues and feedback to next full council meeting.

**17. PLANNING**

**AGREED** to update Planning Committee terms of reference with additional 9. BETWEEN MEETINGS:

The Parish Clerk will circulate to Councillors by email information about all planning and licensing matters brought to the Parish Clerk’s attention.

Planning Committee Chairman to look at all applications and make a written recommendation to committee members which will be circulated and discussed at the next Planning Committee or Parish Council Meeting for a comment to be made back to Unitary Authority.

If there is insufficient time for above within the consultation process, the Parish Clerk will submit a response on behalf of the Council in accordance with the wishes of the majority of Committee members expressing a view, and that response will be noted at the next available Committee/Council meeting without question.

**[CB/22/03847/FULL](http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeResultDetail&TheSystemkey=631049)** 14 Hyde Road, Caddington, Luton, LU1 4HE

Garage conversion with replacement raised roof, and single storey rear extension.

Application does not show first floor layout. On investigation the dwelling has 3 bedrooms before extension. This would then make it a 4 bedroom house with off road parking for 3 cars. Parking in the street is already tight for spaces. Request planning officer takes this into consideration when deciding on application.

 [**CB/22/03884/FULL**](http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeResultDetail&TheSystemkey=631086) 48 Manor Road, Caddington, Luton, LU1 4ED

Proposed porch to the front elevation - Front elevation and existing side elevations to be rendered.

No objection

**18. CIVILITY & RESPECT PLEDGE**

**AGREED** Caddington Parish Council to sign the pledge in agreement that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

**19. 2nd QUARTER BANK RECONCILIATION & BUDGET SPEND**

The following bank reconciliation and accounts had been provided to Councillors prior to meeting.

In accordance with Financial Regulation 2.2, Cllr V Malone signed the bank reconciliation and original bank statements as evidence of verification.

|  |  |  |
| --- | --- | --- |
| **Balance at 31.03.22 b/fwd** |   |  **£ 271,438.36**  |
| Plus receipts to 30.09.22 |   |  £ 153,444.85  |
| **Subtotal** |   |  **£ 424,883.21**  |
| Less payments to 30.09.22 |   | £58,578.60 |
| **CLOSING FUNDS BALANCE** |   |  **£ 366,304.61**  |
| Represented by balance  |   |   |
| **Unity Bank Account 30.09.22** |  |  **£ 366,304.61**  |
|   | **2022/23** |  **2nd Qtr**  | **Year End** |
|   | **Budget** |  **Actual Spend**  | **Predict** |
| Staff Costs |  £ 53,800.00  |  £ 27,856.00  |  £ 57,651.73  |
| Administration |  £ 11,595.00  |  £ 9,145.08  |  £ 12,306.97  |
| Allotments |  £ 4,600.00  |  £ 633.78  |  £ 4,600.00  |
| Amenities |  £ 55,000.00  |  £ 14,711.63  |  £ 50,000.00  |
| Grants Sect 137 |  £ 3,500.00  |  £ 3,302.30  |  £ 3,500.00  |
| VAT |  £ 7,000.00  |  £ 2,929.81  |  £ 7,000.00  |
| **TOTAL SPEND** |  **£ 135,495.00**  |  **£ 58,578.60**  |  **£ 135,058.70**  |
| **TOTAL EARMARKED** |  **£ 120,000.00**  |  **£ -**  |  **£ 120,000.00**  |
|  |  |  |  |
| Audited Bank Balance at 31.03.22 |  £ 271,438.36  |  |  |
| Plus Precept 2022.23 |  £ 147,894.00  |  |  |
| Plus approx. other income |  £ 7,000.00  |  |  |
| **Total** |  **£ 426,332.36**  |  |  |
| Less Budget 22/23 predicted spend |  £ 135,058.70  |  |  |
| **Balance left in bank accounts** |  **£ 291,273.66**  |  |  |
|  Less Earmarked funds  |  £ 120,000.00  |  |  |
| Estimated Reserves at year end (recommend 1yr precept) |  £ 171,273.66  |  |  |

**2021/22 ANNUAL RETURN COMPLETED CERTIFICATE FROM MAZARS EXTERNAL AUDITORS**

The completed 2021/22 Annual Return and certificate from Mazars External Auditors was approved and accepted. There were no issues identified and no significant matters arising from the audit. The External Auditor Report, Certificate and Notice of conclusion of audit and Statement of accounts have been published on the notice board and website and is available to the public.

**20. CORRESPONDENCE**

CBC Highways 36-38 Mancroft Road Disabled Parking Bay consultation, comments by 14/9 – 30/8 fwd to Cllrs

CBC Temporary Chaul End Road Closure Lining works between 8th to 12th September – 30/8 fwd to Cllrs

CBC consultation on Draft On-street Parking Management Strategy, deadline 26/9. Online topic session 6-7pm 12/9 – 30/8 details fwd to Cllrs

CBC Temporary Dunstable Road/Millfield Lane Road Closure Dates TBC – 23/6 fwd to Cllrs

CBC/New Vista Homes invitation to Heathfield Centre proposals 8/9 – 30/8 details fwd to Cllrs

Inspired Villages invitation to showroom at Millfield Green 30/8 & public consultation 6/10–fwd to Cllrs

Clarke Telecompre-application consultation letter, proposed radio base station install grass verge on Hyde Rd – 30/8 fwd to Cllr A Palmer & Ward Cllr Collins. Cllr M Tomlin will discuss with CBC highways officer.

CBC reading of the proclamation Sunday 11 September 3.30 pm – 9/9 invitation fwd to all Cllrs

CBC Community Assets Grant application for match funding for lights – 6/1 application unsuccessful.

CASE community trust Heritage Greenway brief – 7/10 fwd to Cllrs. Clerk to advise PC not renewing lease with Diocese.

**21. AUTHORISATION OF PAYMENTS**

**It was RESOLVED** by full councilto authorise the following accounts for online payment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Payment | Payable to: | Payment Details |  Total  |
| 01/08/2022 | SO | Staff Costs | Salaries, PAYE, Pension | £4,308.20 |
| 01/08/2022 | SO | Village Garden Services | Ground maintenance  |  £ 801.74  |
| 01/08/2022 | DD | EDF Energy | Rushmore Park Electricity  |  £ 13.00  |
| 01/08/2022 | DD | Castle Water | Allotment  |  £ 60.63  |
| 01/08/2022 | SO | John Dudley | Allotment management  |  £ 45.00  |
| 18/07/2022 | Transfer | Andrew Shaw Computer Services | Windows 365 & Virus checker monthly sub |  £ 16.06  |
| 18/07/2022 | Transfer | Mini One Plant Hire Ltd | Fly tipping removal Rushmore Park |  £ 1,200.00  |
| 20/07/2022 | Transfer | Matthew Tomlin | Reimburse 10 x 8GB USB stick for CCTV transfer |  £ 20.94  |
| 01/08/2022 | Transfer | Dell Corporation | Clerk monitor, keyboard & mouse |  £ 381.13  |
| 01/08/2022 | Transfer | Dell Corporation | Clerk laptop |  £ 732.00  |
| 01/08/2022 | Transfer | Andrew Shaw Computer Services | New laptop set up & transfer Stage 1 |  £ 195.00  |
| 01/08/2022 | Transfer | M Whiting | Reimburse Clerk Expenses & Salary balance  |  £ 50.81  |
| 02/08/2022 | Transfer | Village Garden Services | Parish Warden Cover July 36 hours @£20/hr |  £ 864.00  |
| 24/08/2022 | SO | James Macpherson | CCTV service contract |  £ 200.00  |
| 24/08/2022 | DD | O2 | Clerk & Warden phones |  £ 61.24  |
| 01/09/2022 | SO | Staff Costs | Salaries, PAYE, Pension | £4,308.20 |
| 01/09/2022 | SO | Village Garden Services | Ground maintenance  |  £ 801.74  |
| 01/09/2022 | DD | EDF Energy | Rushmore Park Electricity  |  £ 13.00  |
| 01/09/2022 | DD | Castle Water | Allotment  |  £ 60.63  |
| 01/09/2022 | SO | John Dudley | Allotment management  |  £ 45.00  |
| 12/09/2022 | Transfer | M Whiting | Reimburse Clerk Expenses & Salary balance  |  £ 123.37  |
| 12/09/2022 | Transfer | Andrew Shaw Computer Services | Windows 365 & Virus checker monthly sub |  £ 16.06  |
| 12/09/2022 | Transfer | Andrew Shaw Computer Services | Remote support 15mins |  £ 25.00  |
| 12/09/2022 | Transfer | Village Garden Services | Parish Warden Cover Aug 52 hours @£20/hr |  £ 1,248.00  |
| 12/09/2022 | Transfer | Community Heartbeat | Defib annual support x 3 (Co-op, Club, Mancroft) |  £ 486.00  |
| 12/09/2022 | Transfer | Mazars LLP | External audit accounts 2021.22 |  £ 480.00  |
| 12/09/2022 | Transfer | Heathfield Friends | Hall Hire for parish council meetings |  £ 30.00  |
| 24/09/2022 | SO | James Macpherson | CCTV service contract |  £ 200.00  |
| 24/09/2022 | DD | O2 | Clerk & Warden phones |  £ 61.24  |
| 01/10/2022 | SO | Staff Costs | Salaries, PAYE, Pension | £4,104.46 |
| 01/10/2022 | SO | Village Garden Services | Ground maintenance  |  £ 801.74  |
| 01/10/2022 | DD | EDF Energy | Rushmore Park Electricity  |  £ 13.00  |
| 01/10/2022 | DD | Castle Water | Allotment  |  £ 60.63  |
| 01/10/2022 | SO | John Dudley | Allotment management  |  £ 45.00  |
| 10/10/2022 | Transfer | M Whiting | Reimburse Clerk Expenses & Salary balance  |  £ 70.56  |
| 10/10/2022 | Transfer | Andrew Shaw Computer Services | Windows 365 & Virus checker monthly sub |  £ 16.06  |
| 10/10/2022 | Transfer | Andrew Shaw Computer Services | Project completion |  £ 527.50  |
| 10/10/2022 | Transfer | Village Garden Services | Parish Warden Cover Sept & parts for repairs |  £ 1,278.00  |
| 10/10/2022 | Transfer | Bidwells LLP | Rushmore park rent |  £ 100.00  |
| 27/10/2022 | SO | James Macpherson | CCTV service contract |  £ 200.00  |
| 27/10/2022 | DD | O2 | Clerk & Warden phones |  £ 61.24  |

**Public participation:** What is happening with Village magazine? Clerk will follow up with editor.*Meeting Closed at 9:35pm*