Present: Parish Councillors M Russell (Chair), M Tomlin, V Malone, A Palmer, H Palmer, A Goodyear, S Smith, R Catford, B Fitzsimmons, Clerk M Whiting, CBC Ward Cllrs K Collins & E Perry, 24 members of public

**Public participation:**

Complaint regarding parking on grass verges in Heathfield Close – Cllr Tomlin to look into

Group planning St George’s Day event this year

**1. APOLOGIES FOR ABSENCE**

Apologies received and accepted from Parish Cllr Mackey (family bereavement)

**2. DECLARATIONS OF INTEREST**

Cllr Russell declared an interest in payments for authorisation

Cllrs A & H Palmer declared an interest in bus services.

**3. APPROVAL OF MINUTES**

**It was RESOLVED** that the minutes of the meeting held on 12th December 2022 were a correct record and signed by the Chairman.

**4. PROGRESS UPDATE FROM LAST MEETING**

Dunstable Rd/Mossman Drive light column no. 20, Fix My Street ref 376256- CBC updated there is a power supply fault to the post which has been reported to electricity supplier to fix.

Hyde Road grass verge Telephone Mast planning application CB/22/03954/TD has been refused by CBC

**5. CADDINGTON WATCH & POLICE**

Clerk circulated Police crime data spreadsheets link to Cllrs. 6 offences reported in December, 5 since last meeting.

Cllr Fitzsimmons read out full crime statistic report from CaddWatch which had been forwarded to all Councillors.

**6. CENTRAL BEDFORDSHIRE COUNCIL**

Ward Cllr Collins reported the following:

Flood Thames Catchment Environment Agency are providing grants for natural flood management. Caddington falls within catchment area and CBC hope to apply for funding to assist with Mancroft road/Aley Green flooding.

CBC highways inundated with pot hole reports due to recent weather conditions, and are prioritizing urgent repairs. Additional items raised to bring to highways attention were; Dunstable Road/Millfield Lane drain gulley, Luton Road by Church, Manor Road manhole cover, Aley Green cemetery footpath to Elaine Gardens bridge over gulley, Luton Road near M1 bridge ditch clearance left on footpath.

No further update from Secretary of State on Brick Kiln. Spoke with MP Hopkins Friday and still waiting for Planning Inspectorate decision. Public Right of Way also same landowner responsibility.

**7. CADDINGTON BUS SERVICES**

Following the withdrawal of the 231 service, an enhanced 230 bus service launched on 3rd January. The new service is free of charge to all passengers sponsored by CaSE Monday to Friday and Saturday services funded by CBC. 230 operates on an hourly basis throughout the day, Mondays to Saturdays, linking Caddington Woods, Caddington, Woodside and Slip End to Luton Airport Parkway, Luton Interchange and the L&D Hospital. The service will also call at Skimpot Tesco and will stop at any formal bus stop on request.

Residents have set up CaSeBuG (Caddington and Slip End Bus Users Group) and reported following:

*Passengers very pleased with the service, and thanked the CaSE Trust for stepping in to support the 230 bus service financially during weekdays. (Saturday service funded by C.B.C.C.)*

*The service was launched with a number of ‘teething problems’ mainly due to Centrebus driver training. CaSE Trust personnel were monitoring the route, and are reporting variances back to Centrebus.*

*A request was made for recognition of the group to the Parish Council, and due to not handling any finance, there were no objections.*

*Seeking representation from Slip End Parish either by an elected official or lay person & awaiting a response.*

*Representation from a Caddington Parish Councillor was requested, but due to the regularity of the meetings (every Monday at 10.00am – in line with Coffee Mornings at Heathfield Centre); it was deemed that no elected official would be available to attend.*

*It was accepted that minutes from CaSeBuG could be sent to the Parish Clerk for inclusion into their monthly minutes; as local bus services will be kept on the agenda going forward.*

*A request for a local government e-mail address to be used by CaSeBuG was requested.*

Cllr Tomlin advised Stockwood Park Academy are supplying a minibus to and from the academy for Caddington children.

This service will currently only run up until Easter break when it will be reviewed. Only confirmed students will be able to use the service to and from the academy.

Resident advised following withdrawal of 231 service, there is now no service for students attending Central Bedfordshire College in Dunstable and sixth formers attending Manshead School. Has raised concerns directly with CBC Ward Cllrs Collins and Perry and also with CBC Cllr Ian Dalgarno, [Executive](https://www.centralbedfordshire.gov.uk/info/31/meetings/221/executive) Member for Community Services. Ward Cllr Collins advised current 232 service contract expires this May and will provide resident with contact details for CBC transport officer and South Beds Dial a Ride. For information, Cllr Malone advised she had received quote of £175 per trip to run a 12 seater mini bus between Caddington and Dunstable College.

**8. HEATHFIELD DEVELOPMENT**

Cllr Fitzsimmons advised New Vista Homes (NVH) held an engagement session Wednesday 14th December with Ward and Parish Councillors and Heathfield Community Group in attendance. NVH put forward proposals for a housing development of 29 dwellings and a refurbished community centre. Three options were presented for the community centre. The conversion works would retain the Clock Tower, with the more modern extensions to rear of the building removed. Indicative developments costs were as follows:

1. £840,000 EPC rate E. Cleaning and repointing existing external walls, varnish existing flooring, internal plastering and decorating to new walls

2. £1,160,000 EPC rate C. New gas boiler and heating system, hot water calorifier, replacement double glazing windows and doors, upgrade thermal performance external walls, new hard wood flooring to hall, internal plastering and decoration to new and existing walls, light changed to LED

3. £1,192,000 EPC rate A. As option 2 except installing a New Air Source Heat Pump rather than new gas boiler system.

Councillors and Heathfield community group feel these costs are excessive. Heathfield group have requested a meeting with NVH to discuss in particular the footprint and squaring off which was raised at the presentation. Will also put forward internal proposals. Councillors are happy for community group to proceed with NVH discussions.

Previous interpretations from CBC were that the building would be refurbished and sold/given to the Parish Council. NVH are not instilling the parish council with any trust and once plans are agreed between all parties, the parish council will request a Quantity Surveyor to independently review.

**AGREED** Clerk to request a breakdown of NVH development costs provided for options.

**9. VILLAGE MAGAZINE**

Heathfield Friends have developed a template for magazine and spoken to content providers and potential advertisers.

This week will be talking to more potential advertisers with pricing, Facebook post to announce relaunch, gather content from established sources and include the new 230 bus timetable and route.

Parish Council to provide what type of content they would like to add.

W/c 16th January will share online version with Parish Councillors and others for feedback

W/c 23rd January plan to print for distribution. Include mid-February deadline for March edition content and advertising

Councillors thanked John Waller and Heathfield friends for their hard work.

**10. KING’S CORONATION**

Cllr Malone advised that following the success of the Jubilee event last year, the parish council are considering organising an event on the village green to mark the King’s Coronation on Saturday 6th May 2023. Glen Eden are willing to sponsor and some entertainers and food sellers have been provisionally booked. Awaiting announcement of time of coronation before finalising event times. Clerk to contact First Aider and provisionally book as last time.

In addition, Caddington Village Show used to be held every September at the Sports and Social Club.

**AGREED** to Parish Council to organise for Saturday 9th September and Cllr Malone to book date with club.

**11. RUSHMORE LEASE**

Mini One Plant Hire removed play equipment by 22nd December.

Unfortunately CCTV column requires disconnecting by EDF Energy. This was scheduled to be done by 3rd January, however now postponed to 17th January. CCTV cameras have all be disconnected and removed.

The remaining bench seat will be installed at the pond, and bins on the village green.

Clerk has made solicitor aware of delay and Mini One schedule to removed column 18th January once EDF confirm safe.

**12. 2022/23 3RD QUARTER BUDGET SPEND & BANK RECONCILIATION**

Clerk had circulated information to all Councillors prior to the meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| **2022/23** | **31.12.22** | **Year End** | **2023/24** |
| **Budget** | **Actual Spend** | **Predict** | **Budget** |
| **£135,495.00** | **£ 106,309.73** | **£144,950.87** | **£175,033.14** |

|  |  |  |  |
| --- | --- | --- | --- |
| Audited Bank Balance at 31.03.22 | £ 271,438.36 | Predicted Balance 31.03.23 | £282,729.36 |
| Plus Precept 2022.23 | £ 147,894.00 | Plus Precept 2023.24 | £166,938.00 |
| Plus approx. other income | £ 8,347.87 | Plus other income | £ 13,000.00 |
| Total | £ 427,680.23 | Total | £462,667.36 |
| Less Budget 22/23 predict spend | £ 144,950.87 | Less Budget 23/24 spend | £175,033.14 |
| Balance left in bank | £ 282,729.36 | Balance left in bank | £287,634.22 |
| Less Earmarked funds | £ 120,000.00 | Less Earmarked funds | £120,000.00 |
| Estimated Reserves at year end | £ 162,729.36 | Estimated Reserves | £167,634.22 |

|  |  |
| --- | --- |
| **Balance at 31.03.22 b/fwd** | **£ 271,438.36** |
| Plus receipts to 31.12.22 | £ 156,063.86 |
| **Subtotal** | **£ 427,502.22** |
| Less payments to 31.12.22 | £ 106,309.73 |
| **CLOSING FUNDS BALANCE** | **£ 321,192.49** |
| **Unity Bank Account balance 31.12.22** | **£ 321,192.49** |

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

**13. 2023/24 BUDGET & PRECEPT**

**AGREED** 2023/24 budget of £175,033.14 with £120,000 earmarked funds.

**AGREED** to increase 2023/24 Band D to £89.80, precept request £166,938.

**14. PLANNING**

[CB/22/04884/VOC](http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeResultDetail&TheSystemkey=632088) 24 Chaul End Road, Caddington, Luton, LU1 4AS

Variation (or removal) of condition number 3 of planning permission CB/21/02828/FULL (Single storey side and front extension with loft conversion) - The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans AD-00, AD-02, AD-12, AD-10 & AD-OS, with plan numbers EX01, EX02, PL02, PL03, PL04 and PL05.

No objection as long as there is adequate off road parking.

[CB/22/04891/FULL](http://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeResultDetail&TheSystemkey=632095) 147 Manor Road, Caddington, Luton, LU1 4HJ  
Residential development to provide 1no. adjoining property with rear extension to existing dwelling

No objection, however lamppost in grass verge front of property would require moving to allow parking access. Also concern raised with off road parking opposite Elm Avenue junction.

**15. CORRESPONDENCE**

CBC Budget consultation – 3/1 fwd to Cllrs

Beds PCC Police Budget 2023/24 Consultation – added to website

Keech Hospice Thank you letter for donation of £371 from sale of refreshments at Xmas light switch on event

Maxine Whiting, Clerk resignation letter to Chairman – Personnel Committee to proceed with recruitment of new Clerk

**16. AUTHORISATION OF PAYMENTS**

A very large branch from a lime tree on the village green fell off onto Luton Road footpath 4th January, opposite the brick bus shelter. Branch required immediate removal and following authorisation from Chair and Vice Chair, Clerk instructed TGB Treecare to remove at cost of £150 + VAT. On inspection, the tree needs to be felled urgently as it’s deemed dangerous, especially due to location adjacent to Luton Road. CBC tree officer Andy Jones has given emergency permission to fell and CBC highways can assist with road closure to ensure works are carried out safely. TGB Treecare will fell this week at a cost of £1200 + VAT.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Payment** | **Payable to:** | **Payment Details** | **Total** |
| 01/01/2023 | SO | M Whiting | Salary | £ 2,099.97 |
| 01/01/2023 | SO | Beds Pension Fund | Pension | £ 913.95 |
| 01/01/2023 | SO | HMRC | Tax NI | £ 637.48 |
| 01/01/2023 | SO | Village Garden Services | Ground maintenance | £ 801.74 |
| 01/01/2023 | DD | Castle Water | Allotment | £ 60.63 |
| 01/01/2023 | SO | John Dudley | Allotment management | £ 45.00 |
| 09/01/2023 | Transfer | M Whiting | Reimburse Clerk Expenses | £ 52.00 |
| 09/01/2023 | Transfer | Andrew Shaw Computer Services | Windows 365 & Virus checker monthly sub | £ 19.26 |
| 09/01/2023 | Transfer | Village Garden Services | Parish Warden Cover December | £ 1,056.00 |
| 09/01/2023 | Transfer | Village Garden Services | Gritting December | £ 1,598.40 |
| 09/01/2023 | Transfer | Darren Hunter | Parish Warden SSP | £ 258.31 |
| 09/01/2023 | Transfer | Caddington & District Sport Club | Grant towards Warm Spaces costs | £ 100.00 |
| 09/01/2023 | Transfer | Mini One Plant Hire | Removal of Rushmore Park play equipment | £ 9,288.00 |
| 09/01/2023 | Transfer | Wicksteed Leisure | Replacement swing seats | £ 389.56 |
| 09/01/2023 | Transfer | TGB Treecare Ltd | Emergency tree works on village green/Luton Road | £ 180.00 |
| 09/01/2023 | Transfer | NSALG | Leisure Gardens committee membership | £ 192.00 |
| 27/01/2023 | SO | James Macpherson | CCTV service contract | £ 200.00 |
| 27/01/2023 | DD | O2 | Clerk & Warden phones | £ 61.24 |
| 30/01/2023 | DD | Castle Water | Allotment water | £ 46.21 |
|  |  |  | **Total** | **£17,999.75** |

**Public participation:**

Why are there only 29 dwellings proposed on Heathfield site? Understand that original plans were for more however existing trees and drainage restrict land available for development. However, the housing development plans look well thought through with green spaces and existing trees.

Resident would support increasing precept following financial year in order to support bus services.

Resident will leave poppies by memorial bench on village green as all agreed they look nice.

What is happening with Christmas tree as no apparent growth? Majestic trees to inspect & report back findings.

*Meeting Closed at 8:45pm*