

# CHALGRAVE PARISH COUNCIL

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4 HOME FARM  
TEBWORTH  
LEIGHTON BUZZARD  
BEDFORDSHIRE LU7 9QD

THE **ANNUAL MEETING** OF CHALGRAVE PARISH COUNCIL WILL BE HELD ON TUESDAY, MAY 15<sup>th</sup>, 2018 at 7.30pm AT CHALGRAVE MEMORIAL HALL.

Lesley Smith, Clerk to the Council

## AGENDA

1. APOLOGIES FOR ABSENCE
2. TO ELECT CHAIRMAN and VICE-CHAIRMAN
3. CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE FORM
4. TO ELECT COMMITTEES CHAIRMEN: a) Planning: b) Footpaths: c) Speed Watch: d) Website
5. M1 JCT13-JCT16: PRESENTATION by AMY WILDMAN
6. OPEN FORUM
7. TO AMEND, APPROVE AND SIGN MINUTES OF APRIL 24<sup>th</sup>, 2018 MEETING
8. SPECIFIC DECLARATIONS OF INTEREST
9. POLICE MATTERS
10. REPORT from WARD COUNCILLOR MARK VERSALLION
11. REPORT from ALL SAINTS CHURCH, CHALGRAVE
12. MATTERS ARISING FROM APRIL 24<sup>th</sup>, 2018 MINUTES
13. POINTS RAISED from MARCH/APRIL 2018 CORRESPONDENCE
14. APRIL/MAY 2018 CORRESPONDENCE RECEIVED
15. TO DISCUSS COLLECTION OF RESIDENTS' EMAIL ADDRESSES
16. TEBWORTH POND
17. ACCOUNTS-a) Cheques for Signature
18. HIGHWAYS ISSUES
19. COMMITTEE REPORTS
20. ITEMS FOR INCLUSION ON THE NEXT AGENDA
21. TIME AND DATE OF NEXT MEETING

**MINUTES** of the meeting of Chalgrave Parish Council held on Tuesday, April 24<sup>th</sup>, 2018 at Chalgrave Memorial Hall, Tebworth at 7.30pm.

**Present:** Cllr Jan Day; Cllr. Ken Green; Cllr D Levy; Cllr. Kevin Ludgate; Cllr P Whitton; Lesley Smith-Clerk.

**Public present:** 1

#### **Committees**

<b>Planning</b>	Cllr Levy-Chair	877149	
<b>Footpaths</b>	Cllr Green-Chair	874107	Cllr Levy 877149
<b>Website</b>	Cllr Green	874107	
<b>Speed Watch</b>	Cllr Wells-Chair	877098	Cllr Levy 877149

#### **Responsibilities**

Cllr Parry	Highways liaison			07831605600
Cllr Ludgate	Police liaison			07768606968
Cllr Whitton	Fly tipping	Buses	Pond	07808174843

#### **1. APOLOGIES FOR ABSENCE**

Cllr P Parry.

#### **2. MINUTES OF MARCH 20<sup>th</sup>, 2018 MEETING**

The minutes of the March 20<sup>th</sup>, 2018 meeting were approved and signed as correct by the chairman.

#### **3. SPECIFIC DECLARATIONS OF INTEREST**

None.

#### **4. POLICE MATTERS**

a) **Crime figures.** There were 5 crimes reported in March 2018. No further details available.

<b>Offence</b>	<b>Number</b>
PUBLIC ORDER - HARASSMENT ALARM OR DISTRESS	1
BURGLARY RESIDENTIAL - DWELLING	1
THEFT FROM MOTOR VEHICLE	1
CRIMINAL DAMAGE - TO VEHICLES	1
DOMESTIC DISPUTE/INCIDENT	1
<b>Grand Total</b>	<b>5</b>

b) **Bedfordshire Police-Community Policing Department.** Invitation to engagement evenings to discuss local priorities. Chalgrave invited to Houghton Regis area meeting: May 1<sup>st</sup>, 2018 at 18.30; Dunstable Police Station, West Street, Dunstable. Cllr Ludgate will attend. **KL**

c) **Police and Crime Commissioner.** Information about Signpost, which directs victims of crime to support services. In correspondence.

d) **Police and Crime Commissioner. Annual Report.** Invitation to attend event. May 3<sup>rd</sup>, 2018, 10.00 to 12.00. Venue: University of Bedfordshire Campus, Bedford. In correspondence.

#### **5. REPORT FROM WARD COUNCILLOR VERSALLION**

No report this month.

#### **6. REPORT FROM ALL SAINTS CHURCH**

No report this month.

#### **7. MATTERS ARISING FROM MARCH 20<sup>th</sup>, 2018 MINUTES**

a) **Houghton Regis North 1 Development.** The next stage of the planning process is to develop an Area Masterplan and Area Design Code for the first phase of development. The first phase called Area Masterplan 1 (AMP 1). The AMP will include details on: building heights; house types; key streets and buildings; open spaces; access routes; bus stops; footpaths and cycleways along with play areas and Public Rights of Way. There was a public exhibition on AMP 1 on April 19<sup>th</sup>, 2018 in Houghton Regis.

- b) **Emergency Planning.** Cllr Levy and Barbara Jackson are working together on the plan. In progress. **DL**
- c) **School Buses.** The new pick up point for Toddington Road is the bus stop opposite the Grand Chapel. However they have been dropped off directly outside the Grand Chapel where there is no pavement. Clerk to ask that this is changed to a safer spot. In progress. **Clerk**
- d) **CBC Highways: Proposed Speed Limit Changes in Tebworth.** Awaiting report on the April 11<sup>th</sup>, 2018 meeting, which was to approve the 20mph advisory speed limit through Tebworth. Ongoing.
- e) **Local Plan.** CBC's Local Plan goes to full Council on April 26<sup>th</sup>, 2018. The report for this agenda item is available to read online.
- f) **BATPC: Training Programme.** Cllrs Day and Ludgate will be attending. **JL; KL**
- g) **Houghton Regis Town Council.** Request to join forces with HR Town Council to put pressure on CBC to tackle fly tipping more efficiently. Cllrs Parry and Whitton are agreeable to meeting with HR Town Council to discuss. To be arranged. **PP; PW**
- h) **NALC: Review of Local Government Ethical Standards.** Consultation. Responses to the NALC survey by April 27<sup>th</sup>, 2018 and responses to the consultation itself by May 18<sup>th</sup>, 2018. No responses received from cllrs.
- i) **Chalgrave Memorial Hall.** Hiring agreement form. Clerk to complete. **Clerk**
- j) **CPRE:** Information on the legal loophole which allows developers to cut the number of affordable homes in rural areas. Write to CPRE to support their comments. Copy to Andrew Selous MP. **Clerk**
- k) **Bin Collection Consultation** closed on April 20<sup>th</sup>, 2018. This has been the biggest response to a CBC consultation, receiving over 15,000 responses.
- l) **Contact Details.** Cllr Green proposed collecting residents' email addresses so that information such as the bin collection consultation could be sent to them. On agenda for May meeting. **Clerk**

#### 8. **POINTS RAISED on FEBRUARY/MARCH 2018 CORRESPONDENCE**

- a) **NALC: National Planning Policy Framework (NPPF) Consultation.** Comments to NALC by April 20<sup>th</sup>, 2018 and May 10<sup>th</sup>, 2018 if responding directly to the Ministry of Housing. Cllr Green previously volunteered to respond on behalf of the PC. However he has had trouble completing the consultation due to having difficulty understanding the wording of the policy statements. He has contacted BATPC for advice. Ongoing. **KG**

#### 9. **MARCH/APRIL 2018 CORRESPONDENCE RECEIVED**

- a) **Resignation.** Cllr Wells tendered his resignation due to work commitments. Notify Monitoring Officer. **Clerk**
- b) **Nominations for Community and Millennium Awards.** The PC has received two nominations for the Community Award. In correspondence.
- c) **M1 Jct 13 to 16 Smart Motoway Scheme** is due to start in summer. Costain Galliford, the contractors, have offered to meet with the Parish Council. Arranged for the May 15<sup>th</sup> PC meeting. Information in correspondence.
- d) **Affinity Water**
  - i. **Management Plan; Public Consultation.** [www.affinitywater.co.uk/haveyoursay](http://www.affinitywater.co.uk/haveyoursay) Ends May 23rd, 2018. In correspondence.
  - ii. **Water Resources Update.** In correspondence.
- e) **CBC: Government Consultation on Unauthorised Traveller Encampments.** Online survey at [www.surveymonkey.co.uk/r/NW6G3YD](http://www.surveymonkey.co.uk/r/NW6G3YD). Consultation ends June 15<sup>th</sup>, 2018. In correspondence.
- f) **CBC: Waste Recycling Centre, Thorn Turn** opened April 23<sup>rd</sup>, 2018. Cllr Levy commented that it was difficult in some cases to lift waste over the walls surrounding the bins. Other cllrs said they would go and have a look. Information about the new tip in correspondence.
- g) **Rural Services Network.** Article headed 'Government is failing Rural Communities.' Statement from House of Lords select committee. The PC **agreed** to write to Andrew MP asking for his opinion on the statement. **Clerk**
- h) **NALC: 2018 Model Standing Orders.** Clerk to amend old Standing Orders if necessary. **Clerk**
- i) **NALC: General Data Protection Regulations (GDPR).** NALC is concerned about the impact of GDPR on town and parish councils and parish meetings, particularly the requirement for them to appoint an external Data Protection Officer. NALC has asked the government to address specific concerns and issues. Ongoing.
- j) **Temporary Road Closure.** Sundon Road, Chalton. April 28<sup>th</sup>, 2018 08.00 to 16.00. Also May 5<sup>th</sup> to May 6<sup>th</sup>, 2018 23.00 to 06.00. In correspondence.
- k) **UK Power Networks.** Spring 2018 newsletter in correspondence.
- l) **Londo Luton Airport.** April 2018 newsletter in correspondence.

- m) **Leighton Buzzard Library Theatre.** May-July 2018 programme in correspondence.  
 n) **CPRE: Fieldwork.** Spring 2018 magazine in correspondence  
 o) **CPRE: Countryside Voice.** Spring 2018 magazine in correspondence  
 p) **Public Sector Executive. CPRE: Fieldwork.** Spring 2018 magazine in correspondence

#### 10. **TEBWORTH POND**

Both parties have agreed to go to mediation. Ongoing.

#### 11. **ACCOUNTS**

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

Chq No:	Payee	Description	Amount £
1111	BATPC	New Councillor training	25.00
1112	Chalgrave IT Solutions Ltd	OS map	40.67
1113	Chalgrave Memorial Hall	2018 grant	550.00
1114	All Saints Church, Chalgrave	2018 grant	385.00
1115	Chalgrave Sports Club	2018 grant	385.00
1116	Cllr Debbie Levy	Parish Assembly 2018 catering	52.00
1117	Cllr Phil Parry	Parish Assembly 2018 catering	68.93
		<b>Total</b>	<b>1506.60</b>

- b) **External Audit Annual Return 2017/18**

- i. Section 1, Annual Governance Statement of the Annual return 2017/18, was completed by the PC and signed by the chairman and clerk.
- ii. Section 2, Accounting statements, 2017/18, were approved by the PC and signed by the chairman.
- iii. The Certificate of Exemption (from a limited assurance review) was signed by the chairman.  
The Annual Return to be returned to Mazars by July 6<sup>th</sup>, 2018. **Clerk**

#### 12. **HIGHWAYS ISSUES**

- a) **Faulty Street Lamp outside the Sunday School, The Lane, Tebworth.** The new lamp post has been put up and an order will be sent to UK Power Networks to transfer the service cables. Once this has been done the contractors will remove the old column. Progressing.
- b) **Blocked Drain outside Mulberry Lodge.** Cllr Green has reported this and has been told that it will be cleared as part of the general gully clearing programme. Ongoing.
- c) **Gritting Lorries.** Clerk to contact CBC again about Chalgrave Road not being gritted in the winter. **Clerk**
- d) **To Report.** Clerk to report the following:
  - St. Mary's Close lamp not working
  - Church Lane
  - Follow up on previous reports
- e) **Roundabout on B5120/Link Road.** A Wingfield resident contacted the clerk recently about a near miss she experienced on this roundabout. Kier Services had previously contacted the PC to inform that works are currently being planned and a complete re-design of the roundabout is scheduled for 2018. Clerk to follow up and find out when work will actually begin on the roundabout. Ongoing. **Clerk**
- f) **7.5 Tonne Limit Signs on the M1** are needed on the M1 jct 12 in order to prevent HGVs travelling through Toddington and Tebworth. Contact Highways England with a copy to Andrew Selous MP. **Clerk**

#### 13. **COMMITTEE REPORTS**

- a) **Planning**

- i. **Applications**

Application No.	Address	Proposed work	PC comments	CBC decision
17/05314	Church Cottage, Chalgrave	Single storey extension to the side of the property (Retrospective)	Object. Had this been included in the original application it would have been refused	To be decided.
17/05994	Lane Farm, The Lane, Tebworth	Subdivision of farmhouse & partial demolition, conversion &	Some of the The PC's concerns are: The development is too big Increased traffic numbers	To be decided

		extension of barns to form 7 dwellings, with associated parking, landscaping & formation of new access	The Lane is only single track Construction traffic	
18/00863	Willow Tree Farm, The Lane, Tebworth	Retrospective demolition of existing outbuilding & rebuilding to match. Installation of roof lights in existing house	No objections	To be decided
18/00964	Pond Farm, Hill Close, Wingfield	Replacement of agricultural barn with a new 3-bedroom dwelling	Application forwarded to cllrs for comments	To be decided
TCA/18/00077	30, The Lane, Tebworth	Felling oak tree	No objections	Granted
18/01191	Ashworth, Hill Close, Wingfield	Erection of PCVU conservatory		To be decided
18/01224	78 Wingfield Road, Tebworth	Demolition of porch & side buildings. Erection of single & two storey front extensions: two storey side/rear extensions: single storey rear extension		To be decided

- ii. Barn Conversions. The PC is concerned about the number of local barns being converted to dwellings. PC to seek advice from CPRE. **DL; Clerk**
- iii. Lane Farm. Cllr Green mentioned that the thatch had been removed from one of the buildings.

**b) Footpaths**

- i. Cllr Levy has rejoined the Footpaths Committee but more new members are needed.
- ii. Cllr Green hopes to hold a committee meeting soon.

**c) Speed Watch**

- i. Cllr Wells will continue to run Speed Watch.
- ii. Two Speed Watches were held last week.
- iii. Cllr Levy said that the team needs more volunteers. Cllr Day volunteered.

**d) Website**

Due to the resignation of Mike Wells Cllr Green is chairman of the Website committee now. He said he will need help updating events on the calendar.

**14. ITEMS FOR INCLUSION ON NEXT AGENDA**

AGM and elections; Rural Communities.

**15. DATE AND TIME OF NEXT MEETING**

Tuesday, May 15<sup>th</sup>, 2018 at 7.30pm.

Meeting closed at 21.17

Signed by Chairman.....

Dated.....

