

CHALGRAVE PARISH COUNCIL

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4 HOME FARM
TEBWORTH
LEIGHTON BUZZARD
BEDFORDSHIRE LU7 9QD

THE **NEXT MEETING** OF CHALGRAVE PARISH COUNCIL WILL BE HELD ON **TUESDAY, JUNE 25th, 2019** at 7.30pm AT CHALGRAVE MEMORIAL HALL.

Lesley Smith, Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE
2. OPEN FORUM
3. MINUTES OF PREVIOUS MEETING
4. SPECIFIC DECLARATIONS OF INTEREST
5. POLICE MATTERS
6. REPORT from WARD COUNCILLOR MARK VERSALLION
7. REPORT from ALL SAINTS CHURCH, CHALGRAVE
8. MATTERS ARISING FROM MAY 21st, 2019 MINUTES
9. POINTS RAISED from APRIL/MAY 2019 CORRESPONDENCE
10. MAY/JUNE 2019 CORRESPONDENCE RECEIVED
11. TO DISCUSS ONGOING MAINTENANCE of TEBWORTH POND
12. EMERGENCY PLAN
13. ACCOUNTS-a) Cheques for Signature
14. TO DISCUSS the FOOTWAY OPPOSITE SIGNS OF THE TIMES
15. HIGHWAYS ISSUES
16. COMMITTEE REPORTS
17. ITEMS FOR INCLUSION ON THE NEXT AGENDA
18. TIME AND DATE OF NEXT MEETING

MINUTES of the meeting of Chalgrave Parish Council held on Tuesday, May 21st, 2019 at Chalgrave Memorial Hall, Tebworth at 7.30pm.

Present: Cllr Jan Day; Cllr Ken Green; Cllr Debbie Levy; Cllr Kevin Ludgate; Cllr Frances Masters; Cllr Phil Parry; Cllr Peter Warburton; Lesley Smith-Clerk.

Also present: Rev. Linda Washington; Mr. Steve Calder.

Public present: 3

Committees

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

Responsibilities

Cllr Parry	Highways liaison			07831 605600
Cllr Ludgate	Police liaison			07768 606968
Cllr Masters	Fly tipping			07530 803903

1. APOLOGIES FOR ABSENCE

None

2. SIGNING OF DECLARATION OF ACCEPTANCE FORMS

All the cllrs signed their Declaration of Acceptance of Office forms. The clerk counter-signed.

3. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN.

- a) **The current chairman, Cllr Parry, stepped down. Cllr Green took the chair pro-tem.**
- b) **Nominations for Chairman. Cllr Day nominated Cllr Parry. This was seconded by Cllr Levy. The vote was unanimous. Therefore Cllr Parry is duly elected as Chairman.**
- c) **Nominations for Vice-Chairman. Cllr Parry nominated Cllr Green. This was seconded by Cllr Levy. The vote was unanimous. Therefore Cllr Green is duly elected as Vice-Chairman.**

4. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Parry signed his Declaration of Acceptance of Chairman's Office form. The clerk counter-signed.

5. ELECTION OF COMMITTEES CHAIRMEN.

- a) **Planning. Cllr Green nominated Cllr Levy. This was seconded by Cllr Parry. The vote was unanimous. Therefore Cllr Levy remains as Chairman of the Planning Committee.**
- b) **Rights of Way. Cllr Parry nominated Cllr Green. This was seconded by Cllr Levy. The vote was unanimous. Therefore Cllr Green remains as Chairman of the Footpaths Committee.**
- c) **Speed Watch. Cllr Parry nominated Mike Wells. This was seconded by Cllr Green. The vote was unanimous. Therefore Mike Wells remains as Chairman of the Speed Watch Committee.**
- d) **Website. Cllr Parry nominated Cllr Green. This was seconded by Cllr Levy. Cllr Green agreed to stay as Chairman until Cllr Warburton had received his training for running the website. The cllrs agreed to this. Therefore Cllr Green remains as Chairman of the Website Committee for the time being.**

6. MINUTES OF APRIL 16th, 2019 MEETING

The minutes of the April 16th, 2019 meeting were approved and signed as correct by the chairman.

7. SPECIFIC DECLARATIONS OF INTEREST

Cllr Parry reminded the cllrs of the necessity to declare an interest where appropriate. He stressed that the Parish Council needed to be at arm's length from the Chalgrave News as the magazine is independent from the PC.

8. CHURCH REPORT by Rev. Linda Washington

- a) Easter Services and Events were all well attended.
- b) Due to ill health, sadly, it is unlikely that Peter Freeman will be able to continue as organist and organising events for the church.
- c) Church Attendance has increased to a weekly attendance of 22
- d) 'Chalgrave Special' Afternoon Services have been well received. In March there was a service to celebrate Spring. The Quintet Choir participated.
- e) Toilet is currently being installed.
- f) Alpha Course. The first session was held last week. 14 people attended. There will be 9 further sessions. Everyone is welcome to attend.

9. POLICE MATTERS

- a) Crime figures. There were 4 crimes reported in April 2019. No further details available.

Date	Offence	Location	Number
02/04/2019	Burglary-Business and Community	Hill Close	1
08/04/2019	Interference with a motor vehicle	Wingfield Road	1
10/04/2019	Theft, if not declared elsewhere	The Lane	1
25/04/2019	Sec 5 POA Harassment, alarm or distress	Featherbed Lane	1
Grand Total			4

- b) Community Priority Setting Meetings. Cllr Ludgate attended the meeting in Dunstable on 15th May, 2019. The priorities were drugs and retail crime. The next meeting is scheduled for Tuesday, October 1st, 2019
- c) Police and Crime Commissioner. April 2019 newsletter in correspondence.

10. REPORT FROM WARD COUNCILLOR VERSALLION

No report this month.

11. MATTERS ARISING FROM APRIL 16th, 2019 MINUTES

- a) Houghton Regis Town Council. Cllrs Parry and Masters to arrange a meeting with HR Town Council to discuss the problem of fly tipping. Cllr Parry is waiting to hear back from HRTC about a suitable date and time for the meeting. Cllr Parry said that CBC has a mobile camera, which he will try to borrow. Ongoing. **PP; FM**
- b) Stealthcam/CCTV Sign. Cllr Ludgate suggested either Chalgrave Road or Tebworth Road as suitable locations for the sign. The cllrs agreed on Tebworth Road. Cllr Ludgate will put the sign up. Ongoing. **KL**
- c) Queen's Head Pub. Following the clerk's application for the garden to be included as part of the pub's Community Asset status, Cllr Parry has emailed Cllr Versallion to ask why the garden has not been included as part of the Community Asset. Cllr Green asked who made the decisions about granting Community Asset status, CBC or an officer? Cllr Green will follow up. Ongoing. **KG**
- d) Swift Boxes. With reference to a recent edition of the Wildlife Trust's recent newsletter Cllr Levy suggested asking if we could install some Swift boxes at Chalgrave Churchyard. Clerk to contact the church again. The PC would consider funding for the boxes. **Clerk**
- e) Tebworth Pond. Tribunals Service has advised the PC that its application for possessory title should now be implemented by Land Registry. It also advised the PC that first registration usually results in the cancellation of Caution against First Registration of the same area by the same party. They suggested checking with Land Registry. Clerk to follow this up. **Clerk**
- f) CBC Local Plan. The Planning Inspector's public hearings are scheduled for 21-26 May 2019 at the CBC offices at Chicksands. PCs are invited to make representations at the hearings but no one from this PC is able to attend.

12. POINTS RAISED on MARCH/APRIL 2019 CORRESPONDENCE

- a) Affinity Water: Water Resources Management Plan 2020-2080 Survey. Cllr Green asked if the PC should comment. No decision was made.
- b) CBC Local Plan: M1 to A6 Link Road. CBC has submitted a planning application for the proposed M1 to A6 link Road. Cllr Versallion had previously commented that this could make congestion worse on the A5. Cllr Parry will speak to Hockliffe PC to find out its opinion. **PP**

13. APRIL/MAY 2019 CORRESPONDENCE RECEIVED

- a) **Rural Services Bulletin.** The PC agreed to send a written response to Liz Truss regarding her suggestion that a million homes should be built on the Green Belt and villages should be allowed to expand by 4-5 houses a year without going through the planning system. Cllr Green will draft a letter. **KG**
- b) **HRN1 Site North of Houghton Regis.** Political Developments has sent an update on the first part of the development north of Thornhill Primary School. The site will be called Linnere. In correspondence.
- c) **London Green Belt Council (LGBC).** News Release from LGBC on the results of the elections on May 2nd reflecting voters' objections to development on Green Belt land, particularly within the London Metropolitan Green Belt. In correspondence.
- d) **CPRE Bedfordshire-Newsletter.** In correspondence.
- e) **CBC; Housing LIN.** Information and guide on developing a community-led approach to age friendly housing in Central Bedfordshire. In correspondence.
- f) **Affinity Water UK.** Information on their campaign to increase water efficiency and environmental conservation. In correspondence.
- g) **BATPC; VE Day 75.** A letter from SSAFA outlining the plans for VE Day 75, which take place from 8-10 May, 2020. In correspondence.
- h) **Clerks and Councils Direct.** May 2019 magazine in correspondence.

14. MILLENNIUM AND COMMUNITY AWARDS

There is nomination for the Community Award. There is no Millennium Award nomination yet.

15. CHALGRAVE COMMUNITY EMERGENCY PLAN

The plan is complete. To be kept on agenda.

Clerk

16. ACCOUNTS

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

<u>Chq No:</u>	<u>Payee</u>	<u>Description</u>	<u>Amount £</u>
1147	Lesley Smith	Clerk's salary + expenses: April/May 2019	465.58
1148	HMRC	Clerk's PAYE 1 st quarter	89.20
1149	BATPC	Affiliation fee 2019/20	105.00
1150	Phil Parry	Parish Assembly beverages	82.02
1151	Came & Company	Annual Insurance	471.76
1152	David Hyde	Internal audit fee	44.55
		Total	1258.11

- b) **Annual Insurance.** The PC agreed to sign up to a three-year term agreement. This year's premium is £471.76
- c) **Internal Audit Report for 2018/19.** No matters were brought to the PC's attention. Report in correspondence.
- d) **External Audit Annual Return 2018/19**
- Section 1, Annual Governance Statement of the Annual return 2018/19, was completed by the PC and signed by the chairman and clerk.
 - Section 2, Accounting statements, 2018/19, was approved by the PC and signed by the chairman.
 - The Certificate of Exemption (from a limited assurance review) was signed by the chairman. The Annual Return to be returned to Mazars by July 5th, 2019.

Clerk

17. GRANTS

- Cllrs Green and Masters declared a prejudicial interest: they are members of the Memorial Hall Committee. They did not vote. They did not leave the room.*
- Cllrs Parry and Levy declared a prejudicial interest: they are members of the Sports Club Committee. They did not vote. They did not leave the room.*

The grants below were confirmed:

Memorial Hall	£550
All Saints Church	£385
Senior Citizens	£250
Sports Club	£385

Clerk

18. HIGHWAYS ISSUES

- a) **Parish Walkabout.** Highways has postponed all walkabouts until further notice.
- b) **Roundabout at Lords Hill/Link Road.** A letter will be sent to Highways England to complain that they have been aware of the issues at this roundabout for some time but only now are considering potential changes to the road markings. **PP; Clerk**
- c) **Gulleys.** The gully opposite Sign of the Times appears not to have been cleared when the gully cleaner visited the parish recently.
- d) **Parking at Wingfield Road/Toddington Junction** continues to be a problem. Cllr Parry will prepare another note to put on offending cars and prepare a relevant piece for the next Chalgrave News. **PP**
- e) **Grass at Chalgrave Road/B5120 Junction.** Ask HW again to cut back the grass at this junction and also Tebworth Road/Lords Hill junction. **Clerk**

19. COMMITTEE REPORTS

- a) **Planning**
i. **Applications**

Application No.	Address	Proposed work	PC comments	CBC decision
18/04553	North Star Cottage, Watling St, Hockliffe	Demolition of buildings/structures; retention of pallet operation & expansion of the operation's facilities	Revise to no objections	To be decided
19/01311	Lane Farm, The Lane, Tebworth	Demolition & replacement of existing farmhouse with 2 dwellings	Objects.	To be decided
19/01226	College Farm, Chalgrave Road, Chalgrave	Demolition of existing barns & glasshouse. Construction of 3 new dwellings & garages	Objects.	To be decided

- b) **Speed Watch**
No report this month

- c) **Rights of Way**
- Brian Harwood from CBC has surveyed some of the footpaths and Cllr Green will draft a letter to thank him. **KG**
 - Cllr Green has met with Ian Cook to discuss the possibility of the Flitwick ROW group helping us. **Green**
 - Cllr Green asked if the PC wanted more ROW maps printed. Cllr Parry suggested updating the map and the PC agreed that it would meet the cost of amending and printing. Ongoing. **KG**

- d) **Website**
No report this month.

20. ITEMS FOR INCLUSION ON NEXT AGENDA

Welcome leaflet

21. DATE AND TIME OF NEXT MEETING

Tuesday, June 25th, 2019 at 7.30pm.

Apologies in advance from Cllr Levy and Cllr Masters.

Meeting closed at 21.17

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