

CHALGRAVE PARISH COUNCIL

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In order to comply with Government requirements in response to the COVID-19 pandemic Chalgrave Parish Council will hold electronic meetings via Zoom until further notice. The next meeting will be on **TUESDAY, JUNE 16th, 2020** at 7.30pm

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 APRIL 21st,2020 MINUTES
9. POINTS RAISED from MARCH/APRIL 2020 CORRESPONDENCE
10. APRIL/MAY 2020 CORRESPONDENCE RECEIVED
11. TO DISCUSS the RURAL STRATEGY RELATING TO PUBS
12. EMERGENCY PLAN
13. ACCOUNTS-a) Cheques for Signature
14. HIGHWAYS ISSUES
15. COMMITTEE REPORTS
16. ITEMS FOR INCLUSION ON THE NEXT AGENDA
17. TIME AND DATE OF NEXT MEETING

MINUTES of the remote annual meeting of Chalgrave Parish Council held on Tuesday, May 19th, 2020 at 7.30pm.

Present: Cllr Jan Day; Cllr Ken Green; Cllr Debbie Levy; Cllr Frances Masters; Cllr Phil Parry; Cllr Peter Warburton; Lesley Smith-Clerk; The Rev Linda Washington.

Public present: 3

Committees

Planning	Cllr Levy-Chair 07931408697		
Rights of Way	Cllr Green-Chair 874107	Cllr Levy 07931408697	Cllr Warburton 07941624419
Website	Cllr Warburton 07941624419		
Speed Watch	Mike Wells-Chair 877098	Cllr Levy 07931408697	
Pond	Barbara Jackson 07960445492	Cllr Day 875921	

Responsibilities

Cllr Parry	Highways liaison	07831 605600
Cllr Ludgate	Police liaison	07885 375363
Cllr Masters	Fly tipping	07530 803903

1. APOLOGIES FOR ABSENCE

Cllr Kevin Ludgate; Ward Councillor Mark Versallion; Mrs Barbara Jackson; Mr Steve Calder

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN.

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

3. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

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

4. 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 Levy nominated Cllr Green. This was seconded by Cllr Parry. The vote was unanimous. Therefore Cllr Green remains as Chairman of the Rights of Way Committee.**
- c) **Website. Cllr Green nominated Cllr Warburton. This was seconded by Cllr Parry. The vote was unanimous. Therefore Cllr Warburton is duly elected as Chairman of the Website Committee.**
- d) **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.**

5. MINUTES OF APRIL 21st, 2020 MEETING

The minutes of the April 21st, 2020 meeting were amended, approved and signed as correct by the chairman.

6. SPECIFIC DECLARATIONS OF INTEREST

- a) Cllr Green is a member of the Memorial Hall Committee. Item 17
- b) Cllr Masters is a member of the Memorial Hall Committee: Item 17
- c) Cllr Levy's husband is the treasurer for Chalgrave Sports Club: Item 17

- d) Cllr Parry is Chairman of Chalgrave Sports Club: Item 17
- e) Cllrs Day and Masters are members of the Chalgrave News team: Item 17

7. CHURCH REPORT

- a) **Response to Corona Virus.** All churches have been closed since mid-March. Virtual services and Facebook pages are showing an increase in interest. This interest in online services implies that new church must develop to meet peoples' needs.
- b) **Quintet Virtual Service.** There is a pre-recorded service each Sunday. Information on the church website and Facebook page.
- c) **Work in the Tower** is almost complete with just the electrical cupboard to be replaced. Wire mesh will be installed to stop jackdaws stealing insulation from the roof. Both jobs to be completed after lockdown.
- d) **Grass and Graves.** The Trustee gardeners keep both tidy. The church bought a new mower this year and the existing one was completely overhauled.
- e) **New Audio Loop** and speaker have been installed upstairs for bell ringing during communion.
- f) **Spring Afternoon Tea** on May 2nd had to be cancelled, unfortunately, as it was to be a major fund raiser this year.
- g) **800 Year Celebration.** It was decided in an online meeting to proceed with a smaller celebration than originally planned on September 13th assuming it is safe to do so.
- h) **Wedding** on September 12th assuming it is safe to do so.
- i) **Prayer.** The Rev. Washington ended with a prayer for the sick and infected.

8. POLICE MATTERS

No report this month

9. REPORT FROM WARD COUNCILLOR VERSALLION

No report this month.

10. MATTERS ARISING FROM April 21st, 2020 MINUTES

- a) **Fly Tipping.**
 - i. **CCTV Signs.** Two signs have recently been erected in Tilsworth. It was agreed that the PC asks CBC for identical signs for popular fly tipping spots in the parish. Ongoing. **Clerk**
 - ii. **Town and Parish Council Conference: January 22nd, 2020.** Cllr Green attended. Fly tipping was discussed and Cllr Green has subsequently asked CBC if installing dummy cameras is legal. He will follow up again. Ongoing. **KG**
- b) **Swift Boxes.** Roger Fenwick will install the three boxes in the next few days. **RF: KG**
- c) **Defibrillator.** The cabinet light is still not working. Ongoing. **BJ**

11. POINTS RAISED on MARCH/APRIL 2020 CORRESPONDENCE

- a) **Tebworth Pond**
 - i. Cllr Green commented on the useful information on the maintenance of Tebworth Pond that the PC has received from the Wildlife Trust. The discussion continued about the problem with the Broad-leaved Pondweed and encouraging newts into the pond. Cllr Day will get back to a newt specialist that she has recently been in touch with. **JD**
 - ii. Cllr Day has bought a pond rake to help clear the pondweed.
 - iii. The PC **approved** payment for the rake, £40 approx, and £63 for paint for the railings and masonry.
 - iv. Contact CBC to apply for permission to coppice the willows by the road for a further 5 years. **Clerk**

12. APRIL/MAY 2020 CORRESPONDENCE RECEIVED

- a) **Rural Pubs.** Andrew Selous MP has replied to a letter from the PC which expressed concern about the survival of public houses, particularly rural ones. He has asked the PC or the publicans of the Queen's Head and The Plough to let him know what specific additional help both need to stay open and what their specific problems are. Ongoing.
- b) **CBC Covid updates.** Published fortnightly. In correspondence.
- c) **CBC: Tidy Tips** reopened on May 11th, 2020. In correspondence.

- d) **Bedfordshire Bugle.** May 2020 edition in correspondence.
- e) **London Green Belt Council.** May 2020 newsletter in correspondence.
- f) **Marie Curie.** Request for a donation in correspondence.
- g) **Clerks and Councils Direct.** May 2020 edition in correspondence.

13. MILLENNIUM and COMMUNITY AWARDS

Still awaiting nominations.

14. CHALGRAVE COMMUNITY EMERGENCY PLAN

Leaflet Drop. Another delivery to all households is scheduled for this week. The leaflet contains details of people to contact if people require help.

15. ACCOUNTS

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

Chq No:	Payee	Description	Amount £
1058	HMRC	Clerk's PAYE-4 th quarter	178.40
1059	BATPC	Annual affiliation fee	108.00
1060	Came and Company	Annual insurance	484.41
1061	London Green Belt Council	Subscription 2020	25.00
1062	Lesley Smith	Clerk's salary + expenses; April/May 2020	463.17
1063	HMRC	Clerk's PAYE: 1 st quarter	89.20
		Total	1,061.78

- b) **Bank Statements; 05/05/2020**

- i. Current Account: £13,820.39
- ii. Reserve account: £5,779.67

16. PREPARATIONS FOR AUDIT 2019/20

- a) **External Audit Annual Return 2019/20**

- i. Section 1, Annual Governance Statement of the Annual return 2019/20, was completed by the PC and signed by the chairman and clerk.
- ii. Section 2, Accounting statements, 2019/20, was approved by the PC and signed by the chairman.
- iii. The Certificate of Exemption (from a limited assurance review) was signed by the chairman.
- iv. Clerk to send cllrs the list of PC assets. **Clerk**

17. GRANTS

- Cllr Parry proposed increasing the grants by 50% for this year due to the current Covid-19 pandemic, lockdown and the subsequent loss of revenue.
- Cllr Levy asked about the current finances of the Chalgrave News. Cllr Masters replied that they are in a comfortable position. Cllr Parry suggested The News monitors its finances and approach the PC if necessary.
- Cllr Green **supported** the suggestion of raising the grants by 50%. **Seconded** by Cllr Levy. **All agreed**

The grants below were confirmed:

Memorial Hall	£825.00
All Saints Church	£577.50
Senior Citizens	£375.00
Sports Club	£577.50

Clerk

18. HIGHWAYS ISSUES

- a) **Parking on Corner of Toddington Road and Wingfield Road.** Cllr Parry attended the remote Traffic Management meeting held by CBC on April 29th, 2020 when the proposed waiting restrictions at the

location above were discussed. Cllr Parry and the clerk then had a remote meeting with Paul Salmon, the Traffic Management Team Leader at CBC. Cllr Parry explained what Paul has proposed for marking the junction and for the junction of Saint Mary's Close and Wingfield Road. The restrictions are enforced by CBC. Cllr Green is against installing yellow lines but will accept the majority view.

- b) **Damaged Road Surface.** Cllr Levy reported an area of damaged road surface between 2 Tebworth Road and Heath Farm, Tebworth Road. Report to HW. Clerk
- c) **Road Traffic Accident at 1 Home Farm.** The 20mph has not been put back up. Cllr Parry will check. PP
- d) **Pothole** at the end of Wingfield Road. Cllr Masters will find out if this has been repaired. FM
- e) **CCTV Signs.** Two signs have recently been erected in Tilsworth. Ask CBC for identical signs for popular fly tipping spots in the parish. Ongoing. Clerk

19. COMMITTEE REPORTS

- a) **Pond.** Already discussed in 11a)

b) Planning

i. Applications

Application No.	Address	Proposed work	PC comments	CBC decision
19/03654/PCB	St Mary's Close, Tebworth	Payphone Kiosk removal	No objections	Consultation period. To be decided
20/01246/LDCE	Annexe at 102 Tebworth Road, Wingfield	Lawful Development Certificate Existing: existing residential use of garage building	To be discussed at next meeting	Consultation period. To be decided
20/01561	The Cottage, trinity Hall Farm, Hockliffe	Part 2-storey & part 1-storey rear & side extension	Cllr Levy to forward details to cllrs	Consultation period. To be decided

- ii. Crane at Trinity Hall Farm. Photographs of the base of the crane have been sent to CBC to determine whether it is a permanent fixture. Cllr Parry commented that it looks like a business hiring out cranes is being run from the site.

c) **Speed Watch**

Speed Watch is suspended for the foreseeable future due to Covid-19 restrictions.

d) **Rights of Way (ROW)**

Nothing this month.

e) **Website**

Cllr Warburton and Simon Gatward have agreed to meet up when they can.

20. ITEMS FOR INCLUSION ON NEXT AGENDA

Rural Strategy-pubs.

21. DATE AND TIME OF NEXT MEETING

Tuesday, June 16th, 2020 at 7.30pm.

Meeting closed at 20.59

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