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Minutes of **ANNUAL PARISH MEETING of RENHOLD PARISH COUNCIL** held on **Tuesday 12th May 2009** at 7.30pm in the Committee Room of Renhold Village Hall.

PRESENT:- Parish Councillors Mr. Stewardson (Chairman), Mrs. Dean (Vice Chairman), Mr. Slater, Mr. Gurney, Mr. Stapleton, Mrs. Brunsdon, Mr. Morgan, the Clerk Mrs. Barnicoat & 5 members of the public.

1. **APOLOGIES:-** Mr. Andrews, Borough Cllr. Harrison, Borough Cllr. Ellis

2. **REPORT BY CHAIRMAN ON PARISH COUNCIL'S WORK OVER THE PAST YEAR:** - Cllr. Stewardson reported: The Parish Council has for many years operated with a number of very successful and active councils, and in the past year this Council has been just as successful. The new housing estates built along Norse Road are still being constructed and sold, however, those that have are making a financial contribution to Renhold via the precept and it is hope that a representative from the estate in the near future will join the Parish Council, as Counillor's Stuart Andrews, Susan Brunsdon and Pauline Stewart have from the Cranbourne Gardens estate. Over the year many planning applications have been received, and with the help of Councillor Ian Slater and his knowledge of planning, some have been accepted and rejected by the Parish Council. The three remedial measures to ease the traffic problems that have arisen since the opening of the bypass have now all been agreed. The traffic lights are completed, and the TRO and HGV ban are awaiting signage to be completed and installed before their effects will be noticed in the village. There has been a well attended litter pick attended by many volunteers and several bags of rubbish were collected. The Councillors have worked hard over the last year, and given of their time freely to make sure Renhold remains a great place to live. A list of the members of the council and contact details are published in the village magazine. The Clerk has carried out her duties with much expertise and help to all Councillors.

3. **ANNUAL REPORTS:-**

a) **Report from Renhold Charity Cottages** – Cllr. Stapleton reported that a resident of the cottages had sadly passed away; the family had donated a flowering cherry tree to the garden to mark the resident's enjoyment of their time at the cottage. The cottage has now been re let and the new tenants are settling well. There has been a change in the new garden contractor, and they are found to be very adequate.

b) **Report from Renhold School Governing Body** – no report received.

c) **Report from Renhold Village Hall** – Cllr. Stewardson reported that the village hall is now entering its eighth year and all continues to be well. The Management Committee continues to receive positive feedback from hirers both resident and non-resident. In conclusion it is felt that the booking schedule has now reached a natural saturation level, with last year's lettings yielding £14,900.89. It has been agreed by the Management Committee that a 3% average increase will apply to all future bookings, which it is anticipated will be sufficient to recover and maintain the surplus from the recent financial year.

d) **Report from Renhold Sports Club** – Cllr. Stapleton reported that the Sports Club had had there AGM in April, and thanked the Parish Council for their grant. The recommended increase by the Parish Council to raise charges to the football and cricket teams will be reviewed; however, it was felt that that it would be inappropriate for the Sports Club to approach the School for a contribution due to their current financial position. The Annual Open Day in aid of a cancer charity continues to run, entry is free of charge.

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4. OPEN FORUM:-

Topics raised included: Focus Group, Lower School report, Council insurance and reports of Parish Council meetings.

The Tree Warden, John Carpenter reported that there had been little activity within the village, verges continued to be planted and care needed to be taken as services need access to certain verges. There has been some tree felling and the Warden can still secure shrubs for planting.

5. BOROUGH COUNCILLOR ANNUAL REPORT: - Cllr. Harrison not present to make report.

6. COUNTY COUNCILLOR REPORT PRIOR TO UNITARY AUTHORITY: - Cllr. Ellis had previously informed that the inaugural Unitary Budget had been passed, as predicted, bills will rise by only 0.9% next year, well below the 3.5% average rise across England anticipated by the local Government Association.

It was also confirmed that there will be no cuts to former Borough or County services as the new authority presides over a massive cash injection of £25m to boost services in the Borough from 1st April and noted all Town Centre car parking prices will freeze for the first two hours of parking.

Councillors will shortly move into County Hall, however, it will not be possible for all areas of services to be housed under one roof at present and some of the providers will remain at the Town Hall but will be accessible to residents while others will be at County Hall.

7. CLOSE OF MEETING:- Meeting closed at 7.55 pm

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Minutes of ANNUAL GENERAL MEETING of RENHOLD PARISH COUNCIL held on Tuesday 12th May 2009 immediately following the Annual Parish Meeting in the Committee Room of Renhold Village Hall.

PRESENT:- Parish Councillors Mr. Stewardson, Mrs. Dean, Mr. Slater, Mr. Gurney, Mr. Stapleton, Mrs. Brunsdon, Mr. Morgan, Borough Cllr. Ellis, the Clerk Mrs. Barnicoat & 5 members of the public.

1. ELECTION OF CHAIRMAN:- The Clerk opened the meeting, and welcomed nominations for the role of Chairman. Proposed by Cllr. Slater and seconded by Cllr. Dean that Cllr. Stewardson be re-elected as Chairman, unanimously agreed and resolved.

Agreed

Cllr. Stewardson signed the Declaration of Acceptance of Office.

2. WELCOME AND APOLOGIES: - Borough Cllr. Harrison, Mr. Andrews will be arriving late.

3. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST:- None

4. CO-OPTION OF COUNCILLOR PROCESS CLARIFICATION: - Clerk explained that clarification had been sought from Bedford Borough Council Member Services and from the Bedfordshire Association of Town and Parish Council Association in relation to the co-option process used at the last Council meeting. A letter from BATPC was circulated to all Councillors that stated that the process used at the previous meeting was to stand, and Mr. Morgan was a formally co-opted member of the Council. Confirmation from the Head of Member Services was also circulated stating 'the validity of the decision which the Parish Council reached in relation to the co-option of a member to fill the vacancy in this case is not compromised by the Chairman's non participation. Proposed by Cllr. Stewardson, and seconded by Cllr. Gurney that the Council draw up guidelines for Councillors in the future explaining the co-option procedure including the right to nominate and vote, and information for prospective candidates. The Clerk to circulate draft guidelines and guidelines to be discussed at next meeting. All Councillors unanimously agreed, resolution passed.

Agreed

5. ELECTION OF VICE CHAIRMAN:- Cllr. Stewardson proposed that Cllr. Slater be Vice Chairman, seconded by Cllr. Stapleton, unanimously agreed, resolution passed.

Agreed

Cllr. Slater signed the Declaration of Acceptance of Office

6. ELECTION OF COUNCILLORS TO ORGANISATIONS TO REPRESENT THE PARISH COUNCIL:- At present two Councillors are members of the Village Hall Management Committee, Cllrs. Stewardson and Stapleton, it was agreed by all that this was adequate and Councillors to continue. Cllrs. Stapleton and Dean are members of the Charity Cottages Trust, it was agreed by all that this was adequate, and Councillors to continue.

7. MINUTES OF THE LAST MEETING:-

The minutes of the last Annual General Meeting had been circulated and agreed on 18th June 2008. The Parish Council Meeting held on 14th April which had been circulated, were approved by those present and signed by the Chairman.

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8. BOROUGH COUNCILLOR REPORTS:- Cllr. Ellis reported that Brookside's footpath is included in the rolling programme for Amey, requested updated list, however, currently old and new schemes are being merged and are not yet finalised.

9. OPEN FORUM:-

Topics raised included: clarification of co-option, request for information.

Proposed by Cllr. Gurney and seconded by Cllr. Dean for Clerk to invite County Officer, from BATPC to next meeting to answer any questions regarding the co-option process. Vote taken by Councillors, 5 votes for, Cllrs. Stewardson and Stapleton abstained.

10. REVIEW OF COUNCIL WORKING PARTIES:- The Chair stated that Cllr. Stewart had offered resignation due to current work commitments, though no formal resignation had been received. Cllr. Dean to join Finance Working Group. Cllr. Gurney proposed that due to the increase in financial matters being dealt with by the Council that a sub-committee be set up with delegated powers, seconded by Cllr. Brunsden, all unanimously agreed, resolution passed. Cllr. Andrews had expressed wish to remain on Finance Committee, proposed by Cllr. Stapleton that Cllrs. Andrews, Dean and Slater are members of the Finance sub-committee with the Chairman as ex-officio and any other Councillors wishing to attend meetings are welcome to, seconded by Cllr. Brunsden, all unanimously agreed, resolution passed. Clerk to circulate updated Working Party list to all Councillors and an updated Councillors Directory.

11. MEETINGS COUNCILLORS HAVE ATTENDED:-

a) Meeting with Alistair Burt MP to discuss gypsy and traveller sites – Cllr. Stewardson attended on 1st May, Bob Neill MP was also present and the purpose of the meeting was to obtain opinions and potential solutions from people. The proposed Meadow Lane site can be developed after the breeding season of the protected species has finished.

b) Meeting with Highways – Cllr. Gurney had met with Alistair Randall from Highways to discuss any required works within the village, Cllr. Gurney was impressed with awareness highways have of Renhold's current needs. Assurance given that weekly checks are carried out by Amey and any items classed as dangerous are fixed within 24 hours. Green End ditch flooding work to be finished shortly and gully cleaning to be carried out.

12. HIGHWAYS:-

a) Traffic Regulation Order and HGV ban implementation update – Clerk circulated provisional draft drawings of TRO signage and locations. These were discussed in detail and feedback raised the following issues which the Clerk is to forward to Highways: Hookhams Lane entrance off Wentworth Drive/Norse Road request for signage to be located there to discourage drivers to de tour through the village, request for Church End to be amended to 'access to bypass' as concern motorists would not be familiar with the where Church End is, request to encourage display of signage warning motorists on the B660 before they turn down Oldways Road which was promised by the previous Watchman In Chief.

Traffic light update given by the Chairman, engineer had been out to repair the system and satisfied that the lights are working in the correct manner, if any further feedback is received Councillors to inform Chairman so it can be looked at again, noted that horse riders are having difficulty setting off the sensors.

VAS re located update, Sarah Lister, Watchman In Chief, had met and discussed the relocation of the sign from Church End, Cllr. Gurney suggested Water End/Green End, and Cllr. Slater suggested Hookhams Lane as possible site.

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13. PLANNING AND DEVELOPMENT: -

PLANNING APPLICATIONS DECIDED:-

09/00468/FUL 27 Asgard Drive single storey rear extension and garage extension linked to house – planning permission granted

PLANNING APPLICATIONS RECEIVED:-

a) **09/00875/FUL** single storey rear extension at 8 Woodfield Lane – no objection.

b) **Settlement Policy Area Boundary Review of Renhold** – Cllr. Slater had circulated a report, all Councillors thanked Cllr. Slater for his work, proposed by Cllr. Dean and seconded by Cllr. Gurney to submit the comments detailed in the report, all unanimously agreed, resolution passed. The comments to be submitted by the Clerk are: The Parish Council support the Borough Council's proposed methodology. The Parish Council wish to advise Bedford Borough that it supports the proposed changes to the SPA boundaries in Renhold, but does not accept that principle A applies to the 4 sites at Green End, where principles J and K appear to be more applicable. The Parish Council further considers that the SPA boundary to the rear of 11 Home Close should be drawn to include the whole of the garden as defined by the hedge line. The Parish Council wish to advise Bedford Borough Council that it supports retention of the important open spaces identified on the Proposals Map, and that the open land on Hookhams Lane is removed from the SPA and should be identified as an important open space as it reflects the important transition from the Bedford urban area to the village of Renhold.

OTHER PLANNING MATTERS: - None

14. FINANCE:-

Current Account £1991.72 Deposit Account £22166.82

a) **Year End accounts** – these had been circulated, the Finance Working Group had gone through the accounts in detail with the Clerk and there are 3 amendments to the documentation provided to councillors.

- On page 1, the sum under payments for Maintenance should read £3382.61.
- On page 2, under cash book, cheque 228 should read as being payable to Beds County Council.
- On page 6, under other insured items, the sum against Public Liability needs to be tabbed right.

The above amendments had been made by the Clerk to the final set of accounts. With the above amendments made, the FEWG agreed with the end of year accounts and recommend to full council that they be approved and signed. Proposed by Cllr. Slater and seconded by Cllr. Brunsdon that the Chairman and Clerk sign the Receipts and Payments Statement, Supporting Statement and sections 1 and 2 of the external audit Annual Return as a true and accurate recording of the accounts of the Council.

Agreed

Clerk to shortly submit accounts to internal auditor, Gill Wiggs, and also informed the Council that Renhold had been selected for an intermediate audit which Clerk would collate information for, and to be discussed at Finance sub-committee meeting.

b) **Insurance renewal** - The policy renewal received from current insurers Allianz was a premium of £969 for the year 09/10 excluding the additional assets of the Vehicle Activated Sign along Ravensden Road, and the notice board at Cranbourne Gardens. The Clerk had obtained an alternate quote from Came and Co who are underwritten by Aviva (Norwich Union). The premium from Came and Co quoted is £823.91 which includes the two above mentioned assets and the policy comes with increased levels of cover including public liability, and is also inline with the sum budgeted for in this financial year for insurance. Came and Co provided good communication in

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their dealings with the Clerk and have said they can provide testimonials including one for the Bromham Parish Council Clerk. The FWG recommend to full council that insurance for the year 09/10 be placed with Came and Co ask the council to approve this. Cllr. Slater proposed that insurance be taken with Came and Co, seconded by Cllr. Gurney, all unanimously agreed, resolution passed that premium of £823.91 be paid.

Agreed

c) Update the current Savings Account – The deposit account currently held with Lloyds Bank is a personal account which makes it difficult for the Clerk to access and manage the account, therefore it was suggested it would be beneficial to change the account and with the type of usage and deposit the Council have the best account for the council is the ‘Instant Access Account’ The FWG recommended that full council approve that the existing deposit account is changed to the ‘Instant Access Account’. Proposed by Cllr. Stapleton and seconded by Cllr. Stewardson that a letter be sent to the bank requesting a change of accounts, unanimously agreed, resolution passed.

Agreed

d) Clerk’s hours and wages – From the Clerk’s timesheets it has become apparent that at present 8 hours a week is not quite enough so the FEWG have reviewed the timesheets and believe that 9 hours per week is more realistic. The FEWG recommends that full council approve that we increase the clerks hours from 8 to 9 hours per week and that a direct debit mandate is set up on that basis for payment of the clerks wages and the Clerk continue to complete timesheets so that this can be monitored on an ongoing basis. Proposed by Cllr. Dean and seconded by Cllr. Gurney that the Clerk’s hours be paid by standing order every 4 weeks at 9 hours per week and standing order form to be completed, unanimously agreed, resolution passed.

Agreed

Clerk circulated timesheet of hours, proposed by Cllr. Dean and seconded by Cllr. Stapleton that wages of £386.96 be paid, unanimously agreed, resolution passed.

Agreed

Information was circulated of Clerk’s expenses for February, March and April totaling £76.30, proposed by Cllr. Dean and seconded by Cllr. Slater that Clerk be paid expenses, all unanimously agreed, resolution passed.

Agreed

e) Open notice boards estimated cost of repair – Cllr. Stewardson had previously stated cost of materials for notice board repairs, and Cllr. Gurney had priced up approximate cost expected if work to be undertaken to be £420 for the back board material same as the Cranborne Garden board. Still awaiting quotes for work to rub down and re paint the posts of the notice boards.

f) Grass cutting invoice – invoice received for £103.50 from A R Worboys for grass cutting to extra areas with flat deck mower completed on 23rd April, proposed by Cllr. Gurney and seconded by Cllr. Dean that invoice is paid, all unanimously agreed, resolution passed.

Agreed

15. SCHOOL PARKING ISSUE ALONG CHURCH END: - the Clerk had contacted the school to gain feedback/update, however, no response received. Cllr. Stewardson had pursued Highways and Debbie Poynton due to meet with Borough representatives to discuss issue, though feedback indicated this meeting is in fact due to take place imminently. The most likely progress is to extend the zig zag lines to 45metres

16. OPEN FORUM:-

Topics raised included: traffic date from Hookhams Lane, school two tier system.

17. CORRESPONDANCE AND INFORMATION RECEIVED:-

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BATPC Induction training – being held on Wednesday 22nd July and Thursday 30th July at Cardington Village Hall, please advise Clerk if wish to attend

DSD bin list – request of list of all bins within parish required to be emptied by DSD, Cllr. Gurney to prepare list.

Meeting with Alistair Burt MP – being held on Friday 15th May at Sharnbrook Village Hall and Saturday 16th May at Sandy Conservative Club

Town and Parish Council Service Bulletin

Current Roadwork's Bulletin

Alistair Burt invite to discuss local concerns letter

BBC – Standards Committee report, minutes of 16th March meeting

BBC – Rural Affairs Committee 28th April

CPRE AGM invite and agenda for 23rd April

CPRE Campaign Update

Beds PFA Newsletter

Public Sector Duties briefing

Parent Partnership Coffee Mornings poster and leaflet

Countryside Voice magazine

SLCC Clerk training course on VAT

CPRE Fieldwork magazine

Queensbury Shelters leaflet

Next Snap Dance Event poster

Children's Playground leaflet

18. FUTURE AGENDA ITEMS:-

School parking update

Co-option guidelines for Councillor and prospective candidates

19. DATE OF NEXT MEETING: - Tuesday 16th June 2009 at 7.30pm

Meeting closed at 10.05pm

Signed

Dated