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Minutes of **MEETING of RENHOLD PARISH COUNCIL** held on **Monday 4th January 2010** at 7.30pm in the Committee Room of Renhold Village Hall.

PRESENT:- Parish Councillors Mr. Stewardson (Chairman), Mr. Slater (Vice-Chairman), Mr. Gurney, Mrs. Brunsdon, Mrs. Dean, Mr. Bernard, Mr. Andrews, Mr. Stapleton, Borough Cllr. Carole Ellis, the Clerk Mrs. Barnicoat & 10 members of the public.

1. WELCOME BY CHAIRMAN AND APOLOGIES:- Mr. Morgan

2. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST: - None received.

3. MINUTES OF THE LAST MEETING:-

The minutes of the meeting held on 26th November which had been circulated, proposed by Cllr. Stewardson, and seconded by Cllr. Gurney to be approved, unanimously agreed, resolution passed and signed by the Chairman as a true and accurate record.

4. MATTERS ARISING:-

a) Play ranger sessions – Clerk received letter to save that due to lack of participants in Renhold and staff the scheme had been cancelled. Cllr. Stapleton noted that the Playing Field has received similar letter, thanking them for the use of the facility.

b) Members of the public enquiries and requests for documentation – as previously agreed Clerk had responded to all outstanding correspondence, nine letters in total. Since the last meeting four emails had been received by the Council from residents.

c) Baldur Close – Clerk had pursued and been informed is on BPHA maintenance list.

d) Fallen trees – Clerk had reported these to the Borough.

e) Meeting reports – due to the previous meeting concluding before all business had been discussed the following were carried forward: Cllr. Slater's report had been circulated to all regarding the Quality Status seminar, the Clerk reported on the Borough Town and Parish Council Network meeting. The last Police JAG meeting minutes had been circulated to all Councillors. Cllr. Stewardson gave reports on the Town and Parish Council Conference and Borough Partnership meetings that himself and Cllr. Slater had attended.

f) Willington Quarry – following letter received from resident, quarry visit organised for 12th January for all Councillors.

5. BOROUGH COUNCILLOR REPORT: - Cllr. Ellis had noted that current focus is the HGV ban and due to meet with Cllrs. Wootton and Royden on 29th January with a representative of the Parish Council and Focus Group also to be in attendance. Highways are holding a freight strategy workshop on 27th January, Cllr. Ellis will be attending and report back. The temporary traveller site has now had permission granted at Cardington Road. It was noted that there have been a few burglaries in the ward over the Christmas period, and currently work being undertaken on the budget figures, as expected this is hard work. Ward funding request has been formally agreed by Borough for litter bin and notice board in Spires Estate, other funding ideas welcome.

6. HIGHWAYS:-

a) HGV ban – Chairman reported regular contact had been organised so that constant updates are being received on the Freight Strategy. There was discussion on the ways in which to move forward in a progressive manner swiftly to ensure that every opportunity of ensuring a ban is secured for the future. Feedback to be received following the two meetings at the end of January to

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be circulated as soon as possible and at next meeting upon this information all Councillors felt that then a way forward to be discussed and subsequent actions to be pursued.

The Council had considered and responded to petition letter from the Focus Group dated 8th December and been in regular contact. Letter received from resident Mr. Rogers was circulated to all Councillors.

b) Traffic Regulation Order – Highways notified Council that order is in place, signage is currently being installed, Clerk to monitor.

c) Relocation of the Vehicle Activated Sign – Councillors and residents had raised concern over the positioning of the sign not facing the traffic sufficiently and therefore not being activated. Cllr. Gurney reported this to Highways and this has been addressed.

d) Church End additional line painting – Council had previously been informed that painting due to be completed October half term, Council noticed this had not been actioned; Cllr. Gurney pursued and assurance received that work to be completed very shortly. The Council expressed disappointment that this work not completed.

e) Highways Programme within parish – Councillors had been circulated a copy of the programme directly relating to Renhold, Cllr. Gurney had collated report. Discussion centered on other areas that the Council felt need to be included and addressed through the programme, Clerk to forward.

7. PLANNING AND DEVELOPMENT: -

PLANNING APPLICATIONS DECIDED: -

09/01841/MAR proposed erection of 321 dwellings application of approval of reserved matters in respect of appearance, landscaping, layout and scale pursuant to Appeal Permission for land North of Norse Road - reserved matters approved

09/02579/LBC porch extension to form WC and utility area at Waterend Cottage, 3 St Neots Road – planning permission refused.

PLANNING APPLICATIONS RECEIVED: -

a) 09/02787/FUL first floor side and front extension at 51 Thor Drive – following discussion of application, no objection raised as felt no impact on neighbouring properties.

b) 09/02914/FUL single storey rear extension and new pitched roof over existing front extension at 31 Brickfield Road – following discussion of application, the Council raised no objection as other properties along the road have had similar development carried out.

c) Electoral Review of Borough – Clerk had circulated correspondence received from the Borough between meetings proposing Renhold and Ravensden form one ward and including electorate in areas off Norse Road. The Council had responded with support to the proposal as both villages have similar needs. Acknowledgement of receipt of comments by Borough received, comments to be submitted to Boundary Committee

OTHER PLANNING MATTERS: - Application previously discussed regarding 09/02561/FUL single storey rear extension at 66A Hookhams Lane site visit had taken place, agreed that Council neither objects to or supports this application, but note a) that the relationship between the existing/extended dwelling and the garage does not appear to be correct on the submitted plans, b) that there will be a loss of sunlight to the windows of the main living area of 66 Hookhams Lane, especially in winter months from the extended ridge line, c) that there is a risk of overlooking on the property to the south unless the existing/proposed fence is maintained at its present height.

8. REVIEW OF COUNCIL DOCUMENTS: -

a) Council Standing Orders – Councillors considered documents and list of possible amendments had been circulated, consideration was given to including attachment and reference to Code of

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Conduct and Terms of Reference for Working Groups, it was proposed by Cllr. Andrews that following the inclusion of the amendments that the Council adopt the document, seconded by Cllr. Dean, unanimously agreed, resolution passed.

b) Council Financial Regulations – Councillors considered documents and list of possible amendments had been circulated, it was proposed by Cllr. Andrews that following the inclusion of the amendments that the Council adopt the document, seconded by Cllr. Dean, unanimously agreed, resolution passed.

9. FINANCE COMMITTEE REPORT ON WORKINGS TO FULL COUNCIL:-

All Councillors had received a copy of the draft minutes from the November meeting, and an up to date transaction report. The Chairman welcomed Councillors to raise any questions on the documents, none were received. Clerk noted that next meeting date set for 8th February; due to volume of finance business to be transacted Council should consider moving date forward. Cllr. Stewardson raised that it maybe beneficial to increase the members of the Finance Committee, proposed by Cllr. Andrews that Cllr. Gurney join the Committee to keep a reasonable number of Councillors available for the Committee and Cllr. Gurney currently a signatory, seconded by Cllr. Bernard, unanimously agreed, resolution passed.

The Council discussed the Financial Risk Assessment in detail and considered documents circulated prior to the meeting, amendments were discussed and it was proposed by Cllr. Andrews and seconded by Cllr. Gurney that the document be adopted following the incision of the amendments, unanimously agreed, resolution passed.

During discussion there was clarification of the meaning of delegated power regarding expenditure, cross reference with terms of reference for committee detailing approving ongoing payments and ensuring expenditure is within budgeted allowance. Cllr. Andrews raised that the Committee are aware that likely over expenditure of the Clerk's salary, and explained the reason for this following the increase in resident enquiries, proposed by Cllr. Stewardson that the Council give the Committee delegated power to incur expenditure over the budgeted allowance for that budget heading, seconded by Cllr. Brunsden, unanimously agreed, resolution passed.

(At this point the Clerk left the room) The Council discussed the Clerk's salary increments, it was proposed by Cllr. Slater that following completion of the CiLCA qualification the first increment commence from the pass date, and the second commence from new financial year, seconded by Cllr. Bernard, unanimously agreed, resolution passed.

10. PARISH COUNCIL BUDGET CONSIDERATION 2010/11: -

The Finance Committee had considered the budget in great detail, and noted the following recommendations as included in the draft minutes:

1. A specific contingency to be added of £500 for grant expenditure. Any applications that are made are to be done so in writing on the Council's grant application form. All grant applications that were reviewed in February 2009 and provided with recommendations are to include details of how the organisation has considered/actioned the Council's comments when applying for 2010/11. The applicants should note that the figure stated in the Council's budget is not guaranteed.
2. Removal of allocation of long term funding for Highways Programme of £1000, to be offset by introduction of provision totalling £500 towards contingency for Clerk of the Council training/development and £500 towards contingency for Clerk of the Council additional hours i.e. to deal with increased workload, resident requests.
3. The estimated carry forward figure at 31st March 2010 includes £3,000 provision for Highways Programme. As this provision is no longer required, £2,000 to be allocated for legal advice provision for expenditure i.e. highways issues, continuous resident requests. If any of the expenditure is not used the allocation remaining at the end of the financial year

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2010/11 can be absorbed into the carry forward figure, therefore being able to minimise the precept in a future year. The remaining £1,000 outstanding from the Highways Programme provisions to be taken into the carry forward figure.

4. Telephone provision for Clerk to the Council to be included with current allowance for mileage.

Including the above, and the revised calculations, it was proposed by Cllr. Stewardson that the precept therefore be set at £18,000 for the year 2010/11 giving residents a 10% reduction from 2009/10, seconded by Cllr. Andrews, unanimously agreed by all Committee members present, to be presented to full Council.

The Council discussed this recommendation and Councillors felt that with the current financial climate this reduction was very positive, proposed by Cllr. Gurney that the precept be set at £18,000, seconded by Cllr. Slater, unanimously agreed, resolution passed. Clerk and Chairman signed paperwork to be forwarded to Borough Council.

11. HIRING OF SPEED INDICATOR DEVICE FROM POLICE AND POLICE REPORT:-

Dates for hiring were discussed; an agreement was made on pursuing a week in April and ways to encourage volunteers. Clerk to contact Police and also enquire regarding liability and training of the machine.

12. QUALITY STATUS:-

The criteria presently is for a certain amount of elected members, majority of Council co-opted, therefore, the Council to be mindful of the requirements and actively pursue following the next election.

The Chairman adjourned the meeting for the next item.

13. OPEN FORUM: - Topics raised included: charity cottage availability, Focus Group, HGV ban, TRO, school two tier implications, Willington quarry, Model Publication scheme, parish website and Lower School governors.

The Chairman re convened the meeting.

14. CORRESPONDANCE AND INFORMATION RECEIVED:-

Additional correspondence received:

Lloyds Telephone Banking automated guide

Consultation on School Admissions Arrangements for September 2011

CPRE Branch Review magazine

Standards Committee agenda January

BBC Electoral Review of Borough letter acknowledging comments

Meeting Invitations: Bedford Borough Town and Parish Network Meeting 8th February at Borough Hall, Rural Transport Provision Meeting letter invite for 8th February at 7.30pm Ravensden Village Hall, Community Safety Forum Network Event on Thursday 28th January at Mowsbury Golf Course (refreshments from 5.30pm hot buffet at 8pm!)

In folder:

Rural Affairs Committee meeting attachment, agenda and previous minutes

Resident letter regarding Willington Quarry

Campaign to implement the Sustainable Communities Act letter

CPRE Fieldwork magazine

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Village Carol Service poster (placed on notice board)
Parish Plan information
Police Joint Action Group meeting minutes
Bedford Borough Partnership meeting information
Parish Precept request letter from BBC
Streetcred Funding information email
BATPC email regarding Council payments by cheque
HGV correspondence from residents and Cllr Royden
CPRE Campaign email
Email received by Chairman from resident referring to intention to lodge formal objection with the Auditors regarding Council's failure to conform to standing orders
Email received by Chairman referring to Clerk's salary increases
Resident letter regarding planning application at 56 Top End (circulated at planning meeting)
Highways Programme email (agenda item)
'One place' information email
Highways Agency Stakeholder newsletter
Gambling Act 2005 review
Subscribe to Direct Information Service leaflet for local councils
BBC Consultation on the Children and Young People's plan update
Streetcred Funding 2010 opportunity for projects involving youth projects
BBC Electoral Review of Bedford Borough letter
BBC Rural Affairs Committee agenda and minutes
Resident letter requests for meeting minutes
Parish Conference feedback email
Parish Council Police letter
Safer Neighbourhood Team Newsletter and police surgery times (posted on notice boards)
BATPC membership renewal information
CPRE membership renewal information
Standards Committee meeting minutes
Play Ranger service letter informing discontinuation of service
BBC Rural Transport Provision Meeting letter invite for 8th February at 7.30pm Ravensden Village Hall
Marie Curie request for donation

15. FUTURE AGENDA ITEMS:-

Cranbourne Gardens estate and responsibilities

16. DATE OF NEXT MEETING: - Tuesday 9th February at 7.30pm

Meeting closed at 10.20pm

Signed

Dated