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Minutes of **ANNUAL GENERAL MEETING of RENHOLD PARISH COUNCIL** held on **Thursday 12th May 2011** at 7.30pm in the Committee Room of Renhold Village Hall.

PRESENT:- Parish Councillors, Mr. Slater, Mr. Andrews, Mr. Gurney, Mrs. Dean, Mr. Stapleton, Mr. McDougall, Mrs. Brunsten, Borough Councillors Ellis, the Clerk Mrs. Barnicoat and five members of the public.

1. ELECTION OF CHAIRMAN: - Proposed by Cllr. McDougall that Cllr. Slater be re-elected as Chairman, Cllr. Gurney seconded proposal, Councillors voted and unanimously agreed Cllr. Slater be elected as Chairman, resolution passed.

Agreed

Cllr. Slater signed the Declaration of Acceptance of Office.

2. DECLARATION OF ACCEPTANCE OF OFFICE AND DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST REGISTER FORMS:-

Following the recent uncontested election, the eight Parish Councillors all signed Declaration of Acceptance of Office forms and completed Bedford Borough Council Register of Interest forms declaring any items of personal or financial interest. Clerk to retain copies of documents as a record and forward the original completed forms to the Borough Council.

3. WELCOME AND APOLOGIES FOR ABSENCE TO BE RECEIVED: - Cllr. Slater welcomed everyone to the meeting and thanked everyone for attending; apologies for absence were received from Borough Councillor Moon.

The Chairman adjourned the meeting for the next item.

4. OPEN FORUM: - A resident noted that they were saddened that Councillors had not responded to a resident's direct correspondence.

The Chairman re-convened the meeting.

5. ELECTION OF VICE CHAIRMAN AND ELECTION OF COUNCILLORS TO ORGANISATIONS TO REPRESENT THE PARISH COUNCIL: - Cllr. Dean proposed that Cllr. Andrews be reelected as Vice Chairman, seconded by Cllr. Stapleton, unanimously agreed, resolution passed.

Agreed

Cllr. Andrews signed the Declaration of Acceptance of Office

Councillors then discussed representation on outside organisations, at present no Councillor is a member of the Village Hall Management Committee, it was unanimously agreed by all that Cllr. McDougall to be the Council representative, resolution passed.

Cllrs. Stapleton and Dean are members of the Charity Cottages Trust, it was agreed by all that this was adequate, and unanimously agreed that both Councillors to continue, resolution passed.

Cllr. Andrews raised at this point the matter of a Councillor being a School Governor, Clerk to enquire with School if vacancy at present.

6. PARISH COUNCILLOR VACANCY:-

Following the recent election where eight individuals had come forward for the nine seats within the parish meaning currently one vacancy, this vacancy had been advertised in the newsletter and

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on the notice boards and to date one person had expressed a wish to join the Council. Cllr. Andrews proposed that Mr. Leydon be co-opted as a Parish Councillor, seconded by Cllr. McDougall, unanimously agreed and resolution passed. Mr. Leydon was welcomed and joined the Council, Clerk noting no formal participation in the meeting as formal summons had not been issued. Declaration of Acceptance of Office and Register of Interest forms were completed by Mr. Leydon.

7. REVIEW OF COUNCIL WORKING GROUPS AND COMMITTEES: - The Council considered the current Committees and Working Groups, it was agreed that the Finance Committee had worked very well throughout the year so it was proposed by Cllr. Slater that the Finance Committee be reappointed with delegated powers of authorising payments within the agreed budget and to continue to monitor the Council's finances and ensure best value, seconded by Cllr. Andrews. This was unanimously agreed and resolution passed that Cllrs. Gurney, Dean and McDougall are members as well as Cllrs. Slater and Andrews as ex-officio members.

Cllr. Slater proposed that the Council reappoint a Highways Committee to deal with progressing highways matters within the parish when needed, seconded by Cllr. McDougall. This was unanimously agreed and resolution passed that Cllrs. Gurney, Stapleton, and Dean are members of the Highways Committee as well as Cllrs. Andrews and Slater as ex-officio.

It was unanimously agreed and resolved that planning applications would continue to be dealt with as currently and that the following Working Groups would be in place: Employment (Cllrs. Brusden and Andrews) and Quality Status (Cllrs. Dean, Brusden and Gurney), resolution passed.

It was unanimously agreed and resolved that Mr. Leydon to join the Highways Committee and Employment Working Group following having received his summons to the next full Council meeting.

The Council also felt that where possible Highway and Finance matters would be dealt with at full Council meetings when other business allows.

8. MINUTES OF THE LAST MEETING:-

The minutes of the meeting held on 28th March had been circulated. The minutes were approved, unanimously agreed, resolution passed and signed by the Chair as a true and accurate record.

9. MATTERS ARISING:-

Cllr. Slater noted the letter received regarding the Vehicle Activated Sign warranties.

10. BOROUGH COUNCILLORS REPORT: - Cllr. Ellis thanked everyone for their support following the recent election. The hand held speed device had arrived and is currently being security marked, and then training will be detailed through the Clerk so it is hoped the device will be out and about very shortly, as speeding continues to be by far the biggest concern. Cllr. Ellis detailed a number of discussions regarding the Lower School parking with relevant Service Directors from the Borough Council and a meeting is likely to occur within the next few weeks. Cllr. Ellis thanked the Council for their help with names for the new Norse Road development and encouraged everyone to keep thinking as more will be required. Those present discussed the speed device in more detail and many were willing to be volunteers and to encourage others to contribute.

11. HIGHWAYS MATTERS WITHIN THE VILLAGE: - The Clerk updated the Council that liaison had occurred with Andrew Prigmore, Borough Officer regarding the possibility of gated entrances to the village. Of the four entrances to the village, three of them are likely to be able to

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be fitted with the white gates, however, the entrance at Hookhams Lane would not be suitable. The cost per pair of gates for each entrance is approximately £1,500 to £2,000, to proceed with the request a formal application needs to be made in writing and it must include whether the Parish Council are willing to make a financial contribution or not, and if so what level. Councillors discussed this information and it was proposed by Cllr. Slater that the Clerk make a formal written request to the Borough for gated entrances to four entrances of the village and that the Parish Council state they will be prepared to make a financial contribution towards the overall cost. This was seconded by Cllr. Dean and unanimously agreed, resolution passed and Clerk to pursue.

The Council then discussed the potential forthcoming meeting with the Lower School and Borough Officer representatives, it was agreed that Cllr. Slater to attend and if possible more Councillors to be present once the date has been confirmed and an invite received. In addition, the Clerk noted that the traffic data from the more recent survey had been received and the overview data was circulated. It will be analysed in more detailed by Officers and a formal report feedback shortly, it was noted that Hookhams Lane was not included in the positioning of the count. Cllr. Andrews alerted everyone to the temporary bridleway closure in the village and the concerns that this would impact on residents from the Norse Road areas accessing the village and particularly the school.

12. PLANNING AND DEVELOPMENT: -

11/00627/FUL one and two storey side and rear extensions and detached garage at 34 Wilden Road – planning permission granted. **11/00390/FUL** erection of timber framed conservatory at Hill Grove, Water Lane – planning permission granted. **11/00501/FUL** infill extension below existing first floor overhang and erection of external stairwell – planning permission granted.

PLANNING APPLICATIONS RECEIVED: -

- a) **11/00777/FUL** single storey rear extension and patio area at 47 Asgard Drive– the Council considered this application and agreed to raise no objection.
- b) **11/00855/FUL** single storey front extension at 3 West Close - the Council considered this application and agreed to raise no objection.
- c) **Street Names for the new development off Norse Road** – Councillors had received information regarding the names and Cllr. Ellis had done a lot of work on this matter as well, it was noted that there will be more names required as the development phases are built.

OTHER PLANNING MATTERS: - The correspondence received regarding the Rookery South application was noted.

13. FINANCE MATTERS: - The year end accounts had been circulated to all Councillors prior to the meeting, including: receipts and payments for the year, supporting statement, cash book and bank reconciliation as well as a copy of the Annual Return sections 1 and 2. The Finance Working Group had met and taken the opportunity to look through the accounts in details, it was proposed by Cllr. Andrews to sign off the accounts presented for 2010/11 as a true and accurate record, seconded by Cllr. Slater, unanimously agreed by all, resolution passed. Therefore Section 1 and 2 of the Annual return were completed by the Chairman and Clerk and the Supporting Statement and the Bank reconciliation documents were also signed. The Clerk to submit accounts for Internal Audit.

At this point of the meeting the Council unanimously agreed to approve the minutes from the last Finance Committee meeting held during 2010/11 which took place on 9th December, they were signed as a true and accurate record.

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The Clerk detailed the information received from the Borough regarding the grass cutting, noting a contribution of £1,164.01 being offered, it was unanimously agreed to accept the contribution, Clerk to forward completed forms.

The following outstanding invoices were presented (it was noted that all contained within budget):

Barnicoat Ltd Clerk and RFO service April £417.20

Broker Network Ltd Insurance premium £837.41

It was unanimously agreed by all those present to pay the invoices presented and that the Council to take advantage of the competitive three year term agreement for insurance, resolution passed.

14. ANNUAL REPORT OF THE COUNCIL AND QUALITY STATUS APPLICATION:

- Cllr. Slater had produced a draft report which had been circulated to all and gave an overview of the work and achievements over the last year. The date for the realistic application will need to be submitted to BATPC three weeks prior to the panel meeting on 9th September. The Clerk would continue to work on the application and the Quality Status Working Group would feedback to the next meeting.

15. CORRESPONDANCE AND INFORMATION RECEIVED: -

BBC Current Roadwork Bulletin

NALC Events Bulletin emails

CPRE Campaign email updates, branch review magazine and membership renewal

BBC Standards Committee meeting information

Village magazine

Age Partnership email promoting services

BBC Rural Affairs meeting information

Clerk's Champion meeting correspondence and attendance

BATPC update and Beds Bugle

Clerks and Councils Direct magazine

Census information email

Lloyds bank statements

Came and Company insurance renewal and supporting documents

Correspondence regarding Asgard Drive with resident and developers

Resident enquiry regarding planning application on Wilden Road

BBC and NHS Health and Well being road show information

BATPC Training Programme

Alistair Burt MP and Chief Constable meeting letter

Resident/school correspondence regarding incident in Church End

Companies offering services to Parish Councils for PAYE services

Police e-newsletter – forwarded to all

IPC Rookery South latest correspondence

Email correspondence relating to Speed Indicator Device machine delivery

Expression of interest by resident in parish Councillor vacancy

Twinwoods Incinerator information email from Milton Ernest Parish Council

Planning Controls and Demolition new case law email from company promoting their services

Temporary Close of Bridleway 26

Renhold Good Neighbours letter

BBC Planning weekly list email

BBC New Councillor Register of Interest forms and various notification regarding recent elections

BBC 50+ Festival poster

BBC Re-Active8 Gold poster

CPRE Fieldwork magazine

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BBC Grass cutting agreement letter
Pride in Bedford magazine
BBC letter regarding planning application at 33 Top End

16. FUTURE AGENDA ITEMS: -

Matters that arose during meeting to be included, as well as the Police warding to be looked into.

17. DATE OF NEXT MEETING: - on Wednesday 22nd June at 7.30pm

Meeting closed at 9.40pm

Signed

Dated