

PARISH OF RENHOLD



Minutes of RENHOLD PARISH COUNCIL meeting held on Wednesday 22nd June 2022 at 7.00pm at Renhold Chapel, Woodfield Lane

IN ATTENDANCE: Parish Councillors Mrs. Dean, Mrs Gribble, Mr. Polhill, Mrs Cardinale, the Clerk, Borough Councillor Martin-Moran-Bryant, and nine members of the public were present.

Item	Minutes of discussions and resolutions	Actions and Responsibility
1	WELCOME BY THE CHAIR AND APOLOGIES FOR ABSENCE TO BE RECEIVED	
	NG welcomed all to the meeting, thanking everyone for attending. Borough Councillor Stephen Moon, Parish Councillors Mrs. Brunsden, Mr. Warwicker, had sent apologies which were accepted.	
	DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST FOR THE MEETING TO BE MADE	
	Under item 4.2, Cllr. Polhill declared an interest, NG declared an interest on 4.1 c) no other declarations were received for the meeting.	
	The Chair adjourned the meeting at this point	
2	OPEN FORUM – MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK	
	Comment made from member of the public regarding the application to be discussed during 4.1 c).	
	The Chair reconvened the meeting at this point.	
3	PARISH COUNCILLOR VACANCIES	
	The Parish Council currently have_three vacancies, with updates having been shared with the village as usual through various platforms. FC and NG had met with an interested individual as discussed at the last meeting. It was proposed by NG that Guido Liguori be co-opted as a Parish Councillor, seconded by JP, unanimously agreed, resolution passed. Clerk provided Guido with an Acceptance Of Office form, to forward Register of Interest, Councillor training information and full welcome items to Guido. GL welcomed to join the Council but noted not able to formally vote.	Clerk to action
	Following the display of the two vacancies that had arisen at the last meeting, there had no been no election called for the vacancy relating to the South West Ward, so the Council have the ability to co-opt.	
	In regards to the vacancy arising from the North Parish Ward electors had called for an election. This means a different process is to be followed for this vacancy to be filled. Guidance notes issued from the Borough Council for candidates have been shared across different platforms, as well as the timeline that has been collated by the local authority. The proposed date for the by-election for North Ward vacancy will be Thursday 18 August 2022, this will require a Notice of Election to be published no later than 14 July 2022. The local authority are currently in the process of making the necessary contacts and arrangements for the poll to take place on 18 August 2022. A Notice of Election will be published on the Bedford	

	Borough Council website no later than 14 July 2022 and a copy of the notice will be emailed to the Parish Council that this Notice is also displayed on the Renhold Parish Council website and noticeboard(s). There will be a cost implication for this election, the level of which depends on the number of candidates that come forward. Clerk will proceed with displaying notices from the local authority inline with the requirements accordingly.	Clerk to action
	Website and social media to be used to raise awareness of current vacancy with a 'Renhold	Clerk to action
	needs you approach'. All Councillors asked to consider their interest areas so that responsibilities can be considered and reviewed at the next meeting, to be a future agenda item.	Future item
4.1	PLANNING AND DEVELOPMENT - for full Council to agree responses to:	
a) b)	APPLICATION NO: - 22/01243/FUL Single storey side and rear extensions, first floor side/dormer extension and front porch at 19 Home Close — there had been a site meeting carried out by three Councillors with it being felt that as the proposals do not increase the present footprint and the ramp at the front and porch are to help with accessibility, the Council unanimously agreed to have no objection to the application, resolution passed.	Clerk to submit
•	APPLICATION NO: - 22/01232/LDE Cert of Lawful Use and Dev (existing) Application to confirm lawful use as B8 Storage at Land Adjacent 59 Ravensden Road - there had been a site meeting carried out by three Councillors. It was proposed that there is no objection to the application on the basis that there is no warehousing placed on the land as it has a B8 classification, it was unanimously agreed to submit this response, resolution passed.	Clerk to submit
c)	APPLICATION NO: - 22/01188/S73A Retrospective planning permission Application for replacement detached garage/outbuilding (development already carried out) at 57 Church End – NG declared an interest in this application and took no part in the discussion or vote. FC led the meeting. There had been a site meeting carried out by three Councillors. It was proposed that there is no objection to the application, the total internal area of the building has not increased/decreased, with it now having a pitched roof. The building will be clad in black wood to match neighbouring outbuildings so the Council unanimously agreed to have no objection to the application.	Clerk to
	NG continued at this point as Chair	submit
d)	APPLICATION NO: - 22/01266/FUL single storey side extension and garage conversion at 19 Embla Close- GL declared an interest in this application. It had not been possible for the three Councillors to undertake a site meeting. Following a change in circumstances this application may be withdrawn, Clerk to liaise with Planning Officer regarding this.	Clerk to liaise
4.2	Bedford Borough Council's Local Plan consultation including allocation for Renhold with employment allocation at Green End/Water End	
	JP declared an interest in this item. JP left the room at this point of the meeting	
	Following the last Parish Council meeting, work was done and a leaflet produced for the Village Magazine, unfortunately the Magazine had gone to print. On review of the information contained in the Magazine already, there was little new information to reference my moving forwards with a separate handout as at the time the formal consultation and subsequent key information was not available. However, steps were taken by the Parish Council to continue to publicise information through different media channels to alert residents to the proposed allocation.	
	There has also been in the last week, an updated communication shared by the Parish Council to help have the key Renhold specific and consultation information accessible to residents on	

social media, noticeboards, website and village circulation list. As much as possible of this was also placed in the latest Village Magazine.

Since that most recent Parish Council communication, further work has been done to produce a map which is clearer in showing the location of the proposed allocation in relation to the parish.

The local authority have also since the last Parish Council published their full site assessment information on the Borough Council website for the proposed employment allocation at the sites referenced as 761 and 764. This information has been shared with Councillors, it is noted that the site assessment and details of the proposed site from the agent is limited.

Access to public exhibitions locally for residents and Borough Council briefing session for Parish Councils

Information on public drop in events and Parish Council drop in events being run by the Planning Policy Officers was released recently. This information on the public events has been shared by the local authority sending a leaflet to every house in the borough. The work done by the Parish Council on reiterating the importance of Renhold residents attending these events has continued to be promoted in the parish.

NG and the Clerk have attended the first drop in event for Parish Councils. The presentation will be shared with Councillors.

Clerk to action

Update on Raising awareness of public consultation including open event for parishioners in July

Work has been ongoing with planning and arranging a drop in event run by the Parish Council for residents to access. This will now take place in July to enable the Parish Council to have engaged in the local authority briefing sessions for Parish Councils and some of the public drop in events being held in June. By doing this, it is felt more helpful information can be shared with members of the public, following on from Parish Councillors having engaged with Planning Policy officers.

In light of the availability of the venue and Councillors, it was agreed to hold the event on 14th July from 2pm to 8pm, Clerk to confirm booking at Village Hall. There would be access to associated large scale maps relating to the proposed allocation for residents to review, as well as access to consultation response forms and support if needed with this.

Clerk to arrange

An information booklet is being collated to encourage engagement, with key items such as reminding everyone that one response please per over 18 in the household, clarity on what consultation response questions relate to the proposed Renhold site, as well as items to consider putting in the response.

Clerk to collate

Collation of Parish Council submission to consultation latest

The Parish Council are experienced with responding to such public consultations and will be using this to present another robust and thorough response for this proposed allocation.

Bedford Borough Councillor feedback from Planning Policy Officers provided during the meeting, this to be shared with the Clerk.

Cllr MMB/Clerk

Councillors considered items that can be used to demonstrate that the planning policy is fundamentally unsound relating to this site, such as a change in working habits as more of the population work from home, evolution of technology in industry which has lead to different ways professions operate, sustainability factors, cancelling of Oxford to Cambridge Arc, an over allocation of employment sites in this Local Plan document, and that there are more sites with capacity closer to railway hubs which are a key driver in the policy of the Plan, multiple land

	owners, urban sprawl and open countryside, as well as levelling up and moving items north, are all policy reasons for this site not be taken forwards.	
	If the site is not taken forwards for a science research campus, then there was also a large concern it will have an alternative usage. The soundness of the employment forecasting which the Plan is based on was questioned, as well as the Council noting the sustainability policy document is an important consideration when the Parish Council collate their response.	
	Councillors discussed seeking assistance with the consultation response from professional advice, it was unanimously agreed to engage with Claudia Dietz. It was unanimously agreed that up to £1,000 be allocated for professional support with the response. This to be alongside the budget allocation that had already been agreed for the public drop in session, and information booklet it was noted at the last meeting.	
	JP re-joined the meeting at this point	
5	Neighbourhood Plan Working Group to include appointment of Working Group, review of	
	Terms of Reference, budget consideration, Parish Council representative on Working Group to be confirmed, Groundworks funding repayment figure to be agreed	
	This item is to be carried forward to the next meeting.	Future item
6	EAST WEST RAIL UPDATE	
	There was an update on the attendance levels at the two recent drop in events, with only four people using the bus service put on disappointingly. Wyboston Lakes event was better attended significantly when compared to Kings House it was noted.	
	It was noted there is a drop in session EWR are running in Lidlington on 28 th June.	
	On 31 st May BFARe had been a meeting with new CEO Beth West, NG and PN attended this on behalf of the parish, a walk of the route is expected in September. Costings were challenged at the meeting, dialogue remains ongoing with this aspect with Beth West to get back to the group with this information.	
	The EWR Bedfordshire Local Representatives Group had met on 7 th June looking at statement of community document ahead of a consultation, NG had attended on behalf of the PC, 27 th July and 8 th September are the next meeting dates set. The meeting in July will be used to cover Environmental Impact Assessment and how this relates to the Development Consent Order process.	
	Richard Fuller MP to be asked for an update on the progress with seeking clarity on the financial costs associated with the proposed route north of Bedford.	Cllr. Gribble Cllr. Gribble
	BFARe minutes circulated to Councillors, by NG is ongoing.	
7	FINANCE MATTERS TO INCLUDE	
a)	Quotations to be considered and agreed	
	The noticeboard refurbishment/replacement, Clerk had provided Cllr. Brunsden with details of a contractor who could provide a bespoke board. Item to be carried forward.	Future Item
	Resident request had been received for dropped kurb at War Memorial, seeking an application be progressed to the local authority with supporting information shared with Councillors including the cost of such works. Following some investigation with a Highways Officer, as this would be a scheme for public benefit this is not a service that the local authority charge for. Councillors agreed that a request be sent to the Borough Council for a dropped kurb to be installed at this location to be followed up with no cost expected for this.	Clerk to follow
	The repositioning of the bench at the War Memorial, Clerk had provided contractor details to	up
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Cllr. Gribble. Meeting has taken place with contractor to discuss quotation, it needs to be broken out, repositioned with brackets, turned round, re-slabbed and treated. The work is expected to be in the region of £350, full quote to be shared. If bench comes out in good order, then it to be put back in, if not then new bench to be purchased with Ward Fund assistance application to be made. Councillors unanimously agreed this approach, resolution passed.

Cllr. Gribble to share

Insurance renewal was actioned at the last meeting, the Council to confirm if a one year or three agreement to be secured. It was unanimously agreed to secure one year and then go to best value.

Clerk to action

b) Invoices to be paid

Backlight Ltd Administration service May £619.63

Ian McIver Reimbursement of expenses £184.80

Ian McIver Reimbursement of Platinum Jubilee expenses for steam coal £111.99

Ian McIver Reimbursement of Neighborhood Plan

Renhold Chapel donation for June Parish Council meeting £30.00

Michelle Riches internal audit £awaiting for next meeting

Colin Campbell Highland bagpiper services for Platinum Jubilee £100.00

JCB Printing Jubilee signage £22.10

JCB Printing May Village Magazine stapling £55.00

Morelock Signs Ltd additional VAS unit £3530.40

Councillors unanimously agreed to resolve the above items for payment. Resolution passed.

Clerk to action

Internal audit report

c)

d)

e)

Report from Michelle Riches, internal auditor received, report reviewed, going forwards changes to the cash book had been introduced for 2022/23 to improve comparison with the full year end bank reconciliation.

It was noted that there were some payments authorised but payments not sent, relating to Clerk salary payments for August, September and January outstanding. It was unanimously agreed going forwards for ease that an annual salary payment be issued, resolution passed.

Clerk to monitor

Councillors unanimously agreed that the Clerk be appointed as RFO and to carry out the function, resolution passed.

Review, approval of Annual Governance Accounts Section 1 and 2

Now the Annual Governance internal review has been carried out, there is confirmation that the presented document is a true and accurate reflection of the Council position. All Councillors had received the full transaction information for the financial year, bank reconciliation, copy of bank statements, completed Annual Return, financial analysis, and asset register also circulated. It was agreed, resolution made to approve Section 1 and Section 2 of the Annual Return, form to be signed.

Clerk to make external audit submission and to arrange for the audited items to be placed on Council website.

Clerk to action

Bank mandate changes

Following appoint of Martin Warwicker as a Lloyds bank signatory for the Parish Council

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	accounts, this had been actioned, completed form to be sent to the bank. Lloyds led Clerk through the changes needed, MW to be added initially, then AQ and IM to be removed to ensure suitable signatories in place first. Electronic banking authority will then be proceeded with. It was unanimously agreed to also appoint FC as a signatory to the Parish Council account. This also to be a future agenda item, for the Council to consider having GL as a bank signatory as well.	Clerk to action Clerk to action Future Item
8	MINUTES OF THE LAST MEETING	
a)	To review and consider any matters arising and resolve to sign as a true and accurate record.	
	It was resolved to approve the minutes of full Parish Council Meeting on 24 th May. Minutes to be signed by the Chair as a true and accurate record.	Chair to sign
	The Planning Committee meeting minutes from 9 th March had been revised by the Clerk, to be circulated electronically	Clerk to action
b)	Matters arising were:	
	 Council planning comments submitted 	
	 To be reassigned - To arrange meeting with Sports Field Trustees and Village Hall Management Committee after publication of GI Survey for which we are still waiting. 	Future Item
	 To be assigned – Following the Clerk sharing a copy of the application made by Great Denham Parish Council for a community asset. Work on an application for The Polhill Arms was ongoing. 	Future Item
	 To be assigned - Councillors to be given support with new email addresses, to be arranged. 	Future Item
	 .gov.uk website – Borough Councillors' Ward Fund still awaiting release of Ward Fund monies for the project. SM had offered support with this, Clerk had followed up recently and it is hoped the monies will be released shortly. 	Clerk to monitor
	 VAS data circulation completed 	
	 Payment of accounts issued 	
	 Approved previous meeting minutes signed 	
	 Cllr Moon had been following up the concern that the traffic lights at Church End are faulty on a regular and recurring basis, SM continues to chase and monitor. 	Cllr. Moon
	 Concerns continue to be communicated to Anglian Water regarding the numerous issues in the Parish with the water supply and constant repairs; Cllr. Gribble continues to monitor. 	Cllr. Gribble
	 Average speed camera data circulated, April one offender, seven in May it was noted. 	
	 BBC Officer communications regarding verge planting in Renhold, funding bid submitted for this project, now Ward Fund monies confirmed for this, Officer has been informed so project will be commenced in autumn. 	
	 Request for dog bin by the footpath near the Church had been chased with Glenn Dynes the Borough Officer looking into, being monitored. 	Clerk to monitor
	 Request had been sent to ask Borough Councillor Martin-Moran-Bryant if Parish Councillor training on permitted developments is something the local authority could assist with. Borough Officer had replied, seeking clarity on what would be useful. 	

Feedback has been provided by the Clerk on this. Clerk to review the drafted document to guide the neighbouring property owners through the process of responding to a planning application, whether it be for Clerk permitted development, planning enforcement or any other type of development. This item is on hold, will be revisited. Cllr. Cardinale Cllr. Cardinale Register of Interest paperwork to be forwarded to Monitoring Officer. There had been follow up with the Lorry Watch scheme, the Clerk had publicised that help with co-ordinating this was welcomed, no volunteers had come forwards. The Clerk had sought clarity with the Borough Council and Police, Police feedback previously reported no capacity, Clerk has chased local authority again who had outlined: the Parish Council could set up a scheme. This would involve noting vehicle registration numbers and the names of hauliers. If there are persistent offenders, we can write to the haulier and remind them of the weight restriction and the police could look to take enforcement action. It was noted that they currently two residents are carrying this out by phoning hauliers but identification of the vehicles is challenging. BBC Grass cutting agreement information submitted - awaiting payment to be Clerk received Colour copy of Annual Report to be placed on website. Website development to be a future item as Councillors expressed wish to present website feature at a meeting. Clerk A new Clerk email had been set up, clarity on the account set up details had been provided, Clerk to start migration over to new email address. Has not been started, Clerk will be done after the Local Plan consultation. Request sent from the Parish Council asking for the 30mph sign in Ravensden Road to the village boundary, as discussed during the VAS site visit with the Borough Council Highways Office, had been followed up since May meeting, being monitored. Clerk Neighborhood Plan request received for parking restrictions at the Woodfield Lane junction. The area to be monitored, to enable Councillors to consider the issue and to ΑII view the area, ongoing. Bedford Borough Council tulip bulbs secured in local authority community give away, need to check when to be collected. Cllr. Gribble Police communications have continued between meetings relating to highways safety matters. There has been the speed enforcement vehicle in the parish since the last meeting. SB had followed up and taken on administering the Planning Committee site visits letters and feedback Clerk had fed back the election of Margaret Dean and Ian McIver as the Charity Trustee representatives on behalf of the Parish Council. Reimbursement has been requested from Kimbolten Fireworks following the Jubilee Clerk event Clerk had requested to collect the Aspire board keys, being monitored. Handover will be actioned with Orbit following this and then the board to added to the asset register. FC/Clerk The contractor has been chased again for a quote for the grass seeding needed at Cllr Gribble Becher Close. Cllr. Gribble to follow up by checking with Cllr. Moon.

	 Green End bus shelter downpipe repair quote ongoing will be done when the War Memorial bench is repositioned. 	Cllr Gribble
	 The order had been placed and confirmed for the new bin located at Cranbourne Gardens, the local authority are awaiting delivery of the new bin. 	
	 CPRE wild planting workshop Cllr. Gribble had attended. 	
	 Willington Lock Quarry Liaison Meeting JP attended and circulated report 	
	 Jubilee event was a huge success thanks to all involved, JP communication to be reviewed and a thanks to be shared with the parish. 	Clerk
	 Parish Councillor vacancies had been reported to the Monitoring Officer. 	
	 Regular updates being placed on the Parish Council website 	
	BBC Monitoring Officer liaison regarding vacancies	
	■ BBC Monitoring Officer liaison regarding election called	
	 Resident communication regarding site at 27 Hookhams Lane – future item 	Clerk
	■ BBC Rural Bulky Waste Service – shared widely to be placed on noticeboards as well	
	■ Review of Dignity at Work and Bullying and Harassment – future agenda item along	NG/Clerk
	with a policy review update to be carried out	NG/Clerk
9	CORRESPONDENCE AND INFORMATION RECEIVED	
	NALC Events Bulletin emails	
	Age Partnership email promoting services	
	BBC Planning weekly list email	
	Village newsletter copy	
	Online playgrounds promotional information	
	BRCC e-bulletin newsletter	
	CPRE update emails	
	Bank statements	
	Crime statistics - forwarded to all	
	ERTA Voluntary Transport email	
	Beds Police newsletter	
	BBC Weekly Licensing list	
	BBC letter acknowledging receipt of planning comments	
	Parish and Town Council Network Meeting information	
	Bedford Borough Council highways average speed camera data – circulated	
	CPRE latest newsletter - circulated	
	I and the second	
	Renhold Magazine article submission and communications	

A R Worboys communications regarding cutting in the village VAS summary data information – shared East West Rail representatives Group information – shared Willington Lock Quarry Liaison Meeting communications Resdient communication regarding Water End/Green End employment allocation Platinum celebrations communications Stapling costs for magazine grant application BBC Local Plan 2040 consultation - Online Local Council Workshops for Local Council Clerks Resident communication regarding dropped kerb at 43 Green End – responded to Resident communication regarding EWR Meeting King's House TODAY Renhold Reading Group report Resident communication regarding platinum jubilee payments BBC Officer communications regarding 22/00534/TPO - Copse House 25A Becher Close Resident communication regarding Average Speed Cameras and Mile Road Resident communication regarding overgrown shrubs in Hookhams Lane – responded to, sent over to Highways Helpdesk **BBC Asgard Drive bin communications** EWR Materials for Bedfordshire Meeting #2 – now available Resident clarity on Parish Council meeting minutes Resident communication on supporting with help for the Local Plan Queen's jubilee £3m fund to help English village halls - BBC News - forwarded to Village Hall Bolnhurst Old School donation thank you **UK Community Renewals communication** Complaint communication received – responded to Various communications with website developer INVITE: Community Network event - 6 July 2022 Parish and Town Council Network - Local Plan 2040 Presentation – circulated Multifaith Networking Event 2022 Resident communication regarding site at 27 Hookhams Lane – responded to BBC Rural Bulky Waste Service – shared widely Copied into resident communication with Police regarding Green End Resident communication regarding highways matters - responded to Resident application for dropped kurb at War Memorial Copied into resident communication with Highways Helpdesk

BATPC Finance Training information – circulated

Resident follow up regarding expression of interest to join the Parish Council – responded to

BBC Temporary Emergency Road Closure Church End Renhold 2022-039 - circulated

Resident communication regarding road closure communications

Internal audit communications

BBC Minutes for Rural Affairs Committee, Tuesday, 17th May, 2022, 6.30 pm

BBC Register of Interests link to the Borough Council's website

Ukrainian Church service communication

Luncheon Club report

Song for the Commonwealth

Developing in the Forest of Marston Vale SPD – circulated

Village Hall booking communications

Resident concerned about discharge to Brook

Copied into resident communication regarding LP2040 EMP6 Proposed Policy for Science Campus at Green/Water Ends

Resident communication regarding road safety at Church End – responded to

BBC Lorry Watch communications

AGAR 2021-22 - approaching deadline - 30 June 2022

Agenda for Standards Committee, Wednesday, 29th June, 2022, 6.30 pm

EWR Bedfordshire Group – Meeting #3 follow-up: Agenda, slides, transcript, recording, and Meeting #4 venue

Police communication regarding speed camera in Renhold – MW responded to

Flittabus June 2022 Newsletter

BBC PSPO Dog Control Order Extension

Resident communication regarding Green End highways – responded to

Planning application decisions to be noted:

22/00897/TPO T1. Large Ash - Crown reduce by removing up to 2m all round. G1. 2x Smaller ash - Crown reduce by removing up to 1m all round. T2. Leaning ash over road - Fell only the leaning stem to near ground level. Job is to maintain trees in a domestic setting at The Laurels 2 Ravensden Road – Permitted

22/00812/FUL Removal of existing rear conservatory and erection of front porch, bay window, single storey side and rear extension, raise roof heights to facilitate loft conversion and alterations to re-model existing dwelling at12 Top End – Permitted

22/00534/TPO 471 - Ash - Fell to ground level. 472 - English Oak - Remove dead wood. 475 - Ash - Reduce height of both stems to 8m. 481 - Ash - Remove east branch at 5m & wounded branch in mid-crown to SW. 484 - Ash - Reduce height of south stem to 10m & north stem to 15m. 485 - Ash - Reduce height to 12m. 488 - Ash - Reduce height of both stems to 8.5m. 490 - Ash - Investigate depth of cavity & report findings at Copse House 25A Becher Close - Permitted

22/00513/AOC 20 02453 FUL - Condition 11 - Contamination (Discharge of Condition) at

	Greenacres 63A Wilden Road – Permitted	
	22/00512/AOC 20 02453 FUL - Condition 10 - Vehicle Turning (Discharge of Condition) at Greenacres 63A Wilden Road – Refused	
	22/00510/AOC 20 02453 FUL - Condition 3 - Materials (Discharge of Condition) At Greenacres 63A Wilden Road – Permitted	
	21/03282/FUL Loft Conversion with dormer windows to front and rear at 8 Primrose Fields - Permitted	
10	Close of Meeting	
	Next meeting to be Wednesday 27 th July at 7pm at Renhold Village Hall. It was noted that this was on the same night as a EWR meeting, PN will attend on 27 th July as a representative it was agreed.	
	The Meeting closed at 9.30pm.	