



# PARISH OF RENHOLD



**Minutes of RENHOLD PARISH COUNCIL meeting held on Wednesday 27<sup>th</sup> July 2022 at 7.00pm at Renhold Village Hall, Wilden Road**

**IN ATTENDANCE:** Parish Councillors Mrs. Dean, Mrs Gribble, Mrs Cardinale, Mr. Liguori, Mrs. Brunsten, Mr. Warwicker, the Clerk, and eight members of the public were present.

Item	Minutes of discussions and resolutions	Actions and Responsibility
1	<p><b>WELCOME BY THE CHAIR AND APOLOGIES FOR ABSENCE TO BE RECEIVED</b></p> <p>NG welcomed all to the meeting, thanking everyone for attending. Borough Councillor Christine McHugh, Stephen Moon, Phillipa Martin-Moran-Bryant, had sent apologies which were accepted.</p> <p><b>DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST FOR THE MEETING TO BE MADE</b></p> <p>No declarations were received for the meeting.</p> <p><i>The Chair adjourned the meeting at this point</i></p>	
2	<p><b>OPEN FORUM – MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK</b></p> <p>Resident raised announcement from government regarding challenges regarding phase 2 and 3 of the East West Rail project.</p> <p><i>The Chair reconvened the meeting at this point.</i></p>	
3	<p><b>PARISH COUNCILLOR VACANCIES</b></p> <p>The Parish Council currently have two vacancies, one vacancy can be filled by co-option, to date no one has expressed an interest in this in between meetings. Website and social media had been used to raise awareness of the current vacancy.</p> <p>In regards to the vacancy arising from the North Parish Ward where electors had called for an election, the notice of election had been displayed recently, no one came forward for election. Therefore, the Returning Officer has to advertise the election again, the notice will be displayed again from 1<sup>st</sup> September. Borough Council Election Officer has confirmed that if on the next notice of election no nominations are received, the local authority will run the process once more and then it will go into the six months before the parish elections, so notices will no longer be issued and the Parish Council will have the ability to co-opt. It was noted that electors having called for an election, that each time the election is advertised and no one comes forward it has resource implications in terms of time and monetary value for the Parish Council. Councillors reiterated the need for raising awareness not only across various platforms and also in the magazine.</p> <p>All Councillors were asked to consider their interest areas at the previous meeting, so that responsibilities can be considered and reviewed at the next meeting. GL, FC and MW offered support with items, SB to circulate appropriate forms to Councillors. A reminder that Councillors had agreed to support one another continuing to monitor assets on a quarterly basis.</p>	<p>Clerk to include</p> <p>SB to circulate</p>

<p><b>4.1</b></p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>	<p><b>PLANNING AND DEVELOPMENT - for full Council to agree responses to:</b></p> <p><b>APPLICATION NO: -22/01386/S73A</b> Retrospective planning permission Application for Valeting Canopy (Development already carried out) at Car Wash, Norse Road – the Council agreed to highlight that it is disappointing that it is again a retrospective application on this item, no comments on the canopy structure, resolution passed.</p> <p>i) <b>APPLICATION NO: -22/01577/FUL</b> Erection of 3 bedroomed detached chalet bungalow with detached garage Land At Castle Dairy Farm St Neots Road - the Council agreed to respond with no comment, resolution passed.</p> <p>ii) <b>APPLICATION NO: -22/01578/FUL</b> Erection of 3 bedroomed detached chalet bungalow with detached garage Land At Castle Dairy Farm St Neots Road - the Council agreed to respond with no comment, resolution passed.</p> <p><b>APPLICATION NO: - 22/01006/LBC</b> Erection of detached garage Location at 33 Ravensden Road - the Council unanimously agreed to reiterate the comments raised during the previous application, resolution passed.</p> <p><b>APPLICATION NO: -22/01516/FUL</b> Proposed new two bay garage with internal electric charge points at North End Barn, The Grain Store, Renhold Road, Ravensden - the Council unanimously agreed to reiterate the comments raised during the previous application, resolution passed.</p> <p>It was noted that in regards to <b>APPLICATION NO: - 22/01266/FUL single storey side extension and garage conversion at 19 Embla Close- GL declared an interest in this application.</b> At the last meeting it was detailed that it had not been possible for the three Councillors to undertake a site meeting. Councillors had been informed at the property following a change in circumstances this application may be withdrawn. Clerk had liaised with Planning Officer regarding this, who was unaware of this and had received no such communication. The application has recently been refused, so going forwards Council to ensure comments are made irrespective of representation made during a site visit from an occupier.</p> <p>Planning Committee site visits would recommence for the applications to be considered at the September Parish Council meeting.</p>	<p>Clerk to submit</p> <p>Clerk to submit</p> <p>Clerk to submit</p> <p>Clerk to submit</p> <p>Clerk to submit</p>
<p><b>4.2</b></p>	<p><b>Planning and Development: to consider Applications and agree responses to Applications received after the publication of the agenda if applicable</b></p> <p>Following previous communication regarding site at 27 Hookhams Lane by landowner to a Neighbourhood Plan drop in event, information had been shared with Councillors who previously requested this be an agenda item. Clerk also detailed recent telephone communication received from Greene King regarding a site adjacent to the Polhill Arms. The landowners at 27 Hookhams Lane outlined aspirations for the site, Councillors thanked them for the information provided, noting the Council is unable to comment until there are formal plans as part of a planning application presented.</p>	
<p><b>4.3</b></p>	<p><b>Bedford Borough Council's Local Plan consultation including allocation for Renhold with employment allocation at Green End/Water End</b></p> <p>Following the last Parish Council meeting, this item has been the main focus of all Parish Council time and effort. Following NG and the Clerk attending the first drop in event for Parish Councils led by the local authority back in June, the presentation was shared with Councillors.</p> <p>Bedford Borough Councillor feedback from Planning Policy Officers provided during the meeting, this to be shared with the Clerk, still awaiting this.</p> <p><b>Public drop in session for Renhold residents feedback</b></p> <p>An event had taken place on 14<sup>th</sup> July from 2pm to 8pm at the Village Hall, where information</p>	<p>NG/Clerk to monitor</p>

	<p>was made available for residents on the proposed allocation with supporting documents, large scale maps were shared along with photographs to highlight the site location in context and copies of the policy wording as well as paper copies of the consultation response form available for attendees. Resident attendance was pleasing, and the Council thanked all those who had taken the time to come along, to find out more about the proposals and to share their thoughts on the sites with Councillors. It was noted the landowner had been present throughout the drop in session.</p> <p><b>Communications to residents to raise awareness of consultation</b></p> <p>There had continued to be a range of different methods being used to raise awareness of the consultation with residents being encouraged to engage in the process. All residents in the parish had received an information booklet produced by the Parish Council which set out the proposal, explained the consultation process and detailed how residents can engage. Again, the Council expressed thanks to all those who have supported with this large piece of work.</p> <p><b>Parish Council to discuss and agree comments for submission to the public consultation</b></p> <p>A substantial amount of work had been taking place on producing a response to the Local Plan consultation document, which extends beyond just the main document, but has also tried to encompass the vast number of subsidiary and very technical planning policy documents that accompany the Local Plan. With limited resources it has been challenging, however, many residents have stepped forward to support the Council to enable a thorough and robust response to have been collated. All support has been much appreciated.</p> <p>At the previous meeting the Council had agreed to engage with professional advice, the initial draft had been shared with Claudia Dietz who the Council were very grateful for her meticulous work on the document. There still remains some further updates to be made to the document, which has also been shared with Councillors. Councillors discussed the response document making observations on the consultation response which looked to set out many issues and concerns with the information provided within the consultation relating to Policy EM6 site at Water End and Green End.</p> <p>Following the final updates to be made, the document would then be shared again with all Councillors, submitted prior to the deadline and also be shared through the usual various platforms so residents can see the submission.</p>	Clerk to arrange
5	<p><b>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</b></p> <p>A number of the Working Group members had been busy supporting the Local Plan engagement work recently, Councillors thanked the members for this help, it has been most appreciated.</p> <p>In relation to the Groundworks funding repayment, the Working Group had confirmed the presented accounts for year end that had been shared by the Clerk. Therefore, the figure to be returned to Groundworks with payment to be issued at this meeting, was £3146.80.</p> <p>The remaining Working Group items to be carried forward to the next meeting.</p>	Future item
6	<p><b>PARISH COUNCIL REVIEW TO INCLUDE DISCIPLINARY GRIEVANCE POLICY</b></p> <p>Work had been done on reviewing the above policy document, with thanks given to GL and NG who have updated the policy to ensure it covers support for such incidents. The document had been shared with Councillors, noting that the document covers (a) Complaints Procedure,</p>	

	<p>(b) Renhold Parish Council Bullying and Harassment Policy and (c) Disciplinary and Grievance Policy and Procedure. It was unanimously agreed with the documents to be adopted, resolution passed. Documents to have Council logo attached and to be uploaded to the Council website.</p>	GL/Clerk to arrange
7	<p><b>FINANCE MATTERS TO INCLUDE</b></p> <p><b>a) Quotations to be considered and agreed</b></p> <p>The noticeboard refurbishment/replacement, Clerk had previously provided Cllr. Brunsdon with details of a contractor who could provide a bespoke board. It was suggested to decommission the noticeboard at the Church End barn with a new board to be sited in Church End. Clerk to resend details of the contractor and contact to be made with the barn owner to outline the decommission, with a site to be located.</p> <p>The repositioning of the bench at the War Memorial, following meeting between Cllr. Gribble and contractor for the bench 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.</p> <p><b>b) Invoices to be paid</b></p> <p>Backlight Ltd Administration service June £929.44</p> <p>CD Planning Services Local Plan response support £120.00</p> <p>CD Planning Services Local Plan response support £120.00</p> <p>Michelle Riches internal audit £135.00</p> <p>Fleur Keyes Platinum Jubilee bunting £15.00</p> <p>Rod Jones Platinum Jubilee expense £32.00</p> <p>Renhold Chapter House Gardening Club meeting donations for April and May meetings £60 – have been notified that end of award period has now been reached</p> <p>JCB Printing Local Plan leaflet £476.00</p> <p>JCB Printing Drop in event printing £25.34</p> <p>A R Worboys Ltd SI1804 Grass cutting £213.00</p> <p>A R Worboys Ltd SI1834 Grass cutting £384.00</p> <p>A R Worboys Ltd SI1839 Grass cutting £213.00</p> <p>CPRE Wildflower workshop £45.00</p> <p>Groundworks Locality NP grant returned £3146.80</p> <p>Councillors unanimously agreed to resolve the above items for payment. Resolution passed.</p> <p><b>External audit report</b></p> <p><b>c)</b> Submission made prior to the deadline, spot check information was also requested and supplied, awaiting formal report, acknowledgement has been received.</p> <p><b>d) Bank mandate changes</b></p> <p>Following appoint of Martin Warwicker as a Lloyds bank signatory for the Parish Council accounts, this had been actioned at the last meeting, the completed form sent to the bank had been returned. Clerk visited Lloyds branch to seek clarity on the form to minimise future issue.</p>	<p>Future Item</p> <p>Clerk</p> <p>Cllr Gribble</p> <p>Clerk to action</p>

	Forms updated, with MW, FC and GL to be added initially, then AQ 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 GL as a signatory to the Parish Council account.	Clerk to action
<b>8</b>	<b>MINUTES OF THE LAST MEETING</b>	
<b>a)</b>	<b>To review and consider any matters arising and resolve to sign as a true and accurate record.</b> It was resolved to approve the minutes of full Parish Council Meeting on 22 <sup>nd</sup> June. Minutes to be signed by the Chair as a true and accurate record.  The Planning Committee meeting minutes from 9 <sup>th</sup> March had been revised by the Clerk, and shared with Councillors.	Chair to sign  Chair to sign
<b>b)</b>	<b>Matters arising were:</b> <ul style="list-style-type: none"> <li>▪ Council planning comments submitted</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ To be assigned - Councillors to be given support with new email addresses, to be arranged.</li> <li>▪ .gov.uk website – Borough Councillors’ Ward Fund still awaiting release of Ward Fund monies for the project. Clerk had followed up and it is hoped the monies will be released shortly.</li> <li>▪ VAS data circulation completed</li> <li>▪ Payment of accounts issued</li> <li>▪ Approved previous meeting minutes signed</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Average speed camera data not received since May, chase sent to Highways Officer.</li> <li>▪ 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. Officer chased about grant bid outcome.</li> <li>▪ Request for dog bin by the footpath near the Church, Glenn Dynes the Borough Officer was looking into the area by the Church and Woodfield Lane, surveys completed and the areas do not meet the standards for a bin after the inspections as insufficient evidence of a problem.</li> <li>▪ 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. Follow up has been chased between</li> </ul>	Future Item  Future Item  Future Item  Clerk to monitor    Cllr. Moon  Cllr. Gribble   Clerk to monitor

	<p>meetings and Borough Officers are looking to engage with a suitable training provider for this.</p> <ul style="list-style-type: none"> <li>▪ 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 permitted development, planning enforcement or any other type of development. This item is on hold, remains on hold, will be revisited.</li> <li>▪ Cllr. Cardinale Register of Interest paperwork to be forwarded to Monitoring Officer. This has been completed, Officer noted some pages missing so ongoing.</li> <li>▪ BBC Grass cutting agreement information submitted – payment has been received.</li> <li>▪ Colour copy of Annual Report to be placed on website, this had been followed up and the document has been deleted. Website development will be a September item as Councillors expressed wish to present website feature at a meeting.</li> <li>▪ 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, will be done after the Local Plan consultation.</li> <li>▪ 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 and June meeting. Helpdesk advised Officer replied end of June, have chased Officer directly, being monitored.</li> <li>▪ 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 view the area, ongoing.</li> <li>▪ Reimbursement has been requested from Kimbolten Fireworks following the Jubilee event – need to check July statement.</li> <li>▪ 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.</li> <li>▪ The contractor has been chased again for a quote for the grass seeding needed at Becher Close. Cllr. Gribble to follow up by checking with Cllr. Moon.</li> <li>▪ Green End bus shelter downpipe repair quote ongoing will be done when the War Memorial bench is repositioned.</li> <li>▪ The order had been placed and confirmed for the new bin located at Cranbourne Gardens, the local authority have confirmed the bin is installed.</li> <li>▪ JP communication regarding Jubilee celebrations to be reviewed and a thanks to be shared with the parish.</li> <li>▪ BBC Rural Bulky Waste Service – shared widely and service had visited.</li> <li>▪ Review of Dignity at Work and Bullying and Harassment – future agenda item along with a policy review had been carried out.</li> <li>▪ New Councillor documents had been issued to GL who had completed an Acceptance Of Office form, and Register of Interest form as well.</li> <li>▪ Richard Fuller MP communications continued seeking clarity on the financial costs associated with the proposed route north of Bedford. Government leadership change impact on EWR noted. PN in attendance at Local Representatives Group currently.</li> <li>▪ BFARe minutes circulated to Councillors, NG has followed up.</li> </ul>	<p>Clerk FC/Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All</p> <p>Clerk</p> <p>Cllr. Gribble Cllr. Gribble</p> <p>Clerk</p> <p>Cllr Gribble</p>
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	<ul style="list-style-type: none"> <li>▪ 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. Request had been sent to the Borough Council for a dropped kurb to be installed at this location, with no cost expected for this. Officer had confirmed site has been surveyed and the works will be undertaken shortly at no cost.</li> <li>▪ Insurance renewal follow up was made confirmed that it was a one year agreement, confirmation received this has been actioned.</li> <li>▪ BBC Church End, Renhold - Planned footway resurfacing works in your Ward notification</li> <li>▪ Follow Up From The Hedgehog Highway Project Enquiry</li> <li>▪ Church funding request for support with Rural Grant application bid – future item</li> </ul>	Cllr Gribble
9	<b>CORRESPONDENCE AND INFORMATION RECEIVED</b>	
	<p>NALC Events Bulletin emails</p> <p>Age Partnership email promoting services</p> <p>BBC Planning weekly list email</p> <p>Village newsletter copy</p> <p>Online playgrounds promotional information</p> <p>BRCC e-bulletin newsletter</p> <p>CPRE update emails</p> <p>Bank statements</p> <p>Crime statistics - forwarded to all</p> <p>ERTA Voluntary Transport email</p> <p>Beds Police newsletter</p> <p>BBC Weekly Licensing list</p> <p>BBC letter acknowledging receipt of planning comments</p> <p>Parish and Town Council Network Meeting information</p> <p>CPRE latest newsletter - circulated</p> <p>Renhold Magazine article submission and communications</p> <p>Renhold Village Hall communications relating to booking of facility</p> <p>Renhold Chapel communications regarding booking for September meeting</p> <p>BATPC Finance Training information – circulated</p> <p>A R Worboys communications regarding cutting in the village</p> <p>VAS summary data information – shared</p> <p>East West Rail representatives Group information – shared</p> <p>BBC Officer communications regarding dropped kerb at 43 Green End</p>	

Resident communication regarding overgrown shrubs in Hookhams Lane – Highways Helpdesk confirmed action, resident updated

BBC Asgard Drive bin communications

Resident communication regarding June Parish Council meeting minutes -

UK Community Renewals communication confirmation received

Various communications with website developer

Resident communication regarding site at 27 Hookhams Lane – responded to

BBC Rural Bulky Waste Service – shared widely

Resident communication regarding Green End highways – responded to

BBC Church End, Renhold - Planned footway resurfacing works in your Ward – circulated

Renhold Parish Council - 5% spotcheck information external auditors communication – responded to

Resident communication regarding Local Plan consultation – responded to

Resident communication regarding Local Plan consultation – responded to

Communications with planning consultant regarding Local Plan response

Resident communication regarding speeding in Renhold – article submitted to magazine

BBC Highways Officer communication about highways matter and recent requests in parish

Communications regarding Social Media information on Renhold drop in session

BBC Highways Technician communications regarding Top End War Memorial drop kurb request – responded to

Councillor communications regarding policy updates

Resident communication feedback on the Local Plan drop in event – responded to

Resident communication feedback on the Local Plan drop in event – responded to

Correspondence list request to join – actioned

Copied into communications with Mr Fuller MP regarding EWR

Troy Planning + Design | Newsletter Summer 2022

EWR Bedfordshire Local Representatives Group – meeting #4 reminder and pre-reading – shared with attendees

BBC Monitoring Officer communications regarding elections

BBC Creditors communications regarding BACS Ward Fund payment for website

Follow Up From The Hedgehog Highway Project Enquiry

Local Plan 2040 - Our response CPRE – circulated

BBC Temporary Road Closure Hookhams Lane Renhold 22-053 - circulated

Neighbourhood Plan Working Group communications regarding Locality Grant

Church funding request for support with Rural Grant application bid – responded to



Parish Councillor Vacancy expression of interest communications copied into  
BBC Agenda for Standards Committee, Wednesday, 29th June, 2022, 6.30 pm  
BBC PSPO Dog Control Order Extension – circulated  
BBC Press Release - Plans on Track for Wixams Station- Have Your Say On Plans  
BBC Press Release - Sea Themed Play Area Coming to Jubilee Park  
BBC Press Release - Bedford Borough Council Issues Nearly 500 Tickets for Illegal Parking  
Outside Schools  
AGAR 2021-22 - approaching deadline - 30 June 2022 reminder  
BBC communication regarding Ravensden Neighbourhood Development Plan  
BATPC update regarding National Civility and Respect Project  
BBC Press Release - Morris Dancing at The Higgins Bedford  
BBC Minutes for Standards Committee, Wednesday, 29th June, 2022, 6.30 pm  
BBC Press release: Redwood Grove – Information Centre to open at Harpur Suite  
BBC Reminder - Consultation for the new council vision for physical activity - Movement to  
change  
Press Release - Have Your Say on Review of Polling Districts and Polling Place  
BBC Press Release - Bedford Borough Council Launch Fair Cost of Care Consultation  
BBC Agenda for Standards Complaints Sub-Committee, Monday, 25th July, 2022, 6.30 pm  
Parish and Town Council Network - Marketplace Event - 29 September 2022 – circulated  
National Highways - Important roadworks information - A421 Lower Shelton to Marston  
Moretaine  
Change in Community Inspector – Bedfordshire Police  
BBC Clapham and Felmersham and Radwell Neighbourhood Development Plans  
BATPC Finance Training Programme – circulated  
Police communication regarding VAS data leading to carrying out speed checks  
**Planning application decisions to be noted:**  
22/01266/FUL Single storey side extension and garage conversion at 19 Embla Close – Refused  
22/01243/FUL Single storey side and rear extensions, first floor side/dormer extension and  
front porch at 19 Home Close – Permitted  
22/01188/S73A Replacement detached garage/outbuilding (development already carried out)  
at 57 Church End – Permitted  
22/01061/FUL Single storey side extension at 41 Maskell Drive – Permitted  
22/01005/FUL Erection of detached garage at 33 Ravensden Road – Permitted  
22/01006/LBC Erection of detached garage at 33 Ravensden Road – Withdrawn  
22/00658/LBC Replacement of selected windows at 12 Green End – Permitted  
22/00510/AOC 20 02453 FUL - Condition 3 - Materials (Discharge of Condition) at Greenacres

	<p>63A Wilden Road – Permitted 22/00501/LDP Certificate to confirm that the details submitted do not require planning permission (Erection of shed ancillary to residential use for the storage of vehicles for hobby purposes.) at Willow Green 36 Top End - Decided Certificate Issued</p>	
<b>10</b>	<p><b>Close of Meeting</b></p> <p>Next meeting to be Monday 5<sup>th</sup> September at 7pm at Renhold Chapel.</p> <p>The Meeting closed at 8.50pm.</p>	