



PARISH OF RENHOLD



Minutes of RENHOLD PARISH COUNCIL ANNUAL meeting held on Wednesday 22nd May 2024 at 7.15pm at Renhold Village Hall, Wilden Road

IN ATTENDANCE: Parish Councillors Mrs. Dean, Mrs. Brunsdon, Mr. Warwicker, Mr. Rayner, Mrs. Gribble (Chair), the Clerk, and two members of the public were present.

Item	Minutes of discussions and resolutions	Actions and Responsibility
1	<p>ELECTION OF CHAIR Proposed by Cllr. Warwicker that Cllr. Gribble be elected as Chair, Cllr. Dean seconded proposal. All Councillors present voted and unanimously agreed, Cllr. Gribble be elected as Chair. Resolution passed. Cllr. Gribble completed the Declaration of Acceptance of Office.</p>	
2	<p>WELCOME BY CHAIR, APOLOGIES FOR ABSENCE, DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST FOR THE MEETING TO BE MADE Cllr. Gribble welcomed all to the meeting, thanking everyone for attending. Parish Councillor apologies received and accepted from Mrs. Roberts and Mrs. Cardinale. No declarations of interest received for the meeting. Councillors annual reminder to ensure Register of Interest forms are up to date, and to review the Code of Conduct. Councillors reviewed a model document unanimously agreeing in principle to approve the updated document, resolution passed. All Councillors would sign and then be placed on the Parish Council website. <i>The Chair adjourned the meeting at this point</i></p>	Clerk to action
3	<p>OPEN FORUM – MEMBERS OF THE PUBLIC ARE INVITED TO SPEAK The verge length in Hookhams Lane concern raised, there has been ongoing dialogue with the existing contractor about the schedule for this season it was fed back. <i>The Chair reconvened the meeting at this point</i></p>	
4.1	<p>PLANNING AND DEVELOPMENT - for full Council to agree responses to: It was noted that information had been shared with all Councillors ahead of the meeting regarding applications and some Councillors had undertaken a site visit to some of the applications.</p> <p>a) APPLICATION NO:- 24/00707/S73 Variation of Condition Application, one and two storey rear extension and single storey front extension including variation of approved plans condition 1 attached to 21/01777/FUL to allow for a smaller extension to be built and change of layout at 16 Church End - the Council reviewed the application, it was unanimously agreed to respond with no comment on the application, resolution passed.</p> <p>b) APPLICATION NO:- 24/00908/TPO T1 - Large Crack Willow, crown reduce by 3.5-4 metres all round at Abbey Farm 4 Ravensden Road - the Council reviewed the application, it was unanimously agreed to respond with no comment on the application, resolution passed.</p> <p>c) APPLICATION NO:- 24/00864/FUL Replacement of existing double garage with 1.5 storey garage/store with office/storage over at Teazels Green Lane - the Council reviewed the application, it was unanimously agreed to respond with an objection to the application as it is not in keeping, it appears to be for residential usage as a stand alone dwelling in the near future as it appears to be a chalet bungalow, resolution passed. Clerk to submit.</p>	Clerk to action
4.2	<p>Planning and Development: to consider notification of planning appeal relating to 23/00312/FUL Demolition of existing commercial unit and erection of 1 dwelling with garage</p>	

	and associated access works at 25 Top End – Council reviewed previous comments submitted and the appeal documentation from the appellant. It was discussed and agreed to reiterate the comments previously submitted and to include a further concern relating to the highways safety due to the access challenges with this proposal.	Clerk to submit
4.3	Planning and Development: to consider Applications and agree responses to Applications received after the publication of the agenda if applicable – APPLICATION NO: - 24/01005/FUL replacement fencing at 33 Ravensden Road – the Council agreed to reiterate the previous application comments made to APPLICATION NO:- 24/00182/FUL Replacement fencing at 33 Ravensden Road - the Council reviewed the application, it was unanimously agreed to have no comment on the application proposal but it was noted the plans show a dropped kurb when there is not a drop in place, resolution passed.	Clerk to submit
4.4	East West Rail community engagement events feedback Recent events had taken place with the statutory consultation still expected to commence in June from the recent engagement events albeit later than originally planned, however, now an election has been called this is likely to bring a change to the consultation due to purdah.	
4.5	Bedford Borough Council Rights of Way Improvement Plan consultation response Councillors had reviewed the supporting document, feedback to be submitted to the consultation agreed with Chair and Clerk to work on comments for submission.	Cllr. Gribble/Clerk to action
5.	ELECTION OF VICE CHAIR, appointment of PARISH COUNCIL REPRESENTATIVES, asset management review and PARISH COUNCIL VACANCIES to include ability to co-opt Proposed by Cllr. Gribble that Cllr. Warwicker be elected as Vice Chair, Cllr. Dean seconded proposal. All Councillors present voted and unanimously agreed Cllr.Warwicker be elected as Vice Chair. Resolution passed. Cllr. Warwicker completed the Declaration of Acceptance of Office. It was unanimously agreed to appoint Councillors Dean, Brunsdon and Roberts to review the planning applications as a Planning Working Group, ahead of applications coming to the full Council. Resolution passed. Clerk to circulate Terms of Reference document. It was unanimously agreed to elect Margaret Dean as the Charity Trustee representatives. Resolution passed. In regards to the Parish Councillor vacancies, it was noted that there remain vacancies that can be filled by co-option. Neighbourhood Plan Working Group re-appointment was unanimously agreed, resolution passed. First planning design has been received it was noted, so work continues on the Plan document. Asset management discussion on best way forward managing this, checks to remain at a frequency of twice a year for whole parish approach by two or three Councillors it was agreed. Cllr Brunsdon offered to draft a document, with Cllr. Dean and Cllr. Rayner offering support.	Clerk to circulate Cllr. Brunsdon
6.	BEDFORD BOROUGH COUNCILLOR REPORT Cllr. Gribble reported on the very successful community litter pick event with lots of support from the community. Anti social behaviour incidents followed up with a community safety camera installation being taken forwards. Fly tipping in Water End the local authority had not been as respondent as usual, this has been highlighted to the local authority it was noted.	
7.	COMMUNITY MATTERS Ravensden Road speed limit extension request , site meeting taken place with Borough Councillor Gribble, Community Speedwatch coordinator alongside Borough Offcier Andy Prigmore, where it was agreed the visibility splay is not sufficient to enable an extension. Consideration was given on what other measures could be installed to reduce the highway speeds at this location with village entrance gateways to be pursued, these are currently being looked into. With clearer paint markings on the road as well being followed up, both these items are being funded by the local authority. Village Hall item to be carried forward to next meeting it was agreed in absence of Cllr.	Monitor Future item

	<p>Roberts.</p> <p>Anti social behaviour had continued to include ongoing dialogue between all key stakeholders, community safety at local authority, community local police team, Borough Councillor, Parish Council and residents impacted. Reduction in incidents is pleasing with the collaborative working approach, with Bedford Borough Council due to be installing a CCTV camera following an onsite assessment carried out by the Community Safety Team. The camera will be on Pedley Way to allow coverage of footpaths and the nearby courts, with appropriate signage as well being provided by the Borough Council and local police.</p> <p>Community safety camera latest alternative quote for installation of the highways pole was sourced from Andy Muskett Ltd for £225.00 plus VAT, however the local authority have confirmed they will install free of charge, following site meeting with location agreed and work programmed in.</p> <p>A sim card will need to be purchased for the community safety camera device which Cllr. Warwicker will follow up with. Wi-fi coverage and sim cost discussed, it was unanimously agreed to spend £120 per annum in principle to take forwards in between meetings if needed to secure contract and enable device to be active, resolution passed. Adjacent landowner will be asked to cut back hedges nearby to make the camera more visibility. This will be done in due course when the camera has been installed.</p> <p>Annual electors meeting, Village Hall is unable to accommodate an early start time due to regular hirer bookings in the main hall, alternative venues being explored, expected meeting to take place on 20th June at the school. Invitees to be Mayor, local police, various senior Borough Council Officers, Internal Drainage Board, Citizens Advice Bureau, Flood Defense member, Village Agent. This is to enable community engagement on important local issues. Cllr. Gribble to secure venue booking, Clerk to invite individuals and local group representatives once booking confirmed.</p> <p>Engagement with external partners including Orbit walkround, Cllr. Rayner reported meeting had taken place with Councillors Rayner, Brunsdon and Gribble recently attended a site walk of the Orbit development with the Property manger Justin Stevens. Items covered including vehicle parking on path, community safety work, a range of grounds maintenance related items, fly tipping, service charge costs as well as adoption of the development.</p> <p>Village Hall AGM event attended by Cllrs. Gribble and Roberts.</p> <p>Defibrillator training event, Cllr. Roberts follow up liaison completed with all community facilities who have units, is working alongside training providers, with Bedford Training at present being favoured as they are able to run event free of charge, this was continuing to be pursued. Quotes for new devices to be discussed under finance.</p>	<p>Monitor</p> <p>Cllr. Warwicker</p> <p>Cllr. Gribble/Clerk to action</p> <p>Monitor</p> <p>Future Item</p>
<p>8.</p> <p>a)</p> <p>b)</p>	<p>FINANCE MATTERS TO INCLUDE</p> <p>Quotations to be considered and agreed –</p> <p>Defibrillator units clarity being sought on the recommended units, confirmation from Councillors that three quotes be circulated. It was noted the previous meeting minute regarding locations would remain to inform the location of the new units: <i>one at Fiona Way Sports Pavilion, with one in Cranbourne Gardens, and one in the Spires, the locations to be finalised. It was noted previously that the best location for a defibrillator unit at the Pavillion would be to place the defibrillator to the right of the front door, this will make it visible to the wider public and not round the back where it would not be in plain sight. A sign round by the back door to indicate its position was suggested, for those coming from the opposite direction, with the proposed location also easy to run an electric supply to it.</i></p> <p>At this point of the meeting, Councillors considered placing a memorial plaque on the bench on the Green, Cllr. Gribble to look into options it was unanimously agreed by the Council, resolution passed.</p> <p>Invoices to be paid</p> <p>Backlight Ltd Administration service April £724.46</p> <p>A R Worboys Ltd SI2251 grass cutting £229.74</p> <p>A R Worboys Ltd SI2250 grass cutting £415.30</p> <p>Wave Anglian Water water charges £20.92</p> <p>Michelle Riches internal audit £135.00</p> <p>Zurich Municipal Insurance renewal £459.00</p> <p>British Legion Dday wreath £25.00</p> <p>Councillors unanimously agreed to resolve the above items for payment. Resolution passed.</p>	<p>Clerk to action</p> <p>Cllr. Gribble</p> <p>Clerk to action</p>

<p>c)</p> <p>d)</p> <p>e)</p>	<p>Clerk had also shared latest transaction report with Councillors for 2024/25 financial year it was noted that first half of parish precept and HMRC VAT reclaim have been received.</p> <p>Internal audit report</p> <p>Clerk had shared the report which raised no matters arising, Councillors reviewed the documents from the auditor Michelle Riches and were pleased with the report, no action to be taken.</p> <p>Annual Governance and Accountability Return 2023/24 Section 1 and 2</p> <p>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 unanimously agreed by all present, resolution made to approve Section 1 and Section 2 of the Annual Return, form to be signed by Chair and Clerk. Clerk to make external audit submission and to arrange for the audited items to be placed on Council website.</p> <p>NALC Model Financial Regulations</p> <p>New model document recently issued by NALC, shared with Councillors, feedback comments welcomed. It was agreed that the document to be updated with appropriate changes to be made to reflect the practices at Renhold Parish Council, Clerk to follow up.</p>	<p>Clerk to action</p> <p>Clerk to action</p>
<p>9.</p>	<p>MINUTES OF THE LAST MEETING</p> <p>The Council unanimously agreed to sign as a true and accurate record, the Chair signed the minutes from 9th April.</p> <p>Matters arising were:</p> <ul style="list-style-type: none"> ▪ To arrange meeting with Sports Field Trustees after publication of GI Survey for which still waiting, so remains ongoing. ▪ Payment of accounts issued ▪ 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. ▪ JP communication regarding Jubilee celebrations to be reviewed and a thanks to be shared with the parish. ▪ Awaiting copies of BFARe minutes to come through ▪ To arrange an invite to the local MP for the Cranbourne Gardens development, Cllr. Gribble had sent invite. ▪ It was agreed to explore options regarding the tree work at the War Memorial, Cllr. Gribble to follow up with landowner. ▪ The VAS data continues to be downloaded monthly, Cllr. Warwicker again thanked for all his efforts on this. ▪ Bank signatory work remains ongoing. ▪ Anglian Water direct debit had been set up but not taking payment, mandate had been resent, for ease just adding to Council meeting payments to resolve it was noted. ▪ Bin request for Water End followed up with Bedford Borough Council Officer. ▪ Work on a village asset application for The Polhill Arms was ongoing, it was agreed that this to be followed up to check the stage of the application and support offered with this. ▪ BBC Chief Executive was going to take forwards request for planning training including information on enforcement for Councillors to receive in the near future. ▪ The additional location highlighted to the police during the January meeting in the village that had been flagged within a hot spot area, that could be used for carrying out speed checks – Community Speedwatch Coordinator to share details of suggested location with PC Napoli . ▪ Understanding the police resources available relating to enforcement of Traffic Regulation Orders as well as commercial weight restrictions in situ in Renhold with suggestion of using volunteer time to support with processing the follow up work generated, as well as offering volunteer time to do this. Appropriate safe access by a volunteer to the police database would be an item that would need clarifying to be followed up. ▪ It was asked what is the best ways to report incidents, share information and 	<p>Clerk/Gribble</p> <p>Ongoing</p> <p>On hold</p> <p>Ongoing</p> <p>Monitor</p> <p>Cllr. Gribble</p> <p>Cllr. Gribble</p> <p>Ongoing</p> <p>Ongoing</p> <p>Monitor</p> <p>Ongoing</p> <p>Monitor</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>suspicious activity to the local police team, this is always encouraged by the police team to be fed into them. Information had been placed in Magazine and shared across usual platforms on how this could be done.</p> <ul style="list-style-type: none"> ▪ The highways walkround with Borough Council Officer and Borough Councillor Jim Weir Deputy Mayor & Portfolio Holder for Environment, Highways & Transport summary report to be done by Cllr. Gribble to go on the Parish Council website. ▪ Additional items raised during the highways walkround were: white markings had been placed in Green End seeking if these were related to forthcoming footway improvement works. It was noted the pile of earth is still on the verge outside the first bungalow as you enter the village from the bypass. With there also being some redundant work signs in Green End. Some of these items had been completed it was noted. ▪ Feedback had been given to A R Worboys Ltd on grass cutting recently. ▪ Clerk meeting shortly with Bays Media Ltd on archiving the Parish Council website documents, following on from Cllr. Dean's review and helpful feedback. ▪ Request submitted for extension of 30mph limit on Ravensden Road, feedback shared with Community Speedwatch and a future agenda item had been actioned. ▪ The Code of Conduct, Standing Orders, Financial Regulations, asset register, internal audit controls, financial and general risk assessment, policy for dealing with Habitual or Vexatious Communications and Complaints, documents uploaded to the website, some had been uploaded it was noted. ▪ Cllr. Gribble had shared words with magazine recognising former Parish Councillor Albert Gurney dedicated service to the parish. ▪ Village litter pick poster had been shared to encourage awareness in community. ▪ Information had been shared and followed up with Anglian Water regarding the pump station which is pumping out raw sewage at Church End, Borough Councillor Gribble and the Mayor had actioned this. ▪ 24/00707/S73 Variation of Condition Application, one and two storey rear extension and single storey front extension including variation of approved plans condition 1 attached to 21/01777/FUL to allow for a smaller extension to be built and change of layout at 16 Church End had been placed as a future agenda item ▪ Bedford Borough Council Rights of Way Improvement Plan consultation had been placed as an agenda item ▪ Darren Rayner had been issued and completed all new Councillor paperwork, new email address issued as well. ▪ The Parish Council meeting notices displayed had remained in situ this time which was pleasing. ▪ Contractor notified of grass area in Becher Close that needs to be added to Parish Council cutting schedule had been actioned, after quotation was accepted at last meeting. 	<p>Ongoing</p> <p>Ongoing</p> <p>Monitor</p> <p>Ongoing</p> <p>Monitor</p>
10.	CORRESPONDENCE AND INFORMATION RECEIVED	

NALC Events Bulletin emails
 BBC Planning weekly list email
 CPRE update emails
 Bank statements
 Crime statistics - forwarded to all
 ERTA Voluntary Transport email
 BBC Weekly Licensing list – Clerk has checked
 CPRE latest newsletter
 Renhold Magazine article submission and communications
 VAS summary data information – shared by Cllr. Warwicker to local stakeholders
 Various communications with website developer
 FC apologies for the May Parish Council meeting – noted
 JR apologies for the May Parish Council meeting - noted
 NBB Recycled Furniture promotional emails
 Communication with contractor, local authority, Highways England regarding CCTV
 Community Safety Camera for Water End
 Resident communication regarding Church End grass verge – responded to
 Communications with grass cutting contract regarding Church End verge – responded to
 80th Anniversary of D-Day wreath communications amongst Councillors
 Sign Trade Supplies information
 Crime statistics April 2024 - forwarded
 CSW-30MPH relocation, Ravensden Road communications – agenda item
 Councillor communications regarding Village Hall - registering as a Community Asset - agenda
 item
 Communications with Borough Council Officer regarding anti social behaviour on The Spires –
 followed up
 Website manager communication on Parish Council website archiving items
 Internal auditor communications for 2023/24 audit arrangements – agenda item
 Andy Muskett Ltd contractor communication regarding community safety camera pole
 Your Zurich Parish policy is due for renewal – circulated, future agenda item
 NPWG February Parish Council meeting clarity – responded to
 BBC Rural Bulky Waste Collection communications – responded to, circulated
 Resident communications regarding Anglian Water communications relating to Church End –
 followed up
 Copied into Councillor words being submitted to Renhold magazines
 BBC BACS remittance – first half of precept
 HMRC VAT reclaim letter
 Resident communication regarding Annual Parish Council Reports; Circulation List; Litter Pick
 – responded to
 Councillor contact number for magazine copied into
 Resident communication regarding a local issue they were experiencing – followed up
 Take immediate action: workplace pensions re-enrolment Pension Regulator communication
 – actioned
 ARW LTD - GRASS CUTTING - PUBLIC LIABILITY Notice 2024-2025 – followed up with BBC
 grass cutting contribution
 BBC Grass cutting contribution communications – actioned, awaiting payment
 Update from Universal Destinations and Experiences communication – circulated and
 publicised
 BBC Planning Appeal Consultation letter – circulated, agenda item
 Citizens Advice Bedford - Mobile library dates - circulated, publicised
 Councillor communications copied into regarding Dday wreath – agenda item
 BBC information on month of community June
 BATPC Affiliation Fee Invoice Update, AGAR Briefing Session Reminder, Practitioners' Guide
 Copied into Orbit communications following up actions and local matters – agenda item
 Resident communication regarding a recovery vehicle parked off Norse Road – actioned
 Borough Councillor NG communication copied into about service issue in Aspire development
 – NG followed up
 Cople Draft Neighbourhood Plan: Change of email address
 Councillor communication regarding hedge trimmings

Request for items to be placed on village noticeboards – responded to
Resident communication regarding Church End Renhold Road Markings
Councillor confirmation 20mph signs placed in Thor Drive
BBC communication regarding Village Hall contact details ahead of polling station use –
actioned
Borough Councillor NG litter pick poster – circulated, publicised
Councillor communications regarding new Councillor paperwork – actioned
BBC Highways Helpdesk communications regarding village gates being cleaned
Councillor communications ahead of the Village Hall AGM meeting – responded to
License of Apparatus request for Water End communications with BBC – actioned
Borough Councillor NG copied communication to local police team on illegal activity in the
parish
JR to attend Community Speedwatch conference
JR apologies for the June Parish Council meeting
ARW LTD RENHOLD PC INV 2251 & 2250 - agenda item
Survey for Community Governance Degree Dissertation - please help me by completing
BBC Planning Parish Consultation letter for 24/00908/TPO - agenda item
BBC Planning Parish Consultation letter for 24/00864/FUL- agenda item
BBC Officer communications regarding Bulky Waste Collection Service in Green End
Resident communication regarding bulky waste service in Green End – responded to
Renhold Village Hall booking communications
Tibbs Dementia information – publicised
MSK focus group information
Resident communication regarding May Parish Council meeting – responded to
BBC Officer communications regarding grass verge maps – to be actioned
Crime Statistics May 2024 – circulated
Resident communication copied into having had request on the Traffic Regulation Order in
Renhold
Zurich insurance policy documents – circulated
ICO - Renewal confirmation ICO:00016621985
Employers' PAYE Direct Debit: advance notice of payment
BBC Planning Parish Consultation letter for 24/01005/FUL – agenda item

Planning application decisions to be noted:

24/00770/NMA 23/01114/HPN - Non-Material Minor Amendment to make changes to
windows at Grasmere 68 Hookhams Lane – Refused
24/00600/LDP Certificate to confirm that the details submitted do not require planning
permission (Stationing of a mobile field shelter for equestrian purposes) at Dairy Farm
Cottage St Neots Road - Certificate Issued
24/00492/LBC Fairfield Cottage; single storey side extension to kitchen to form entrance
lobby and bathroom, internal alterations to existing stud walls. Water End Cottage; extension
of existing entrance porch to form new WC and extension to garage/storage block to form
activity room with integral WC. New replacement gates to both Fairfield Cottage and Water
End Cottage entrances with access ramp to Fairfield Cottage only at
Fairfield Cottage And Waterend Cottage 1 St Neots Road- Refused
24/00491/FUL Fairfield Cottage; single storey side extension to kitchen to form entrance
lobby and bathroom, internal alterations to existing stud walls. Water End Cottage; extension
of existing entrance porch to form new WC and extension to garage/storage block to form
activity room with integral WC. New replacement gates to both Fairfield Cottage and Water
End Cottage entrances with access ramp to Fairfield Cottage only at Fairfield Cottage And
Waterend Cottage 1 St Neots Road – Refused
24/00460/S73A Loft conversion with front and rear dormers with white horizontal uPVC
cladding. (Development already carried out) at 24 Joyce Close – Permitted
24/00218/S73 Erection of farmhouse, including removal of condition 3 (agricultural
occupancy) attached to BRDC/60/513 , to allow for occupation of the dwelling by persons
other than those whose employment or latest employment is or was in agriculture at 100
Wilden Road – Refused
24/00182/FUL Replacement fencing at 33 Ravensden Road – Refused
23/02758/AOC 21/01910/LBC - Condition 4 Windows and doors (discharge of condiiton) at

67 Church End – Permitted

23/02759/LBC Changes to fenestration and replacement window at 67 Church End – Permitted

20/00298/PRM (The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations 2017). BT installations of fixed line broadband electronic communications apparatus). This is not a planning application so there is no consultation process or right to comment. The Applicant is only required to inform the Local Planning Authority who does not determine whether or not the works proposed can be carried out at Various Points Along St Neots Road - Disposed of

11	Close of Meeting The next meeting to be Tuesday 18 th June 2024 at 7pm at the Village Hall. Meeting closed at 8.45pm.	
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