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Minutes of **ANNUAL GENERAL MEETING of RENHOLD PARISH COUNCIL** held on **Monday 22nd May 2017** at 7.30pm in the Main Hall of Renhold Village Hall.

PRESENT:- Parish Councillors, Mr. Gregory, Mrs. Quince, Mr. Harrison, Mr. Slater Mrs. Dean, Mrs. Gribble. Borough Councillor Anthony Forth, the Clerk Mrs. Barnicoat and two members of the public.

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

Agreed

Cllr. Slater to complete the Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN

Cllr. Quince proposed that Cllr. Harrison be elected as Vice Chairman, seconded by Cllr. Dean, unanimously agreed, resolution passed.

Agreed

Cllr. Harrison to sign the Declaration of Acceptance of Office.

3. WELCOME AND APOLOGIES FOR ABSENCE TO BE RECEIVED: - Cllr. Slater welcomed everyone to the meeting and thanked everyone for attending; Parish Councillor Mr. Gurney, Mrs. Brunsden, Borough Councillor Stephen Moon had sent apologies for absence, these were accepted.

4. DECLARATION OF PERSONAL AND PREJUDICIAL INTERESTS:-

There were no declarations of interest received.

The Chairman adjourned the meeting for the next item.

5. OPEN FORUM: -

Items raised included concern regarding an overgrown hedge along Ravensden Road, this would be covered under village matters.

The Chairman reconvened the meeting for the next item.

6. LOCAL PLAN 2035 UPDATE:-

a) Summary of information events held on 10th and 13th May – there had been two information sessions arranged at the Village Hall to inform residents of the proposals within the Local Plan 2035 document which is out for public consultation. There had again been a leaflet drop to all households carried out to publicise the event as well as information on the noticeboards, website and sent via the circulation list. Residents and Councillors who had helped with this were thanked for their time. There had again been positive feedback to the format of the sessions which had been to inform residents of the proposals and to see the potential parish wide impact such large scale development would have. There had also been an informative summary document which had been collated between meetings and approval given that money should be spent on having an information document available to residents. The document set out more clearly the exact implications for the parish and how best for residents to engage in the consultation process.

b) Update on communications with local authority including feedback from meeting with Borough Officers Planning Policy Officers – when the consultation documents had gone live, a substantial

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amount of work had been done to ensure that questions could be submitted to Officers ahead of the arranged meeting which took place on 3rd May. Cllrs. Harrison, Quince, Dean and the Clerk were in attendance to discuss the questions put forward by the Parish Council in more detail. A range of areas had been covered during the short time Officers allocated for the meeting, these included education, the current supporting policy statement regarding the urban boundary, as well as many more. The Parish Council had received responses to all the questions submitted and these had been received electronically as well. The Officers had also given assurance that the appropriate highways site assessments would be provided to the Parish Council which they had been recently and circulated. What had become very clear is when housing sites are to be allocated they need to be able to accommodate 500 houses which is a figure driven by the need for this number of houses to require a one form entry primary school.

c) Discussion on further ways to encourage as many residents to respond as possible – the Council had continued to do as much as possible to promote the need for individual responses to this consultation from the residents. There had been feedback that having an open session to allow residents to have assistance with their responses would be beneficial as some residents do not have online access. It was agreed to facilitate this by arranging an open session in the Village Hall the week commencing 5th June, with the Clerk to arrange. It was also felt it would be helpful to get a leaflet publicising this event into the next village magazine so the Clerk to collate and arrange the printing of this, with the Council approving the expenditure for this. The Clerk also to forward the date once agreed to the village circulation list, as well as placing on the village noticeboards and website. There also to be a leaflet drop of the spare information booklets produced to those households directly impacted to encourage them to respond to the consultation.

d) Update on collation of the Parish Council response to the public consultation – this had commenced and the draft response is being worked on, currently being several pages long with more to add. This would be a work in progress over the coming weeks. Items such as undeveloped land at the former Robert Bruce Middle School site needed to be referenced in the response as well as the proposed bus subsidies which would have an impact on future residents. There is still concern regarding the process and methodology that has been used to collate the proposals relating to Renhold as part of an urban extension which need to be challenged.

7. ELECTION OF COUNCILLORS TO ORGANISATIONS TO REPRESENT THE PARISH COUNCIL AND REVIEW OF COUNCIL WORKING GROUPS AND COMMITTEES :-

It was noted no representative for the Village Hall Management Committee had come forward and this had previously been communicated to the relevant individual.

Cllrs. Gurney and Dean are currently 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. Clerk to contact the Clerk to the Trustees.

Those present agreed that a Highways and Finance Committee be appointed, with the Highways Committee membership to be: AG, MD, SH, AG and AQ. The Finance Committee to be IS, AG, MD and SH, this committee structure was agreed.

8. MINUTES OF THE LAST MEETING:-

The minutes of the meeting held on 11th April had been circulated. The minutes were discussed, the document was approved, unanimously agreed, resolution passed and signed by the Chair as a true and accurate record.

9. MATTERS ARISING:-

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The bin installation at the Church End bus shelter and maintenance repairs had been carried out, it was noted that additional expenditure had been authorised between meetings for the associated maintenance work.

The leaflet printing for the Local Plan information sessions had been actioned.

The Clerk had followed up with the relevant Senior Highways Officers clarification on the processes and procedures around installation of average speed cameras and any associated lighting required. This had been circulated to all Councillors.

The Clerk had reported that there is no barrier for cyclists or riders on one side of the Pegasus crossing by Go Outdoors, which is a potential hazard.

The Top End vegetation that needed to be cut back had been carried out.

There had been further communications from the Ravensden Parish Clerk who had been looking to arrange a meeting with the two parishes and landowner relating to the Ravensden Road hedgerow replacement. The landowner is now undertaking the directed replanting scheme issued by the Borough Council so no meeting would take place and Ravensden Parish Council would monitor.

The Clerk had submitted an enquiry regarding the cost of having the parish name on the road name signs, awaiting feedback. The Clerk had also submitted an enquiry with Brickhill Parish regarding their parish signage, but received no feedback regarding the cost enquiry.

The Clerk had requested the traffic data for Ravensden Road and Hookhams Lane from the Borough Council who had advised the Police would have access to this, so a further request has been made.

There had been clarification sought on whether highways permission would be needed on the final siting of the village sign, this had been followed up with a relevant Highways Officer who had confirmed the intended location was agreeable from their perspective.

All other items will be covered during the meeting.

10. BOROUGH COUNCILLOR REPORT:- It was noted due to the forthcoming election that the latest Network Rail consultation had been placed on hold. The resident concern reported to Cllr. Forth regarding highways verges not being cut had been addressed now by the Borough Council although it has become apparent that the specific area is not adopted by the Borough Council so this will require further investigation. The recent dog control order included exclusion areas within the parish, the Council supported this and the Clerk to respond.

11. HIGHWAYS MATTERS WITHIN THE VILLAGE: - The Clerk had pursued the latest data regarding the average speed cameras with there being 16 notices of intended prosecution issued in April. The Officer had also advised that the additional traffic volume information the Borough Council were still working on when this data would be available, however, the Borough Council have agreed to pay for this upgrade to the system which is pleasing.

The request sent previously regarding making the sensor and access to the traffic lights at Church End more user friendly for ridden and driven horses was updated, the Borough Council had looked into this and it was possible to do. The cost though would be in the region of £12k and the Borough Council would not be willing to fund this work. The Parish Council felt this was a significant cost for what would not be substantial works.

It was noted that the installation of the extension to the double yellow lines had finally taken place along Church End.

Concern over the condition of the path and road at Pinchcut Hill had been reported to the highways helpdesk.

It was discussed that now the new bin had been installed at the bus shelter at Church End, that the individual who kindly empties the bin will no longer need to do this as the Borough Council will undertake this. The Clerk to make contact to see if the individual wishes to continue.

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The Clerk had communicated to the local Police Officer that there is an active Speedwatch Group in the parish.

A site meeting to discuss potential traffic calming measures for Hookhams Lane such as build outs had taken place that day, with the Borough Officer in agreement that such works could take place without the build outs needing to be illuminated. Cllrs. Dean, Quince, Gregory had met the officer with the Clerk. The meeting had been positive and it was felt that two sets of build out areas would be practical for the road in order to assist with deterring motorists from speeding along the road. If they were placed strategically then this would hopefully manage the speed of vehicles along the whole road better. The Borough Council would not be able to fund this work it was noted. The Parish Council agreed that they had some funds set aside for highways improvements and felt that this would be a good use of monies as this is an ongoing safety issue. The Clerk to feedback to the Officer and prompt that the associated assessment works to be done promptly given the Council had agreed in principle to fund the works directly.

There had been a report between meetings of concerns regarding the grass cutting in Cranbourne Gardens, the resident had been responded to by the Parish Council and Borough Council, with the matter being resolved.

12. PLANNING AND DEVELOPMENT: -

- a) 16/03287/FUL erection of mobile home for temporary period of 3 years at Oaklands, 60 Ravensden Road – the Clerk reported that there was still no application for this site.
- b) 17/01133/FUL remodelling of existing dwelling, including two storey side/rear extensions, balconies at front, side and rear, roof alterations and cladding (revised scheme) at 17 Brook Lane – the Parish Council had no objection this application.
- c) 17/01137/FUL erection of pergola, picket fence and children's play equipment at The Polhill Arms, 25 Wilden Road - the Parish Council had no objection this application.
- d) 17/01055/TPO remove six ash trees at 11 Becher Close – the Parish Council were disappointed at the basic drawings provided with this application which showed no independent tree report from a qualified company to support the need for the removal of these trees. The Council would also wish to see the tree planting scheme to replace the trees given they are so important.
- e) 17/01327/FUL proposed two storey side extension with balcony and single storey rear extension at 54 Asgard Drive - the Parish Council had no objection this application.
- f) Other planning matters – it was noted that the Clerk had followed up the query regarding The Three Horseshoes application which has now formally been issued, as the Section 106 agreement has been signed. A copy of the decision and finally agreement had been circulated to Councillors through the correspondence file.

13. VILLAGE MATTERS:-

There had been feedback from the meeting with Alastair Burt MP regarding broadband issues, this had been circulated and the update regarding the local broadband service was noted is slightly behind schedule but still planed to active shortly. This is being monitored by Cllr. Gregory.

Cllr. Harrison had attended a meeting to discuss the safer route to school option for residents from Spires Estate with the Mayor and a number of Borough Officers in attendance. There was positive feedback from this meeting with clarification being expected shortly which would allow for residents to be notified of the pleasing progress with this. Cllr. Harrison is monitoring.

An enquiry regarding road closures and the associated processes was received, the Clerk followed this up and had fed back the relevant information to to the interested resident.

Contact had been made by a resident concerned regarding the number of posters appearing to fly tip on telegraph poles, they were responded to with details of how to report this appropriately to the Borough Council environmental health team.

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The Clerk had continued to follow up the matter of the missing Parish Council meeting records, the previous Clerk had been contacted and their response had been circulated to all. They were not aware of any such records being handed to them so regrettably were not able to assist. Sarah Markham had also been contacted and was able to provide any helpful information on their location. The Clerk had one other individual to speak to regarding this matter and would continue to look into this. The Clerk had also responded to the original enquirer to update them on the work and progress to date.

At the previous meeting there had been a discussion on a number of communications received from a number of residents which were relating to social media, noticeboards and misleading information being circulated to residents. The Clerk had sought advice on this situation and if a future meeting is needed to discuss this issue then it would not need to be a closed meeting. This situation is being monitored by the Clerk and carefully being logged to ensure the Council can see the amount of time such inquiries are taking up. The Clerk is investigating a more permanent plaque/fixing as well.

The Council discussed a recent communication regarding the previous annual electors meetings that had been held and facilitated by the Parish Council. It was agreed that this would continue as they were successful, this to be arranged for the autumn time.

The Clerk had fed back that the Council did not have a representative to put forward for the Village Hall Management Committee vacancy for a Council representative following Cllr. Slater's resignation.

14. INTERNAL AUDIT FEEDBACK AND YEAR END ACCOUNTS 16/17:-

The internal audit feedback report had been received and circulated to all, there were no issues arising.

The Council reviewed the full year end analysis of budget against actual and noted there were no areas of overspending.

The year end accounts had been circulated to all Councillors prior to the meeting, including: receipts and payments for the year, asset register, supporting statement, cash book and bank reconciliation as well as a copy of the Annual Return sections 1 and 2. The Councillors took the opportunity to look through the accounts in details and view the bank statements, it was unanimously agreed to sign off the accounts presented for 2016/17 as a true and accurate record, resolution passed. Therefore Section 1 and 2 of the Annual return were completed by the Chair and Clerk and the Supporting Statement and the bank reconciliation documents were also signed.

15. FINANCE MATTERS: -

The latest transaction report was circulated. The following outstanding invoice was presented (it was noted that all contained within budget):

Barnicoat Ltd clerking service April invoice £811.27

JCB Printing leaflet printing for the Local Plan information booklet £17.50

JCB Printing leaflet printing for Local Plan information events £29.00

Mrs K J Betts Internal Audit fee £135.00

A R Worboys grass cutting £348.00

A R Worboys grass cutting £180.00

Renhold Village Hall invoice for room hire May 16 to April 17 £221.81

Pelham Chambers invoice for Church End bus shelter work £1742.04

Came and Company insurance renewal £868.40

It was unanimously agreed by all those present to pay the invoices presented, resolution passed.

It was also agreed that the Clerk to take advantage of the negotiated reduction in cost of the Charles Arnold Baker administration book with BATPC.

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The Clerk had followed up the further information regarding the request received for the Parish Council to help towards the cost of a charity event in the parish. It was agreed this item to be carried forward to the next meeting.

16. CORRESPONDANCE AND INFORMATION RECEIVED: -

NALC Events Bulletin emails

Age Partnership email promoting services

BBC Planning weekly list email

Village newsletter copy

Online playgrounds promotional information

BBC letter acknowledging receipt of planning comments

BRCC e-bulletin newsletter

CPRE update emails

Bank statements

Crime statistics

Next priority Police meeting with PC Crozier on 15th May

Communications from developer agents for Thurleigh Airfield and Twinwoods, both of these are potential new settlements as part of the Local Plan

Communication and meeting with Planning Policy Officers about the Local Plan 2035

BBC email regarding the designation of neighbourhood areas

Electoral services email regarding the number of properties in the parish

Internal Auditor report

BBC Town and Parish network meeting notes and next date 19th July

Resident concern regarding Langlands Road grass cutting not having been done

BBC Planning Policy meeting with Officers questions feedback received

Resident freedom of information request regarding minutes of meetings in private houses

Insurance renewal

BATPC Bugle

BBC notices of parliamentary election posters to be displayed

Resident comments on the Local plan document

Residents copying me into their responses to the local plan

BBC Dog Control Order consultation now live

Highways assessment documents from Officers regarding the Salph End sites

Resident notifying Council of new social media page

Ian McIver has sent apologies for the May meeting

Resident email regarding removal of informative poster

Village circulation list interested residents wishing to join

ERTA Voluntary Transport email

Confirmation of items reported to highways helpdesk being logged

Resident emails regarding the Local Plan 2035 information event

Police community newsletter

Renhold information events and leaflet distribution email

Communications regarding new bin at Church End bus shelter

Cranborne Gardens grass cutting concern raised by a resident

Clerks and Council's direct magazine

Pinchut Hill footpath concerns raised by Cllr

Resident reporting the dumping of litter in the village

Resident contacted Cllr regarding Cranborne Gardens grass cutting concern

Highways clarification regarding the installation of the village sign

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BATPC email regarding Stevington Historical Trust invitation
Top End broadband update
MP Meeting feedback regarding broadband
NALC information on political party questions for considerations
BATPC Transparency Grant information
Resident asking to attend Local Plan meeting with Planning Officers
Emails regarding meeting with the Mayor regarding the Spires estate and path to the school
BBC email regarding temporary road closure
Residents expressing concern regarding an email from a Councillor
Circulated and agreed additional work needed at the Church End bus shelter
Susan's apologies for May meeting
Top End vegetation reported in need of cutting back previously
Contact with previous Clerk regarding the meeting minute saga
Update provided to resident who originally asked for the minutes
BATPC copy of correspondence they received regarding a FOI request
Officer update regarding the extension to the Church End double yellow lines will be implemented shortly
Resident FOI request about minutes on the PC website and asking about an annual parish meeting
Resident concern regarding overgrown hedge along Ravensden Road
Police email regarding Speedwatch Groups
Communication regarding meeting with Mr Wootton
Resident communication regarding village noticeboards not being safe
Resident question regarding road notice closure process
Copied into response from Advertising Standards Authority to Village Magazine
Average speed camera clarification followed up with Borough Officers following the last meeting
Resident request for Councillor email addresses
Average camera monthly reporting data

17. FUTURE AGENDA ITEMS: -

Matters that arose during meeting to be included.

18. DATE OF NEXT MEETING: - on Wednesday 14th June 2017 at 7.30pm

Meeting closed at 9.55pm.

Signed

Dated