

The Annual meeting of Shillington Parish Council was held on Tuesday 2 May 2017 at 7.45pm at the Congregational Church, Church Street, Shillington.

Members Present:	Mr John Clark	Mrs Tracey Forsyth
	Ms Alison Graham (also CBC ward member)	Mr Tony Howells
	Mr David Mott	Mr David Simkins
	Mrs Sally Stapleton (Chair)	Mr Derek Turner

Also present: Mrs Karen Cousins (Clerk to the Council).

Cllr Sally Stapleton, the retiring Chairman, opened the meeting by thanking councillors for their support during what had been, on occasions, a very frustrating year.

- 1) Sally Stapleton then stood down as Chairman and nominations for Chairman for the ensuing year were invited by the Vice Chair Cllr David Simkins. Cllr Sally Stapleton was nominated by Cllr David Simkins, seconded by Cllr Tony Howells and there being no other nominations it was unanimously agreed that Cllr Sally Stapleton should continue as Chairman for the ensuing year and The 'Declaration of Acceptance of Office' was duly signed.
- 2) The new Chairman, Cllr Sally Stapleton, then invited nominations for Vice-Chairman. Cllr John Clark was nominated by Cllr Tracey Forsyth and seconded by Cllr Derek Turner. Cllr David Simkins was nominated by Cllr Tony Howells and seconded by Cllr David Mott. A vote was taken and Cllr John Clark was elected Vice-Chairman for the ensuing year having received 3 votes and Cllr David Simkins 2 votes. The Chairman thanked Cllr David Simkins for the many years he had served as Vice-Chairman.
- 3) Apologies for absence were received from Cllr Ben Jepps.
- 4) Council received a declaration of interest from Cllr David Mott in respect of the call for sites process.
- 5) Minutes of the ordinary meeting held 7 March 2017 were agreed and signed.
- 6) **MATTERS ARISING NOT COVERED BY THE AGENDA (Information only).**
The Clerk to the Council reported that she had contacted Steve Thomas, Senior Engineer at CBC about problems with standing water in the vicinity of no 59 Hanscombe End Road and had been advised that CBC were aware of this and were taking steps to investigate and resolve the issue.
- 7) **MEMBERSHIP OF COMMITTEES/APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**
Council agreed that representatives to other bodies for the ensuing year would be:
 - a) Shillington Village Hall Management Committee - Cllr David Simkins.
 - b) Shillington Memorial Playing Field - Cllr Tracey Forsyth, David Simkins and Sally Stapleton.
 - c) Risk Management Working Party - Cllrs John Clark, Angus McCormick, David Mott, David Simkins and Sally Stapleton.
- 8) **PLANNING:**
 - a) **DECISIONS** from Central Bedfordshire Council:
 - i) CB/TCA/17/00026. Mrs K Martell, The Old Vicarage, High Road, Shillington
Works to trees within a Conservation Area: Remove one Yew tree (No. 1 on agents plan), remove one Sycamore by vegetable patch (No. 2), Prune one Sycamore tree by Veg. patch (3), prune one Oak limb extending into garden (4). **NO OBJECTION RAISED 07.04.17**
 - ii) CB/TCA/17/00056. Mr D Bruce, 54 High Road, Shillington.
Notification of works to trees in a Conservation Area: Removal of Weeping Willow (marked as Tree 1 on plan); reduction in height on Cherry Plum trees (marked as Trees 2) from 6-9m to 3-4m; and removal of Blackthorn, Hawthorn and Plum (marked as Trees 3). **NO OBJECTION RAISED 22.03.17**
 - iii) CB/TCA/17/00071. Mr Sentonaris, Lavender Court, 19B Vicarage Close, Shillington
Notification of works to trees in a Conservation Area: Ash tree (marked as T1 on plan) - reduce to 4m to allow more light into the garden; and Laburnum (shown as T2 on plan) - reduce crown by 30% to allow more light into the garden. **NO OBJECTION RAISED 29.03.17**
 - iv) CB/17/00364/FULL. Mr Forth, 68 Bury Road, Shillington
Single and two storey rear/side extensions with front porch **APPROVED 05.04.17**
 - v) CB/17/00559/LDCE. Mr M Granger, Land at Bury Road, Shillington
Construction of mobile home as a dwelling. **REFUSED 30.03.17**
 - vi) CB/17/00670/FULL. Mr M Granger, Land on the West Side of Woodmer Close, Shillington.
Construction of replacement office building, new car parking area and construction of boundary fencing; siting of storage containers **APPROVED 10.04.17**

b) **NEW/REVISED APPLICATIONS:**

- i) CB/17/01400FULL. Mr D Gill, Chiltern View, Higham Road, Higham Gobion.
Erection of detached stable block. **SUPPORT, unanimous.**

c) **INFORMATION:**

- i) A major fire had occurred at 19 Bury Road (Grade II Listed Building) on 18 April. CBC's Principal Conservation Officer had visited the site the day after to view the extent of the damage, but had not yet inspected the interior. His first impression was that, whilst the upper part of the cottage suffered much fire damaged & part of the roof structure has failed, a substantial extent of the timber framing & masonry had survived. The rough & ready calculation applied by Historic England & conservation officers is, if around a half of the historic structure & fabric of the special interest has survived & there is a basis for sympathetic reconstruction around the significant historic core element of the building then its listed status can remain. The owner & architect / agent had not at that time contacted the conservation officer in connection with the fire damage but he hoped this might now act as a catalyst for action to save what is left of the listed building. Parish councillors were disappointed and frustrated that the listed building had been left to deteriorate over the years and was now in the state it was. It was agreed that the Clerk to the Council would contact Historic England for advice and also request CBC to take action as soon as possible. The Chair would also contact the owner, Mr A Burton to ascertain his plans for the building following the fire.
- ii) The Clerk to the Council had been unable to obtain all the information requested by CBC to secure future developer contributions for sport and leisure priorities. CBC had agreed to allow the parish council a further two weeks to try and obtain all the information but if this could not be obtained the schedules would have to be returned to CBC incomplete.
- iii) Central Bedfordshire Council had confirmed a breach of planning for unauthorised change of use of agricultural building to shop at Lordship Farm, 77 Upton End Road, Shillington.
- iv) CB/17/01661/PAAD. Mr G Del Basso, Land at Marquis Hill Shillington.
Notification for Prior Approval proposed change of use: agricultural building to a dwelling. Whilst the parish council had not been consulted on this application, it was questionable as to the claimed agricultural use of the building in recent years. Cllr David Mott believed that such applications had to be submitted within two years of an agricultural use ceasing. **Proposed by Cllr Derek Turner, seconded by Cllr David Mott and unanimously agreed to object to the application on grounds that it does not meet the criteria for agricultural use of the building or land.**

d) **APPEALS:**

9) **REPORT OF CENTRAL BEDFORDSHIRE COUNCILLOR (5mins):**

Central Bedfordshire Councillor Alison Graham reported:

- Central Bedfordshire's roads are among the best in the country according to government figures which show that the proportion of roads needing repair in our area are among the lowest nationally. Despite this CBC had received £250,000 extra funding from central government for pothole repairs which had enabled it to acquire a second velocity patcher machine.
- MJ Granger Grounds Maintenance Limited had recently been awarded the contract for verge cutting in Central Bedfordshire.
- CBC's IT department in conjunction with Ringway Jacobs was undertaking a two month review of the Highways Report-it system.
- Nick Carofalo is the new Highways Area 1 Custodian with John Chandler remaining as the Principle Highways Officer for the area. Nick Carofalo will meet with Alison Graham every 6 months to discuss issues in her ward.

10) **POLICE MATTERS:**

- a) March crime figures were copied to councillors.

11) **FINANCE:**

- a) **Resolution, Proposed by Cllr Alison Graham, seconded by Cllr Tracey Forsyth and unanimously agreed to 'renew membership to CPRE for 2017/18 at a cost of £36.'**
- b) **Resolution, Proposed by Cllr David Mott, seconded by Cllr Alison Graham and agreed 6 for, 1 against to 'make grant of £800 to All Saints Church, Shillington for work to the church tower clock. Grant to be claimed by end of March 2018'.** It was agreed to remind All Saints Church that when seeking grants in future they should also explore what grants are available from other organisations.
- c) **Resolution, proposed by Cllr Alison Graham, seconded by Cllr John Clark and unanimously agreed to 'receive Annual Risk Assessment Report undertaken 11 April 2017'.**
- d) Electricity contract for street lighting renewed with SSE for a further two years to 31 May 2019.

12) ANNUAL REPORT:

- a) The Council received and accepted the draft annual report for 2016/17 for distribution at the Annual Meeting of the Parish and to all homes in the parish with the June issue of the Parish News, subject to a minor amendment to the Chairman's report.

13) TRAFFIC/HIGHWAYS:

- a) A list of current items of highway maintenance was received from the Clerk to the Council. The following additional items were noted:
- High Road - hedge trimmings lying on verge preventing grasscutting.
 - High Road – Drainage Board to be asked to spray weeds growing on spoil heaps before reseeding and to undertake work as early as possible. (see item 14a below)
 - Hillfoot Road – bushes growing through boundary fence of Thomas' Meadow over pavement.
 - Pegsdon Way – UKPN to be alerted to trees growing amongst overhead power cables.
- b) Council considered CBC's consultation documents on its Parking Strategy which will set out a framework for how it will provide for, manage and make decisions about parking for residents, shoppers and commuters but felt this was not relevant to issues in Shillington and other rural villages.

14) WATERCOURSE MAINTENANCE:

- a) Bedford Group of Drainage Boards advises that that spoil unlikely to be dry enough to power-harrow and re-seed until July. Central Bedfordshire Council requested to remove old road traffic sign from verge. (see item 13a above)

15) PUBLIC RIGHTS OF WAY - FOOTPATHS AND BRIDLEWAYS:

- a) Central Bedfordshire Council's Rights of Way Officer to inspect and advise of plans for improving muddy surface of FP62 (New Walk).
- b) Further copy of letter regarding possibility of creating a gravel track on fields along Upton End Road requested and sent to Shilcocks 16 March 2017 for consideration.

16) VILLAGE SIGN:

- a) The Chair, Cllr Sally Stapleton reported that the Village Design Association had offered to make a donation of £250 towards the cost of a village sign provided they could influence the design. A concept design featuring a stone horse trough had already been drawn by Mrs Diane Butler in consultation with the Chair and this was discussed by councillors. Some amendments to the design were suggested including the exclusion of the words 'Medieval' and 'a village of Odds and Ends' and the use of a horse trough and ornate metal poles.

17) SHILLINGTON MEMORIAL PLAYING FIELD:

18) HORNS PASTURE:

19) REPORTS OF OTHER MEETINGS:

- a) Central Bedfordshire Neighbourhood Watch – Cllr Tony Howells reported that he had recently been succeeded by Mr Ray Milstead as Chairman of Central Bedfordshire Neighbourhood Watch.

20) INFORMATION/CORRESPONDENCE:

- a) Permission granted by Central Bedfordshire Council's Executive on 4 April 2017. for Shillington Lower School to extend its age range from 4-9 years to 2-9 years.
- b) Kathryn Holloway, The Police and Crime Commissioner for Bedfordshire had been unable to accept the invitation to speak at the Annual Meeting of the Parish on 16 May. Mr John Whitehall would be speaking instead.
- c) CPRE Bedfordshire AGM to be held on Monday 15 May from 6.30pm at Stratton Upper School, Biggleswade. Following the AGM, Tom Fyans, National Policy & Campaigns Director, CPRE will be speaking on 'Standing up for your Countryside'.

21) ACCOUNTS FOR PAYMENT:

RESOLUTION, Proposed by Cllr David Simkins seconded by Cllr John Clark and unanimously agreed 'to pay accounts as per list'

			AMOUNT	CHQ NO
1	DJ Granger Grounds Maintenance Limited (Invoice no 017219 dated 02/04/17) <ul style="list-style-type: none">• 1st full parish grasscut of season• + VAT @ 20%	£306.90 £61.38	} }	

2	DJ Granger Grounds Maintenance Limited (Invoice no 017235 dated 05/04/17) <ul style="list-style-type: none"> Weed kill around posts at Playing Field Weed kill at Pegsdon + VAT @ 20% 	£18.00 £17.50 £7.10	} } } } }	£809.16	300990
3	DJ Granger Grounds Maintenance Limited (Invoice no 017244 dated 09/04/17) <ul style="list-style-type: none"> Cut top of ditch in Hillfoot Road + VAT @ 20% 	£25.00 £5.00	} } }		
4	DJ Granger Grounds Maintenance Limited (Invoice no 017280 dated 19/04/17) <ul style="list-style-type: none"> 2nd full parish grasscut of season + VAT @ 20% 	£306.90 £61.38	} } }		
5	MJ Granger Ground Maintenance Limited (Invoice no 11486 dated 25/04/17) <ul style="list-style-type: none"> Repairs to play area fence and play equipment + VAT @ 20% 	£140.00 £28.00		£168.00	300991
6	Mrs K J Cousins (Clerk to the Council) <ul style="list-style-type: none"> Salary for months of March 2016, April & May 2017 - £1,440.99 to be paid in 3 instalments Allowances for months of March 2016, April & May 2017 - £400.00 to be paid in 3 instalments Overtime for months of January, February & March 2017 - £42.38 to be paid in 3 instalments Expenses for ¼ ending 31 March 2017 - £50.62 to be paid in 3 instalments Less PAYE £378.40 to be paid in 3 instalments 	£485.14 £133.33 £14.12 £16.87 -£126.13		£523.33	300992
Cheque no 300993 cancelled – error in preparation.....				
7	Mrs S Stapleton <ul style="list-style-type: none"> Chairman's Allowance 2017-18 			£200.00	300994
8	National Savings & Investment - Shillington Parish Council <ul style="list-style-type: none"> Transfer funds from Co-op Bank account to National Savings Investment account 			£10,000.00	300995
9	Lonsdale Direct Solutions (Invoice no 211884 dated 12/04/17) <ul style="list-style-type: none"> Printing issue 129 Parish News 			£374.60	300006 No 2 account

Cllr Derek Turner carried out a check of the bank reconciliation for the end of March.

22) **AGENDA ITEMS FOR NEXT MEETING/ANY OTHER BUSINESS (information only):**

- Cllr Derek Turner reported that improvements to the bench outside 70 Bury Road had now been completed.
- Cllr Tony Howells gave his apologies for the June meeting
- The parish council has been invited to send a representative to a group meeting being held at Bedfordshire Police HQ on Monday 15 May at 6.30pm. Councillors were unwilling to attend but would welcome a copy of the report of the meeting.
- The Annual Meeting of the Parish would be held on Tuesday 16 May at 7.45pm at Shillington Congregational Church.

There being no further business the meeting closed at 9.35pm

S. Stapleton
..... (Signed)

06/06/17
..... (Date)