

An ordinary meeting of Shillington Parish Council was held on Tuesday 3 January 2017 at 7.45pm at the Congregational Church, Church Street, Shillington.

Members Present: John Clark Tracey Forsyth
 Alison Graham Tony Howells
 Ben Jepps David Mott
 David Simkins Sally Stapleton (Chair)
 Derek Turner

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

The Chair opened the meeting by wishing all a Happy New Year.

- 1) Apologies for absence were received from Cllr Angus McCormick.
- 2) No declarations of interest were received from members.
- 3) Minutes of the ordinary meeting held 6 December 2016 and Finance Meeting held 13 December 2016 were agreed and signed.
- 4) **MATTERS ARISING NOT COVERED BY THE AGENDA** (Information only).
The Chair, Cllr Sally Stapleton advised that following the council's finance meeting she had made enquiries regarding printing the Parish News in colour. Colour copies would cost IRO £1,020 per issue compared to the current cost IRO £400 for black and white copies. It was suggested that just the cover of each issue could be printed in colour and Cllr Stapleton would make further enquiries regarding this.

The meeting was briefly adjourned to allow members of the public to speak.

- Mr H Randall reminded council that residents of Church view Avenue were still unhappy about the state of the road surface and urged the parish council to pursue this for resurfacing. Cllr Alison Graham advised that as ward member she had recommended Church View Avenue for work in 2017/18 but there was no guarantee that this would happen. Cllr Graham and the parish council would continue to pursue this matter although other road works may take priority.

The meeting was reconvened at 8.05pm

5) **PLANNING:**

a) **DECISIONS** from Central Bedfordshire Council:

- i) CB/TCA/16/00427. Mr McDonald, 9 Church Street, Shillington.
Notification of works to trees in a conservation area: Prune two Silver Birch trees located to the rear of the rear garden (shown as T1 & T2 on the sketch plan provided with the application).
APPROVED 23.11.16
- ii) CB/16/04195/FULL. Mr & Mrs Sadler, Willow Barn, Hanscombe End Road, Shillington.
Single Storey Front and Rear Extension and First Floor Extension to Side Elevation.
APPROVED 07.12.16

b) **NEW/REVISED APPLICATIONS:**

- i) CB/16/05029/FULL. Hawthorn Leisure Limited, Noahs Ark, Hillfoot Road, Shillington
Proposed construction of 2, three bedroom semi-detached dwellings with associated car parking, cycle and refuse storage, following relocation of petanque court, on land to west of public house – *amended plans received*. **DO NOT SUPPORT and reiterate previous comments made at meeting 6 December 2016, 6 for, 1 against, 1 abstention.**
- ii) CB/16/05447/FULL. Mrs A Nicholls,
Hanscombe Boarding Cattery, 26 Hanscombe End Road, Shillington
Erection of building for use as a Kennel Keepers Room (Retrospective application) - *Amended description to better reflect the use of the building, revised statement and plans in accordance with the revised description* **DO NOT SUPPORT due to insufficient information contained within the application regarding details of the Kennel Keepers Room, unanimous.**
- iii) CB/16/05540/FULL. Mr K Conroy, 2 Upton End Road, Shillington -
Insertion of front dormer to garage roof. **SUPPORT, unanimous.**
- iv) CB/16/05712/FULL. Mr & Mrs Lewis, Chibley Farm, Stondon Road, Shillington
Conversion of existing timber barns into 2 No. dwellings, construction of cycle stores and hard standing car parking for five vehicles. **SUPPORT subject to the single track private driveway off Shillington Road which will serve the two proposed dwellings and also the Farmhouse**

'Chibley Farm', the equestrian centre and the four cottages 'Chibley Cottages', being improved and upgraded to accommodate the increased traffic and ensure safe entry and exit for vehicles to and from the fast moving Shillington Road where the national speed limit applies. Unanimous.

- v) CB/16/05829/FULL. Mr & Mrs Scleater, 4 Chibley Cottages, Stondon Road, Shillington
Single storey side extension and single storey rear extension. **SUPPORT, unanimous.**

c) **INFORMATION:**

- i) Notification received that Central Bedfordshire Council are to hold back on the process of publishing their draft Local Plan for consultation in light of the Government's decision to delay the publishing of it's Housing White Paper (previously due at the same time as the Autumn Statement) which could potentially include significant changes in relation to housing numbers and the manner in which Local Plans need to be developed to ensure they are found sound.

6) **REPORT OF CENTRAL BEDFORDSHIRE COUNCILLOR:**

Central Bedfordshire Councillor Alison Graham reported:

- A presentation on the The Bedfordshire, Luton and Milton Keynes (BLMK) Sustainability and Transformation Plan (STP) and the implication this will have for Central Bedfordshire had been attended.

7) **POLICE MATTERS:**

- a) Correspondence regarding 'parking issues' dated 9 December 2016 received from Bedfordshire Police' Community Policing Team. Council were unhappy with the tone of the correspondence and the implication that the parish council is expected to deal with parking issues.
- b) Cllr Alison Graham reported that she had attended the Rural Crime Conference on 16 December at Bedfordshire Police HQ. It was reported that monthly crime statistics received from Bedfordshire Police may not truly reflect the situation in rural areas where rural crime is not legally categorised e.g. hare coursing and therefore not recorded. The three priorities identified by the rural areas were Speeding Traffic, Visibility (Accessibility) of Police and Anti Social Behaviour. A new Rural Crime Team headed by Inspector Tracy Day and Sergeant Claire Thomas is being established and Bedfordshire Police is looking to recruit 250 new Specials including new 'Rural Specials'. A specific point of contact was being provided to each parish.

8) **FINANCE:**

a)

- i) One contractor had been approached to give a quotation for quarterly play area safety inspections 2017/18 **Resolution Proposed by Cllr David Simkins, seconded by Cllr Ben Jepps and unanimously agreed to 'award 2017/18 contract for quarterly play area safety inspections to CPM Playgrounds Limited at an annual cost of £297.00 + VAT'**
- ii) Four contractors had been approached to quote for the rural grasscutting contract for the 2017/18 and 2018/19 years. **Resolution Proposed by Cllr David Simkins, seconded by Cllr Ben Jepps and unanimously agreed to 'award 2017/18 and 2018/19 contract for rural grasscutting to Matt Redman Agriculture at a cost of £200 per cut + VAT (£400 pa based on 2 cuts per season)'**.
- iii) Three contractors had been approached to give a quotation for urban grasscutting for the 2017/18 and 2018/19 years. **Resolution Proposed by Cllr David Simkins, seconded by Cllr Ben Jepps and unanimously agreed to 'award 2017/18 and 2018/19 contract for urban grasscutting to DJ Granger Ground Maintenance Ltd at a cost of £2,739.70 + VAT pa in 2017/18 rising by 2.5% in 2018/19.**
- iv) Two contractors had been approached to give quotations for war memorial grasscutting for the 2017/18 and 2018/19 years. **Resolution Proposed by Cllr David Simkins, seconded by Cllr Ben Jepps and unanimously agreed to 'award 2017/18 and 2018/19 contract for war memorial grasscutting to James Marshall Garden Maintenance at a cost of £13.50 per cut (£310.50 pa based on 23 cuts).**
- v) Three contractors had been approached to give quotations for playing field ground maintenance for the 2017/18 and 2018/19 years. **Resolution Proposed by Cllr David Simkins, seconded by Cllr Ben Jepps and unanimously agreed to 'award 2017/18 and 2018/19 contract for playing field ground maintenance to MJ Granger Grounds Maintenance Limited at a cost of £1,404.34 + VAT pa. (based on schedule of works)'**.
- vi) Three contractors had been approached to give quotations for Horns Pasture ground maintenance for the 2017/18 and 2018/19 years. **Resolution Proposed by Cllr David Simkins, seconded by Cllr Ben Jepps and unanimously agreed to 'award 2017/18 and 2018/19 contract for Horns Pasture ground maintenance to MJ Granger Grounds Maintenance Limited at a cost of £1,766.64 + VAT pa. (based on schedule of works)''.**
- vii) **Resolution, Proposed by Cllr David Simkins, seconded by Cllr Ben Jepps and unanimously agreed to 'adopt the budget and recommendations of the Finance Meeting**

held Tuesday 13 December 2016 and request £35,935 precept from Central Bedfordshire Council for the financial year ending 31 March 2018'

- b) **Resolution, Proposed by Cllr John Clark, seconded by Cllr Alison Graham and unanimously agreed to 'make contribution of £300.00 to the Clerk's Retirement Gratuity for the year 2016/17'.**
 - c) **Resolution, Proposed by Cllr Derek Turner, seconded by Cllr Tony Howells and unanimously agreed to 'renew membership to The Chiltern Society for 2017 at a cost of £30.00'.**
 - d) Council agree to defer consideration of the level of parish council contribution available for the new Community Building Project to the February meeting pending further information.
 - e) Notification received that the government has announced that referendum principles will not be applied to town and parish councils in England for 2017/18.
- 9) **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 – two potholes noted near Pump Farm Lodge.
 - Pegsdon Way, Pegsdon – Cllr Derek Turner reported that he had trimmed back the thorn bush near Two-Ways House which was protruding into the road.
 - Marquis Hill – a poor job of filling potholes at Marquis Hill had been carried out.
 - Pegsdon - Bollard on junction of Shillington Road and B655 lying on ground.
 - b) Correspondence regarding 'school parking' dated 7 December 2016 received from Mrs G Edwards. Whilst the parish council was sympathetic to the issues raised, many of the suggestions made by Mrs Edwards were not feasible or had already been considered. Cllr Alison Graham advised that she was on the CBC 'Task and Finish' committee looking at school parking and that Central Government guidance prohibits school parking/drop off/ pick up zones. Due to legislation CBC can not therefore introduce safer drop off and pick up zones. Parents must be encouraged to use the playing field car park and the playing field management committee has no objection to the overflow car park being used providing someone accepts responsibility for unlocking and locking the gates each day. Cllr Graham (school governor) advised that the school do not believe it is their responsibility to manage parking or open the gates/barrier to the car parks. It was agreed that the Clerk to the Council would contact the head teacher regarding the issue with a view to reaching a resolution.
- 10) **STREET LIGHTING:**
- a) The Clerk to the Council advised that the two parish council owned street lights within the former garage site off Hillfoot Road were to be removed as part of the redevelopment. New street lighting would be provided by the developers as part of the housing scheme. The two redundant columns would be delivered to Rose Hill Farm for storage until such time as the parish council wanted to reuse them elsewhere in the parish.
- 11) **PUBLIC RIGHTS OF WAY - FOOTPATHS AND BRIDLEWAYS:**
- a) Letter sent to M Hill regarding possibility of creating a gravel track on fields along Upton End Road. Response awaited.
 - b) Update from Adam Maciejewski, Senior Definitive Maps Officer at CBC regarding contact with neighbouring landowner regarding diversion of BW8 through the churchyard awaited.
- 12) **TREE WORKS:**
- a) Survey report of trees in parish council ownership received. The Clerk to the Council would obtain quotes for recommended work.
- 13) **SHILLINGTON MEMORIAL PLAYING FIELD:**
- a) December Operational Inspection report received from CPM Playgrounds Ltd. Some green algae is present on the rainbow multi play unit and slide base and it was agreed to ask MJ Granger Ground Maintenance Ltd for a price to remove this.
- 14) **HORNS PASTURE:**
- 15) **REPORTS OF OTHER MEETINGS:**
- a) The Chair, Cllr Sally Stapleton reported that she and Sue Chalmers (Village Hall Management Committee) had met with Stevenage Leisure Limited on 11 December to discuss how they might be involved in the running of the new Community Building.
- 16) **INFORMATION/CORRESPONDENCE:**
- 17) **ACCOUNTS FOR PAYMENT:**
RESOLUTION, Proposed by Cllr David Simkins seconded by Cllr Tony Howells and unanimously agreed 'to pay accounts as per list'

			AMOUNT	CHQ NO
1	Chiltern Society • Membership 2017		£30.00	300961
2	Frank Redman & Sons (Invoice no 9661 dated 30/11/16) • Flail mowing of verges 24 October 2016 • + VAT @ 20%	£195.00 £39.00	£234.00	300962
3	RGS Arboricultural Consultants (Invoice no 14636 dated 27/12/16) • Survey of parish council managed trees • + VAT @ 20%	£400.00 £80.00	£480.00	300963
4	CPM Playgrounds Ltd (Invoice no 771 dated 14/12/16) • Operational Inspection of play area at Shillington Memorial Playing Field • + VAT @ 20%	£66.00 £13.20	£79.20	300964
5	Parish Online (Invoice no POL-2016-00kc058 dated 6/12/16) • Parish Online Annual Fee • + VAT @ 20%	£28.00 £5.60	£33.60	300965
6	H M Revenue & Customs • PAYE and National Insurance		£443.03	300966
7	Mrs K J Cousins (Clerk to the Council) • Salary for months of December 2016, January & February 2017 - £1,440.99 to be paid in 3 instalments • Allowances for months of December 2016, January & February 2017 - £400.00 to be paid in 3 instalments • Overtime for months of October, November & December 2016 - £231.69 to be paid in 3 instalments • Expenses for ¼ ending 30 December 2016 - £66.91 to be paid in 3 instalments • Less PAYE £414.60 to be paid in 3 instalments • Less National insurance £6.92 to be paid in 3 instalments	£480.33 £133.33 £77.23 £22.30 -£138.20 -£2.30	£572.69	300967
8	Andy Muskett Ltd (Invoice no 3375 dated 31/12/16) • Street Lighting Maintenance quarter ending 31 December 2016 • + VAT @ 20%	£188.00 £37.60	£225.60	300968
8	Lonsdale Direct Solutions (Invoice no 208277 dated 06/12/2016) • Printing issue 127 'Parish News		£351.90	300004 No 2 a/c

Cllr Alison Graham carried out a check of the bank reconciliation for the end of November.

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

There were no items for the next meeting or any other business.

There being no further business the meeting closed at 9.30pm

S. Stapleton

07/02/17

..... (Signed)

..... (Date)