

An ordinary meeting of Shillington Parish Council was held on Tuesday 5 December 2017 at 7.45pm at the Congregational Church, Church Street, Shillington.

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

Also present: Helen Smith (Clerk to the Council) and three members of the public.

- 1) No apologies for absence were received.
- 2) Cllr Simkins declared an interest in the planning application under item 5(b)(vii) as a neighbour.
- 3) Minutes of the ordinary meeting held 7 November 2017 were agreed and signed with one amendment to the second item in section 6 - Report of Central Bedfordshire Councillor. It was agreed that "James Jamieson went to Central Government but was told CBC must do this" should be amended to "With unanimous council approval the leader of CBC lobbied the minister for this to be revoked."
- 4) There were no matters arising not covered by the agenda.

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

All members of public present wished to speak on items in the agenda.

The meeting reconvened at 7:50pm.

- 5) **PLANNING** (Next Development Management Committee meeting at Central Bedfordshire Council to be held 6 December 2017):
 - a) **DECISIONS** from Central Bedfordshire Council:
 - i) CB/17/02990/FULL. North Herts Homes, Shillington Memorial Playing Fields, Greenfields, Shillington.
Demolition of existing club house and construction of a purpose-built community facility with gym, together with associated car parking. Relocation of existing storage container. **APPROVED**
 - ii) CB/17/03638/FULL. Chamberlain Holdings, Land to South West of Higham Cottages, Higham Road, Higham Gobion.
Proposed Grain Store **WITHDRAWN**
 - iii) CB/17/04565/FULL. Mrs & Mrs S Hill, Old Mill Lodge, Shillington Road, Gravenhurst
Demolition of existing garage and construction of a new garage with bedroom in roof space. **APPROVED**
 - b) **NEW/REVISED APPLICATIONS:**
 - i) CB/17/05224/FULL. Mrs & Mrs S Layton, 7 New Walk, Shillington
Single storey front extension. **SUPPORT, Unanimous.**
 - ii) CB/TCA/17/00476. Mrs Jackson, 20 Church Street, Shillington.
Works to trees within a Conservation Area: Prune one Silver Birch tree & one Beech tree – to the side boundary with No. 28 and one Cherry tree – to the front of the property. **SUPPORT, Unanimous**
 - iii) CB/TCA/17/00440. Mrs S Hanlon, 129 High Road, Shillington.
Works to trees within a Conservation Area: Remove a Conifer hedge at the rear of the rear garden. **SUPPORT, Unanimous.**
 - iv) CB/17/04982/FULL. Mr W Burton, Land rear of 129 Bury Road, Shillington.
Change of use from Agricultural Lane to Garden / Residential Use. **SUPPORT, Unanimous.**
 - v) CB/17/05250/FULL. Chamberlain Holdings, Land to South West of Higham Cottages, Higham Road, Higham Gobion.
Proposed grain store including new access and means of enclosure.
Cllr Alison Graham declared an interest in this item and did not vote on this item as she has called it into CBC Development Management Committee.
DO NOT SUPPORT due to (1) highway safety concerns with large slow moving vehicles turning onto and off of a fast road with poor visibility for vehicles and (2) size not in keeping with other buildings in the vicinity. 9 for, 1 abstention.

- vi) CB/TCA/17/00472 Mr J Hillyard, Land behind Mulberry Cottage, 14 Apsley End Road, Shillington.
Works to tree within a Conservation Area: Remove large branch of one Ash tree overhanging the road. Prune Ash tree near the gate. **SUPPORT - unanimous.**
- vii) CB/17/02991/FULL. Canton Limited, Land at Hillfoot Road, Shillington.
Erection of 35 dwellings and provision of open space along with the associated access, garaging, landscaping and ancillary work. Re-organisation of existing parking arrangements along Hillfoot Road to create 15 additional unallocated car parking spaces for wider community use.
Amendments to application: Amended planning layout, amended parking strategy, amended refuse strategy, highways amendments, additional tracking drawings, Design and Access Statement addendum, response to Highway Officers comments. **Cllr Alison Graham declared an interest in this item and did not vote on this item as she has called it into CBC Development Management Committee. DO NOT SUPPORT because the amendments have not addressed the issues raised previously. 9 for, 1 abstention.**
- viii) 17/02807/1DOC. Land adjacent to Elm Tree Farm, Elm Tree Farm Close, Pirton.
Discharge of Conditions: Construction Management Plan and Traffic Management Plan – Condition 6 – Holwell route by CALA dated 2/11/17 Road Safety Appraisal by Mayer Brown dated 27th October 2017 (as Discharge of Condition of planning permission 15/01618/1 granted 25/05/2016) **Access route shown is through Holwell. No further comments.**
- ix) 17/02778/1DOC. Land adjacent to Elm Tree Farm, Hambridge Way, Pirton.
Discharge of Conditions: Construction Management Plan and Traffic Management Plan – Condition 6 – Holwell route by CALA dated 31/10/17 Construction Route Plan – Arrival and Departure via Holwell by Waterman Infrastructure & Environmental Ltd dated 31 October 2017 Road safety audit of the laybys by Mayer Brown dated October 2017 Safety Audit Response Sheet by Waterman dated 19.10.17 Road Safety Appraisal by Mayer Brown dated 27th October 2017 Plan number 0049 rev A01 entitled Bus and large crane vehicle tracking by Waterman dated October 2017 (as Discharge of Condition of Planning Permission 15/01618/1 granted 25/05/2016). **Access route shown is through Holwell. No further comments.**

c) **INFORMATION:**

- i) Clerk reported that the concerns raised about 19 Bury Road at the November meeting had been reported to CBC Planning and this had now been referred to the Conservation team. The Clerk has emailed the Conservation Officer for an update.
- ii) Council to consider correspondence received from CBC Cllr Adam Zerny regarding allocation of S106 money to Town & Parish Councils. (Copied to all Councillors). Cllr Alison Graham advised that Cllr Zerny's motion had been defeated but an amended motion had been agreed by CBC. Ward Councillors are responsible for making the Town and Parish Councils in their area aware of the process for claiming S106 money. If S106 money is identified it should trigger a notification to the relevant Parish Council that there is money available. Ideally Parish Councils need to have a list of prioritised, costed, designed projects and when S106 becomes available it can go towards these projects. Cllr Alison Graham has asked CBC to produce a list of indicative costings for projects for Parish Councils to use. There are time limits to how long S106 money can be held.
- iii) Notification received from CBC's Planning Enforcement Officer that the enforcement case for Land to the South of High Road (using agricultural land to park vehicles) has been closed because the site has been monitored for compliance with the Enforcement Notice and no further breaches have been witnessed.
- iv) Notification received from CBC's Planning Enforcement Officer that the enforcement case for Land rear of Noahs Ark, Hillfoot Road, Shillington (breach of conditions attached to planning permission CB/15/04047/FULL) has now been closed because the boundary treatment has been erected around the site including the trees, which are outside the development area and the deliveries at 8am are allowed within the management plan.

d) **APPEALS:**

15) GREENFIELDS

- a) Cllr John Clark reported on the site meeting held on Thursday 23rd November 2017 with Jonathan Lord (Grand Union Housing) and a number of residents in the area of the development. Issues discussed and agreed were:
- Access for garages to no. 24 & 26
 - Surface Water drainage – a 12" land drain at the rear properties in Hillfoot Road is to be installed which drains to the main sewer.
 - The parking bay outside no. 16 Greenfields will be joined with the bay in front of no. 14 by removing a kerb and paved walkway. This will replace parking space lost due to the kerb splays at the entrance to the new development.

- Access at the side of no. 16 Greenfields – agreed that a dropped kerb and tarmac to be installed to allow to access to the back garden.
- Issues with ownership and responsibilities for future maintenance of fencing between new plots and rear of houses in Hillfoot Road. This is being resolved through a formal legal process.

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

- Hanscombe End Road application seems to be starting. Raised tables are to be installed on the road at the entrances.
- Central Government have advised CBC need to build 2500 houses next year. This figure can be reduced to 1600 if the Local Plan is submitted so the CBC have moved the submission date forward by 6 months.
- Central Government will cease to fund local government by 2020. Legislation to allow Local Government to keep 100% of the business rates it collects has been delayed. Two councils have now advised they cannot cover the cost of their statutory responsibilities. CBC is not in this position due to the level of its reserves but cuts will have to be made.

7) **POLICE MATTERS:**

8) **FINANCE:**

- Former Clerks' retirement gratuity. Cllr John Clark to look into this for discussion at the Finance meeting on 12 December 2017.
- Resolution: Proposed by Cllr John Clark, seconded by Cllr Angus McCormick to add an "Anytime" calls package at a cost of £8.99 per month to the Clerks telephone line used for Parish Council business.**
- Resolution: Proposed by Cllr Alison Graham, seconded by Cllr Derek Turner to reimburse the Clerk's membership of the Society of Local Council Clerks at a cost of £93 + £8 joining fee.**
- Council to consider request for a donation from The Chilterns Conservation Board. It was agreed to consider requests for donation following the Finance meeting on 12 December 2017.
- Council to consider request for a donation / grant from Autism Bedfordshire. It was agreed to consider requests for donation following the Finance meeting on 12 December 2017.
- Council to consider request for a donation from Whitbread Wanderbus. It was agreed to consider requests for donation following the Finance meeting on 12 December 2017.

9) **TRAFFIC/HIGHWAYS:**

- Clerk to the Council to provide a list of current items of highway maintenance.
- Council to consider making a Rural Match Funding application for a weight restriction in Church Street. It was agreed the Clerk should discuss this with CBC Officers to obtain approximate costings for the scheme so this can be considered as part of the budget planning at the Finance meeting on 12 December 2017.

10) **PUBLIC RIGHTS OF WAY - FOOTPATHS AND BRIDLEWAYS:**

- Update requested from landowner regarding possibility of creating a gravel track on fields along Upton End Road response awaited. No update had been received at the time of the meeting. Cllr Angus McCormick to provide the Clerk with a telephone number for Mr Hill.

11) **VILLAGE SIGN:**

- Update re new village sign to be given at the January meeting.

12) **SHILLINGTON MEMORIAL PLAYING FIELD:**

13) **HORNS PASTURE:**

- The Clerk reported that the quotation for cutting back bushes at rear of the school had not yet been received.

14) **ASSETS OF COMMUNITY VALUE (LOCALISM ACT 2011):**

- The Chair provided an update on nominating The Crown public house as an asset of community value under the Localism Act 2011. It was reported that there is now some construction activity at the site and it should be re-opening after Christmas.

16) REPORTS OF OTHER MEETINGS:

- a) The Chair attended the Town & Parish Council Conference held by Central Bedfordshire on 21st November 2017. Presentation at the event included changes to Governance and wards areas, a new pothole reporting system and the General Data Protection Regulations.

17) INFORMATION/CORRESPONDENCE:

- a) The Clerk ~~to~~ reported on SLCC General Data Protection Regulations training she had attended on 9 November 2017. There was a need to appoint a Data Protection Officer however there is a conflict of interests in this being the Clerk to the Council. Central Bedfordshire were being approached by the local SLCC branch with a view to providing a Data Protection Officer for all Parishes and other Councils were looking into appointing an officer between them.

18) ACCOUNTS FOR PAYMENT:

RESOLUTION, Proposed by Cllr David Simkins seconded by Cllr Angus McCormick and unanimously agreed "to pay accounts as per list".

			AMOUNT	CHQ NO
1	Matt Redman Agriculture (Invoice no. INV-0209) <ul style="list-style-type: none"> • 2nd cut verge cutting inside 30mph • + VAT 	£200.00 £40.00	£240.00	301035
2	Lonsdale Direct Solutions (Invoice no. 219069) <ul style="list-style-type: none"> • Printing Issue 133 Parish News 	£357.00	£357.00	300010
3	A Complete Cleaning Service <ul style="list-style-type: none"> • Cleaning 4 no. bus shelters – labour & materials 	£28.00	£28.00	301036
4	MJ Granger Grounds Maintenance Ltd (Invoice no. 12318) <ul style="list-style-type: none"> • Playing fields – replace post and re-install post to car park barrier • + VAT @ 20% 	£187.00 £37.40	£224.40	301037
5	Shillington Village Hall <ul style="list-style-type: none"> • Grant for external Works (£500 agreed at 7th November 2017 meeting) • Grant for internal works (£500 agreed at 7th November 2017 meeting) 	£500.00 £500.00	£1,000.00	301038
6	Whitecherry Business Solutions Ltd (Invoice no. 000209) Annual hosting of Shillington Village website	£71.00	£71.00	301039
7	Mrs K J Cousins (former Clerk to the Council) <ul style="list-style-type: none"> • Consultancy for month of November 2017 • Less PAYE 	£22.83 -£4.60	£18.23	301040
8	Mrs H Smith (Clerk to the Council) <ul style="list-style-type: none"> • Salary for month of November 2017 • Allowance for month of November 2017 • Overtime for month of November 2017 • Expenses (phone line October & November 2017, calls October 2017) • Less PAYE 	£377.10 £133.33 £66.55 £47.84 -£115.40	£509.42	301041

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

- a) Cllr David Simkins raised concerns about parking on Upton End Road in the vicinity of Bryants Close.
- b) Cllr Alison Graham gave apologies for the January 2018 meeting.
- c) Cllr Alison Graham suggested some thought needs to be given for the WW1 commemorations in 2018. The School Governors are also considering this.
- d) Cllr John Clark advised that a lamp post is due to be removed due to the Greenfields development and suggested this may be able to be re-used elsewhere.
- e) Cllr Sally Stapleton advised the Firework event had made a loss this year and wondered if the Parish Council could make a donation towards the event next year. To be discussed at the Finance meeting on 12 December 2017.

- f) Cllr Sally Stapleton reported that the planning application for the development at the Village Hall site had been approved. A meeting had been held and information passed to the solicitors for the Village Hall Management Committee with respect to merging the Village Hall and Playing Field charities. A working party of interested bodies will then be set up to progress the project.
- g) Cllr Derek Turner asked if consideration could be given to placing the information of the Shillington History Society website onto the Shillington Village website to avoid paying two web hosting fees. He will look into this and report to a future meeting.

There being no further business the meeting closed at 9.55 pm

..... (Signed)

..... (Date)