

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

Members Present:	John Clark	Tracey Forsyth
	Alison Graham (also CBC ward member)	Tony Howells
	Ben Jepps	Angus McCormick
	David Mott	David Simkins
	Sally Stapleton (Chair)	

Also present: Karen Cousins (Clerk to the Council) and 2 members of the public.

- 1) Apologies for absence were received from Cllr Derek Turner.
- 2) **DECLARATIONS OF INTEREST:**
Cllr David Mott declared an interest in the Local Plan Call for Sites process.
- 3) Minutes of the ordinary meeting held 4 July 2017 and planning meetings held 1 and 22 August 2017 were agreed and signed.
- 4) There were no matters arising not covered by the agenda.

Members of the public present at the meeting indicated that they wanted to speak on items specifically on the agenda and therefore the meeting was not adjourned to allow members of the public to speak on other items.

5) **PLANNING:**

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

- i) CB/17/02530/FULL, Mrs Hanscombe, Green Farm, Hanscombe End Road, Shillington
Single storey side extension **APPROVED 15.08.17**
- ii) CB/17/02531/LB, Mrs Hanscombe, Green Farm, Hanscombe End Road, Shillington
Listed Building: single storey side extension **APPROVED 15.08.17**
- iii) CB/17/03238/FULL, Mr Forth, 68 Bury Road, Shillington.
Two storey side extension with single storey rear and front extension. First floor rear extension
APPROVED 17.08.17
- iv) CB/17/03300/FULL, Mr A Wilshere, Shillingoak, Marquis Hill, Shillington
Construction of dormer window to existing detached garage **APPROVED 17.08.17**
- v) CB/17/03524/FULL, Miss H Dolby, 19 Church Street, Shillington.
Rebuild of barn to form office and store **APPROVED 24.08.17**

b) **NEW/REVISED APPLICATIONS:**

- i) CB/TCA/17/00319, Mr C Oliver, 8 Scyttels Court, Shillington.
Notification of works to trees in a Conservation Area: removal of 1 Crab Apple Tree and 1 Holly Tree. **SUPPORT, unanimous.**
- ii) CB/TCA/17/00328, Mr Hyde, 40 Apsley End Road, Shillington.
Notification of works to trees in a Conservation area: Conifer x3 - located in the rear garden - Remove all three trees as they are dying and falling apart. Cherry Tree - located in the rear garden - Prune back as has become oversized. **SUPPORT, unanimous.**
- iii) CB/17/03257/FULL, Mr P Hallworth, 18 Bryants Close, Shillington.
Drop Kerb. **SUPPORT, unanimous.**
- iv) CB/17/03638/FULL, Chamberlain Holdings PLC, Land to South west of Higham Cottages, Higham Road, Higham Gobion
Proposed Grain Store. **OBJECT on grounds of (1) highway safety and (2) impact on neighbouring properties (Higham Cottages) 7 for, 1 abstention. (Cllr Alison Graham advised that she would be calling this application into committee)**
- v) CB/17/03679/FULL, Mr & Mrs Lewis, Chibley Farm, Stondon Road, Shillington
Conversion of the existing Atcost barn into two dwellings and associated work. **DO NOT SUPPORT. Parish Council concerns regarding the conversion of another barn at this site under reference CB/16/05712/FULL were not addressed. The single track private driveway off Stondon Road is inadequate and should be improved and upgraded to accommodate the increased traffic and ensure safe entry and exit for vehicles to and from the fast moving Stondon Road where the national speed limit applies. Unanimous.**
- vi) CB/17/03694/FULL, Mrs T Galleymore, Lordship Farm, 77 Upton End Road, Shillington
Change of use of part of a Class R agricultural building (barn) within property to a flexible commercial use of Class A1 and A3. Change of use will not involve any development or structural internal/external alterations. **SUPPORT, 7 for, 1 abstention.**

- vii) CB/17/03769/FULL. Mr & Mrs A Bryan-Davis, 62A Bury Road, Shillington.
Single storey front porch extension and single storey side extension following demolition of existing conservatory. **SUPPORT, unanimous.**
- c) **INFORMATION:**
- i) Notification received from CBC's Planning Enforcement Officer that enforcement case has been created for 91 Church Street, Shillington re alleged breach of condition 5 attached to planning permission CB/16/00060 – archaeology investigation.
- d) **APPEALS:**
- 6) **REPORT OF CENTRAL BEDFORDSHIRE COUNCILLOR (5mins):**
Central Bedfordshire Councillor Alison Graham reported:
- The boundary fence at 68 Bury Road had been moved onto the correct boundary line.
 - The refreshing of white lines in Shillington has still to be carried out.
 - Improvements to the Highways Report-it system were awaited.
 - CPRE Bedfordshire's response to Central Bedfordshire Council's Draft Local Plan details sewage treatment works needing to be upgraded to accommodate growth, including Shillington STW
- 7) **VILLAGE SIGN:**
- a) The Chair, Cllr Sally Stapleton and Mrs Diane Butler of Collingwood Design Consultants presented to the council a new design for a village sign. The new design was for a cast metal sign mounted on two posts incorporating an image of Church Street with the words 'Shillington - Where All The Ends Meet'. After discussion regarding the ability of the sign to withstand weathering and vandalism and the possibility of purchasing more than one sign for other parts of the village, it was unanimously agreed that councillors liked the new design and that the Chair and Mrs Diane Butler should continue developing the idea and make further enquiries of the manufacturers regarding multiple signs, prices, etc.
- 8) **POLICE MATTERS:**
- a) Councillors identified Hanscombe End Road, High Road, Marquis Hill, B655 and Higham Road as roads to be targeted for speed enforcement during September-November.
- b) Cllr Tony Howells to attend PCC Kathryn Holloway's Annual Parish Council Conference on Wednesday 20 September from 6pm-8pm at Priory House, Chicksands.
- c) Police crime stats for July and August 2017 copied to all councillors for information. Cllr Alison Graham reported that there had been a recent incident on Meppershall Road involving armed police officers.
- 9) **FINANCE:**
- a) Audit of Parish Council Annual Return for year ending 31st March 2017 now completed and notice of conclusion of audit displayed on notice boards. **Resolution, proposed by Cllr David Simkins, seconded by Cllr David Mott and unanimously agreed 'to approve and accept the Annual Return for the year ending 31st March 2017 including audit opinion'.**
- 10) **TRAFFIC/HIGHWAYS:**
- a) A list of current items of highway maintenance was received from the Clerk to the Council. The following additional item were noted:
- Convex mirror on railings opposite Lordship Farm to be reported to CBC.
- b) The Clerk to the Council reported that she had made initial enquiries of CBC following a request received from a member of the public at the 1 August planning meeting for a weight restriction to be considered on Church Street to prevent access to HGVs. CBC had advised that the parish council should apply for a weight restriction through the latest Rural Match Funding scheme which would be launched in the autumn.
- c) Parking restrictions in Church Street / Hillfoot Road and Bury Road now implemented.
- d) Notification received of an Order made under Section 247 of the Department of Transport Town and Country Planning Act 1990 for the stopping up of highway at 129 Bury Road, Shillington to enable development as permitted by Central Bedfordshire Council under reference CB/17/00276/FULL.
- e) Notification received for temporary road closure from Barton Road, Lower Gravenhurst to Hanscombe End Road, Shillington (Near Archer's Farm) from 25 – 27 September to enable tree works to be carried out safely. Access may be allowed from time to time according to local signage.
- 11) **PUBLIC RIGHTS OF WAY - FOOTPATHS AND BRIDLEWAYS:**
- 12) **SHILLINGTON MEMORIAL PLAYING FIELD:**
- a) **Resolution, Proposed by Cllr John Clark, seconded by Cllr Tony Howells and unanimously agreed to 'accept quotation dated 14 July 2017 from MJ Granger Grounds Maintenance Ltd**

and place order for (1) replacing one wooden bollard around the playing field car park at a cost of £96.00 + VAT, and (2) filling all gaps in safety surfacing beneath play equipment at the playing field play area with sand at a cost of £88.00 + VAT.'

13) **HORNS PASTURE:**

- a) Council considered a request from AFC Shillington to be allowed to trim the NE hedge . Council agreed that the hedge could be lightly trimmed.
- b) Council considered a request from AFC Shillington for additional storage but were unwilling to agree to an additional container being placed on Horns Pasture. It was noted that AFC Shillington still had to paint the existing container green to comply with the conditions of the planning consent.
- c) Council considered a request from AFC Shillington to level the ground for an additional junior pitch in Horns Pasture. It was agreed that a plan and further details were needed before a decision could be made.

14) **COUNCIL ACTING AS TRUSTEES FOR SHILLINGTON CAR PARK CHARITY:**

- a) The annual charity report for year ending 31 March 2017 was accepted.

15) **COUNCIL ACTING AS TRUSTEES FOR WAR MEMORIAL, SHILLINGTON**

- a) The annual charity report for year ending 31 March 2017 was accepted.

16) **REPORTS OF OTHER MEETINGS:**

- Cllr Alison Graham reported that she had attended a recent meeting of the Shillington Village Design Association when the Central Bedfordshire Draft Local Plan had been considered. The views of the Village Design Association were very much the same as those of the parish council.

17) **INFORMATION/CORRESPONDENCE:**

- a) CBC briefing note for Town & Parish Councils re changes to Library Opening Hours copied to all councillors for information.
- b) BATPC's Training Programme for Autumn 2017 copied to all councillors for information.
- c) Copy of Citizens Advice Mid Bedfordshire Annual report 31 March 2017 received.

18) **ACCOUNTS FOR PAYMENT:**

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

			AMOUNT	CHQ NO
1	DJ Granger Grounds Maintenance Limited (Invoice no 017595 dated 11/07/17) <ul style="list-style-type: none"> • 6th full parish grass cut of season • Cut top of ditch in High Road with flail • Cut newly seeded area of verges in High Road with flail • + VAT @ 20% 	£306.90 } £160.00 } £130.00 } £119.38 }		
2	DJ Granger Grounds Maintenance Limited (Invoice no 017603 dated 14/07/17) <ul style="list-style-type: none"> • Cut top of ditch in Hillfoot Road • + VAT @ 20% 	£25.00 } £5.00 }	} £1,462.56	301010
3	DJ Granger Grounds Maintenance Limited (Invoice no 17673 dated 03/08/2017) <ul style="list-style-type: none"> • 7th full parish grass cut of season • Cut top of ditch in High Road with flail • Cut newly seeded area of verges in High Road with flail • + VAT @ 20% 	£306.90 } £160.00 } £130.00 } £119.38 }		
4	Matt Redman Agriculture (Invoice no 0146 dated 07/07/17) <ul style="list-style-type: none"> • Flail mowing of verges • +VAT @ 20% 	£200.00 } £40.00 }	£240.00	301011
5	Andy Muskett Ltd (Invoice no 3535 dated 30/06/17) <ul style="list-style-type: none"> • Street lighting maintenance quarter ending 30 June 2017 • + VAT @ 20% 	£188.00 } £37.60 }	£225.60	301012
6	A Complete Cleaning Service (Invoice dated 28/07/17) <ul style="list-style-type: none"> • Cleaning 4 x bus shelters 		£28.00	301013

7	Shillington Village Hall (invoice no 2017002 dated 27/08/17) <ul style="list-style-type: none"> Hire of Jubilee Room for New Clerk Interviews, 24th August 2017 6pm-9pm 		£21.00	301014
8	Shillington Congregational Church <ul style="list-style-type: none"> Hire of Church for Planning Meeting, 1st August 2017 Hire of Church for Planning Meeting, 22nd August 2017 Hire of Church for New Clerk Interviews, 25th August 2017 	£20.00 £20.00 £20.00	£60.00	301015
9	Central Bedfordshire Council <ul style="list-style-type: none"> Purchase of paper copy of Central Bedfordshire Draft local Plan 2015-2035 		£3.35	301016
10	BDO LLP (Invoice no 1644220 dated 03/08/17) <ul style="list-style-type: none"> Review of the annual return for the year ended 31 March 2017 + VAT @ 20% 	£200.00 £40.00	£240.00	301017
11	Mrs K J Cousins (Clerk to the Council) <ul style="list-style-type: none"> Salary for months of June, July & August 2017 - £1,455.42 to be paid in 3 instalments Allowances for months of June, July & August 2017 - £400.00 to be paid in 3 instalments Overtime for months of April, May & June 2017 - £156.95 to be paid in 3 instalments Expenses for ¼ ending 30 June 2017 - £95.07 to be paid in 3 instalments Less PAYE £402.60 to be paid in 3 instalments 	£485.14 £133.34 £52.33 £31.69 -134.20	£568.30	301018
12	Lonsdale Direct Solutions (Invoice no 215151 dated 03/08/17) <ul style="list-style-type: none"> Printing issue 131 Parish News 		£408.35	300008 No 2 account

Cllr Ben Jepps carried out a check of the bank reconciliation for the end of July.

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

- a) Cllr Alison Graham had received a letter from a nine year old resident asking for new equipment to be installed in the play area at the playing field. The parish council agreed to consider this at the October meeting.
- b) Cllr Tracey Forsyth reported that a street light opposite 25 Hanscombe End Road was not working.
- c) The Chair, Cllr Sally Stapleton reported that she and two other councillors had received an email request from a resident of Chapel Barns to meet to discuss a proposal with the aim of achieving a planning application for the land off High Road that has the support of both the parish council and the majority of the impacted residents. Councillors were of the opinion that as the parish council were not the landowner nor applicant of the recent planning application it was not appropriate to hold such a meeting and that a meeting between the residents and Optimis Consulting/Rowan Homes/North Herts Homes should instead be arranged. The Chair had spoken to Justin Wickersham of Optimis Consulting and he was happy to meet with residents.

20) APPOINTMENT OF NEW CLERK TO THE COUNCIL:

(Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media were excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.)

Resolution, Proposed by Cllr Tracey Forsyth, seconded by Cllr Tony Howells and unanimously agreed to offer the job of Clerk to the Council effective from 1st October 2017 to Mrs Helen Smith.

The Chair, Cllr John Clark and the current Clerk to the Council would meet to discuss terms of employment.

There being no further business the meeting closed at 9.40pm

..... (Signed)

..... (Date)