

COLMWORTH PARISH COUNCIL

Minutes of a Meeting of Colmworth Parish Council held on

Thursday 5th July 2018 at 7.30pm

in the Roman Room of the Village Hall at Colmworth.

Present: Cllr. L. Knight (Chair), Cllr. P. Ball, Cllr. G. Palmer, Cllr. B. Brightman, Cllr. L. Knight, L. Crawford (Clerk) and three members of the public.

1. Apologies

Cllr. E. Pegler, Cllr. T. Frew, Borough Cllr. Tom Wootton.

2. Declarations of Interest and Confirmation of Changes to Registers of Interest

None

3. Approve the minutes of the Extraordinary Parish Council meeting on 21st June 2018

Having been previously circulated these were approved as an accurate record of the meeting. Proposed by Cllr. P. Ball and seconded by Cllr. G. Palmer.

4. Public Open Forum

A parishioner proposed that the Ward Fund be used to purchase some computing equipment for the Chronicle. He agreed to send quotes to the Clerk in the next couple of days.

He also opposed the diversion of the footpath because he does not believe it is on the definitive line and he believes it is being diverted onto his land. He was concerned that there was a parking space which might obstruct the new diversion.

A parishioner suggested that we ask the Diocese which land was owned by them in the parish and ask them to maintain all of it including the ditch behind Burnix Court.

The three parishioners present examined the map of seasonal vegetation cuts on the rights of way network and recommended some changes to the parts which are cut. See agenda item 7.

5. Councillor vacancy. There is still an unfilled vacancy following the resignation of Russell Jones in September 2017. Noone had expressed an interest in filling this.

6. Ward Report and Ward Fund (Borough Cllr. T. Wootton)

- Report (Borough Cllr. T. Wootton)

Colmworth Parish Council: Update from Cllr Tom Wootton – July 2018

NHS Updates

A function of the Borough Council's Adult Services & Health Committee, comprised of Borough councillors, is to scrutinise the decisions of NHS commissioners and providers. At the Committee's meeting in June a number of plans were presented by NHS representatives which will shape the future of healthcare services in the Borough:

Urgent Treatment Centre and 'Walk-In' Services

You may be aware of plans to develop an 'Urgent Treatment Centre' (UTC) from October 2018. The UTC will be situated at the Cauldwell Medical Centre on the Bedford Hospital site. It will provide same-day appointments for minor illnesses over a 12 hour period, 7 days a week, via referrals from A & E and 111 phone service, thus reducing pressure on the Hospital's A & E function.

The Bedfordshire Clinical Commissioning Group (BCCG), which organises NHS services, said the formation of the UTC is a national requirement. Given that the UTC will provide same-day appointments, the BCCG announced plans earlier in the year to close the Putnoe Walk-In Centre (the surgery itself will remain open) from October 2018.

The Committee was told that the BCCG is now exploring options for a temporary extension of walk-in services north of the river in Bedford until the end of March 2019. It is unclear at the time of writing, however, whether the temporary extension will see the service continue at Putnoe or another location (Gilbert Hitchcock House on Kimbolton Road has been noted by the BCCG as an potential alternative).

GP Extended Access

In accordance with NHS England's requirements, the BCCG has awarded a contract to BEDOC ('Bedford on Call') to provide GP extended GP services from 8am – 8pm, 7 days a week. The Committee was told this would lead initially to an extra 550 appointments a week with GPs and practice nurses at 2 as yet undisclosed locations in Bedford. The appointments will be open to anyone in the Borough.

Stroke Services

5th July 2018

Since 2016, patients who have suffered a stroke in most areas of the Borough are taken to the Hyper Acute Stroke Unit (HASU) at Luton & Dunstable Hospital. This is where treatment is provided in the crucial 72 hour period following a stroke. Thereafter, patients are provided with aftercare and rehabilitation either at Bedford Hospital or in the community as appropriate.

The BCCG announced at the Committee's meeting that it is now intending to provide a new 20 bed unit in Bedford for those in need of stroke rehabilitation services. A suitable property has been identified at John Bunyan House on Goldington Road, pending alternative premises being found for the current tenants, Headway (a charity providing support for patients with brain injuries). The BCCG said that the new facility will be an improvement on the current unit at Bedford Hospital in that it will be more suited to providing rehabilitation, thus decreasing patients' lengths of stay and reducing levels of disability arising from a stroke.

Trains Update

Thameslink Timetable

As a reminder, if you have been affected by the widespread disruption caused by the introduction of new train timetables from the 20th May causing you to arrive at your destination 15 minutes or more behind schedule, you may be able to receive compensation. For more details see: <https://www.thameslinkrailway.com/delayrepay> The timetable changes were implemented to accommodate the 'Thameslink Programme' which is designed to increase capacity on the lines travelling north and south through London, including the Bedford – Brighton Thameslink service, although this has clearly not been the case as yet.

East Midlands Trains

A separate issue to that of the Thameslink Programme is the future of the East Midlands Rail franchise. Bedford is served by the East Midlands Trains 'Intercity' service providing fast trains from London St Pancras to Derby, Sheffield and Leicester amongst other destinations. This service has, however, been suspended for Bedford passengers in peak hours until 2020 to accommodate the implementation of the Thameslink Programme, as set out above.

It was announced in August last year that a consultation would be held on the specification for the East Midland Rail franchise contract when it is renewed in August 2019. The Department for Transport has now responded to the public consultation and confirmed that Bedford will no longer be served in peak hours by the Intercity service; the rationale being to reduce overcrowding and improve journey times. Bedford will instead be served by 'two dedicated commuter trains per hour' to and from Corby 'providing capacity to prevent passengers from having to travel on busy Intercity trains'.

In addition, there will be a requirement that 'at least one Intercity service per hour will call at Kettering to retain connections with stations served by the Corby services, and we are also requiring peak time calls at stations between Leicester and Bedford in the counter-peak direction'.

As details of timetables have yet to be produced, it is unclear as to how journey times will compare between the current Intercity service and the forthcoming 'dedicated commuter trains'. For more information search 'future of East Midlands Rail franchise'.

Special Constables

Special Constables are volunteers who have the same powers as Police Constables, including the ability to make arrests and stop vehicles. Following training, Special Constables are asked to volunteer a minimum of 16 hours a month.

Bedfordshire Police is currently recruiting new Special Constables. If you are interested you can request more details by emailing BeSpecial@Bedfordshire.pnn.police.uk or searching 'Bedfordshire Police Specials'

River Festival 2018

The River Festival 2018 will be held on the 14th and 15 July on Bedford's Embankment. The event attracts around 300,000 people with attractions including live entertainment, river events, funfair and arts and crafts.

Cllr Tom Wootton 07771575227 / tom.wootton@bedford.gov.uk

- Consider applications for Ward Funding (up to £1000 available for the parish).
 - Cllr. L. Knight presented three quotes for stone planters on behalf of the Gardening Club. The planter would replace the wooden one on the Triangle which was hit by a car in the snow in January. The Club preferred the granite planter from Roundwood for £391.67 ex VAT. The Clerk agreed to ask the Highways Department whether they would be happy with a stone planter. Councillors were in support of the application.
 - Councillors agreed that this application should be submitted with the request for computer equipment for the Chronicle (to be confirmed). The Village Hall have confirmed that they will not apply this year.

7. Highways and Rights of Way

- Highways report from Cllr. L. Knight. The new jetpatch machine has been used to fill some potholes in Mill Road. Andrew Prigmore has confirmed that Colmworth is on the list of sites to be considered for installation of average speed cameras. It was agreed that the most suitable locations for average speed cameras would be Church Road and Little Staughton Road if the Parish Council are successful in their application for average speed cameras and a consultation demonstrate that the village are in support. The Parish Council may consider extending this to Wilden Road if the 30mph limit was extended.
- Consider requesting a 30mph limit and weight restrictions or “unsuitable for heavy goods vehicles” in Wilden Road. The 30mph limit has been requested. The Clerk will chase for further updates. Andrew Prigmore has advised the following:
 “Weight restriction - when looking at a request for a weight restriction, we have to consider the impact not just on the road to be restricted but on the surrounding roads and villages. Any weight restriction does not remove HGV traffic, it will move it on to other (sometimes less suitable) roads and affect other communities. In addition, the deliveries to and from many of the local businesses in the area will be exempt from the weight limit, meaning that the community's anticipated drop in HGV traffic may not occur. Finally enforcement of the weight limits by the police is unlikely to occur due to lack of resources. Given all of the points above, we would not consider a weight restriction in this area to be a high priority for funding. Unsuitable for HGVs signing – we will install such signs where HGVs have difficulty in negotiating this road. This is normally as a result of difficult junctions / bends or due to the narrow width of road. Wilden Road would not necessarily be a priority for such signing compared with other roads in your parish (Honeydon Road / Channels End etc), where widths are considerably narrower and layouts more difficult for a large vehicle to negotiate. It would therefore be a low priority for funding. It should be noted that installing such signing is likely to have little effect on traffic manoeuvres as the HGV traffic using this road is likely to be delivering to properties in the area. In addition, these signs are only advisory and therefore cannot be enforced, which means that they rely on the goodwill of the driver.”
 Cllr. L. Knight agreed to challenge this statement as she believes Wilden Road is narrower than Mill Road in places. She proposed that weight restrictions and the criteria for applying them be added to the agenda for the Ward Forum meeting in October.
- Report on progress re the ditch, verge, trees and footpath opposite Holland House. The Clerk reported that the verge was reinstated but then the ditch was dug out which covered the verge with debris. Some trees are still in the middle of the ditch which may obstruct the flow of water but we shall wait until it rains to see. There is a drainage pipe in the ditch which means it cannot be dug any deeper. The Clerk is chasing Bidwells re the dead trees but they may not do anything until after nesting season.
- Consider proposals regarding preventing parking on kerbs in Little Staughton Road and elsewhere in the village. This is still a problem. It was agreed to send a further reminder to residents of Little Staughton Road and a new letter to those who are believed to be parking on the kerb in other parts of the village. Cllr. L. Knight will adapt the previous letter and send to the Clerk.
- Rights of Way
 - Report on Footpath 4 adjacent to the new development at Kitium House / Sycamore Close and application for diversion. It was agreed that the Parish Council would object to the diversion because it appears to be diverted onto the neighbouring landowner's land without his permission, we should also point out that there is an area which may be used for car parking which would obstruct the footpath and we would like the new owners to be responsible for cutting the vegetation on the path as it is not part of the seasonal vegetation cut carried out by the Borough. Proposed by Cllr. L. Knight and seconded by Cllr. P. Ball.
 - consider whether to request any changes to the locations currently cut twice per year by the Borough in their seasonal vegetation cut. The map of the current locations cut can be found on the parish website <https://www.colmworthparishcouncil.bedsparishes.gov.uk/parish-council-departments/crow/> It was agreed to sacrifice cutting the eastern section of COL/20A1 and COL/20B in favour of cuts to COL/10D and the eastern end of COL/15/A2
 - the Parish Council will contact Bidwells and classify the ownership of Footpath 10

8. Planning

- Consider proposal from Urban Vision for support with Colmworth's Neighbourhood Plan £5500 plus expenses (to be funded by grant applications) to assist with the plan process and policy development. Cllr. G. Palmer explained that he and Cllr. E. Pegler were discussing a smaller proposal with them but that this was still in progress.
- Consider how to respond to the planning application at Tythe Farm:

Application number	Description	Location	Deadline
18/01034/MAF	Erection of a building for Use Classes B2 (general industrial) and B8 (storage and distribution) commercial uses, parking area and associated works.	Land north of Tythe Farm, School Lane, Colmworth	06/07/2018

Cllr. G. Palmer reported that Bedford Borough Council have granted us an extension to 25th July to respond. Cllr. L. Knight proposed that the decision be postponed until an extraordinary meeting on 19th July to give Councillors more time to digest recent reports from Bedford Borough Council Highways and Planning Departments and so that Cllr. E. Pegler and Cllr. T. Frew would be present. Cllr. G. Palmer seconded the decision and Councillors were unanimously in favour.

9. Petanque / French Boules

Consider whether to consult the village on the installation of a piste in the village. The Clerk reported that Martin had measured the playing field behind Toad Hall nursery and there was space for a piste. Cllr. L. Knight proposed that the Clerk consult parishioners on whether there is any demand for a piste via the Trumpet and Facebook.

10. Village Centre Sign (L. Knight)

Consider purchase of a Village Centre Sign similar to the one in Barton Le Clay

<https://www.signsofthetimes.co.uk/village-centre-signs/>. Cllr. L. Knight suggested that this could be funded via donations. Cllr. G. Palmer suggested that the village logo used for the Chronicle might look good as a silhouette cut out sign. Cllr. L. Knight agreed to research options.

11. Churchyard maintenance

The church warden has explained that churchyard maintenance typically costs:

Small mower - supply and maintenance £150

Fuel for small mower £120

Large mower - fuel and blades £110

Hedgecutter - fuel and maintenance £30

This doesn't include any costs of labour which is given voluntarily

She confirmed that any money given for churchyard maintenance will be used for this purpose.

Cllr. L. Knight proposed that the annual payment for churchyard maintenance be increased from £200 to £300. Cllr.

P. Ball seconded the motion and Councillors voted unanimously in support of the increased payment.

12. Consider an inspection contract for the defibrillator

- The Parish Council's hosting agreement with the Village Hall Committee states that the Parish Council will take out a maintenance contract for the defibrillator. It is currently being inspected regularly by Andrew Dewey but there is some confusion over whether there is already a maintenance contract in place with Community Heartbeat Trust or not. The Clerk will investigate.

13. Finance:

- Approve receipts and payments and schedule of payments. See p5
- Review bank mandates and signing arrangements. Cllr. E. Pegler, Cllr. L. Knight, Cllr. P. Ball, Cllr. B. Brightman and the Clerk are signatories to the accounts. The Clerk does not sign or authorise payments but she has to be a signatory otherwise the bank will not talk to her. She sets up the online payments which are then signed by a Councillor. Cllr. L. Knight and Cllr. B. Brightman are online signatories but Cllr. B. Brightman is still waiting for her authentication card to arrive. The Clerk has chased this with Barclays.
- Review credit reports for Barclays and FSCS protection. Barclays credit rating is A1. Most high street banks have similar ratings or Aa3 which is one step higher. We are covered for up to £75,000 by FSCS protection. Councillors agreed to remain with Barclays.
- Review whether a savings account is required. It was agreed to open a savings account with Barclays. Their current interest rate for non-personal monies is 0.20%. The savings account has instant access and has no minimum opening balance. The interest rate is variable and not fixed. There are currently no fixed rate accounts available for non personal monies at Barclays. It was agreed to open the account with £5000 of our reserves which we are unlikely to access in the next few months.
- Bank reconciliation and reserves. The reconciliation is shown on p6 & 7

14. Country Park, Playing Field and Gardening Club

- Gardening Club reports / expenses. Expenses for bulbs £154.53
- Consider need for separate Gardening Club account. This will only be necessary if spending is likely to exceed s137 limit of £7.86 per elector (£1486) on items for which the Parish Council does not have a specific power to act / spend. It was agreed that a separate account was not required.

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Receipts and Payments

Receipts to Main Parish Council Account 73419584					
Date	Payee	Details	Cheque Number / Reference	Payment type	Amount
None					
Total					£0.00
Receipts to Chronicle Account 10232793					
Date	Payee	Details	Cheque Number / Reference	Payment Type	Amount
03/05/2018	Toad Hall	Chronicle advertising	10183 / 10178	Credit	£24.00
Total					£24.00
Payments from Main Account 73419584					
Date	Payee	Details	Cheque Number / Reference	Payment type	Amount
09/05/2018	W T Saunders	Playing field grass cutting payment 1 of 7		Standing order	£150.00
11/05/2018	1&1 Internet	Colmworthpc.org.uk e-mail accounts		Direct Debit	£1.19
21/05/2018	Opus Energy	Electricity for street lights 6th Apr to 5th May 2018		Direct Debit	£23.56
24/05/2018	Bripat Engineering	Post for Triangle dog bin		BACS	£42.00
29/05/2018	L. Crawford	May salary		Direct Debit	£349.28
01/06/2018	W T Saunders	Playing field grass cutting payment 2 of 7		BACS	£150.00
07/06/2018	Jewson	Ballast & cement		BACS	£15.86
07/06/2018	Kim Webb	Internal audit (May)		BACS	£50.00
11/06/2018	1&1 Internet	Colmworthpc.org.uk e-mail accounts		Direct Debit	£1.19
12/06/2018	NEST	Clerk's pension 2nd May - 1st July		Direct Debit	£138.15
14/06/2018	Beds & Cambs Whole Home Maintenance	May play area inspections		BACS	£20.00
14/06/2018	Bedfordshire Association of Town and Village Councils	New Councillor Induction Training G. Palmer		BACS	£25.00
14/06/2018	Colmworth Village Hall	Invoice 2018Q2 CPC hall hire		BACS	£29.50
21/06/2018	Opus Energy	Electricity for street lights 6th May to 5th Jun 2018		Direct Debit	£22.65
28/06/2018	L. Crawford	June salary		Standing order	£342.91
29/06/2018	Information Commissioner's Office	Annual data registration		Direct Debit	£35.00
02/07/2018	W T Saunders	Playing field grass cutting payment 3 of 7		Standing order	£150.00
04/07/2018	Jewson	Paint for dog bin post		BACS	£27.02
04/07/2018	SLCC	Clerk's annual membership (50% of £115 shared with Stapleford)		BACS	£57.50
04/07/2018	J Parker	Daffodils for Gardening Club		BACS	£67.14
04/07/2018	Playsafety Ltd	Annual ROSPA inspection of play area		BACS	£92.40
04/07/2018	Naturescape	Wild narcissus for Country Park		BACS	£118.30
10/05/2018	Beds & Cambs Whole Home Maintenance	April play area inspections & mnance	180501	BACS	£96.00
05/07/2018	L Crawford	Clerk's expenses May and June		Cheque	£36.28
05/07/2018	Gravelmaster	Bark top up for play area		BACS	£178.00
05/07/2018	Kompan	Screws and shackle bolts for swings		BACS	£76.80
05/07/2018	Proludic	Post and bolt caps		BACS	£50.86
05/07/2018	Community Heartbeat Trust	Annual service contract for defibrillator (years 2 and 3 of 4)		BACS	£302.40
21/08/2018	CPRE Beds	Annual subscription		Direct Debit	£36.00
05/07/2018	Tom Frew	Country Park sundries	100211	Cheque	£38.50
05/07/2018	St Denys Church Wardens	Churchyard maintenance		BACS	£300.00
Total					£3,023.49
Payments from Chronicle Account 10232793					
Date	Payee	Details	Cheque Number / Reference	Payment type	Amount
None					£0.00
Total					£0.00
Posted balances after the above transactions clear					
Main Parish Council Account 73419584					£17,345.57
Chronicle Account 10232793					£1,889.23

5th July 2018

COLMWORTH PARISH COUNCIL BANK RECONCILIATION 1st APR 2018 TO 4th JULY 2018

Date of bank statement 04/07/2018 Line of cash book: 64

Prepared by Mrs. Lucy Crawford, Parish Clerk

BARCLAYS						
Main Account 73419584						
DATE			Receipts	Payments	Transfers	Balance
01-Apr-18	Balance bf	£15,142.74				
04-Jul-18	Posted balance per accounts	£-	£6,835.00	£3,517.33	£0.00	<u>£18,460.41</u>
Unpresented cheques / uncleared payments:						
	L. Crawford expenses March & April		£43.81			
04-Jul-18	Balance as per bank statement	£18,504.22				
04-Jul-18	Posted balance - cleared balance	-£18,504.22	Equal to unpresented cheques			
04-Jul-18	Balance cf	£-				

BARCLAYS						
Chronicle Account 10232793						
			Receipts	Payments	Transfers	Balance
01-Apr-18	Balance bf	£2,619.23				
04-Jul-18	Posted balance as per accounts	£18,460.41	£78.00	£808.00	£0.00	<u>£1,889.23</u>
Unpresented cheques / uncleared payments:						
None						
	Total			£0.00		
04-Jul-18	Balance per bank statement	£1,889.23				
04-Jul-18	Posted balance - cleared balance	£16,571.18				
04-Jul-18	Balance cf	£18,460.41				

SUMMARY OF ALL ACCOUNTS						
			Receipts	Payments	Transfers	Balance
01-Apr-18	Balance bf	£17,761.97				
04-Jul-18	Balance per accounts	£-	£6,913.00	£4,325.33	£-	<u>£20,349.64</u>
04-Jul-18	Balance per bank statements	£20,393.45				
04-Jul-18	Balance cf	£20,349.64				

Public Works Loan for Country Park. Loan Number 494311

Opening Balance Outstanding	Principal Repayments to	Closing Balance Outstanding
01/04/2018	04/07/2018	04/07/2018
£14,565.56	£0.00	£14,565.56

5th July 2018

Colmworth Parish Council Reserves 5th July 2018				04/07/2018				
Date of Parish Council Meeting:				05/07/2018				
Fund Name	Funds Reserved	Income to reserve	Expenditure from reserve	Transfers to / from Current up to	Funds Reserved	Funds to be added / withdrawn from unearmarked reserves on	Balance close of	Comment
	01/04/2018	04/07/2018	04/07/2018	04/07/2018	04/07/2018	05/07/2018	05/07/2018	
Transparency code fund	£179.65		£41.66		£137.99		£137.99	For software for Clerk's computer
Insurance excess	£250.00				£250.00		£250.00	
Hedge cutting	£100.00				£100.00		£100.00	Use in autumn 2018
Country Park	£1,078.31		£0.00		£1,078.31		£1,078.31	
Neighbourhood Plan (if grant funds don't cover)	£1,000.00				£1,000.00		£1,000.00	
Traffic calming / street light replacement	£3,400.00				£3,400.00		£3,400.00	
Elections	£750.00				£750.00		£750.00	
Garden Club	£320.77		£154.53		£166.24		£166.24	Daffodils purchased July 2018
Chronide	£2,619.23	£78.00	£808.00	-£1,865.23	£24.00	-£24.00	£0.00	Remaining Chronide funds transferred to unearmarked reserve.
Total earmarked reserves	£9,697.96				£6,906.54		£6,882.54	
Available reserves	£8,064.01				£13,443.10		£13,467.10	
Earmarked reserves = funds set aside for a specific purpose. These can only be reallocated to another purpose if the council passes a resolution to do so.								
Available reserves = total balance in the accounts less the earmarked reserves. This should be between 50-100% of our annual precept								
at the end of the financial year (ie. £6,835-£13,670). On 5th July we have £13,467.10 of available reserves								
but this is expected to fall to £8500 by 31st March 2018 which is within the recommended range.								

5th July 2018

- Country Park reports / expenses Tom Frew had submitted a claim for £38.50 for sundries for the Country Park
- Play area ROSPA annual inspection report and matters arising. There are some bolt and screw covers which need replacing, the bin must be moved away from the swings and some branches need to be cut back.
 - Consider whether to aim to replace bark with wet pour safety surface. The bark is still 10cm too shallow despite thousands of litres of bark being added in the past two years at a cost of over £1000. It was agreed to purchase another 2000L of bark at £178 but The Clerk will seek quotes for wet pour surfacing.
 - Consider purchase of a new post for the litter bin to locate it away from the swings and the footpath to avoid it being used for dog waste. Councillors approved the purchase of a post at a cost of up to a maximum of £60
 - Consider proposal from Martin Phillips re maintenance tasks (trimming branches, replacing wooden edging, filling gaps, repainting lines, replacing / tightening bolts, caps etc.). Not yet received.

15. Electricity supply for Triangle lights

- Meter reading. Cllr. L. Knight will obtain this.
- Confirm that new residents of Manor Farm are happy with the agreement not to charge for electricity supply or standing charges from 1st April 2018 to 31st March 2019. The residents had kindly agreed not to charge for this from 2015 to end March 2018. Cllr. L. Knight confirmed that the residents have agreed to extend this and pay these charges on behalf of the village from 1st April 2018 to 31st March 2019. The Clerk will write to express our thanks.

16. Clerk's pension

- Reconsider proposal to outsource management of NEST pension. The Clerk has proposed that she sets up payments and Lorraine and one other Councillor approve the payments online. Cllr. G. Palmer will act as the second signatory to these payments Cllr. L. Knight proposed this and Cllr. B. Brightman seconded the proposal which was duly passed.

Date of Next Meeting: Thursday 6th September 2018