

Minutes of a Meeting of Colmworth Parish Council on Thursday 4th October 2018 at 7.30pm in the Roman Room of the Village Hall at Colmworth

Present:

Cllr. E. Pegler, Cllr. L. Knight, Cllr. G. Palmer, Cllr. T. Frew, L. Crawford (Clerk) and four members of the public.

1. Apologies. Cllr. P. Ball, Cllr. B. Brightman and Borough Cllr. Tom Wootton.

2. Declarations of Interest and Confirmation of Changes to Registers of Interest None

3. Approve the minutes of the Parish Council meeting on 6th September 2018 Having been previously circulated the minutes were approved as an accurate record of the meeting. Proposed by Cllr. L. Knight and seconded by Cllr. T. Frew.

4. Public Open Forum

A resident asked what progress there had been regarding improving the road and drainage at the Honeydon Road end of Footpath 10. Cllr. T. Frew explained that he had not met with the Borough Council yet but will do soon. The Clerk will find out who the current footpath representative for Colmworth is.

The Clerk presented feedback from many parishioners in response to her post on Facebook stating that the Parish Council were proposing to suspend posting on the Colmworth and Wilden Facebook group. Many parishioners had explained that they find Facebook much better than the Trumpet for accessing parish news and so they would prefer that the Parish Council continue to post on Facebook and some suggested the Parish Council open their own facebook page. Councillors agreed that the Clerk should open a Parish Council facebook page but with no option to leave comments.

The residents applying for planning permission at Chapel Farm (see item 7. Planning below) explained that they wanted to turn their outbuildings into holiday lets focussing on larger groups of people. They suggested that larger groups tend to share cars and stay on location so they believed this was likely to have minimal impact on traffic. They believe that the proposed changes will improve the appearance of the buildings and be in keeping with the character of other buildings in the village. Bedford Borough Council's pre-application advice was supportive of the proposals since they would contribute to tourism in the area and tidy up the site. Three out of four of the elevations would not change and there would be very little change to the footprint of the buildings.

They explained that it had been necessary to take down some trees behind the property. These were mainly overgrown conifers and a couple of trees which were dead or dying. They had to remove a large willow because its roots were running under the house and there was a risk of damage but they love the mature trees and do not want to remove them.

They reassured Councillors that they would be living on site and therefore they would be keen to avoid noisy or disruptive group bookings and they would be using a booking system which enabled them to choose their guests based on reviews and vetting.

They also explained that there would be car parking for 10 cars and that they were not expecting bookings with horse boxes / lorries but they do have some personal guests who visit with horses. They use the other entrance so this should not be a problem.

They hope the conversion work before Christmas and finish by summer 2019.

5. Speeding

- Cllr. L. Knight presented the findings from the data recorders positioned by the police in September.

At the request of the Parish Council the police installed three data recorders in the village from 6th September to 12th September. They were positioned in Little Staughton Road near City Lane, in Church Road near the Village Hall and in Wilden Road in the 40mph zone near Cornfields.

She highlighted the following statistics:

- *There were almost 10,000 vehicle movements in Church Road and 12,700 in Wilden Road per week.*
- *87% of the vehicles were speeding*
- *The top speed in the middle of the village was an astonishing 80mph in a 30mph zone.*
- *The police said that if average speed cameras had been in place they would have issued approximately 7000 fines.*

The police explained that a lone police officer doing occasional checks would not have a significant impact. They supported our assertion that Colmworth needs average speed cameras.

We are currently on Bedford Borough Council's list to be considered for average speed cameras. However, there is huge competition for limited funding and there are only a small number of cameras available. The Parish Council have been working to improve the chances of us obtaining cameras by:

- *installing the white gates at each end of the village as a traffic calming measure*
- *reviewing and extending speed limits*
- *gathering speed data.*

Now that we have data clearly showing the need for average speed she proposed that we need to demonstrate that there is public support for the cameras and, if there is support, we need to raise funds for a parish contribution towards the installation costs.

She proposed that the information be summarised in the next Chronicle newsletter and a public meeting be held.

- **It was resolved to hold a Village Open Meeting about speeding to present the data in more detail and consult parishioners about the installation of average speed cameras.** Cllr. L. Knight will prepare an article for the Chronicle. Councillors proposed a date of Saturday 1st December at 11am in the main hall (the main hall is booked on week nights in term time). The Clerk will check the availability of the hall.

6. Ward Fund

- The Chronicle team are not ready to purchase the laptop, printer and software yet. £718.29 has been received by the Parish Council for this purpose from the Ward Fund.

7. Planning

It was resolved to respond to the planning application below without objection.

Cllr. L. Knight proposed and Cllr. E. Pegler seconded the resolution and Councillors voted unanimously in favour.

Application number	Description	Location	Deadline	Link
18/02560/FUL	Two storey front/side and single storey rear/side extension	Sanaigmore Little Staughton Road Colmworth Bedford Bedfordshire MK44 2LB	06/11/2018	18/02560/FUL

- Local Plan 2030 (deadline Tues 30th Oct 5pm). **It was resolved to make no further comment about Local Plan 2030** as Councillors believe that the comments made about Local Plan 2035 are still relevant and these will automatically be carried forward. Proposed by Cllr. G. Palmer and seconded by Cllr. E. Pegler. Cllr. G. Palmer explained that once the plan is in place it will be instantly reviewed as the Borough Council will need to recalculate the housing requirements according to the new rules set out in the National Planning Policy Framework.

9. Budget for 2019/20

	Actual Year to 31st Mch 18 £	Budget Year to 31st Mch 19 £	Forecast Year to 31st Mch 19 £	Draft Budget to Mch 20	Comment
Budget 2019-2020				4.5%	% increase vs 2018-19
REGULAR RECEIPTS					
Precept	13,406.00	13,670.00	13,670.00	14,287.91	
Council Tax Support Grant	21.00	0.00	0.00	0.00	Beds Borough Council phased this out
Total Regular Receipts	13,427.00	13,670.00	13,670.00	14,287.91	Should cover regular payments
OTHER RECEIPTS					
Chronicle advertising	1,434.00	1,220.00	78.00	0.00	PC Chronicle closed - reopened independently
Interest	0.00			0.00	
Gardening Club Reserve	496.52	0.00	391.67	0.00	2018/19 Ward Fund for planter (£391.67) recorded under Gardening Club - remainder under "Ward Fund"

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Country Park Reserve	377.50	0.00	0.00	0.00	We don't budget for donations. If received they will either be spent on unbudgeted items for the Country Park or added to the earmarked reserve.
Ward Fund	1,061.29	0.00	718.29	0.00	We don't budget for this. If we receive a grant we spend it in the same year.
Transparency Code Grant	1,395.05	0.00	0.00	0.00	Grant last available 2017/18
Other	0.00		0.00	0.00	
Donations / sponsorship	250.00		1,250.00	0.00	
Neigh'd Plan	0.00	0.00	0.00	0.00	No grants received since 2015/16.
Fayre Proceeds	0.00	0.00	0.00	0.00	No fayre planned in 2019
Total Other Receipts excl VAT	5,014.36	1,220.00	2,437.96	0.00	
Total Receipts excl VAT	18,441.36	14,890.00	16,107.96	14,287.91	

	Actual Year to 31st Mch 18 £	Budget Year to 31st Mch 19 £	Forecast Year to 31st Mch 19 £	Draft Budget to Mch 20	Comment
				4.5%	% increase vs 2018-19
REGULAR PAYMENTS					
Clerk's Salary & Pension	3,838.46	4,719.78	5,038.26	4,814.00	7 hours per week, assumes 2% contractual increase in pay in April 2019 as per NALC pay scales. Remain at SP23 on pay scale.
Clerk's employment expenses (staff cost)	272.70	300.00	421.50	425.00	£18 HWA* Budgeted for £7 travel per month in 2018/19 but currently around £16 per month due to extra meetings.
Clerk's other expenses	12.89	48.00	21.95	48.00	Budget for £2 postage and £2 other sundries = £4 per month. Printing & most stationary now under admin as we buy direct to reclaim VAT
PAYE	80.60	0.00	0.00	0.00	No PAYE expected 2019/20
Councillors expenses	0.00	50.00	50.00	0.00	Travel to meetings, printing etc.
Loan repaym't	1,355.90	1,355.90	1,355.90	1,355.90	
Training	78.40	425.00	175.00	90.00	Budget for 3 courses x £30 (2 x LC, 1 x Cllrs) and nothing towards Clerk's core skills course.
Grass & Hedge Cutting (playing field)	796.00	972.32	1,175.00	1,050.00	Budgeted £900 for grass cutting, moss & weed control, £150 for hedge cutting.
Insur'ce	576.36	577.00	590.51	615.51	Fixed price for three years but £25 increase budgeted in anticipation of additional assets purchased.
Audit costs	160.00	100.00	100.00	65.00	Budgeted £65 for one internal audit in 2019/20
Power (Street lights & Triangle lights)	286.63	303.00	288.00	324.00	Budget: Street lights currently £288 but contract ends in Nov 2019 and current estimate from Opus would be £336 per year. Heavier use in winter so estimate £324
Defibrillator maintenance			252.00	135.00	Higher payment in 2018/19 covers two years.
General Maint'ce, Inspection & Repairs	83.30	300.00	123.00	250.00	Street light maintenance £100, £150 other eg noticeboards, dog bins, repairs to street lights, gates, vehicle activated signs.
Annual Play Area Insp'ion (ROSPA)	77.00	77.00	77.00	77.00	
Playing field / play area m'nance & consum	393.45	400.00	571.03	506.00	Repairs and maintenance to play area £150, annual bark top up £356.

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Country Park	975.35	935.00	635.00	970.00	Budget £150 for sundries, £200 for fuel to cut paths, £120 for set of mower blades, £500 cutting meadows. (£160 for bluebells from Gardening Club earmarked reserve).
Traffic calming / street light replacement		1,000.00	1,000.00	1,380.00	Increased by £380 to allow for a higher contribution for average speed cameras.
Regular tree work	150.00	150.00	150.00	150.00	Felling dead trees / making branches safe.
Subs	181.00	187.00	185.50	187.00	Budget: BATPC £93, CPRE £38, SLCC £56 (shared between 2 Councils)
Admin	375.23	363.00	363.00	373.00	Budget: £80 payroll, £38 info commissioner, £175 print cartridges, £20 other stationary, £50 other. Increased by £10 to reflect actual stationary costs.
N'hd Plan costs excluding grant funded costs	48.50	217.00	217.00	91.00	1 x 3 hr meetings in main hall at £7.50 each + 1 at weekend £9.50 each + £40 admin = £91
Software, web & e-mail costs	7.14	0.00	11.88	60.00	Colmworthpc.org.uk e-mail domains started April 2018 (99p per month) may increase to £5 pm in 2019. Software costs £44 for MS Office & £7.50 for anti virus shared with Staploe met from reserve so listed under "other payments" this year.
Handyman for play area insp'tion and general m'tnace	282.00	405.00	405.00	570.00	Budget assumes one half hour inspection per week plus 2.5 hrs work per month (56 hours per year) at £10 per hour until Sept 2019 and £10.20 thereafter.
Vllg Hall Hire	161.50	155.00	162.50	151.50	Budgeted 6 meetings x 2 hrs at £5.50 per hour (Roman Room) + 2 x 3 hr meetings Roman Room + 2 meetings x 2 hr meeting in main hall (£7.50 per hour) + Parish Meeting x 3 hrs in main hall at £7.50 per hour = £151.50
Church path maintenance				0.00	To be confirmed but it was agreed that if money needs to be set aside for this it will be deducted from the churchyard maintenance contribution.
Churchyard maintenance	200.00	300.00	300.00	300.00	
Literature & info	36.75	30.00	30.00	0.00	eg manuals and reference materials for Clerk
Contingency	0.00	300.00	300.00	300.00	
Total Regular payments	10,429.16	13,670.00	13,999.03	14,287.91	

	Actual Year to 31st Mch 18 £	Budget Year to 31st Mch 19 £	Forecast Year to 31st Mch 19 £	Draft Budget to Mch 20	Comment
OTHER PAYMENTS					
Chronicle	1,118.15	1,220.00	808.00	0.00	
Additional hours for the Clerk	474.00	0.00	0.00	0.00	
Software		0.00	41.66	51.50	Paid by Transparency Code Grant
Ward fund donations	900.21	0.00	718.29		Laptop & software for Chronicle team in 2018/19
Assets Purchased (excl GC & CP reserves)	3,536.27	0.00	0.00		
Vllg Hall Works	0.00				
Country Park (spending from reserves)	349.19	0.00	19.91		2017/18 bench, plaque & owl box. 2018 bird posters for hide.
Gardening Club (Triangle m'nance, bulb planting etc)	176.71	0.00	154.53	160.00	2018/19 Bulbs covered by G. Club funds
Gardening Club (assets purchased)	133.32	0.00	375.00		2018/19 Planter purchased using Ward Fund
H'ways & street light reserve	50.00	0.00	250.00		2018/19 Expecting to spend £1250 on HGV signs of which £250 from reserve & £1000 from regular traffic calming budget

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Neighbourhood Plan (grant funded expenses)	0.00	0.00	0.00		
Picking up grass (playing field) 2017 only	360.00	0.00	0.00		
Exceptional tree work	530.00	0.00	0.00		
Election costs	0.00	0.00			
Extra churchyard m'nance (extra payment due to no payment in 2015/16)	100.00	0.00	0.00		
Total Other Payments	7,727.85	1,220.00	2,367.39	211.50	Other payments are met by other receipts or reserves eg GC or CP funds, donations, grants
TOTAL PAYMENTS EXCL VAT	18,157.01	14,890.00	16,366.42	14,499.41	VAT is reclaimed and therefore excluded from budget
REGULAR SURPLUS / DEFICIT	2,997.84	0.00	-329.03	0.00	
OTHER SURPLUS / DEFICIT	-2,713.49	0.00	70.57	-211.50	
TOTAL SURPLUS / DEFICIT	284.35	0.00	-258.46	-211.50	
*HWA = Home Working Allowance					

The above budget would require a precept of £14,288 which would represent at 4.5% increase on the precept for 2018-19. The precept is funded from Council Tax. The amount a Council Tax Band D property would pay towards the precept would increase from £72.16 per year to £75.42 per year.

Date of Next Meeting: Thursday 1st November 2018