

COLMWORTH PARISH COUNCIL

Minutes of the meeting of Colmworth Parish Council held on Thursday 06th May 2021 at 7.40pm.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 the meeting was conducted online.
Present: Councillor Pegler (Chair), Councillor Frew, Councillor Palmer, Councillor Brightman, Councillor Knight

Apologies: Councillor Ball

In Attendance: 1 member of the public.

Clerk: Lizzie Barnicoat

2021/022 Election of Chair

Councillor Pegler – Proposed as Chair by. Councillor Brightman – Seconded by Councillor Knight. All in favour, resolution passed. Councillor Pegler to sign Declaration of Acceptance of Office form.

2021/023 Election of Vice Chair

Councillor Knight – Proposed as Vice Chair by. Councillor Brightman – Seconded by Councillor Frew. All in favour, resolution passed. Councillor Knight to sign Declaration of Acceptance of Office form.

Councillor Knight and Councillor Pegler thanked for their hard work over the challenging last year.

2021/024. Apologies

Apologies were received and accepted from Councillor Ball.

2021/025. Declarations of interest

There were no declarations of interests received for the meeting. Councillors had all received a copy of the current Members Code of Conduct, it was confirmed that there no changes to any declarations of interest.

2021/026 Approve the minutes of the Parish Council meeting on 04th March 2021

The Council accepted the minutes as a true record of the meeting.

Councillor Pegler – Proposed. Councillor Knight – Seconded. All in favour

The Chair adjourned the meeting at this point

2021/027. Public Open Forum.

Resident asked regarding the average speed cameras and the maintenance as well as the collection of fines, it was confirmed that the local authority maintain the equipment and the Police collect the fines.

The Chair reconvened the meeting at this point

2021/028 Review Code of Conduct

Councillors unanimously agreed to approve the issued document based on the NALC and local authority model, resolution passed.

2021/029 Country Park Working Group

It was unanimously agreed to appoint the Working Group, with members to be Councillor Frew, NF, MP, HP, AC, SC, resolution passed. It was noted it would be beneficial to recruit more members in the near future to assist with the programme or works. . The member of the public in attendance kindly offered to join the regular volunteering group, Michael Foster was thanked for this offer and invited to a future working party session.

The circulated Terms of Reference for the Working Group were unanimously agreed to be approved, resolution passed.

The drafted Byelaws and Rules of the Country Park had been circulated, all Councillors were asked to feed comments to Councillor Knight and a final draft version to be presented to the next Council meeting for ratification.

It was noted the cutting of the paths and organising of this to be looked at.

2021/030. Staffing Committee

It was unanimously agreed by all present to appoint the Committee with Cllr. E. Pegler, Cllr. L. Knight, Cllr. B. Brightman as members, resolution passed. It was also unanimously agreed to retain the delegation arrangements and terms of reference of the working group which had been circulated in advance to all Councillors, resolution passed.

2021/031. Gardening Club Working Group

It was unanimously agreed to appoint the Working Group, with members to be those able to offer much appreciated assistance with the village areas, It was noted currently supporting this work are Councillor Frew, NF, HP, HB, SW resolution passed. The circulated Terms of Reference for the Working Group were unanimously agreed to be approved, resolution passed.

2021/032 Appointment of Members to Areas of Responsibility

It was unanimously agreed to elect the following Councillors to these areas; Highways (Councillor Knight), Friends of St Denys representative (Councillor Pegler), Rights of Way (Councillor Brightman), Village Hall (Councillor Ball), Planning (Councillor Palmer), Business (Councillor Pegler).

2021/033 General Power of Competence

The Council unanimously agreed to not exercise the power.

2021/034 Review of the council's and/or staff subscriptions

Bedfordshire Association of Town and Parish Councils (£93)

Council for the Protection of Rural England (£36 renews August)

It was unanimously agreed to approve these subscriptions for the coming year, resolution passed.

2021/035 Insurance policy renewal

The circulated quotation was a 61% on the previous policy premium, Councillors felt this was high given there had been no significant changes to the requirements of the Parish Council. It was unanimously agreed that a better value premium to be secured and to be agreed electronically in order for a saving to be made before the renewal date on 1st June. Clerk to investigate.

2021/036 Finance

Review receipts and approve payments

The Full Council approved and agreed the following payments, resolution passed.

Martin Phillips	Play area inspection (April invoice)	£10.20
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St Denys PCC	Tree work donation	£700.00
BATPC	Membership renewal	£93.00
Anne Pape	March salary including overtime	£355.12
Anne Pape	Office 365 reimbursement	£59.99
Kim Webb	Internal Audit fee	£65.00
Troy Planning and Design	Planning consultant advice fee	£3000.00
Troy Planning and Design	Planning consultant advice fee	£1806.60
Scribe	Accounts package subscription renewal	£339.60
Eyelid Productions	Website services	£100.00
W T Saunders Ground Care	Playing Field grass cut, two cuts	£139.99
lonos	Monthly charge for email	£14.39

Ratification of payments for emergency tree works in the churchyard and for a planning consultant.

It was unanimously agreed to ratify the above payments as listed, which had been agreed between meetings electronically for work needed to be carried out.

Payment towards average speed cameras

Following the installation of the cameras it was unanimously agreed to approve the payment of £5,000 as previously agreed to be allocated to this work, awaiting invoice from local authority.

Bank reconciliation 31st March 2021

This had been circulated to all ahead of the meeting, no concerns raised it was noted.

Internal audit of accounts 2020/2021

Independent review had been carried out, circulation of internal report reviewed, and Councillors noted no issues arose, report accepted.

Approve Annual Return (External Audit Exemption, Accounting Statements and Governance Statements)

Following the completion of the internal audit, Councillors had been provided with a number of supporting documents. Section 1 of the Return was reviewed each question in turn, Councillors present unanimously agreed to approve Section 1 and agreed the figures reported within Section 2, noting the Council's turnover is within the exemption limits for external review, resolution passed. Clerk to arrange submission of appropriate documentation to external auditors.

Allocate reserves

The circulated allocation of reserves was reviewed, Councillors unanimously agreed to approve the document and reserve allocation.

VAT reclaim

The submitted return had been circulated and the reclaim made, it was noted.

Payroll service provider approval

Supporting information had been circulated ahead of the meeting, it was proposed by Councillor Palmer, seconded by Councillor Pegler, that the Council appoint Maggie Prowse as the payroll service provider, resolution passed. Councillor Pegler to meet with Clerk to confirm division of roles going forwards. It was noted that Opus had now agreed that the streetlights had been disconnected and would finalise the bill.

2021/037. Review Risk Assessments

Documents circulated in advance of meeting for:

Parish Council – it was unanimously agreed to approve the document, resolution passed.

Country Park - it was unanimously agreed to approve the document, resolution passed.

Playing Field -it was unanimously agreed to approve the document, resolution passed.

2021/038 Review Scheme of Delegation

Document circulated in advance of the meeting, it was unanimously agreed to approve the document, resolution passed.

2021/039. East West Rail

Update on East West Rail

Agree response to East West Rail Consultation

It was unanimously agreed to move this agenda item to the end of the meeting.

2021/040 Planning (9.17-9.22)

Update on Denybrook Garden Village, agree action and any future budgetary requirements.

21/00962/S73A Retrospective planning permission Application for Erection of new 2.7 metre high fencing to rear corner of Southern boundary, new 700mm timber decking area and new timber walkway across ditch (Development already carried out) at Braybrooke Church Road

Local Plan next consultation June 2021

It was unanimously agreed to move this agenda item to the end of the meeting.

2021/041 Highways

The ratification of the invoice for the average speed cameras had been covered. The removal of the vehicle activated signed and poles was unanimously agreed as they are not functioning properly and have now been superseded by the new cameras, Clerk to remove from asset register.

Average speed camera data has been received and circulated.

The overgrowing vegetation located by a camera, has been checked and it has been confirmed as not causing an issue. The signage though will be relocated nearer to the village gates and 8metres from the tree.

There was a storm drain blocked with recent flooding, there has been a request made for a general inspection of drains. It was asked for the Clerk to find out when is kurb cleaning done and the rota for this.

2021/042 Playing Field

The inspection reports had been circulated, there is a full inspection being done externally in May, report to be a future agenda item.

NF joined at this point of the meeting, as the Council discussed the wish for the field to be used for a cycling event, supporting information had been circulated in advance of the meeting. There would be no road closures in situ, the event would run with rolling road blocks in place. School Lane must not be used and this has been made clear to the organisers. It was suggested there may be some additional off road parking available at Toad Hall nursery. It was felt prudent for the Parish Council to speak to the organisers directly on this matter, Councillor Pegler agreed to lead on this, as the Parish Council wished to support the Village Hall with this request.

2021/043 Church

Nothing to report.

It was agreed to return to these agenda items.

2021/039. East West Rail

Update on East West Rail

Councillor Palmer had continued to keep all Councillors updated on the BFARe movement, and a summary document had been circulated to all ahead of the meeting on the latest work being done locally.

Agree response to East West Rail Consultation

Noise would be the biggest impact for the village, given the wind direction, and the Council had asked the planning consultant to review the consultation in light of the proposals at Denybrook to understand fully the impact any of the proposed route alignments would have on this. It was agreed to await their feedback before submitting any formal comments to the consultation.

2021/040 Planning

Update on Denybrook Garden Village, agree action and any future budgetary requirements

A site map showing some approximate information had been shared, and updates were given on the Environmental Impact Assessment statement considerations.

21/00962/S73A Retrospective planning permission Application for Erection of new 2.7 metre high fencing to rear corner of Southern boundary, new 700mm timber decking area and new timber walkway across ditch (Development already carried out) at Braybrooke Church Road – the Council had no comment on this application, however, were mindful that the PCC may not have been notified, so Clerk to follow up to see if they were a consultee on this application with the Planning Officer.

Local Plan next consultation June 2021

It is expected the next stage of consultation will be taking place towards the end of June through till September where the focus will be on the development options being considered by the Borough Council. There will be publicity needed in the village to raise awareness of this it was noted.

It was raised that the Carpet Bowls would benefit from some financial assistance, form to be provided to Councillor Ball.

The village gates to be cleaned, Clerk to liaise with the handyman regarding this.

The Luton stacking action group details to be shared by the Clerk.

The Village Hall main hall booking to be secured for 1st July, Councillor Brightman sent apologies for this meeting.

Date of Next Meeting: Thursday 01st July 2021

Meeting closed ay 9.35pm

