

COLMWORTH PARISH COUNCIL

**Minutes of the meeting of Colmworth Parish Council held on
Thursday 9th May 2024 at 7.40pm at Colmworth Village Hall**

Present: Councillor Pegler, Councillor Palmer, Councillor Marsh, Councillor Frew, and Councillor Ball.

Apologies: None

In Attendance: Eight members of the public.

Clerk: Lizzie Barnicoat

2024/01 Election of Chair

Councillor Pegler – Proposed as Chair by. Councillor Ball – Seconded by Councillor Frew. All in favour, resolution passed. Councillor Pegler signed Declaration of Acceptance of Office form.

2024/02 Declarations of Interest, Registers of Interest

Members reminded to declare any interests or changes as necessary, Council's Code of Conduct for Members had been circulated to all as well.

2024/03 Election of Vice Chair

Councillor Marsh – Proposed as Vice Chair by. Councillor Pegler – Seconded by Councillor Palmer. All in favour, resolution passed. Councillor Marsh signed Declaration of Acceptance of Office form.

2024/04 Apologies

No apologies were received.

2024/05 Approve the minutes of the Parish Council meeting on 7th March 2024

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

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

The Chair adjourned the meeting at this point

2024/06 Public Open Forum

Request for the forthcoming meeting dates, confirmed as 4th July, 5th September, 7th November noted. Representations made regarding a small development being proposed on a parcel of land in the parish ahead of a pre-application being made to the local authority. Following a linear pattern to sit in keeping with the village style. It was detailed the Parish Council do not give advice on matters in advance however would consider as usual on a published agenda formally in a convened meeting as a corporate body.

Flooding update along Chapel Lane, storm drain floods the local area, local authority have visited however the issue has not alleviated. The main drain has been linked to a natural stream on further investigation it was noted.

Concern raised by a resident that Anglian Water had had no engagement with the Parish Council regarding the forthcoming works in nearby parishes in light of the diversion route impacting on the parish. It was noted a circular had been sent to the community with the Clerk having followed up with Anglian Water who apologised for not being in touch with the Parish Council offering a meeting if needed with the Council.

The Chair reconvened the meeting at this point

2024/07 Planning

24/00880/FUL New detached double garage complex with living accommodation above at The Squirrels, Grovelands Farm, Colesden Road – Council consideration application, it was agreed to submit no comment.

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24/00871/FUL New access and vehicle crossover at Tenacres, Little Staughton Road - Council consideration application, it was agreed to submit no comment.

Clerk had shared latest Local Plan communications between the Inspector and Borough Council Officers with Councillors.

To consider any planning applications received after the publication of the agenda if applicable – none received.

Decisions to be noted

24/00544/AGR Agricultural Straw Store at Tythe Farm School Lane – Refused

24/00131/S73A Erection storage shed in front garden (development already carried out) at Sanaigmore Little Staughton Road - Permitted

2024/08 Highways, East-West Rail and Rights of Way

EWB matters – Cllr. Palmer reported that there are some pre-consultation meetings taking place that East West Rail are running ahead of the forthcoming consultation expected in June. If it is felt needed to disseminate any specific information to the residents following the publication of the consultation then up to £100 expenditure was agreed, resolution passed.

VAS poles installation latest, Andy Muskett Ltd had confirmed able to install the device on Wilden Road pole in situ, Cllr Pegler to take delivery of unit. Councillors were in agreement of the bottom plate sign for the device having seen draft design, Clerk to confirm wording and arrange delivery.

The Clerk had highlighted the average speed camera data in the parish comparisons to other rural areas in the last Chronicle article.

The issue with heavy good vehicle sign was raised as well at the meeting with Parish Council funds had been used for those £500, feedback was that this would be looked into by the Officer. Still no feedback received, as the Parish Council would like to discourage such vehicles from using the local road network, Mayor Wootton to liaise with Wilden. No feedback to share to date.

Heavy vehicles being reported at Channels End information has been shared with the local authority, local vehicles appear to be causing the damage along Channels End, the vehicle sizes are increasing and frequency of the vehicle movements. Councillor Pegler to liaise with the nearby residents to follow up sharing evidence with the appropriate individuals at the local authority. Clerk to locate the operating license for the organisation.

Rights of Way – encouragement of pictures being taken to report rotten posts into the local authority for replacements.

Cllr Pegler took leave at this point of the meeting and Cllr Marsh took the Chair at this point.

2024/09 Village matters

The Parish Council currently has vacancies it was noted and there is the ability to co-opt.

Bulky waste service on 10th August confirmed, at just one location, to be advertised in the Chronicle by the Clerk.

Defibrillator items discussed, Andy Muskett Ltd unable to quote for the installation of the cabinet work, follow up potential individual being pursued. Additional units being secured through government funding scheme was not possible to action. The policy draft had been circulated feedback welcome.

Police speeding supports continues to be sought by the Clerk.

2024/10 Country Park, Playing Field, Gardening Club and Triangle

Councillor Marsh has continued with inspections, these have been circulated to Councillors. External inspection booked for May. Cleaning of the matting around the safety equipment is needed and will be followed up.

Dogs continue to use the playing field unfortunately it was noted.

Request to access the field from Puddleducks for annual summer fayre event, Councillors agreed this, Clerk to feedback response.

Bin capacity item for consideration had been received from the local authority to increase capacity of existing bin up to 240L, to be a budget discussion but would be an ideal project for securing funding, however, the issue would remain about who would empty the bin so follow up by the Clerk requested on will the local authority empty the bin, as the Council would like a static bin the local authority will empty. No answer to Clerk email still, to be chased again.

Hedge cutting needs to be carried out at the Country Park, Cllr Frew to contact Will Saunders to carry out work.

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The Country Park signs listed for ordering from any organisation, and a lifebuoy to be sourced, Clerk to place order.

Andrew Brightman tree survey recommendations would be reviewed with next steps in the summer it was noted so future agenda item.

2024/011 Review of Council annual items

Documents to include - Code of Conduct had already been covered and noted no change required as no change in statutory legislation or guidance in this area. The Working Group membership and Terms of reference were agreed as being unchanged, with members to be:

Country Park - It was unanimously agreed to appoint the Working Group, with members to be Councillor Frew, NF, MP, HP, AC, SC, resolution passed.

Gardening Club - It was noted currently supporting this work are Councillor Frew, NF, HP, HB, SW resolution passed.

Appointment of members to other responsibilities

- Highways (Councillor Pegler/Marsh)
- To include Speed / lorry watch
- St. Denys Church PCC representative (Councillor Pegler)
- Friends of St Denys representative (Councillor Pegler)
- Rights of Way (Councillor Pegler)
- Business Representative (Councillor Palmer)
- Village Hall representative (Councillor Palmer)
- Communications (Councillor Marsh)

It was unanimously agreed to elect Councillors to these areas.

General Power of Competence – the Council did not wish to invoke this.

Risk Assessments review relating to the Parish Council, Country Park and Playing Field had been shared ahead of the meeting, changes proposed, Clerk to update following feedback from Councillor Marsh so updated document to be presented to next meeting.

Review of the council's subscriptions - Bedfordshire Association of Town and Parish Councils (expected to be in the region of £97 awaiting invoice) and Council for the Protection of Rural England (£36 renews August), no change agreed.

Insurance – in depth review carried out last year to save money, renewal price this year £536, no change from last year. It was unanimously agreed to continue with Zurich, resolution passed.

Scheme of Delegation – no changes proposed as current working practices are sufficient, unanimously agreed to approve the document. Update Financial Regulations based on new NALC model to be a future agenda item, Clerk to arrange.

Updated documents with correct dates to be uploaded to the website by Clerk as well.

2024/14 Finance

Review receipts and authorise payments – see below and it was noted first half of precept has been received and it was ratified that the Public Works Board Loan payment had debited recently as well.

Receive the bank reconciliation up to 31st March 2024 – this had been shared with draft year end documents sent to all Councillors ahead of submission to the internal audit who had carried out the review.

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

Backlight Ltd	Administration services	£413.08
HMRC	PAYE expenses	
Julie Betts	Internal audit	£155.00
Colmworth Village Hall	Hire charges 24.25 Q1	£14.00
Zurich	Insurance renewal	£536.00
These payments below are only for ratification		
W T Saunders Ground Care	Grass cutting 4.04.24	£88.20

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W T Saunders Ground Care	Country Park 08.04.24	£464.00
W T Saunders Ground Care	Grass cutting 3.05.24	£88.20
CPM Playgrounds Ltd	Play bark work	£3000.00
Eden Tree Services	Donation for tree work at the Church	£400.00
Ionos	Monthly charge for April email to be ratified	£34.19

Internal audit – report received, circulated, no matters arising it was noted.

Approve Annual Return (External Audit Exemption, Accounting Statements and Governance Statements) limited assurance document circulated and reviewed it was unanimously agreed to approve the return, to be signed by the Chair and Clerk, resolution passed. Clerk to upload documents to the website and submit to external auditor as well as issue public notice to electors.

Date of Next Meeting: Thursday 4th July 2024 at 7pm, Village Hall –to be held in the Randall Room.

Actions/Updates:

This continue to be displayed in the action tracker below.

Correspondence list – to update

NALC Events Bulletin emails
Age Partnership email promoting services
BBC Planning weekly list email
Online playgrounds promotional information
CPRE update emails
NFP Workshops bid writing information
Beds Police crime statistics – circulated
Chronicle article communications - submitted
BBC Agenda for Standards Committee
Regular Colmworth Trumpet communications received
Playground & Public Park Services promotional information
Street Trading (new application), outside of town centre, ALL CONSENT STREETS
EWR Local Representatives Group communications
CPRE March and April 2024 Newsletter
BATPC Chairmainship training
March and April play area inspection reports – circulated
Colmworth Village Hall booking communications
PWLB lending statement
BBC parish precept first half receipt received
Zurich policy renewal information - circulated
Website administration communications
HMRC Government Gateway communications
Internal auditor communications
Copied into Councillors submitting articles to the Chronicle
Bedford and Milton Keynes Waterway Trust information
BBC Planning Officer communications on applications in the parishes
Office of the Police and Crime Commissioner newsletter February 2024
Citizens Advice outreach communication information – circulated, note
Accessing defibrillators in the community promotional information
Engagement event for residents about primary care services in Bedford Borough – forwarded
BATPC new Councillor induction training session information
BATPC AGAR briefing event
Mazars AGAR 2023/24 information received – circulated, followed up
A428 Black Cat to Caxton Gibbet newsletter
Cloud Next communications regarding payment - note

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BBC draft Bulky Waste collection information – circulated
Communications regarding heavy goods vehicles damaging verges in Channels End
PWLB lending statement
BBC Greyfriars brief consultation update
BBC BACS remittance – first half of precept
BATPC Breakthrough training – circulated
ROSPA inspection booked for May – circulated
Resident communication regarding planning matter to raise at May meeting – responded to
Anglian Water water main works planned communications
DHSC Defib grant update
BBC Month of June community events information – circulated
BATPC affiliation fee, AGAR briefing update
Member of the public communication via website Working Group question – responded to
Copied into Councillor reporting fallen tree on Green Lane
BBC Road Closure email for Little Staughton Road – circulated
BBC Planning letter 24/00871/FUL – agenda item
BBC Planning letter 24/00880/FUL – agenda item
CPRE Bedfordshire April update
BBC Town and Parish Council update – circulated
Councillor feedback to the risk assessment document review – agenda item
Puddleducks planning communication for summer fete – circulated, responded, agenda item
BATPC Model Financial Regulations – future item
Police and Crime Commissioner letter

Meeting closed at 8.40pm