

## COLMWORTH PARISH COUNCIL

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Minutes of the meeting of Colmworth Parish Council held on  
Thursday 30<sup>th</sup> June 2022 at 7.00pm at Colmworth Village Hall

Present: Councillor Palmer, Councillor Frew, Councillor Ball, Councillor Marsh

Apologies: Parish Councillors Pegler and Brightman  
In Attendance: Two members of the public.

Clerk: Lizzie Barnicoat

### **2022/039 Apologies**

Apologies were received and accepted from Councillors Pegler, Brightman

### **2022/040 Declarations of interest**

There were no declarations of interests received for the meeting.

### **2022/041 Approve the minutes of the Parish Council meeting on 05<sup>th</sup> May 2022**

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

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

It was noted the Chronicle needs updating with the correct Village Hall representative, Clerk to follow up.

The Chair adjourned the meeting at this point

### **2022/042 Public Open Forum**

Communication link clarity sought, Clerk to be first point of contact to receive queries. The noticeboards being kept up to date was discussed, with agenda posting clarified, it was noted the key is being located. As always articles always welcome for the Chronicle.

The Chair reconvened the meeting at this point

### **2022/043 Planning**

**Bedford Borough Council Local Plan public consultation** – since the last meeting Cllr Palmer had collated a document to raise awareness amongst residents on the Local Plan consultation, including key information relating to Denybrook highlighted as well as how best for residents to engage in the process. Cllr. Palmer had worked with the consultant, collating a document for residents, Councillors confirmed that printing being undertaken by JCB Printing as agreed at the last Council meeting at a cost of £100.

The Borough Council had shared information as usual through various outlets, Clerk had attended the Parish Council briefing session the previous week.

In regards to the Parish Council response to the consultation, the consultant is working on the response to the Local Plan formal document as part of the Regulation 19 phase, with Councillor Palmer outlining how the response is being collated.

22/01421/FUL Erection of three-bedroom dwelling and associated works at Land At Channels End – the Council reviewed the application, it was agreed to respond noting it is outside of the Settlement Policy Area so the Council agreed to object on the basis of this important local planning principle as it is a proposed new dwelling in open countryside.

22/00896/FUL Erection of new 1.5 storey detached dwelling with attached double garage and formation of new vehicular access and bridge over moat at Land Adjacent To Moat House, Church Road - the Council reviewed the application, it was noted this site already has planning permission on the site, this is a re-application for previously approved development, so the Council agreed to have no comment.

22/01094/FUL New glazed linkway to connect two existing converted barn and the pool barn at Low Farm, Wilden Road – the Council had received this application, and had no comment on this application.

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22/01116/FUL Conversion of existing outbuilding to annexe at 1 Manor Farm Cottages, Church Road – the Council noted this application was discussed at the last meeting.

22/01052/TPO T1 Ash - Remove large dead wood, shape and balance crown by reducing branches by 1.5-2 metres. T2 - Beech, remove damaged branches and remove major dead wood. T3 and T4 - Limes, remove major dead wood, shape and balance crown by 1.5-2 metres. T5 - Chestnut, reduce lower lateral branches by 2 metres at Burnix Court – the Council had received this application and noted it.

22/01472/FUL First floor and two storey rear extensions, extension to rear dormer removal of pitched roof to rear single storey structure and replacement with a flat roof with roof lantern, revised fenestration to side elevation, air exchange unit to rear elevation and solar panels to southern aspect at Cherry Tree Cottage, Colesden Road, Colesden – adjacent parish, the Council had no comment to make on this.

22/01396/CPNQ Prior notification for change of use from an Agricultural building to a dwellinghouse(s) (Use Class C3) including associated building operations reasonably necessary to convert the building. This is not a planning application because it relates to development that is permitted by Government Regulation. It will not therefore be reported to the Planning Committee but considered by officers under delegated powers. Comments received will be considered but if notification of a decision is not made to the Applicant within 56 days of the date of registration of the proposal, it can proceed. If Officers confirm that the development can proceed, it must be completed within a period of 3 years starting with the prior approval date. at Tenacres, Little Staughton Road – Cllr. Palmer outlined the Parish Council are not asked to comment it is a technical assessment, clarity on the process given, it was noted.

#### Decisions to be noted

22/01052/TPO T1 Ash - Remove large dead wood, shape and balance crown by reducing branches by 1.5-2 metres. T2 - Beech, remove damaged branches and remove major dead wood. T3 and T4 - Limes, remove major dead wood, shape and balance crown by 1.5-2 metres. T5 - Chestnut, reduce lower lateral branches by 2 metres at Burnix Court – permitted

22/00308/LBC Internal and external alterations and renovations, including removal of render and the addition of timber cladding, replacement porch, new timber pergola in courtyard, the addition of new windows, replacement doors, removal of wall in courtyard and replace with fence and replacement garage door. Replace gas fire with open fire grate/wood burning stove, removal of faux timbers, re-fit shower room, remove and replace staircase at Tideswell, Church Road – Permitted

22/00307/FUL Internal and external alterations and renovations, including removal of render and the addition of timber cladding, replacement porch, new timber pergola in courtyard, the addition of new windows, replacement doors, removal of wall in courtyard and replace with fence and replacement garage door. Replace gas fire with open fire grate/wood burning stove, removal of faux timbers, re-fit shower room, remove and replace staircase at Tideswell, Church Road – Permitted

#### **2022/044 Ward Councillor report**

No report received in advance.

#### **2022/045 Highways, East-West Rail and Rights of Way**

EWV matters – Cllr. Palmer had continued to engage and keep up to date with the number of activities that remain ongoing regarding East West Rail. The latest regarding the East West Rail Bedfordshire representatives Group meeting was fed back, along with a summary of the in person public meeting on 18<sup>th</sup> May at Wyboston Lakes. Information on the community event held on 18<sup>th</sup> May was shared with residents through the usual different platforms to raise awareness. BFARe had also recently met with Beth West the new CEO to raise their concerns directly. There is a walk of the route being planned with the CEO, as was done with the previous CEO. The final route announcement remains on hold, there is no current known commitment on when the route will be confirmed. Councillor Pegler had continued to write to government ministers raising concern on this matter.

Highways matters included: Clerk had continued to receive, circulate and publish the latest average speed camera data to various platforms as usual, including in the Chronicle.

The horse lorry issue previously raised on Wilden Road, the Clerk had fed back from enquires made with the Police about who would be the point of contact to report issue to if a Lorry Watch group was set up. Although the Police responded to detail there is not capacity to support with this, clarity has been received from the Borough Council which was detailed. The Borough Council do not have a Lorry Watch scheme like the Police have stated, however, if the Parish Council could set up a scheme, this would involve noting vehicle registration numbers and the names of hauliers. If there are

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persistent offenders, the local authority can write to the haulier and remind them of the local restrictions and if appropriate the police could look to take enforcement action.'

The Police Road Safety Fund latest regarding a site meeting to look at potential locations for the two highway poles and one activated Vehicle Activated Sign on Wilden Road had been followed up with Andy Prigmore/Dave Murphy several times

Rights of Way matters – There had been concerns raised previously regarding Green Lane ditch clearance work carried out by a landowner who had left mud and spoil on a right of way which was causing problems for horse riders and pedestrian users. Follow up communications had continued with the Borough Council Officer and Parish Councillors, it was pleasing to report that improvements have been made to the site.

The bridge remains in need of repair, at the bottom of Kennels Farm and Bushmead crossroads, this to be followed up with the local authority by Clerk copying Councillor Brightman in.

#### **2022/046 Village matters**

Community litter pick event follow up latest availability was July was not possible due to the River Festival, either arrange own and they will collect waste or after 5<sup>th</sup> August. It was agreed to be held on 3<sup>rd</sup> September, 10am till midday, Clerk to notify the local authority using the same format of Low Farm and triangle to be the collection points. Clerk to liaise with Councillors Frew and Pegler.

Jubilee celebrations had been successful, thanks expressed to all those who had given their time to run the event. The event had broken even so no Parish Council funds were used it was noted.

Operation London Bridge book of condolences, Cllr. Pegler follow up options with Redhouse were outlined, they are trying to source a book.

Following the Village Hall meeting attended by Councillors Pegler and Knight, who met with Village Hall representatives to discuss the trees raised previously. Andrew Brightman had looked at the two trees by the Village Hall to review them as there had been concern expressed if they fell, there would be damage to the building. Feedback and recommendations from Andrew Brightman are ongoing, meeting with Councillor Pegler and Andrew Brightman to look shortly.

It was noted the defibrillator checks continue to be carried out regularly.

#### **2022/047 Country Park, Playing Field, Gardening Club and Triangle**

Councillor Marsh has continued with inspections, these have been circulated to Councillors. The external inspection was arranged and had been carried out recently. The report had been received and shared with Councillors. Cllr. Marsh was again thanked for his work on this area. The external report to be reviewed in depth now it has been received. Cllr. Marsh to compile a work list to be taken forwards for quotes.

One of the Country Park bench needs some maintenance work, so the seat has been removed, with the stumps to be replaced shortly.

In regards to clarity sought from the Council's insurers on the public liability level required for a contractor, the Clerk had chased this up, the insurers normally ask for third parties to have the same limit of indemnity for public liability cover as the Parish Council, which is £12 million indemnity cover. Though the insurers can't advise if what the third party has is correct or not, it would be for the Parish Council to decide/take legal advice as to whether what they have is adequate for the job/service they are providing.

Country park maintenance and planting was discussed, the pre meeting with the volunteers ahead of the village meeting, which would be held remotely. Councillor Frew liaising with Councillor Pegler regarding dates for this, a list of volunteers to be outlined as well, this information to be shared by Councillor Frew to the Clerk.

The 25 trees as part of the Queens Canopy had been lodged to be formally recorded by the Clerk on the official website, though the icon is not showing, so this has been followed up to find out what else needs to be done. Clerk had been informed the map was closed to the public for updating, but they have the information and it has been added.

Damage to the triangle occurred following a vehicle losing control and leaving the highway, the Police attended the incident and there has been ongoing dialogue with the Police, Borough Council and the Parish Council insurance company. The local authority arranged for the replacement of the damaged road sign promptly, and thanks to the Gardening Club who also attended to the area promptly to tidy it up. During the incident there was damage to the Parish Council noticeboard. Numerous images of the damage were shared with the insurers immediately. The first department, third party claims, passed it on to buildings claims as it involved property. They have advised that landscaping is not covered under

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the policy so the only claim potentially to be made would be for the noticeboard, the policy excess is £100, however, awaiting for buildings to put comments in writing, have been chasing this mid May. Councillors discussed the way forwards regarding whether to claim or not, it was agreed to follow up if the policy has a clause for unspecified losses, Clerk to review the policy document.

Manor Farm Barns electricity usage was discussed, it was agreed that for future usage, via the Clerk a communication be made to the Management Committee asking kindly for the electricity to be switched on so a meter reading can be taken. The Parish Council agreed to continue to pay for any associated electric costs. Later on this year the Clerk will write requesting the switching on, outlining the Parish Council agreement to pay for an associated costs.

Grass cutting contractor quotation options had been shared with Councillors ahead of the meeting, it was agreed to go with option 1, which is 10 cuts. It was asked if the hedge will be cut at the Playing Field as it was not done last year, it is therefore expected to be cut in the autumn time this year, Clerk to monitor.

## 2022/048 Communications

Following the last meeting Cllr. Marsh and the Clerk had reviewed the website in depth, making changes to the website in regards to contact details. A comprehensive review of the website was carried out with some policy documents also looked at in detail. Changes have been made to the following documents: Privacy Notice, Retention Policy, Staff, Councillors, Volunteers Privacy Notice, Staffing Committee Terms of Reference, Complaints Procedure, Data Protection, Hiring the Field for an Event, Risk Assessment, Subject Access Policy, Data Security Breach Response, Gardening Club Terms of Reference. These will be shared with Councillors ahead of the next meeting for formal approval, Clerk to follow up. One drive back up being checked.

## 2022/049 Finance

Review receipts and authorise payments – see below

TF declared an interest in the item so did not vote, the Full Council approved and agreed the following payments, resolution passed.

|                                                |                                              |          |
|------------------------------------------------|----------------------------------------------|----------|
| Colmworth Village Hall                         | Q2 Hire of hall                              | £54.00   |
| Eyelid Productions                             | Annual website support                       | £100.00  |
| Kim Webb                                       | Internal audit                               | £90.00   |
| A P Clarke                                     | Reimbursement triangle Garden noticeboard    | £26.50   |
| Tom Frew                                       | Reimbursement triangle Garden noticeboard    | £67.90   |
| Playsafety Ltd                                 | Play Area Inspection                         | £96.60   |
| W T Saunders Ground Care                       | Country Park mowing paths June               | £76.14   |
| W T Saunders Ground Care                       | Playing Field grass cut 3                    | £95.48   |
| These payments below are only for ratification |                                              |          |
| W T Saunders Ground Care                       | Playing Field grass cut 1                    | £76.14   |
| W T Saunders Ground Care                       | Playing Field grass cut 2                    | £76.14   |
| W T Saunders Ground Care                       | Country Park mowing paths May                | £95.48   |
| Ionos                                          | Monthly charge for June email to be ratified | £11.40   |
| Ionos                                          | Monthly charge for May email to be ratified  | £11.40   |
| Brightman Brothers Tree Care                   | Various works                                | £480.00  |
| Troy Hayes Planning                            | Consultant fees                              | £1219.80 |

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|        |                   |         |
|--------|-------------------|---------|
| Zurich | Insurance renewal | £656.88 |
|--------|-------------------|---------|

To note there was an overpayment made to Backlight Ltd in error, as a result off set of fee resulting, so no charge for fee for May or June at this meeting. £688.48 plus VAT to be paid back, Clerk to follow up.

Internal audit – following the drafted year end documents shared at the last meeting, Kim Webb had now undertaken the internal audit for the Parish Council, report had been shared.

Completion of Annual Return Section 1 and 2 - now the Annual Governance internal review has been carried out, there is confirmation that the presented document is a true and accurate reflection of the Council position. All Councillors had received the full transaction information for the financial year, bank reconciliation, completed Annual Return, and other supporting documents. It was unanimously agreed, resolution made to approve Section 1 and Section 2 of the Annual Return, form to be signed Clerk to make external audit submission.

**Date of Next Meeting:** Thursday 1<sup>st</sup> September 2022 at 7pm, Village Hall.

#### **Actions/Updates:**

Regular social media and village circulation communications have continue to be made between meetings.

Chronicle Councillor article submitted.

Item on hold regarding the options for a new noticeboard at the Park continue to be carried forward as the project remains on hold at present.

VAT reclaim collated, HMRC portal logging on problems previously, Clerk has had to arrange for new login details to be sent via post.

Councillor Marsh had been set up with new Councillor email account.

The bank mandate change remained ongoing, Councillor Marsh is now all set up, Clerk ongoing.

The Council organising cabinet to enable the facility to be kept water tight, the estimated for this will be in the region of £500, with a Ward Fund application to be made in April. It was unanimously agreed that the Parish Council contribute £50 towards this project, resolution passed, Clerk to arrange, had followed up with Cllr. Wotton, and nudged, awaiting feedback.

Insurance renewal had been processed and policy documents received.

The Village Hall booking for June had been updated by Clerk.

Borough Council Rural Bulky Waste Service

Parish Council vacancy was actioned, no election was called, Council have the ability to co-opt.

ICO confirmation data protection license renewal

#### **Correspondence list**

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

BBC highways regarding average speed cameras data - forwarded

Playground & Public Park Services promotional information

Street Trading (new application), outside of town centre, ALL CONSENT STREETS

EWR Local Representatives Group communications

Webnos alerts of defibrillator maintenance checks carried out

CPRE May 2022 Newsletter

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BBC Officer communications regarding concerns with landowner damage from recent ditch works – matter resolved  
BBC Officer ongoing communication on arranging litter pick  
Communications to arrange a meeting with Country Park volunteers  
ROSPA play area inspection notification – forwarded  
AGAR Mazars Local Council 2021/22 communications  
Cllr Wootton Ward Fund communications  
Colmworth Village Hall booking communications  
BBC Local Plan consultation information  
Play area inspection reports – circulated  
BBC Planning Officer communication – responded to  
Zurich policy renewal communications  
Website administration communications  
HMRC Government Gateway communications  
Internal auditor communications  
EWR Materials for Bedfordshire Meeting #2 – now available  
INVITE: Community Network event - 6 July 2022  
Parish and Town Council Network - Local Plan 2040 Presentation – circulated  
Multifaith Networking Event 2022  
BBC Rural Bulky Waste Service – shared widely  
BBC Minutes for Rural Affairs Committee, Tuesday, 17th May, 2022, 6.30 pm  
BBC Register of Interests link to the Borough Council's website  
Developing in the Forest of Marston Vale SPD – circulated  
BBC Lorry Watch communications  
AGAR 2021-22 - approaching deadline - 30 June 2022  
Agenda for Standards Committee, Wednesday, 29th June, 2022, 6.30 pm  
EWR Bedfordshire Group – Meeting #3 follow-up: Agenda, slides, transcript, recording, and Meeting #4 venue  
Flittabus June 2022 Newsletter  
BBC PSPO Dog Control Order Extension  
EWR public drop in event information relating to 18<sup>th</sup> May Wyboston Lakes including bus routes – shared  
Resident communication regarding damage at the triangle – responded to  
Communications with Zurich regarding damage at the triangle  
BBC looking to recruit LGV Drivers  
Police liaison regarding damage to the triangle  
PCC Youth Conference 2022  
LK resignation from Parish Council  
Monitoring Officer communications regarding Councillor vacancy  
Village Hall request for contact details to be updated on Parish Council website – completed  
BBC Town and Parish Council Network information  
ICO confirmation data protection license renewal  
Boots Corporate Flue Service for Public Sector  
CPRE June 2022 Newsletter  
Resident communications regarding Jubilee celebrations  
PCC Cluster meeting information  
BBC Rural Waste Bulky Service information

Meeting closed at 8.15pm