

**23.05.18**

Minutes of **ANNUAL GENERAL MEETING of RENHOLD PARISH COUNCIL** held on **Wednesday 23<sup>rd</sup> May 2018** at 7.30pm in the Renhold Village Hall.

**PRESENT:-** Parish Councillors, Mr. Gregory, Mrs. Quince, Mr. Slater Mrs. Dean, Mrs. Gribble, Mr. Polhill Borough Councillors Sherly Corp and Stephen Moon the Clerk Mrs. Barnicoat and five members of the public.

**1. ELECTION OF CHAIRMAN:** - Proposed by Cllr. Dean that Cllr. Slater be re-elected as Chairman, Cllr. Gregory seconded proposal, all Councillors present voted and unanimously agreed Cllr. Slater be elected as Chairman, resolution passed.

Agreed

Cllr. Slater completed the Declaration of Acceptance of Office.

**2. ELECTION OF VICE CHAIRMAN**

Cllr. Dean proposed that Cllr. Quince be elected as Vice Chairman, seconded by Cllr. Gribble, unanimously agreed, resolution passed.

Agreed

Cllr. Harrison completed the Declaration of Acceptance of Office.

**3. WELCOME AND APOLOGIES FOR ABSENCE TO BE RECEIVED:** - Cllr. Slater welcomed everyone to the meeting and thanked everyone for attending; Parish Councillors Mr. Gurney, Mrs. Brunsdon, and Mr. Raynor had sent apologies for absence, these were accepted.

**4. DECLARATION OF PERSONAL AND PREJUDICIAL INTERESTS:-**

There were no declarations of interest received.

The Chairman adjourned the meeting for the next item.

**5. OPEN FORUM: -**

Items raised included concern regarding the grass cutting along Hookhams Lane. It was explained that the contractor had raised concerns following their first cut of the season, as it appears the local authority contractors who undertook the recent footway works have not left the edging in an acceptable condition. This has been fed back as it has caused damage to the grass contractor machinery. A site meeting has taken place with all relevant individuals to address this issue going forwards. The local authority have apologised for this problem.

The Chairman reconvened the meeting for the next item.

**6. ELECTION OF COUNCILLORS TO ORGANISATIONS TO REPRESENT THE PARISH COUNCIL AND REVIEW OF COUNCIL WORKING GROUPS AND COMMITTEES :-**

It was noted no representative for the Village Hall Management Committee had come forward and this had been communicated to the relevant individual.

Cllrs. Gurney and Dean are currently members of the Charity Cottages Trust, it was agreed by all that this was adequate, and unanimously agreed that both Councillors to continue, resolution passed. Clerk to contact the Clerk to the Trustees.

It was agreed to leave Committee appointments and membership until the Council felt a need for this to be actioned.

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**7. MINUTES OF THE LAST MEETING:-**

The minutes of the meeting held on 12<sup>th</sup> April had been circulated. The minutes were discussed, the document was approved, unanimously agreed, resolution passed and signed by the Chair as a true and accurate record.

**8. MATTERS ARISING:-**

The reports have been made to the Highways Helpdesk that were raised at the last meeting.

The Clerk did again ask James Stonebridge (Conservative Researcher that does Borough Councillor reports) to find out the name of the Officer who would deal with the rules regarding banners being placed on local authority land. The query was responded to by Property Services, however, they did not give clarity on what was being asked, so Cllr. Moon was asked to follow this up.

The Clerk had submitted the application for the Borough Councillor Ward Fund.

Cllr. Brunsdon had fed back regarding the tree on the junction of Ravensden road and Wilden road. An inspection was carried out on the tree and others in the surrounding area. The main issues are concerning one tree in particular, a willow overhanging the road, in close proximity to the power cables that run through the village. The tree has several pieces of significant deadwood and one large torn limb hanging in the crown. It also has a small hole, at about 2.5m, which opens into a larger cavity on the inside, due to these defects, the Borough Officer has recommended that the tree have the dead and hanging branches removed and be reduced in size to reduce the risk of failure. There is also another tree on Wilden Road, a cherry tree that has died that will also be removed.

The Clerk had thanked the Village Hall Management Committee for applying a minimal hire charge for the Local Plan drop in sessions.

All other items will be covered during the meeting.

**9. BOROUGH COUNCILLOR REPORT:-** A report had been received and circulated to all Councillors ahead of the meeting, which included some useful information regarding the Black Cat A1 roundabout, the proposed A1 changes will not impact on that junction it was reported. A resident had contacted Borough Councillors to raise concern over vehicles being left in the village parked during the day, this is going to be followed up by PC Norris as they are parking dangerously.

**10. HIGHWAYS MATTERS WITHIN THE VILLAGE: -**

a) Update regarding the traffic calming measures in Hookhams Lane – the Clerk had received no further feedback to the latest communication sent to the Officer.

b) Update on communications relating to the new parking enforcement at the primary school and associated lighting column – a resident had feedback their communications with the Borough Council, it has been confirmed that the light in situ is not fit for purpose so it was planned to imminently move it to a timed setting. This change has been attempted, however, re-programming was not possible so the light will be switched off. This situation will be monitored.

c) Other highways matters – Borough Councillor Stephen Moon explained that the Borough Council have recently announced the average speed camera schemes that the Council will be pursuing. Renhold was not included it was noted, Cllr. Moon gave reassurance that the Officers had looked at a number of determining factors when reaching their final decision.

The Speedwatch volunteers have recently been notified that they must adhere to only performing speed checks for a total of one hour and so they have adjusted their programme to comply with the requirements. The most recent checks found, 14, 16 and then a further 14 offenders who will be issued with a letter from the Police

There are due to be data collection boxes along Hookhams Lane, this will be for Police data and it is expected they will be down from 5<sup>th</sup> June for a week.

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Cllr. Quince has liaised with the School regarding the rationale around the school bus and when it comes to collect the children following the discussion at the last meeting. The bus had been arranged to arrive later, however, it was detailed that the engine is often left running which is not good for the children. The Clerk to provide a document regarding the dangers of running engines to Cllr. Quince so this aspect can be followed up as well.

The Parish Council had received a copy of the bus stop consultation being carried out by the parish Council and noted it proposes to give the bus an allocated space on Church End.

It was discussed that a resident of Church End has raised further concerns about the corner and the danger of vehicles as they come round the bend. It had previously been agreed during a site visit with a Borough Council Officer that a white line should be placed by the wall of the cottages to highlight the edge of the road, this to be pursued. There also appears to be several breaches of the double yellow lines and vehicles parked who have no blue badge, these are being reported but no action is being taken. It was also discussed that the previously agreed reflective studs do need to be placed on the brick wall by 61 Church End to again further emphasis the edge of the road. The Clerk to follow up.

**11. PLANNING AND DEVELOPMENT: -**

- a) Local Plan 2035 update following recent Borough Council information – the Clerk had circulated the latest communication from Officers which had also been sent to the village circulation list. It detailed that the Colworth garden village was no longer a viable option, therefore the Borough Council were not in a position to submit their Plan to the Secretary of State. The possible options were outlined and the Borough Council would consider how best to proceed, given assurance it would be submitted prior to the end of 2018 as not to then need to take the higher government housing figure.
- b) 18/00830/FUL change of use from holiday home to permanent residential dwelling at Plot B Water Lane – the Parish Council agreed to object to this application and are disappointed to see such requests for changes given that they were given planning permission as temporary properties.
- c) Other planning matters to include application decisions – it was noted that 58 Top End had been refused permission and the Clerk had responded to the Planning Policy GDPR communication asking to continue to receive information associated with the Local Plan.

**10. FEEDBACK FROM MEETINGS COUNCILLORS HAVE ATTENDED:-**

Cllr. Gurney fed back from the recent Town and Parish Council Network meeting, circulating a summary report to all ahead of the meeting.

Cllr. Gurney fed back from the recent Police Priority meeting circulating a summary report to all ahead of the meeting, the priority set for the next quarter is visible policing.

**11. GDPR ACTION PLAN:-**

The Clerk had collated and circulated an action plan document to set out what the Council needed to be mindful of, as well as items that need to be worked through. The Clerk had registered the Parish Council with the Information Commissioner Officer as required and it was agreed that Ian McIver be appointed as the Data Protection Officer. It was noted that a number of recent communications from NALC and BATPC have outlined that it is expected there will be a change in legislation exempting Parish Councils from needing to have an Officer. The Clerk will continue to monitor and update the Council.

**12. VILLAGE MATTERS:-**

The Clerk was awaiting feedback from Cllr. Raynor regarding the proposed location of a salt bin on the Aspire development. A detailed communication regarding Cranbourne Gardens had been

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circulated to all where it is proposed to move one of the existing bins to a better more practical location, this suggestion has been raised with residents of the development through different methods and when feedback is received this will be reviewed.

Cllr. Gribble agreed to continue to seek for evidence for the need of a new dual purpose bin at the end of Bridleway 26 close to the Polhill Arms, following the cost details given at the last meeting.

It was agreed to collate a specification for the bus shelter cleaning in the parish to make sure this document can then be shared with the individuals who undertake this. The Parish Council had received confirmation from a resident in Green End who is happy to undertake the cleaning of the bus shelter for this year, Cllr. Gribble agreed to liaise with them.

Cllrs. Gribble and Quince had cleared away a number of brambles from the Church End bus shelter, they were thanked for doing this.

It was agreed to hold the annual electors meeting in September, the Clerk to arrange.

**15. FINANCE MATTERS: -**

The latest transaction report was circulated.

a) Invoices to be paid

The following outstanding invoices were presented

Barnicoat Ltd clerking service April invoice £715.18

BATPC membership renewal £650.00

Information Commissioner Office GDPR registration of a DPO Officer £40.00

Renhold Village Hall Management Committee hire of hall invoice £189.20

Came and Company insurance renewal three year agreement agreed £907.98

BATPC New Councillor Training Session £25.00

A R Worboys Ltd grass cutting £543.84

A R Worboys Ltd grass cutting £185.40

It was unanimously agreed to pay the above cheques.

It was noted that the Annual Report now it had been updated would be circulated and the invoice expected for the next meeting.

b) Financial analysis of budget against expenditure 2018/19 – this was circulated and there were no items of concern to be noted.

c) Internal Audit update – the Clerk reported there was no feedback to date.

d) War Memorial cleaning update – it was agreed to send a letter of thanks to the Borough Council for their recent assistance with the War Memorial, the Clerk to action. The quotes for the cleaning were discussed, these ranged it was noted significantly, it was agreed to award the contract at a cost of £253 for the work. There is also the possibility of having some signage free of charge to highlight where the memorial is so Cllr. Quince to look into this. The Council also considered decorative options for commemorating the anniversary and enhancing the area further. Cllr. Quince and Gribble have been researching options and it would be possible to have some roses, one per soldier, and a native tree such as a walnut tree from the Woodland Trust. The Parish Council supported this approach and more work to be done on sourcing items and feedback to the next meeting.

**16. STANDING ORDERS REVIEW:-**

This item is ongoing.

**17. CORRESPONDANCE AND INFORMATION RECEIVED: -**

NALC Events Bulletin emails

Age Partnership email promoting services

BBC Planning weekly list email

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Village newsletter copy  
Online playgrounds promotional information  
BBC letter acknowledging receipt of planning comments  
BRCC e-bulletin newsletter  
CPRE update emails  
Bank statements  
Crime statistics  
Village circulation list interested residents wishing to join  
ERTA Voluntary Transport email  
Police community newsletter  
Village newsletter deadline email  
Beds Bugle BATPC  
A421 Night closures information  
New pole outside school regarding parking enforcement various communications  
Clerks and Councils Direct magazine  
Communications regarding the banner enquiry from last meeting  
Copied into resident Speedwatch communications  
Renhold Village Hall Management Committee call for nomination for trustees  
HMRC VAT reclaim new number  
BBC letter Pilgrims Rest application has been taken to appeal  
Twinwoods site developers letter and brochure to PC  
Meeting with Ian McIver regarding data protection new legislation  
Planning Policy GDPR email  
BBC Town and Parish Network presentations  
Change in PCSO  
Came and Company power issues  
Came and Company renewal invitation  
AG apologies for the meeting  
Communications regarding grass cutting issues at Hookhams Lane  
Hookhams Lane data boxes will be in position early June  
Summer evening walks around the parish  
BATPC New Councillor training JP attending  
Resident allotment enquiry  
Beds Bugle  
BBC amendments to parking restrictions at Church End relating to enforcement camera  
Worboys certificate of public liability

**18. FUTURE AGENDA ITEMS: -**

Those that arose.

**19. DATE OF NEXT MEETING: - to be Wednesday 20<sup>th</sup> June 2018 at 7.30pm**

Meeting closed at 9.30pm

Signed .....

Dated .....