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Minutes of **MEETING of RENHOLD PARISH COUNCIL** held on **Wednesday 20th June 2018** at 7.30pm in the Renhold Village Hall.

PRESENT:- Parish Councillors, Mr. Gregory, Mrs. Quince, Mr. Slater, Mrs. Gribble, Mr. Gurney, Borough Councillors Jade Uko, the Clerk Mrs. Barnicoat and one member of the public.

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

2. DECLARATION OF PERSONAL AND PREJUDICIAL INTERESTS:-
There were no declarations of interest received for the meeting.

The Chairman adjourned the meeting for the next item.

3. OPEN FORUM: -
There were no statements received.

The Chairman reconvened the meeting for the next item.

4. MINUTES OF THE LAST MEETING:-
The minutes of the meeting held on 23rd May 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.

5. MATTERS ARISING:-
The reports have been made to the Highways Helpdesk that were raised at the last meeting. The issue reported regarding parking on vergeways along Green End/Becher Close can not be enforced by the Borough Council as there are no vergeyway parking restrictions in this area. The Clerk had no further update regarding the rules regarding banners being placed on local authority land.
The Clerk reported the full insurance documents had been received.
The annual report was printed and circulated to every household by the Councillors.
The Clerk had notified the Charity Cottages Clerk of the Parish Council representatives.
All other items will be covered during the meeting.

6. BOROUGH COUNCILLOR REPORT:- A report had been received and circulated to all Councillors ahead of the meeting from Councillors Corp and Moon. Councillor Uko reported that the Maskell Drive street sign is being repaired as well as the fence damage.
It was noted that the Putnoe walk in centre will be consulting on moving to a closure and having an alternative site by the current accident and emergency provision, which will cause issues for parking and access.

7. HIGHWAYS MATTERS WITHIN THE VILLAGE: -
The Clerk fed back the most recent communication regarding Salph End signage, the costs can not be confirmed until the Borough Council understand what the Parish Council is trying to achieve. The Parish Council discussed this and that they feel it would be helpful to have Salph End, parish

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of Renhold on the street road signage for Wilden Road, Ravensden Road and Hookhams Lane. This to be fed back.

In regards to the issue relating to the verge cuts along Hookhams lane, there continued to be lots of dialogue between the Borough Council Officers and the parish grass contractors. The Borough Council have apologised for this problem left by the their contractors who undertook the pathway resurfacing. Residents who have contacted the Council with concerns have been updated and the grass contractors have now cut the area and feedback is that the area looks improved.

There had been a number of Speedwatch session carried out where the Traffic Regulation Order had been the focus. Fifty six vehicles had been reported to the Police and they would be receiving a letter alerting them to breaching the Order. It was explained that very careful logging of the vehicles had taken place.

The Clerk had chased again the Hookhams Lane parking issue previously reported.

The Parish Council had received the data collection for Hookhams Lane which showed 64k vehicle movements over a seven day period.

The Parish Council had been notified that in April sixteen vehicles had been found to be parking on the yellow zig zags and been issued with a penalty charge notice, this figure increased to thirty six in May. Councillors detailed that the Traffic Warden has been visiting the area and reports continue to be provided to the Borough Council when issues arise. It was added that the school continue on a regular basis to also remind parents of the need to park with consideration.

The street light by the enforcement camera has now been turned off it was noted.

A resident had raised that the damson tree on the Green is overgrown with ivy, it was agreed some remedial work to be undertaken.

There is still concerns regarding the Church End parking issues and the school children crossing the road behind the parked bus which is a safety concern with the oncoming traffic.

It has been noted that the splay at Becher Close is becoming very overgrown, it was asked for the contractor who undertakes the Green maintenance to quote for the maintenance of this area as well.

8. PLANNING AND DEVELOPMENT: -

- a) 18/00974/FUL one and two storey front extension and raise roof height to facilitate loft conversion with front and rear dormers and external alterations at Woodside Cottage, Wood Lane – there was concern that the plot is small and the off road parking would be limited and would impact on the access to the footpath and bridelway nearby.
- b) 18/01305/TPO remove two limes at 62 Ravensden Road – the Council were concerned about the loss of trees and the impact this would have on the street scene.
- c) 18/01274/FUL one and two storey front extension at 58A Hookhams Lane
- d) 18/01186/FUL demolition of attached outbuilding and erection of single storey side extension for use as a garden room and utility, conversion and extension of detached outbuilding to form an annexe and external alterations at Woodfield Farm, Woodfield Lane
- e) 18/01342/LBC single storey side/rear extension at The Cottage, 59 Top End
- f) 18/01396/FUL one and two storey rear extension at 44 Thor Drive
- g) 18/01480/FUL single storey rear extension at 52 Thor Drive – it was noted that it is not clear from the side elevation if this will overlook to the neighbours, and so the Council need to make sure they take into account any comments from the neighbours.
- h) 18/01232/FUL demolition of existing timber garage and erection of new outbuilding for use as a double garage and store with annexe over at 29 Top End – the Council had concerns regarding how out of keeping this proposal is in terms of the nearby property and the street scene. It is also a very large building in comparison to the main dwelling.

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The Council agreed to look at these applications online and feedback their comments. The comments received from a resident regarding the application relating to 62 Ravensden Road were detailed.

i) Other planning matters to include application decisions – There was an application just received relating to Plot C Water Lane for becoming a permanent residential dwelling. The Council were again concerned that these cabins are only for temporary accommodation and are not fit for purpose for permanent use.

9. GDPR ACTION PLAN:-

The Clerk updated Councillors that there is no need for a Data Protection Officer so the Clerk had contacted the individual and updated them. The actions continue to be worked through it was detailed.

10. VILLAGE MATTERS:-

The Clerk was awaiting feedback from Cllr. Raynor regarding the proposed location of a salt bin on the Aspire development. There had been no further communication received regarding Cranbourne Gardens and the proposal to move one of the existing bins to a better more practical location.

Cllr. Gribble had collated a bus shelter cleaning maintenance schedule, it was agreed that this to be sent to the two volunteers who undertaken this with the offer of Cllr. Gribble talking this through with them if they wish.

Cllr. Quince had looked at potential suppliers for roses for the War Memorial, the Council agreed that £8.50 a rose with free delivery is a fitting tribute so an order to be placed for seventeen to be purchased. A local person to be asked to assist with the planting of the roses. There had also been liaison with the school as to how to engage with them to mark the anniversary, and two school children will attend the Memorial service and be involved. A recent communication from BATPC was discussed and an application to be made for a Remembrance Day Silhouette Installation, work is ongoing with the Church and school regarding this.

11. FINANCE MATTERS: -

The latest transaction report was circulated.

a) Invoices to be paid

The following outstanding invoices were presented

Barnicoat Ltd clerking service May invoice £632.66

E Barnicoat Reimbursement of Information Commissioner Office GDPR registration £35.00

A R Worboys Ltd grass cutting £358.44

A R Worboys Ltd grass cutting £185.40

JCB Printing Annual Report £304.50

Mrs K J Betts internal audit £135.00

It was unanimously agreed to pay the above cheques.

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 that this had been carried out and the report had been circulated to all, there were no concerns it was noted.

d) Approval of 2017/18 accounts – all Councillors had received in advance of the meeting the financial spreadsheet overview, the bank statements to show the balances are correct, the receipts and payments to show the reconciliation of accounts as well as a copy of the drafted Section 1 and Section 2 of the Annual Return. The Council reviewed the Section 1 statements and unanimously agreed to answer in support of all the items, and approved Section 1. Section 2 was reviewed and

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unanimously approved as well. The Clerk to know process the relevant items ready for the external audit to commence.

e) Bank signatory – it was noted that the Council is in need of a further signatory, it was agreed that the bank mandate to be updated so that Cllrs. Gurney and Dean are signatures along with Cllr. Quince. The Clerk to arrange for the required paperwork to be completed.

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.

12. STANDING ORDERS REVIEW:-

This item is ongoing.

13. CORRESPONDANCE AND INFORMATION RECEIVED: -

NALC Events Bulletin emails
Age Partnership email promoting services
BBC Planning weekly list email
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
Village newsletter deadline email
New pole outside school regarding parking enforcement various communications
Copied into resident Speedwatch communications
Change in PCSO
JP, MD and IS apologies for the meeting
Communications regarding grass cutting issues at Hookhams Lane
Resident communications regarding Hookhams Lane grass cutting
Hookhams Lane data boxes update
BATPC latest ICO information that no Data Protection Officer required
BATPC Remembrance Day Silhouette Installation Grants
A R Worboys GDPR statement received
Next Police priority meeting 14th August
Came and Company insurance renewal confirmed and document received
Thank you letter from Poppy Appeal for PC donation
Letter from David Austin Roses
Enquiry sent to Officer regarding parking on zig zags data

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Resident communications regarding overflowing bins outside 31 Appledine Way
Resident comments on the tree application along Ravensden Road
Albert and Margaret booked to attend the Police Priority meeting in August
Resident feedback on the Annual Report
Thurleigh Parish Councillor enquiring regarding you Neighbourhood Plan
BBC email regarding Church End Ravensden culvert works
BBC Officer feedback regarding grass cutting issues on Hookhams Lane
BBC update on report of parking on verges at Green End
BBC Salph End signage feedback from Officer
Monitoring Officer communication and feedback

14. FUTURE AGENDA ITEMS: -

Those that arose.

15. DATE OF NEXT MEETING: - this was agreed to move to Thursday 26th July 2018 at 7.30pm and the Clerk to check the availability of the Village Hall.
Meeting closed at 8.50pm

Signed

Dated