

Minutes of Parish Council meeting held on Monday 11th May 2020 – 7.10pm held remotely

Councillors Present: Cllrs R Scott (Chair), P Scott, P Dickens, D Coleman, A Rose, R Capstick, M Versallion (CBC)

Clerk: C Underhay

Apologies: None

Entry	Agenda Item						
1	<p>Zoom operation: The Clerk advised all attendees how we would operate on Zoom, so everyone knew how to participate.</p>						
2	<p>To receive apologies for absence: None.</p>						
3	<p>Declarations of Interest: None.</p>						
4	<p>Approval of Minutes from 9th March 2020: The minutes were signed as a true reflection of the meeting.</p>						
5	<p>Covid-19 update: The Clerk advised the Council over the legal situation regarding meetings – the Emergency Legislation (Coronavirus Act 2020). For the present time, Parish Council Meetings are to be held remotely (such as this meeting). The Clerk will advise Councillors as soon as this situation changes. The Clerk also noted that the Legislation did not include the Annual Parish Meeting. The Clerk will update Councillors as soon as an update is received regarding this. Cllrs Capstick and R Scott noted that following updated Government guidance published on 12th May the MUGA could now be reopened. Cllr Coleman advised that some of the original signage had been removed. Cllr Capstick to produce new signage to reflect the updated Government orders showing which areas are open/ closed and what activities may/ may not be carried out at the recreation ground. The new signage to also be posted on the Hockliffe Village Group Facebook page. Cllr Capstick noted that we should consider COVID-19 in anything that is decided (moving forward).</p> <p>Actions Agreed:</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Responsibility</th> <th>By When</th> </tr> </thead> <tbody> <tr> <td>Produce new laminated signs for playground</td> <td>Cllr Capstick</td> <td>ASAP</td> </tr> </tbody> </table>	Action	Responsibility	By When	Produce new laminated signs for playground	Cllr Capstick	ASAP
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6	<p>Public Forum:</p> <p>The following matters were discussed: Notice Boards – no information about COVID-19. It was noted that the Government advice/detail is always changing and readily available elsewhere – possibly not the role of the Parish Council. We will, however, update the notice boards with information about the village (for example the Park details) as not everyone is on-line. A member of the public asked if he could do anything to help. He also asked where the Village Green was (as it is later on the agenda) – this was noted as being the “triangle” of land in front of the church. The member of the public noted that he thought it was on the corner of the A5 and Woburn Road. A member of the public asked if the Parish Council may support a post "lockdown" event. A post about such an event had received positive feedback on the Hockliffe Village Group Facebook group. Any event would only be held when it is safe to do so and in line with Government guidelines. A member of the public noted funding may be available for this via a S137 Grant. Clerk to add this to the agenda for the next meeting.</p> <p>Actions Agreed:</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Responsibility</th> <th>By When</th> </tr> </thead> <tbody> <tr> <td>Notice Boards to be updated with a copy of the laminated signs Cllr Capstick is producing (point 5)</td> <td>Clerk</td> <td>ASAP</td> </tr> <tr> <td>Post lockdown event – to be included on next meeting Agenda</td> <td>Clerk</td> <td>Next Agenda</td> </tr> </tbody> </table>	Action	Responsibility	By When	Notice Boards to be updated with a copy of the laminated signs Cllr Capstick is producing (point 5)	Clerk	ASAP	Post lockdown event – to be included on next meeting Agenda	Clerk	Next Agenda
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7	<p>CBC Councillor Mark Versallion report:</p> <p>COVID-19 response has “calmed” down a little in CBC. Tidy Tips have now re opened, and green bin collection has restarted. £25 Million has been given to local businesses to help support them. CBC had a lower absenteeism rate than expected. Care Homes have been a “tough” environment. Local Plan – the deadline for submission has been missed, although the Government understands the reasons. It is due to be submitted on 14th May 2020. Planning Applications – The temporary centralised process was explained. Councillors have already had the details of this system. A5 – Highways England and Buckinghamshire Council now have no objections to the A505/A4146 becoming the A5 – this will mean that the present A5 control can be passed to CBC. The next step is that CBC have to come up with an amount of money to adopt the road. The transfer of the road is still a year or two away. Traffic Calming by the school – Cllr Versallion has submitted a formal request to reduce the speed limit from 30mph to 20mph. This will need school participation. Cllr Capstick asked for an update on the M1/A6 link road, as this will impact the village. Cllr Versallion noted that that project is waiting for the outcome of the Oxford to Cambridge Expressway.</p>									



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8	<p>Matters arising not dealt with elsewhere on the Agenda:</p> <ol style="list-style-type: none">1. Drain away on Manor Avenue – work now completed2. Speed Restriction outside School – dealt with in item 73. Replace sign and bollards at the Woburn Road/A5 Junction – Clerk to chase <p>Actions Agreed:</p> <table border="1"><thead><tr><th>Action</th><th>Responsibility</th><th>By When</th></tr></thead><tbody><tr><td>Chase CBC regarding Woburn Road/A5 junction bollards</td><td>Clerk</td><td>ASAP</td></tr></tbody></table>	Action	Responsibility	By When	Chase CBC regarding Woburn Road/A5 junction bollards	Clerk	ASAP			
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9	<p>Parish Council website update:</p> <p>Cllr Capstick will send the spreadsheet with the scope of works to the Clerk and other councillors.</p> <p>Clerk to set up a meeting with Barrie Simpson and the Council (Via Zoom).</p> <p>Actions Agreed:</p> <table border="1"><thead><tr><th>Action</th><th>Responsibility</th><th>By When</th></tr></thead><tbody><tr><td>Cllr Capstick to provide spreadsheet to Clerk and Councillors</td><td>Cllr Capstick</td><td>ASAP</td></tr><tr><td>Meeting between Council & Barrie Simpson to be arranged</td><td>Clerk</td><td>ASAP</td></tr></tbody></table>	Action	Responsibility	By When	Cllr Capstick to provide spreadsheet to Clerk and Councillors	Cllr Capstick	ASAP	Meeting between Council & Barrie Simpson to be arranged	Clerk	ASAP
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10	<p>A5:</p> <p>See item 7 above. In addition, Cllr Capstick has approached Martin Fellows at Highways England for an informal chat.</p> <p>The motorcyclist that comes through the village at high speed has been reported to the police (with number plate).</p>									
11	<p>Speedwatch:</p> <p>This is presently on hold due to COVID-19. The co-ordinator has passed the vetting process. Dangerous/speeding drivers can be reported to the police (via their website). Cllr Coleman noted that there was an accident that damaged a 40mph speed sign.</p> <p>Actions Agreed:</p> <table border="1"><thead><tr><th>Action</th><th>Responsibility</th><th>By When</th></tr></thead><tbody><tr><td>Contact Highways England to replace the missing 40mph sign</td><td>Cllr Capstick</td><td>ASAP</td></tr></tbody></table>	Action	Responsibility	By When	Contact Highways England to replace the missing 40mph sign	Cllr Capstick	ASAP			
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12	<p>Blooming Hockliffe:</p> <p>This is on hold at present (due to COVID-19).</p>									



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13	<p>Handyman: Richard Alexander now has the Handyman Contract. Further conversation postponed until the next meeting.</p> <p>Actions Agreed:</p> <table border="1"><thead><tr><th>Action</th><th>Responsibility</th><th>By When</th></tr></thead><tbody><tr><td>Add this item for inclusion on the Agenda at the next meeting.</td><td>Clerk</td><td>8th June 2020</td></tr></tbody></table>	Action	Responsibility	By When	Add this item for inclusion on the Agenda at the next meeting.	Clerk	8 th June 2020
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14	<p>Church Gate: This is still outstanding. We have not been able to contact the Company which has been engaged to complete this work. This may be because it is closed due to the current lockdown.</p>						
15	<p>Village Green: Lorries etc have caused damage to the Green as the road is very narrow. There are also trees and hedges growing over the road from a private residence, and this does not help. We will write to the owner, as at present we cannot visit due to lockdown, and ask him to cut back the trees and hedges.</p> <p>Actions Agreed:</p> <table border="1"><thead><tr><th>Action</th><th>Responsibility</th><th>By When</th></tr></thead><tbody><tr><td>Draft a letter from the Chair to the owner of the property concerned.</td><td>Clerk</td><td>ASAP</td></tr></tbody></table>	Action	Responsibility	By When	Draft a letter from the Chair to the owner of the property concerned.	Clerk	ASAP
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16	<p>Cemetery Verge: Cllr Dickens has not had any further response from the farmer (who said he may do the work). BT will come and look at the BT line (no charge). However, they will not quote for any damage to the line that may be caused when the work is carried out. Further update at the next meeting. The road was also discussed as this floods regularly when it rains. The road belongs to CBC. This will be discussed at the next meeting.</p> <p>Actions Agreed:</p> <table border="1"><thead><tr><th>Action</th><th>Responsibility</th><th>By When</th></tr></thead><tbody><tr><td>Add this item for inclusion on the Agenda at the next meeting.</td><td>Clerk</td><td>8th June 2020</td></tr></tbody></table>	Action	Responsibility	By When	Add this item for inclusion on the Agenda at the next meeting.	Clerk	8 th June 2020
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17	<p>The Brook:</p> <p>No action has been taken since the last meeting (due to COVID-19). This will be brought forward to the next meeting. Clerk still to contact the River Ouzel Authority.</p> <p>Actions Agreed:</p> <table border="1"><thead><tr><th>Action</th><th>Responsibility</th><th>By When</th></tr></thead><tbody><tr><td>Contact River Ouzel Authority</td><td>Clerk</td><td>ASAP</td></tr><tr><td>Add this item for inclusion on the Agenda at the next meeting.</td><td>Clerk</td><td>8th June 2020</td></tr></tbody></table>	Action	Responsibility	By When	Contact River Ouzel Authority	Clerk	ASAP	Add this item for inclusion on the Agenda at the next meeting.	Clerk	8 th June 2020																																								
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18	<p>Finance:</p> <p>The following payments were formally authorised:</p> <table border="1"><thead><tr><th>Date of Payment</th><th>Cheque Number</th><th>Amount</th><th>Payee</th><th>Detail</th></tr></thead><tbody><tr><td>02/04/20</td><td>1724</td><td>£291.70</td><td>C Underhay</td><td>Clerk salary - March</td></tr><tr><td>02/04/20</td><td>1725</td><td>£455.98</td><td>C Underhay</td><td>New laptop for Clerk use</td></tr><tr><td>02/04/20</td><td>1726</td><td>£48</td><td>C Washbrook</td><td>Clerk salary - March</td></tr><tr><td>11/05/20</td><td>1727</td><td>£1135.85</td><td>Zurich Municipal</td><td>Insurance</td></tr><tr><td>11/05/20</td><td>1728</td><td>£112.28</td><td>C Underhay</td><td>Clerk expenses</td></tr><tr><td>11/05/20</td><td>1729</td><td>£175.75</td><td>C Underhay</td><td>Microsoft Office</td></tr><tr><td>11/05/20</td><td>1730</td><td>£194.40</td><td>C Underhay</td><td>Clerk Salary - April</td></tr></tbody></table> <p>The Emergency Legislation allows us an extension to produce the Accounts. This date is 1st September 2020. Presently, all detail is with Tricia Humber and we are working towards having everything ready in June, so the Accounts can be presented to the Council at the July meeting.</p> <p>The Clerk asked for assistance with the Asset List as some items have been disposed of. The Clerk was advised, and the Asset List updated for onward transmission to Tricia Humber.</p> <p>The 2020/21 budget also needs to be forwarded to Tricia Humber.</p> <p>The Clerk advised that the Precept amount received on 2nd April 2020 was £21073. The Clerk will produce a letter to the bank to amend the address (for bank statements and other correspondence).</p> <p>Actions Agreed:</p> <table border="1"><thead><tr><th>Action</th><th>Responsibility</th><th>By When</th></tr></thead><tbody><tr><td>2020/21 Budget to be forwarded to Tricia Humber</td><td>Clerk</td><td>20/5/2020</td></tr><tr><td>Letter to be written and sent to the bank amending the address for correspondence.</td><td>Clerk</td><td>12/05/2020</td></tr></tbody></table>	Date of Payment	Cheque Number	Amount	Payee	Detail	02/04/20	1724	£291.70	C Underhay	Clerk salary - March	02/04/20	1725	£455.98	C Underhay	New laptop for Clerk use	02/04/20	1726	£48	C Washbrook	Clerk salary - March	11/05/20	1727	£1135.85	Zurich Municipal	Insurance	11/05/20	1728	£112.28	C Underhay	Clerk expenses	11/05/20	1729	£175.75	C Underhay	Microsoft Office	11/05/20	1730	£194.40	C Underhay	Clerk Salary - April	Action	Responsibility	By When	2020/21 Budget to be forwarded to Tricia Humber	Clerk	20/5/2020	Letter to be written and sent to the bank amending the address for correspondence.	Clerk	12/05/2020
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19	<p>Parish Council Policies and Procedures: The Clerk advised that he could not see a system in place for regular review of our internal procedures and policies. He will set up a system (to be put on place once we can meet together again) so these can be regularly reviewed. A Spreadsheet will be produced.</p> <p>Actions Agreed:</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Responsibility</th> <th>By When</th> </tr> </thead> <tbody> <tr> <td>Review Spreadsheet to be produced</td> <td>Clerk</td> <td>ASAP</td> </tr> </tbody> </table>	Action	Responsibility	By When	Review Spreadsheet to be produced	Clerk	ASAP
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20	<p>Planning – Applications Received: None.</p>						
21	<p>Correspondence Received: None.</p>						
22	<p>Items for inclusion at the next meeting: Flooding on the road by the Cemetery. Post “lockdown” event.</p> <p>Various members of the public thanked the council for their work, particularly at this time. A vote of thanks was proposed by Cllr Rose, to Cllr Capstick for her work as Chair. Cllr P Scott thanked the Clerk for setting up the Zoom meeting.</p>						
23	<p>Date of next Meeting: The next meeting will be held remotely, via Zoom, on 8th June 2020, at 7pm The Meeting was closed at 8.50pm.</p>						

Colin Underhay – Clerk – 13th May 2020

Signed as a correct recordRob Scott (Chair) 8th June 2020