

Minutes of Parish Council meeting held on Monday 8th June 2020 – 7PM,

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

Clerk: C Underhay

Apologies: Cllr R Capstick

Entry	Agenda Item									
24	<p>Zoom operation: The Clerk advised all attendees how we would operate on Zoom, so everyone knew how to participate.</p>									
25	<p>To receive apologies for absence: Apologies were received from Cllr Capstick.</p>									
26	<p>Declarations of Interest: None.</p>									
27	<p>Approval of Minutes from 11th May 2020: The minutes were signed as a true reflection of the meeting.</p>									
28	<p>Public Forum: The following matters were discussed: A member of the public complimented the Council on updating the website. She said she found it really useful. The Chair thanked the member of the public and advised her that the website is still being updated, and noted the item on the website later in the Agenda. A member of the public discussed the lack of bus routes through Hockliffe, and asked for this to be on the agenda at a future meeting. A member of the public asked if the Police could be contacted and asked to increase patrols in the village, due to the escalation of "suspicious" characters in the village. The member of the public also noted that there seems to have been an increase in the number of thefts in the village from both homes and vehicles. A member of the public noted that vehicle accidents seemed to have increased along the A5 in and around the village. Highways England do not seem to be directing traffic away from the village when the M1 is closed. Actions Agreed:</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Responsibility</th> <th>By When</th> </tr> </thead> <tbody> <tr> <td>Bus routes through Hockliffe to be on the next Agenda</td> <td>Clerk</td> <td>Next Agenda</td> </tr> <tr> <td>Clerk to contact Bethany Burdass (Police Community Officer) regarding increase in crime and ask for an increase in patrols.</td> <td>Clerk</td> <td>12/6/20</td> </tr> </tbody> </table>	Action	Responsibility	By When	Bus routes through Hockliffe to be on the next Agenda	Clerk	Next Agenda	Clerk to contact Bethany Burdass (Police Community Officer) regarding increase in crime and ask for an increase in patrols.	Clerk	12/6/20
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Matters arising not dealt with elsewhere on the Agenda:

Cllr Capstick completed new laminated playground signs (COVID 19 related) and these have been posted the Notice Boards, and on the village Facebook page. The Clerk advised that he has not received any update regarding our obligation to hold an Annual Parish Meeting. He will advise the Council as soon as he is aware. The Clerk has contacted CBC regarding the signage/bollards at the A5/Woburn Road junction, and will update at the next meeting.

The Chair discussed the very recent update to the Neighbourhood Plan. There is now no obligation from CBC to build any new homes in Hockliffe and the immediate surrounding area. All three previous sites have been withdrawn. We can still do our own Neighbourhood Plan. It was felt that this topic should be an Agenda item at the next meeting, and that a further meeting should also be arranged with as a sole item – and for it to be open to all residents to be invited and be able to participate, as well as other interested parties. Cllr P Scott said that the Council should be guided by the Residents & this was accepted. The Chair advised the Council of his idea – to develop the area vacated by the removal of the containers, possibly for new properties and a village hall. It was noted that CBC own land adjacent to this, and the possibility was raised that a joint venture could be sought – possibly including the garages (however, it was noted that some of these are privately owned). A question was also raised as the whether the land that CBC own is within the Green Belt.

Cllr Coleman advised that the AGM for the Village Hall Committee will be held on 24th June 2020.

Actions Agreed:

Action	Responsibility	By When
Chase CBC regarding Woburn Road/A5 junction bollards and signage	Clerk	20/06/2020
Neighbourhood Plan to be on next Agenda	Clerk	Next Agenda

30

Central Bedfordshire Councillor Mark Versallion report:

Cllr Versallion advised the Council as follows:

Regarding development of the site where the containers used to be, CBC does have a programme of development for the garages it owns, and this sometimes includes purchase of privately owned garages. Cllr Versallion will arrange for a site visit, and also check that the land CBC own is not Green Belt protected.

Regarding concerns over crime in the village, Cllr Versallion will email the local police Sergeant to ask that patrols are increased in the village.

Cllr Versallion has answered some resident questions directed to him – particularly anti-social behaviour and a hedgerow (identified as Clifford Close – this is also in item 22 of our Agenda). He has taken both matters forward. The Chair will email the resident in question regarding the email received by the



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	<p>Council (see item 22). Cllr Versallion noted that there had been a number of issues with hedgerows during the COVID-19 lockdown, and these are now being dealt with.</p> <p>There has been no further progress with traffic calming measures outside the school.</p> <p>Cllr Versallion will write to Sgt Liam Mitchell for a status report regarding the drug problem in Kilby Road.</p>
31	<p>Planning – Applications Received:</p> <p>None.</p>
32	<p>Parish Council Website:</p> <p>The Chair indicated that a conversation has now taken place with the Webmaster. Various amendments were made to the Website after this conversation.</p> <p>A digital edition of the Hockliffe Herald on the website was discussed. At this time, the Council wish to continue with the print version in full, as well as a digital version. Cllr Dickens will ensure that the next version will include detail of where to find the digital edition. After the next 2 editions, the Council will revisit the need for a full print, and the possibility of an opt out, and to generally see what residents think. We will need to do at least some form of print, for those residents that are not online. Cllr Coleman noted that we could just make printed copies available in the shop for those that want them (negating the need for them to be delivered). There was also concern about new residents to the village – how would they know about the Hockliffe Herald?</p> <p>The present Facebook Group was discussed. The Chair advised that we could not continue with the situation as it is (whereby the present Hockliffe Village Group is administered by the Clerk & Councillors). This would mean that the present Group would then not be a Parish Council website & would not be monitored for advertising etc. The Chair will put a note on the Facebook Group asking for volunteers to take it over. The Webmaster has designed a new Facebook page for the Council to use & we will transfer to this as soon as practically possible. The Webmaster will be asked to go forward with the new page by the Clerk.</p> <p>An advert has been produced by the Webmaster advertising for new Councillors. The Council considered this, and do want the advert to appear on the Website and in the Facebook Group. The Clerk was also asked to laminate it, and post it in the Notice boards.</p> <p>Liz Wilson has taken a number of photographs for the website – these will be sent to the Webmaster with some ideas of what they are and what we would like.</p> <p>The Clerk will contact Liz to see what would be best as far as taking the Councillor/Clerk pictures, and advise the Councillors of where and when this will happen.</p> <p>A complaint has been received from the Webmaster regarding the Minutes in March. This has been investigated by the Chair and the Clerk and submitted to the Council for review. The Council has upheld the Complaint, as the original Minutes</p>



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were found not to be a correct record of the actual circumstance. The Chair put forward a motion to amend the Minutes, this was seconded by Cllr Dickens and was passed unanimously from the Councillors present. The minutes recorded under section 127 from the meeting on 9th March are to be changed to:

"A web site has been made available for use. There are some areas that we would like amended from the original brief. The Parish Clerk at the time was in communication with the Webmaster and as no member of the Council has spoken to the Webmaster, it was felt appropriate that a meeting was arranged between the new Clerk, the Chair and the Webmaster to discuss the way forward, particularly as the Council were unaware of the exact instructions given to the Webmaster."

This change will be made by the Clerk as soon as possible. The Clerk will also write a formal reply and apology to the webmaster.

Cllr Coleman was having difficulty with his email address. The Clerk will ask the Webmaster if it would be possible to set up a video call to resolve this.

Actions Agreed:

Action	Responsibility	By When
Hockliffe Herald – next edition to include detail of where to find the Digital Edition.	Cllr Dickens	Next Edition
Hockliffe Herald – Digital Edition to be revisited after the next 2 issues have been published and circulated	Clerk	At least 6 months
Existing Facebook Group administration to be transferred away from the Council – Chair to control	Cllr R Scott (Chair)	12 th June 2020
New Facebook page to be authorised by the Clerk as soon as existing Facebook Group dealt with as above.	Clerk	12 th June 2020
New Councillor advert to be posted on the new Facebook page, in The Hockliffe Herald and in the Notice Boards	Clerk to control	ASAP
Village photographs to be sent to the Webmaster	Clerk to control	20 th June 2020
Liz Wilson to advise the Clerk of date and time of place for Councillor photographs. Clerk to then arrange Councillor attendance	Clerk to control	20 th June 2020
Administration of complaint received to be dealt with.	Clerk	12 th June 2020
Cllr Coleman email address issue – Clerk to arrange a video call between Cllr Coleman and Webmaster	Clerk to arrange	20 th June 2020

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A5:

No update – although the action below left open from the last meeting



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34	<p>Speedwatch No update</p>						
35	<p>Blooming Hockliffe: Mrs Underhay noted that the factory that produces the Planters may now be open. She will check, and provide an update at the next meeting. The Council agreed that costing have already been agreed.</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>Next Agenda</td> </tr> </tbody> </table>	Action	Responsibility	By When	Add this item for inclusion on the Agenda at the next meeting.	Clerk	Next Agenda
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36	<p>Post Covid-19 Event: Mrs Underhay would like to put some ideas together and come back to the council next month. The village barbecue is stored at the school. If the event was to be held at the park, a power generator would be needed as there is no power.</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>Next Agenda</td> </tr> </tbody> </table>	Action	Responsibility	By When	Add this item for inclusion on the Agenda at the next meeting.	Clerk	Next Agenda
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37	<p>ROSPA: The ROSPA report has been received and it was presented to the Council. There are a number of Green and Amber actions requiring work to be undertaken. No Red areas. The Clerk advised some of the items would probably fit with the Handyman, but some definitely need a specialist. The Clerk advised that he had forwarded the report to Fenland Leisure (specialist) for quotation & he would put this item on the next Agenda for the Council to consider the next steps.</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>Next Agenda</td> </tr> </tbody> </table>	Action	Responsibility	By When	Add this item for inclusion on the Agenda at the next meeting.	Clerk	Next Agenda
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38	<p>Handyman Duties: No report.</p>									
39	<p>Church Gate: Cllr Dickens reported that this work is being completed on 11th June 2020</p>									
40	<p>Village Green: Draft letter has now been agreed by the Chair, regarding the overgrown hedge. This will go to the resident this week. Item to be on the next agenda to discuss response and next steps.</p> <p>Actions Agreed:</p> <table border="1" data-bbox="308 752 1385 954"> <thead> <tr> <th>Action</th> <th>Responsibility</th> <th>By When</th> </tr> </thead> <tbody> <tr> <td>Letter to be sent to resident</td> <td>Clerk</td> <td>12th June 2020</td> </tr> <tr> <td>Add this item for inclusion on the Agenda at the next meeting.</td> <td>Clerk</td> <td>Next Agenda</td> </tr> </tbody> </table>	Action	Responsibility	By When	Letter to be sent to resident	Clerk	12 th June 2020	Add this item for inclusion on the Agenda at the next meeting.	Clerk	Next Agenda
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41	<p>Cemetery Verge: Cllr Dickens advised that a further quotation has now been received, and this was presented to the Council (for £2300 plus VAT) – we now have 2 quotes. Cllr Dickens advised that he had struggled to get any further quotes – potential contractors have been asked, but they either failed to come, or failed to quote. Cllr Dickens advised that the Contractor for the last quote will not accept liability for the BT line (if he damages it). Cllr P Scott noted that the next step is to ask BT to advise us where the BT line goes (free service), and this was agreed.</p> <p>Actions Agreed:</p> <table border="1" data-bbox="308 1384 1385 1621"> <thead> <tr> <th>Action</th> <th>Responsibility</th> <th>By When</th> </tr> </thead> <tbody> <tr> <td>Ask BT to advise us exactly where the BT line is</td> <td>Cllr Dickens</td> <td>Next meeting (13th July)</td> </tr> <tr> <td>Add this item for inclusion on the Agenda at the next meeting.</td> <td>Clerk</td> <td>Next Agenda</td> </tr> </tbody> </table>	Action	Responsibility	By When	Ask BT to advise us exactly where the BT line is	Cllr Dickens	Next meeting (13 th July)	Add this item for inclusion on the Agenda at the next meeting.	Clerk	Next Agenda
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42	<p>Flooding on the road by the Cemetery: Cllr Dickens advised that CBC have come out several times and not managed to resolve the problem. It was agreed that the Clerk would write again, and copy in Cllr Versallion. Cllr Dickens will send the Clerk a photo of the issue.</p>									



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43	<p>The Brook:</p> <p>The Clerk has written to the River Ouzel Authority and has not received a reply as yet. This item will be brought forward to 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>Next Agenda</td> </tr> </tbody> </table>				Action	Responsibility	By When	Add this item for inclusion on the Agenda at the next meeting.	Clerk	Next Agenda																																	
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44	<p>Finance:</p> <p>The Clerk advised that the annual Accounts will be ready for the next meeting, and this will be on the Agenda.</p> <p>The Chair advised that he had contacted the bank regarding the address on the bank account – however they asked for the bank account numbers. The Clerk will provide this to the Chair.</p> <p>The Clerk submitted the detail regarding S106 funds, for information only.</p> <p>The following cheques were retrospectively authorised unanimously by all Councillors present:</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>19/11/19</td> <td>1702</td> <td>£4793.60</td> <td>Goldleaf</td> <td>Grass cutting etc</td> </tr> <tr> <td>27/11/19</td> <td>1703</td> <td>£40</td> <td>Badger Hill (M J Humphries)</td> <td>Christmas Tree</td> </tr> </tbody> </table> <p>The Goldleaf payment is an amalgamation of previous months payments, to settle the outstanding account (agreed with Goldleaf).</p> <p>The following payments were agreed, all cheques dated today (8th June 2020):</p> <table border="1"> <thead> <tr> <th>Cheque Number</th> <th>Amount</th> <th>Payee</th> <th>Detail</th> </tr> </thead> <tbody> <tr> <td>1731</td> <td>£91.67</td> <td>C Underhay</td> <td>Clerk expenses</td> </tr> <tr> <td>1732</td> <td>£365.00</td> <td>KallKwik</td> <td>Hockliffe Herald print</td> </tr> <tr> <td>1733</td> <td>£115.80</td> <td>Playsafety</td> <td>ROSPA Report</td> </tr> <tr> <td>1734</td> <td>£291.70</td> <td>C Underhay</td> <td>Clerk salary - May</td> </tr> <tr> <td>1735</td> <td>£55.60</td> <td>HMRC</td> <td>Clerk tax</td> </tr> </tbody> </table>				Date of Payment	Cheque Number	Amount	Payee	Detail	19/11/19	1702	£4793.60	Goldleaf	Grass cutting etc	27/11/19	1703	£40	Badger Hill (M J Humphries)	Christmas Tree	Cheque Number	Amount	Payee	Detail	1731	£91.67	C Underhay	Clerk expenses	1732	£365.00	KallKwik	Hockliffe Herald print	1733	£115.80	Playsafety	ROSPA Report	1734	£291.70	C Underhay	Clerk salary - May	1735	£55.60	HMRC	Clerk tax
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	1736	£83.00	SLCC	Membership fee												
	1738	£1074.00	Village Garden Services Ltd	Grass cutting etc for 2 months												
	Actions Agreed:															
	Action		Responsibility	By When												
	Next Agenda to include Annual Accounts		Clerk	Next Agenda												
	Clerk to provide bank account numbers to the Chair		Clerk	12 th June 2020												
45	<p>Correspondence Received: Following items received: Email from a resident in Birches Close regarding Rodents – not PC responsibility – kind reply sent, and forwarded email to Cllr Versallion to see if he could influence. Email regarding trees behind Augustus Road – not PC responsibility as we do not own the land – kind reply sent to resident suggesting some ways forward. Email regarding hedgerow and trees behind Clifford Close – holding email sent by Cllr Dickens. Cllr Versallion advised in his report (point 7 above) that he had taken this matter forward and corresponded directly with the resident. The Chair will call the resident.</p> <p>Actions Agreed:</p>															
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	Chair to call resident in Clifford Close regarding Hedgerow		Chair	12 th June 2020												
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47	<p>Date of next Meeting: The next meeting will be held on 13th July 2020, at 7pm. Government guidelines will be followed (as well as school hall availability) as to whether this meeting will be held remotely or not. The Clerk will advise the Council closer to the date. The Meeting was closed at 9.16pm.</p>															

Colin Underhay – Clerk – 10th June 2020

Signed as a correct recordRob Scott (Chair) 16th July 2020