

Minutes of Parish Council meeting held on Thursday 16th July 2020 – 7PM

Councillors Present: Cllrs R Scott (Chair), P Scott, P Dickens, R Capstick, M Versallion (CBC), Mr B Simpson (webmaster)

Clerk: C Underhay

Apologies: Cllrs A Rose & D Coleman

Entry	Agenda Item
48	<p>Zoom operation:</p> <p>The Chair did not consider this necessary because everyone present had been at a prior Zoom Meeting arranged by the Parish Council.</p>
49	<p>To receive apologies for absence:</p> <p>Apologies were received from Cllr Rose and Cllr Coleman.</p>
50	<p>Declarations of Interest:</p> <p>Cllr Capstick advised that she has an interest in one of the planning applications, as she lives next door to the applicant. (Planning code CB/20/02261/LDCP)</p>
51	<p>Approval of Minutes from 8th June 2020:</p> <p>The minutes were signed as a true reflection of the meeting.</p>
52	<p>Public Forum:</p> <p>The following matters were discussed:</p> <p>A resident asked Cllr Versallion about the issue raised in the last meeting (anti-social behaviour). Cllr Versallion said that the police should have been in touch with the residents concerned. This is not the case. Cllr Versallion said he would chase the police, and that he will email the residents directly. Cllr Versallion also noted that the police will need actual evidence to be able to move the matter forward.</p>



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Matters arising not dealt with elsewhere on the Agenda:

The Clerk reported that the repair to the Woburn Road/A5 bollards had been agreed by CBC (CBC Ref 340392). This will be completed within "normal timescales". The Clerk will update at the next meeting.

The Clerk reported that no response had been received from the "new Councillor" advert.

A resident asked about the proposal for parking at the Cemetery, and noted that the proposal could potentially be to use land on the brow of a hill and a "blind" bend. The resident noted that outside the Parish Cemetery the road is straight, and that may be a better place. The Chair deferred this until the relevant item later in the agenda.

A resident noted to the Council that he wanted to remind everyone that a new village hall should not be tied to a new housing development, as the village "would not want new housing". The Chair deferred this until the relevant item later in the agenda.

A resident noted that the dates of two future meeting (October and November 2020) did not fall on Mondays. This is an error with dates provided, and was immediately amended by the Webmaster. The resident also complimented the Webmaster on the look of the website, and the recent work that has "gone into it".

A resident noted a section of path on the corner of Whitehorse Close and the A5 that had some metal sticking out of it. The Chair asked the Clerk to email CBC regarding this matter – with the aim of removing it.

A resident asked when the play park would open (after Government advise to close it re COVID19). The Clerk noted that the Council would need to undertake a formal Risk Assessment before this could be considered. The Chair asked for this to now be completed – Clerk to arrange.

A resident noted that he may be interested in becoming a Councillor.



54

Central Bedfordshire Councillor Mark Versallion report:

Cllr Versallion advised the Council as follows:

He has arranged a CBC site visit of the garage site by the park. Cllr Versallion would also like a Councillor to be present for this visit (with him). Cllr P Scott noted that development of this site may also help with anti-social behaviour. A resident noted that "we" had already objected to new housing. Cllr Versallion noted that the Development programme is for assisted living – all the site visit will achieve is to look at the site – it is "very early days". Cllr P Scott noted that it needs to be investigated before any informed decision can be made. A resident asked if the site included the land that included the containers, and the Chair responded to say that it was one of the ideas to be investigated. Cllr Versallion noted that we would probably want to do something with the garage site, Cllr Capstick noted that all that was happening was that the site was being looked at. The Chair noted that the garages are in an "awful" state. He also noted that by developing this land, we may have enough money to build a village hall on the Hillesden site.

Cllr Versallion noted that bus routes are now back on the agenda – when lockdown is over CBC want to encourage people to use buses and he will report back further.

Cllr Versallion noted that the trees on the brow of the hill going north out of the village on the A5 had now been cut back so drivers can see the notice boards. De trunking of the A5 is now in CBC's hands – they need to do a survey to find out how much they need to pay to Highways England so the road can be transferred.

However, they are still waiting for the outcome of the Oxford/Cambridge road.

Cllr Versallion noted that he had received 3 complaints about the new signage at Hilton cars and that an Enforcement Notice had been served. The new owners have now agreed to turn the light off. Cllr Versallion noted that he is waiting for an update regarding the speed limit by the school.



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	<p>Cllr Versallion advised the Council about the proposed solar farm just north of Tillsworth (in Tillsworth Parish). This will be 7 times larger than the solar farm in Eggington - Eggington receive an income of £5000 per year for 25 years (via S137 Grant). The Chair asked Cllr Versallion about the negatives – Cllr Versallion noted about construction traffic – this would be significant due to the size of the site. Another negative factor is the lifespan of the solar panels – which is 30 years – at the end of this time the site could be ripe for further development.</p> <p>A resident, who owns land in Hockliffe, noted that she has investigated this (with a view to using some land for the same purpose) and said that the Contract states that at the end of the Contract, the land must be returned to farming land. In addition, the solar panels must be out of sight – unlike the site at Eggington. The Chair noted that we had received an email from Tillsworth Parish Council regarding this. The Chair asked for this to be included this on the next agenda.</p> <p>Cllr Versallion reported regarding a meeting he had with our MP (Andrew Selous) and others regarding the A5. It maybe that the A5 would not be replaced as a trunk road (at the time it is de trunked through Hockliffe). This is because the M1 acts as a by-pass road. If the A505/A4146 is made the trunk road, it would need to be widened and this would be very expensive. Cllr Capstick asked if the Councillors from Leighton Buzzard had raised this – Cllr Versallion noted that this was the case. Cllr Versallion said it was important to keep both things separate.</p>
55	<p>Parish Council website including Accessibility:</p> <p>Mr Simpson advise the Council of changes made since the meeting in May. This includes the Cemetery (new web site page) and the Hockliffe Parish Council Facebook page. Mr Simpson also advised the Council of the update issues he had with CBC Register of Interest page (updating our Councillors details correctly). This is now resolved.</p> <p>Mr Simpson advised the Council regarding Accessibility. New rules will soon come into force about the way in which we have to</p>



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present information on the website (for example we have to be aware of colour blindness). The software costs £700 per year. Mr Simpson is in the process of getting a license from the USA for 30 days to look at the offering. We have 2 months to put forward proposal forms of how we will adhere to the policy. Cllr Capstick asked if it was an option to email different details in a different format as opposed to changing the website. Mr Simpson gave an example of a blind person using Brail (how would they inform us). The Chair asked about the deadline for a decision – Mr Simpson said it was 23/9/2020. Cllr Dickens asked about existing documents – Cllr Capstick noted that pre website a paper version will still suffice. Mr Simpson said that after negotiation he would expect to be able to obtain the software license for around £300 plus VAT. Cllr Capstick asked if she could have a copy of the actual requirements. Mr Simpson said he would send this. Cllr P Scott asked who we would pay and Mr Simpson said it would be to the Company that provides the Licence. Cllr P Scott asked for this to be added to the Agenda for our September meeting.

Cllr Capstick asked of there was anything else we can do to raise the profile of our new Facebook page. The Chair noted that the best way was to continually share the page with the village Group, particularly when any new post is made by the Council.

56

Neighbourhood Plan:

The Chair advised the Council that he felt we should hold this item until we can meet in person and have a fully open meeting, with just this as the sole topic.

Cllr Capstick asked if this could be a virtual meeting, and asked if we could question this again in September with a view on Government Guidelines at the time. The Chair asked for this to be included on the next Agenda. A resident noted that the school are not taking any bookings for now, and this will be reassessed in September. A resident suggested we could do a "flyer" to every household to try to find a consensus before September. Cllr P Scott noted that residents may be away on holiday in August. Mr Simpson said a



questionnaire could be put on the website – this would assist in knowledge amongst residents that the website exists. Two letters had been received regarding this. The letters do not need any response other than an acknowledgement and the Clerk will action this.

57

Finance:

1. To authorise accounts for payment:

The following payments were agreed, all cheques dated 13th July 2020 (the date of the original meeting – although held for payment until today):

Cheque Number	Amount	Payee	Detail
1737	£114.41	C Underhay	Insurance (Home)
1739	£340.25	C Underhay	Salary for June
1740	£85	HMRC	Clerk tax
1741	£149.62	R Alexander	Liability Insurance
1742	£735	Chapman Planning*	Neighbourhood Plan
1743	£204	Nuko Ltd	Internal Audit
1744	£53.19	C Underhay	expenses
1745	£537	Village Garden Services	Grass cutting etc
1746	£35	B Simpson	Website work
1477	£85.90	R Alexander	Cemetery gate repair

*The payment for £735 to Chapman Planning (Cheque 1742) was part of a grant paid to the Council for £2625 (Groundwork UK), to be used for this purpose. This grant was received in the previous financial year.

A credit of £75 was also received in June for reservation of cemetery plot 79A.

2. Account balances and budget. To review summary of spend against budget:

The clerk reported that we are within overall budget – we have spent 20% of the budget, with 25% of the year gone. However, two items are over budget/expected spend for this time off the year – Clerks Admin (due to purchase of laptop and associated software – 369% spend against budget), and Clerk use of home (96% of budget spent) due to a larger than expected increase in this allowance. The clerk also noted that further income will be received in July for use of the Cemetery (this was not included in the budget).

3. To sign of the financial documents for the Annual Return:

The Clerk presented the financial documents to the Council as well as the Annual Governance and Accountability Return. These have been audited by the Internal Auditor. The Council unanimously agreed to sign Section 1 (Annual Governance Statement 2019/20). Several items were marked as “No” and this required a statement from the Council to go with the document to the External Auditor. This statement outlined additional controls that the Clerk (as Financial Officer) will put into place moving forward, and was in response to comments raised by the Internal Auditor. The Council also unanimously agreed to sign Section 2 (Accounting Statements 2019/20). This outlined a summary of the Councils income and expenditure, and has been reconciled to the Bank statements.

58

Parish Cemetery:

The Clerk presented a new and updated fee structure to the Council. This had previously been discussed with both the Chair and Cllr Dickens. The new fee structure was unanimously passed, and brought into immediate effect.

	The Clerk will undertake a Memorial Safety Inspection during August and will report back at Septembers meeting
59	<p>Grant Policy including Grant application form</p> <p>Autism Bedfordshire:</p> <p>The Chair presented a new Policy to cover Grants. This was unanimously passed and will be effective immediately. The Council has had a Grant Application since March for Autism Bedfordshire. This has been delayed, primarily because the charity employees were on Furlough leave (COVID -19). The amount of the Grant requested is £100. The Council unanimously agreed that as long as the Grant fits within the Policy agreed, the Grant should be awarded. The Clerk will forward the new Application Form to the charity for completion.</p>
60	<p>Village Hall:</p> <p>The Village Hall Committee has met. Correspondence has been received regarding funds that the Parish Council hold on the Village Hall Committee's behalf. The Chair has asked the Clerk to investigate and report back at the September meeting.</p>
61	<p>Planning – Applications Received:</p> <p>The following have been received and were discussed:</p> <p>CB/20/02286/DOC – No issues</p> <p>CB/20/02261/LDCP – No issues</p> <p>CB/20/02246/GPDE – is a permitted development, if no neighbours object – so no issues</p> <p>CB/20/02139/FULL linked to CB/20/02140/LB – no issues</p>
62	<p>Appointment of Trustee to Wests Educational Trust:</p> <p>It was proposed by Cllr Dickens that Val Stanbridge be appointed as Trustee to the above Trust. This was seconded by Cllr Capstick, and passed unanimously by the Council.</p>



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63	Christmas 2020: Purchase of the Christmas tree was discussed – however, Cllr Coleman arranged this last year. As he is not present, the matter will be deferred until the next meeting (at the request of the Chair).
64	A5: A number of items were discussed in Cllr Versallion's report. In addition Cllr Capstick reported that she has been in contact with Highways England. Possibly, there will another "Keep Clear" put on the road by Hockley Court. Visibility from "The Leys" is poor (when pulling onto the A5).
65	Speedwatch: Cllr Capstick advised that this was on hold, because of COVID-19. The police will advise us when it is safe to move forward.
66	Bus Routes through Hockliffe: This was covered in Cllr Versallion's report. The Chair asked whether there was anything else that could be done. A resident also added that there is no bus service for the 6 th Form going to school. The Chair noted that as this is on Cllr Versallion's agenda, the correct action would be to "lobby" him.
67	Blooming Hockliffe: The Blooming Hockliffe team reported that they will be meeting Highways England again on 17 th July 2020. They hope that the planters will be installed by the Autumn. The team intend to go back to Rushmere Nurseries for plant quotations. Cllr Capstick also advised that she could let the team know of a colleague of hers that can offer plants cheaply. Remembrance Day was discussed by the team, and the Chair asked for this to be a separate Agenda Item at the next meeting.



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68	Post COVID-19 Event: The Chair advised that as the Government Guidelines have not changed much regarding holding this type of event, discussion will be held over until the next meeting.
69	ROSPA Report: We have received one quotation to deal with most of the items on the ROSPA report. This is from Fenland Leisure, and is for £3899.16. The Chair asked the Clerk to try to obtain other quotations, maybe by splitting the required work up, to see if we can obtain different quotations (the Chair noted that he thought Fenland Leisure were the only Company that would repair other Companies equipment). The Clerk will also contact local Parish Councils to see who they use. The Clerk will report before the next meeting. The Clerk, Chair and Handyman will go to the park to do the COVID-19 risk assessment and at the same time look at the parts of the ROSPA report that the Handyman can complete.
70	Handyman Duties: The Chair discussed this. It was agreed that the Clerk, Chair and Handyman will visit all of the Parish Assets to look at what needs to be done and then prioritise a list. This will be presented at the next meeting. The electrical box at the harvester (that powers the Christmas Tree lights) will also be checked.
71	Church Gate: The Chair advised that this work has now been completed. Cllr Dickens suggested that the gate is left for a year before it is painted.
72	Village Green: The Chair updated that the resident concerned had cut his hedge – however, it was felt by Cllr Dickens that the actual boundary is a fence that is in the middle of the resident’s hedge. All Councillors undertook to visit the Village Green over the forthcoming summer



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	<p>recess, so they can see the detail and this item will then be included on the next agenda.</p>
73	<p>Cemetery Verge: The chair asked for the Clerk to contact CBC Highways Officer and Conservation Officer to check that the Council can actually do what they want to do. The Chair also expressed concern that if this area was not classed as an official car park, would the Parish Council be liable for any damage etc (if we carried out the work). However, the Chair noted that people park there anyway, as we have a Cemetery with no parking facility. The Chair also noted that the Church has offered to pay £1000 towards any work that is undertaken.</p>
74	<p>Flooding on the road to by the Cemetery: The Chair asked for this item to be deferred to the next meeting.</p>
75	<p>The Brook: The Chair advised that the River Ouzel Authority have been out and worked on the stretch of the Brook that we asked for. However, there has been some comment amongst residents that the work carried out is not satisfactory. There is also a tree over the Brook in the field by the cattery that may cause a damming effect in the winter. The Clerk will contact the River Ouzel Authority again.</p>
76	<p>Correspondence Received (For Information Only): The Clerk reported that four items have been received. Two items were about anti-social behaviour - these were covered by Cllr Versallion (item 52 above). One item regarding the boarding at the top of Leighton Road – the Clerk has written to the owner. One item regarding Football Pitches in the park – the Clerk has responded to say that we do not now offer this facility.</p>



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77	Items for inclusion on the Agenda for the next meeting: Other than items referred to above, the Clerk noted that we need to include an item – Child Protection & Safeguarding Policy.
78	Date of next meeting: The next meeting will be held on 14 th September 2020. The Chair closed the meeting at 10.05 PM

Colin Underhay – Clerk – 23rd July 2020

Signed as a correct recordRob Scott (Chair) 14th September 2020