

## Minutes of Parish Council meeting held on Monday 14<sup>th</sup> September 2020 – 7PM (Zoom Meeting)

Councillors Present: Cllrs R Scott (Chair), P Scott, R Capstick, A Rose, D Coleman, L Antonini, M Versallion (CBC), PC R Taylor (Bedfordshire Police)  
Clerk: C Underhay

Apologies: Cllr P Dickens

Entry	Agenda Item
84	<b>To receive apologies for absence:</b> Apologies were received from Cllr Dickens.
85	<b>Declarations of Interest:</b> None
86	<b>Approval of Minutes from 16<sup>th</sup> July 2020:</b> The minutes were signed as a true reflection of the meeting.
87	<b>Approval of Minutes from 7<sup>th</sup> September 2020 (Extraordinary Meeting):</b> The minutes were signed as a true reflection of the meeting.
88	<b>To confirm that Declaration Of Office Form has been completed by the newly elected Councillor:</b> The Chair asked the Clerk if the document had been completed and signed. The Clerk confirmed that this had been done. The chair then formally welcomed Cllr Antonini to her first meeting.
89	<b>Public Forum:</b> The following matters were discussed: A resident discussed the Parish Cemetery – some of the older graves are in need of some care – an offer was made to do some weeding etc by the oldest graves. Cllr Coleman noted that he had also discussed this with the Church Warden. It was resolved that the



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	<p>resident could do some weeding at the Parish Cemetery. Cllr Capstick thanked the resident for their kind offer.</p> <p>A resident spoke about his concerns regarding anti-social behaviour from drivers. PC Ryan said that he would speak about this in his item.</p>
<b>90</b>	<p><b>A5/Speedwatch</b></p> <p>The Chair moved this item up the agenda to allow PC Ryan to speak early.</p> <p>Cllr Capstick introduced PC Ryan, and thanked him for coming. PC Ryan spoke to the Meeting. He is going to run a "Hockliffe Project". He will run 2 days of a speed watch campaign. The first day will be about education – pulling over motorists and education them about speed limits. The second day will be about enforcement. His findings will go to his superiors, Highways England, CBC and the Parish Council. He will also address ant-social driving. PC Ryan suggested that the long-term answer would be average speed cameras. Cllr P Scott asked how this would link with Speed watch – Cllr Capstick advised that a new Police Coordinator had been appointed. PC Ryan said his work would link back to Speedwatch. Cllr Coleman asked about members of the public wearing body cameras – could the police enforce anything from those. PC Ryan said all he could do would be to talk to the drivers – he advised that any footage is sent to the link on the Bedfordshire Police website. Cllr P Scott asked about a timeframe for the project – PC Ryan said 6 months. A member of the public asked about unmarked cars and cameras – PC Ryan said this was not possible due to legislation. Cllr Versallion noted that his main aim was to de-trunk the A5, and his personal favourite solution was average speed cameras.</p> <p>Cllr Capstick noted that she had contact Highways England about a keep clear sign on the A5 by Hockley Court.</p>
<b>91</b>	<p><b>Matters arising not dealt with elsewhere on the Agenda:</b></p> <p>The Chair noted the following:</p>



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	<p>Post COVID Event – no update as still in the middle of the pandemic – will revisit when it is over</p> <p>Annual Parish Meeting – Legislation has now been amended – we do not need to hold this Meeting this year</p> <p>Village Green – no update</p> <p>The Brook – no update</p> <p>Woburn Road/A5 bollards – still being progressed by CBC</p> <p>Metal at the end of Whitehorse Close – not deemed as important by CBC – The Chair asked the Clerk to write again and copy in Cllr Versallion.</p> <p>Autism Grant - Further to the last meeting the Grant Application was completed and was in order. £100 was paid. A letter of thanks has been received and this has been shared with Councillors.</p>
<b>92</b>	<p><b>Central Bedfordshire Councillor Mark Versallion report (to include Tilsworth Solar Farm):</b></p> <p>Cllr Versallion advised the Council as follows:</p> <p>The Tilsworth Solar Farm Application has not been sent. Cllr Versallion asked if the Clerk was in contact with the Clerks from Tilsworth &amp; Stanbridge Parish Councils. The Clerk confirmed that he was. An update will be provided when it happens.</p> <p>Cllr Versallion has received correspondence from Willis Dawson about a housing development just along the Woburn Road (from the A5). This includes replacing the school and also allows for a community hall. He has a very open mind regarding this. He asked if there were any strong views. The Chair noted that we need to have a full village meeting to decide whether we want any housing development in Hockliffe. The Clerk confirmed that we have also been in receipt of Correspondence from Willis Dawson, including a detailed plan. This has been shared with Councillors.</p> <p>The Chair noted that Connells have asked for £250,000 back that is held on our behalf for a village (community) hall. It was noted by a resident that we could reapply for these funds.</p>



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<b>93</b>	<b>Bull Farm Development – Road Naming:</b> The Chair noted that we have received a letter from CBC Planning asking us to recommend a name for a new road that will go on the site of what was Bull Farm. It was resolved that this recommendation should be Bull Farm Close. The Clerk will correspond with CBC.
<b>94</b>	<b>Neighbourhood Plan:</b> The Chair noted that this had been dealt with in Cllr Versallion's item.
<b>95</b>	<b>Website - Accessibility:</b> The Chair noted that the report that the webmaster had spoken about in the last meeting had been shared and we now needed to decide whether to go with what has been recommended. Cllr Capstick asked if we can defer – the Chair noted that we only have until 23 <sup>rd</sup> September 2020 to comply. Cllr Antonini spoke about Accessibility (as she has been working on in her professional life), and the need to comply. She feels that the quote is reasonable for the software, and recommended acceptance. This was seconded by the Chair and passed unanimously by the Council. The Clerk will communicate with the Webmaster.
<b>96</b>	<b>Child Protection &amp; Safeguarding Policy:</b> Cllr Rose has the policy and would like to present it at the next meeting. This item is therefore deferred.
<b>97</b>	<b>Blooming Hockliffe:</b> The Chair invited the Blooming Hockliffe team to speak. Alison Alexander noted that we may want to move some Notice Boards, and she asked that we did not. This was because they wanted to use these where they were. The Chair thought that the team could use the bus stops – Alison said that the flowers would not be seen. It was decided by all present that the Notice Boards should stay where they are. Cllr P Scott asked if there was an actual plan of where everything would go. Alison confirmed that there was. The team will start to purchase items (from the previously



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	<p>agreed amount). The items are durable, and will last a long time (baskets etc).</p>
<b>98</b>	<p><b>Remembrance 2020:</b></p> <p>The Chair invited Alison Alexander to speak. Alison advised the meeting of plans for Remembrance. This will include wooden crosses in the village (as last year, but new crosses with paint that will last). It was resolved unanimously by the Council that the Parish Council will pay up to £200 towards this. Alison also noted that she would like to buy a metal WW1 "Tommy". This is £133. The Chair proposed this, and it was unanimously passed by the Council. The "Tommy" will be owned by the Parish Council and will form part of our assets.</p>
<b>99</b>	<p><b>CBC Grant Application:</b></p> <p>The Chair confirmed that a Grant Application had been sent to CBC. This is for park equipment. The closing date was 1<sup>st</sup> September 2020. We have not presently heard anything.</p>
<b>100</b>	<p><b>Handyman:</b></p> <p>The Chair referred to the worklist that had been completed by the Chair, Clerk and Handyman (Richard Alexander). Cllr P Scott asked about timescales – Richard (Handyman) noted that there is a lot of work to cover. The Clerk will work with Richard to prioritise the work. Further update at the next meeting. The Chair advised the meeting that Richard would like to purchase a portable power wash to clean assets (for example park equipment). The Chair proposed that Richard can spend up to £200 on this item, and it was unanimously agreed by the Council. This item will be owned by the Parish Council, and will form part of our assets.</p>
<b>101</b>	<p><b>Cemetery:</b></p> <p>The Chair noted that the Monument Test had been completed in August with no issues. The Chair also noted that included in the preparation paperwork was a Policy for Monument Testing. Many Parish Councils have this, and it is needed to protect the Clerk and the parish Council through</p>



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	<p>this procedure. Some Councillors had not reviewed this, so it will be included at the next meeting.</p> <p>Cllr Coleman advised the meeting that he thought the grass cutting at the Parish and Church Cemeteries was below standard. He will share pictures with the Chair, who will write to the contractor.</p>															
<b>102</b>	<p><b>Cemetery Verge:</b></p> <p>The Chair advised that the Clerk has heard from CBC Conservation and they have no issue. The Clerk has written to CBC Highways (as requested by CBC Planning) and is waiting for a response. The Clerk will chase this.</p>															
<b>103</b>	<p><b>Christmas 2020:</b></p> <p>The Chair noted that we could not really make any detail plan yet because the COVID 19 pandemic prohibits this. However, Cllr Coleman will go forward with organising the Christmas Tree (up to the agreed budget amount of £200).</p>															
<b>104</b>	<p><b>Finance:</b></p> <p><b>1. To authorise accounts for payment:</b></p> <p>Retrospective authorisation for contracted amounts paid in July after the July Parish Council Meeting:</p> <table border="1"><thead><tr><th>Date</th><th>Payee</th><th></th><th>Amount</th><th>Reason</th></tr></thead><tbody><tr><td>25/7</td><td>Groundwork UK</td><td>1748</td><td>£1890.00</td><td>Return of remaining Grant see last month's agenda item</td></tr><tr><td>25/7</td><td>Autism Bedfordshire</td><td>1749</td><td>£100</td><td>Grant – see Matters Arising</td></tr></tbody></table> <p>It is also noted that cheque 1742 was lost, and a replacement was written out (cheque 1750). This was for £735 payable to S Chapman</p>	Date	Payee		Amount	Reason	25/7	Groundwork UK	1748	£1890.00	Return of remaining Grant see last month's agenda item	25/7	Autism Bedfordshire	1749	£100	Grant – see Matters Arising
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(Chapman Planning). A letter was written to the bank to stop the original cheque.

Retrospective authorisation for contracted payments made in August:

Date	Payee	Cheque No	Amount	Reason
2/8	C Underhay	1751	£291.50	Clerk salary
2/8	HMRC	1752	£73	Clerk tax
13/8	Village Garden services	1753	£537.00	Grass cutting etc

The following credits were received during July & August:

Date	Amount	Detail
15/7	£440.00	Cemetery - Grave Interment
4/8	£110.00	Cemetery – Grave Interment
19/8	£75	Ashes Plot reservation
27/8	£100	Nat West – Complaint re address



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The following payments are due to be authorised at this meeting – all cheques dated 14/9/20:

Payee	Cheque No	Amount	Reason
C Underhay	1754	£113.88	Clerk expenses
C Underhay	1755	£194.40	Clerk salary
HMRC	1756	£48.60	Clerk tax
Village Garden Services	1757	£537.00	Grass cutting etc
Kallkwik	1758	£359.00	Hockliffe Herald
Mr B Simpson	1759	£28.83	Hosting Package Upgrade (until November 2021)

The Chair recommended that all the above payments were formally authorised (cheque 1748 to 1759). This was unanimously agreed.

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

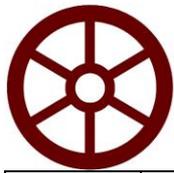
The Clerk reported that we are within overall budget (outside of Groundwork Grant)– we have spent 31% of the budget, with 41% of the year gone. The Clerk also noted that the VAT return for the most recent financial year has been submitted. Previous unclaimed



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	<p>years can now be claimed as we know have the filing cabinet with historical records.</p>
<b>105</b>	<p><b>Village Hall:</b> The Chair advised that we know have access to the filling cabinet with historical records. The Clerk can now investigate monies held on behalf of the Village Hall Committee.</p>
<b>106</b>	<p><b>Planning – Applications Received:</b> CB/20/02823/DOC, CB/20/02627/DOC, CB/20/02532/VOC, CB/20/02500/DOC – all in connection with the Bull Farm Development – no issues</p>
<b>107</b>	<p><b>Correspondence Received (For Information Only):</b> The Clerk reported that the following items have been received. Autism Letter regarding Grant (copied here for the record but already shared) Letter about Football Goals – responded to (no longer provide) Letter about trees in Hockley Court – ref to CBC Trees and bushes overgrown in Augustus walk – ref to CBC Message regarding disused diversion signs etc in the village – I have referred to either Highways England OR Highways at CBC Message regarding speeding lorries through red lights – just holding email sent at the moment Message regarding several jobs that the handyman could deal with – just holding email sent</p> <p>Cllr Capstick asked about the correspondence from Willis Dawson (referred to in Cllr Versallion item). Cllr Capstick asked whether we should write to Cllr Versallion over this matter – we want an open process. Initially, Willis Dawson wrote to us, and now they have written to Cllr Versallion. Cllr P Scott noted that there is no village desire to have 150 new homes on green belt land. The Chair has asked the Clerk to draft something to share with the Council before it is sent.</p>



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<b>77</b>	<b>Items for inclusion on the Agenda for the next meeting:</b> No other items, other than those referred to above.
<b>78</b>	<b>Date of next meeting:</b> The next meeting will be held on 12 <sup>th</sup> October 2020 at 7pm (Zoom Meeting)  The Chair closed the meeting at 8.57 PM

Colin Underhay – Clerk – 19<sup>th</sup> September 2020

DRAFT MINUTES