

## **Minutes of Parish Council meeting held on Monday 12<sup>th</sup> October 2020 – 7PM (Zoom Meeting)**

Councillors Present: Cllrs R Scott (Chair), P Dickens, P Scott, A Rose, D Coleman,  
L Antonini

Clerk: C Underhay

Apologies: Cllr R Capstick, M Versallion (CBC)

### **110: To receive apologies for absence:**

Apologies were received from Cllr Capstick and Cllr Versallion

### **111: Declarations of Interest:**

The chair noted that he is also the Chair of the Village Hall Committee (not a PC Committee). This item is discussed later on the agenda.

### **112: Approval of Minutes from 14<sup>th</sup> September 2020:**

The Minutes were signed as a true reflection of the meeting.

### **113: Public Forum:**

A resident asked about Christmas 2020. In conjunction with another resident, he would like to arrange our own Santa float, whereby presents could be made available to the children – in a socially distant way. This was well received by the Council. At this time, it is just an idea – the requirement being the Councils consent for this to be looked at (together with the use of the £100 budget we have for Christmas presents). Cllr Antonini noted that a Risk Assessment would be required, and this was acknowledged by the Clerk. Cllr Coleman also asked whether this would be covered by our insurance, and the Clerk has said he will contact our insurers about this. Cllr P Scott thought it would be a good idea to canvas villagers. More work will be done on this, and progress will be reported at next month's meeting.

Cllr Coleman noted that whilst we will have a Christmas Tree this year, there will be no lighting up Ceremony – it will just be lit at an unannounced time. Cllr Antonini thought it could be an idea to video this and put on website/Facebook page.

A resident asked about the equipment in the park as some of it could do with repair/replacing. The Chair referred to last month's Minutes, where a Grant has been applied for, for this purpose. The Council has not had an update on this at present.

A resident asked about the state of the grounds in the Cemetery. The Chair noted that he and the Clerk had met the Contractor and gone over the requirements (this was late last week). The work has now been done to a better standard. Cllr Coleman has said that he has visited the Cemetery since this work was completed, and can confirm that it is a good improvement.

A resident noted that a tree in the park was badly overhanging a private garden. The Chair and Clerk will visit the site.

A resident noted about parking in Kilby Road – particularly by a large van, that parks over dropped curbs. The Chair noted that there is little the Parish Council can do about this – however, he asked the Clerk to email Cllr Versallion (CBC) regarding this.

A resident noted that the new 30mph signs at the south of the village completely block the view from a property (so it is dangerous when they leave their property by car). The Chair asked the Clerk to write to Highways England regarding this.

A resident noted about the grass verges on the A5 blocking the signs, and the Chair asked the Clerk to write to Highways England regarding this.

## **114: Central Bedfordshire Councillor Mark Versallion report:**

No report as Cllr Versallion was not present.

## **115: Matters arising not dealt with elsewhere on the**

### **Agenda:**

The Clerk reported that he had chased CBC regarding the bollards at the end of Woburn Road, and this has now been prioritised. The metal sticking out of the ground at Whitehorse Close will also be dealt with. The Clerk noted that CBC had written to accept the name of Bull Farm Close for the name of the new road.

The Clerk reported that the Website Accessibility software was now live. The Clerk reported that we had not heard any news regarding our Grant Application.

The Clerk notes that he now has access to all the documents we have back to the year 2000. He will archive what he can – some documents will need to be shredded, and he will do this.

## **116: Village Hall:**

The Chair advised that the Clerk has looked at all of the Minutes dating back to 2000. Minute 2343 (September 2010) notes that £3000 of the £10000 benchmarked for the village hall be spent on architects' fees. This leaves £7000. The Clerk could find no other mention of this amount in future Minutes. It was therefore resolved that these funds (£7000) should still be benchmarked for the village hall.

The Clerk could find no other mention in the Minutes regarding other funds held by the Parish Council. It was noted that they may date back to the 1990's – however, these Minutes are archived, and the Archive is currently closed for viewings (COVID 19). Only deposits can be made. The trustees of the Village Hall consider that there is a further £10000 noted (in the 1990's), and that £2000 was to set aside every year. The Clerk advised that he could not find this noted in the Minutes, and further to this £2000 had not been set aside in any budget. Once access can be made to the 1990's Minutes, the Clerk will report back. Cllr Dickens remembers the conversations, but noted that it may have been an intention. The Chair noted that the £7,000 earmarked needs to remain in the Parish Council funds, it cannot be handed over to the Village Hall Committee.

## **117: The Brook:**

Various concerns have been made from residents about the height of the Brook, particularly with the recent rain. The Chair has asked the Clerk to contact the River Ouzel Authority and ask them to check it, and ask whether it needs any maintenance. Cllr Coleman asked to be involved with in any correspondence, and/or meetings.

## **118: Planning – Applications Received:**

CB/20/03587 – Loft Conversion. Cllr Dickens asked whether there were any similar conversions in the road concerned (Whitehorse Close), and a resident noted that the property next door already has one. The Council expressed no view either way with this application.

## **119: A5/Speedwatch:**

The Chair noted that Cllr Capstick advised (when she apologised for not being present), that there is no update.

A resident noted the extreme amount of mud on the A5, primarily caused by farm vehicles. The Chair asked the Clerk to contact Highways England regarding this.

## **120: Neighbourhood Plan:**

Cllr Dickens noted that there was no update. The Chair noted that we are waiting until we have the ability to hold a full village meeting to discuss this (non-virtual), and also waiting for CBC to update their plan. A resident noted that Pegasus Planning have put in objections. Cllr Dickens said he had not heard of this. The resident said that he had heard that Willis Dawson had put representation to CBC about the removal of Hockliffe from CBC plans. The resident said that he will let the Council know of any updates.

## **121: Child Protection & Safeguarding Policy:**

Cllr Rose presented the suggested Policy to the Council. Cllr Rose gave a thorough explanation, and explained that we need to be aware of what the policy covers and how it impacts what we do.

Cllr P Scott asked if the Policy also covers the Handyman, Cllr Rose said it would whilst he was on Council business.

The suggested lead would be the Clerk. It was also suggested the Cllr Rose would be the Whistleblowing Lead. Cllr Coleman said that he needed a better explanation of the definitions. It was also asked whether Parish Councillors needed to be DBS qualified.

Cllr Rose also brought up the issue of training, and a resident noted that CBC arrange online training. Cllr Rose asked if the Clerk could look at that, and advise the Council at the next meeting.

Cllr Rose wanted to be in a position to answer the above questions – this item will therefore be moved to the November meeting, with the aim of “signing off” the Policy.

## **122: Blooming Hockliffe:**

The Chair noted that the planters have now been ordered and will require payment (see finance). The amount is £1600.31 – this includes a delivery charge of £80, so £1520.31 will be added to the Parish Asset Register. These items will also be noted on our insurance policy as specified items (The Clerk reported that there is no amendment to the cost in this year’s policy).

The Chair invited the Blooming Hockliffe Team to speak. They noted that they are speaking to local businesses for donations.

## **123: Remembrance 2020:**

The Chair invited the Remembrance Team to speak. They are in the process of making poppies and crosses. They said that they are trying to find someone who can play The Last Post on a trumpet on the day. The Chair said this could be videoed, and shared on the Facebook Page. The team spoke about a permanent memorial for the future – the Chair noted that this is something for a future budget. The team noted that a

WW1 "Tommy" has been purchased as agreed at the last month's meeting. The Chair noted that this has been placed on the Parish Asset Register - £120.80.

£180.34 has so far been spent on paint and crosses (from the £200 agreed at last month's meeting).

## **124: Handyman:**

The Handyman was not present. The Chair noted that he has now started work – cleaning the items in the park. The Chair also noted that £184.97 had been spent on a pressure washer and accessories, and this has been placed on the Asset Register. (This was from a budget of £200 agreed at the last meeting).

## **125: Cemetery:**

The Chair presented the Memorial Testing Policy. The chair briefly discussed it and then proposed its acceptance. This was seconded by Cllr Coleman, and unanimously resolved by all Councillors present. The Policy will be in place from today (12<sup>th</sup> October 2020).

Cllr Dickens asked about the Memorial Testing in the Churchyard, as this is a closed Cemetery. The Clerk said he will look into this and report back at the next meeting.

The chair also noted that we had received a quote from Village Garden Services (our contractor) to clear the undergrowth at the park – this is now out of control and potentially is a health and safety issue. This quote is £216. It was unanimously resolved that this quote is accepted.

## **126: Cemetery Verge:**

The Chair noted CBC Highways have said that we cannot go ahead with the plans as envisaged because the road is not wide enough to support parking on the verge.

Cllr Dickens noted that this does not make complete sense, particularly outside the Parish Cemetery. Cllr Coleman said that he would want to see something more specific – and asked if we could actually meet someone to discuss what we want to do.

The Chair asked if actually taking the hedge away would make any difference.

The Chair asked the Clerk to recontact CBC and ask for a more detailed reply, and also ask if we could actually meet someone to discuss the project.

Cllr P Scott also asked if any work or discussion could include the very large puddle in the road when it rains. The Clerk will include this when he corresponds with CBC.

## **127: Christmas 2020:**

Please refer to Public Forum item above (item 113). In addition to this discussion, Cllr Coleman asked about the Christmas Tree light "switch on". It was resolved that this will be done on an unspecified date, so as not to attract a crowd (COVID 19) – it would then be videoed and posted on the Facebook Page.

## **128: Finance:**

### **1. To authorise accounts for payment:**

The Chair invited the Clerk to speak.

It was resolved that the following payments could be made:

Chq	Amount	Payee	For
1761	£120.80	A Alexander	WW1 Tommy (see item 125 above)
1762	£51.14	C Underhay	Clerk Expenses
1763	£59.11	M Underhay	Paint for Remembrance crosses (125)
1764	£335.16	C Underhay	Clerk salary
1765	£83.79	HMRC	Clerk Tax
1766	£537.00	Village Garden	Park/Cemetery maintenance

1767	£1600.31	Amberol Ltd	Planters (item 124 above)
1768	£184.97	R Alexander	Pressure washer & Accessories (126)
1769	£69.06	A Alexander	Remembrance expenses (125 above)
1770	£48.00	C Underhay	Shredding (item 115 above)
1771		CHEQUE SPOILED AND DESTROYED	
1772	£52.17	M Underhay	Remembrance expenses (125 above)

The Clerk noted that the payment for the Planters had been agreed last year – an amount up to £3000. Three quotations for the work were held on file dating back to last year, and this one was the best fit for what the team wanted.

The Clerk now receives the bank statements. The following credits were noted:

Total Interest – April – September - £12

VAT Claim (2019/20) - £851.49 – received 9<sup>th</sup> September 2020. The claim for 17/18 is still to be done.

## **2. Account Balances & Budget:**

Now the bank statements are available, the Clerk presented a full reconciliation from 31<sup>st</sup> March 2020 (when agreed by the Auditor) to 30<sup>th</sup> September 2020. This reconciled our balances to:

Current account - £44731.34

Savings account - £33595.00



Total - £78326.34. Minus unrepresented cheque of £537, leaves us with £77789.34. The Bank Statements were provided to prove these figures.

The Budget sheet was presented for this year. We are 50% through the year, and we have spent 50% of proposed expenditure. Our entire expected income for this year was £22467.80, and we have already received £22636.49 (so £168.69 more than expected already) – further income expected (VAT 17/18 & also cemetery income to come).

The Council had no questions for the Clerk.

The Clerk also noted that at the next meeting, he will require Councillors to come with any budget requirements/changes for 2021/22.

The Clerk also noted that he would like the Council to discuss an amendment to the Financial Regulations Policy to allow online banking. The Chair asked for this to be a separate agenda item at the next meeting.

## **129: Correspondence Received (for information only):**

None to report

## **130: Items for inclusion in the next agenda:**

21/22 Budget & Online Banking

## **131: Date & place of the next Parish Council Meeting:**

This will be held on Monday 9<sup>th</sup> November 2020 via Zoom, commencing at 7pm.

The Meeting was closed at 8.57pm



# Hockliffe Parish Council

*"Serving the local community"*

Colin Underhay – Clerk – 18<sup>th</sup> October 2020

Signed as a true record.....Rob Scott (chair) 9<sup>th</sup> November 2020