

# TOTTERNHOE PARISH COUNCIL

## MINUTES OF TOTTERNHOE PARISH COUNCIL MEETING HELD ON TUESDAY, 17 MARCH 2020 AT 7.30 AT TOTTERNHOE MEMORIAL HALL

**Present:** Councillors: M. Mustoe (Chair), D. Bodnar, R. Clarke, V. Kelly,

**In Attendance:** 2 members of the public and The Clerk

Cllr Mustoe opened the meeting by welcoming Totternhoe resident David Greatorex to meeting. Mr Greatorex has expressed an interest to become a parish councillor. Mr Greatorex gave a brief summary: Fellow of the Institute of Chartered Accountants in England and Wales, worked at Whitbreads, treasurer and finance director of Dunstable Citizens Advice Bureau. It was agreed the parish council would discuss his application in due course.

### 1. APOLOGIES

Cllrs Linney, Pratt and Tasker and CBC Cllr Spicer

### 2. DECLARATION OF PECUNIARY INTEREST

Cllr Clarke – planning application 78 Dunstable Road – neighbour.

Cllr Mustoe – planning application 14 Church Green – neighbour.

### 3. PUBLIC QUESTION TIME

A resident stated that Castle Close footpath had been resurfaced however the path opposite the Memorial Hall to High Ridge, 124 Castle Hill Road still needed surfacing. The parish council would follow this up with Cllr Tasker.

Glass collection – it would appear not all households have the black tubs. Replacement tubs can be obtained from CBC Customer Services.

Repair to bridge on footpath – the council is aware of this repair which will be undertaken when the ground/weather allows.

Street lamp not working – recommended that number is taken and reported to CBC.

### 4. CENTRAL BEDFORDSHIRE COUNCILLOR REPORT

Cllr Spicer in self quarantine possible coronavirus after holiday in Europe.

### 5. MINUTES OF THE MEETING HELD ON 18/02/2020

The minutes were proposed by Cllr Clarke and seconded by Cllr Kelly as a true record and duly signed by Cllr Mustoe.

### 6. MATTERS ARISING

Ongoing:

**5.i** New gate at the access into Church End Recreation Ground from Lancotbury Close – poor weather and ground conditions are delaying this work. **ACTION: JP**

**5.ii** Repair to the water trough in Church End Allotments remains ongoing.

**ACTION: TL to follow up with JP**

**7.5** Recreation Grounds - VGS have reported damage to the play equipment at Church End Recreation Ground. It was agreed that Cllr Clarke would obtain quotes for this work. Clerk to forward possible companies to undertake this work. **ACTION: Clerk/RC**

**7.10** Council Finances – reimbursement for electrical report to football club. Cllrs Clarke and Tasker have reviewed the lease and it is unclear who is responsible. It was agreed to obtain two quotes for legal advice and a letter to be sent together with payment to the football club stating the parish council are settling this invoice as an exception. **ACTION: Clerk/RC**

From 21/01/20

Drain Cover – Cllr Mustoe to follow up letter to Mr Wood.

**ACTION: MM\_**

Hedge Cutting – Furlong Lane and Church Road. CBC are investigating.

**ACTION: MM**

ASM Signs – Cllr Clarke confirmed the land does not belong to the St Albans diocese. Dr Briggs is looking into whether he owns the land.

From 18/02/20

3. Allotment skip – currently ground is too wet.

**ACTION: PT**

4. Lancotbury Close Parking – it was agreed this was a great improvement.

4. Ellesmere Close Parking – letter sent to Mr Waller which he acknowledged by email on 28/02/20. It was agreed the parish council would monitor the situation.

7.1 Parish Clerk Vacancy – the clerk confirmed she had signed the contract. It was agreed to pay £150 pa to cover office expenses and printer ink. Other expenses (mileage, stamps, stationery, etc) would be charged separately.

7.2 CB/20/00076/DOC Bradwell House – case to be decided. Works have started clearing the land.

7.2 Lockington Farm – letter sent to Planning Enforcement, CBC 25/02/20. CBC are aware of the situation and were looking into the matter. It was agreed to ask CBC for an update.

**ACTION: Clerk**

7.6 Tracks – contract sent to Green Miles awaiting return of signed contract.

**ACTION: Clerk**

7.6 Apple Cottage, 35 Wellhead Road - cars are being parked using more than 50% of the concrete apron.

Ongoing.

**ACTION; RC/DB**

7.6 Fence on Allotment Land – The fence is not on allotment land.

7.11 VAT Claim – letter has been received from HMRC confirming last refund was for f/y 17/18. New claim will be made in April 2020 for f/y 18/19 and 19/20.

**ACTION: Clerk**

10. Memorial Hall Flagpole – South Coast Flagpoles have delivered the flagpole which will be erected on 20/03/20. Cllr Clarke paid a 50% deposit (£350).

10. Tree Survey – two quotes obtained – Wilby Tree Surgeons £1,314 and RGS Arboricultural Consultants £936. It was agreed to accept RGS and the survey is scheduled for 24/03/20 with priority being given to Church End recreation ground and the branches overhanging the football clubhouse.

10. Knolls Picnic Site – Cllr Mustoe confirmed that the land is owned by CBC and managed by The National Trust.

## **7. REPORTS**

### **7.1 PLANNING APPLICATIONS AND DISCUSSIONS**

Hard copies of planning applications should be sent to Julie Todd @ Cllr Mustoe's address.

**ACTION: Clerk**

CB/20/00560/FULL 78 Dunstable Road – no objection.

**ACTION: Clerk**

CB/20/00586/FULL 14 Church Green – no objection.

**ACTION: Clerk**

### **7.2 HIGHWAYS**

School Parking – an email from resident Tamara Drake-Tearle was circulated to councillors and discussed – possible reinstatement of crossing guard. It was agreed in order to put a case to CBC data would need to be gathered to support a case. It was agreed to write to the school asking for pupil numbers/projected numbers from September 2019-2025.

**ACTION: Clerk**

### **7.3 SPEEDWATCH**

Due to Covid-19 all Speedwatch training and community sessions have been cancelled. Two of the last three sessions were cancelled due to the weather. The session in Church Road had three speeding vehicles out of approx. 160 movements.

### **7.4 RECREATION GROUNDS**

Clerk to contact Playsafety with new contact details.

**ACTION: Clerk**

### **7.5 ALLOTMENTS**

One more allotment has been rented.

Contracts – to be reviewed.

**ACTION; DB**

**7.6 RIGHTS OF WAY**

No report.

**7.7 TOTTERNHOE NEIGHBOURHOOD PLAN**

Invoice from Memorial Hall for £40 for exhibition days to be paid.

**7.8 POLICE**

Crime statistics circulated to councillors prior to the meeting together with the Bedfordshire Police and Crime Commissioner’s Fourth Year Report.

**7.9 FOOTBALL CLUB**

No report.

**7.10 COUNCIL FINANCES**

The finance spreadsheet was circulated prior to the meeting. It was agreed to transfer the following: From BMM to Community Account £1,000 and Community Savings TNP to Community Account £162.59.

**8. ACCOUNTS**

2019/20 Audit – it was agreed to use Ray Foster.

Community account: £1,907.13

Business Money Manager: £22,328.79

Invoices to be paid:

17.03.20	Colour Image	TNP - Map Printing	67.20
17.03.20	Ashley Contracts	Newsletter printing - Winter 2019	68.40
17.03.20	Julie Todd	February Salary + Xs	193.36
17.03.20	HMRC	Clerk's Tax	114.00
17.03.20	Ladywell Accountancy	Clerk's Pay + Tax Payments	60.00
17.03.20	Village Garden Services	Warden Services	158.40
17.03.20	Roger Clarke	Deposit for Memorial Hall Flagpole	350.00
17.03.20	South Coast Flagpoles	Memorial Hall Flagpole	350.00
17.03.20	Totternhoe Memorial Hall	TNP - Hire of Hall	40.00
17.03.20	Totternhoe FC	Electrical Report	375.00

**9. CORRESPONDENCE**

Circulated to councillors prior to the meeting.

**10. ANY OTHER RELEVANT BUSINESS**

Totternhoe Facebook Community Project – set up to help/support vulnerable people (approx. 200) in the village affected by Covid-19. It was agreed this was an excellent initiative and Totternhoe PC would support expenses up to £200. Letter to be sent to organisers. **ACTION: RC**

Newsletter – Cllr Clarke congratulated Cllr Mustoe on the latest newsletter.

**11. MATTERS TO BE BROUGHT FORWARD FOR FOLLOW-UP NEXT MEETING**

None

**12. DATE OF NEXT MEETING**

Tuesday, 21 April 2020 – Parish Council Meeting @ 7.30 pm; Annual Parish Meeting @ 8.30 pm subject to Covid-19 regulations.

The Chairman closed the meeting at 9.32 pm.

Signed.....

Date.....