

TOTTERNHOE PARISH COUNCIL

MINUTES OF TOTTERNHOE PARISH COUNCIL MEETING HELD ON TUESDAY, 20 OCTOBER 2020 AT 7.30

This meeting was held “virtually” using Zoom due to Covid-19 restrictions.

Present: Councillors: V. Kelly (Chair), R. Clarke, D. Greatorex, CBC Cllr Spicer

In Attendance: Amy Shuffleton, The Clerk

1. APOLOGIES

Cllrs Mustoe, Linney, Pratt, Tasker and Bodnar.

2. DECLARATION OF PECUNIARY INTEREST

None

3. CENTRAL BEDFORDSHIRE COUNCILLOR REPORT

Cllr Spicer reported:

Highways – Cllr Spicer undertook a walkabout with CBC Highways. Outcomes:

- Dunstable Road Drains – map of drains given to the Highways Team. Cllr Clarke confirmed that this work “had been in the budget” for the last two years. Cllr Spicer to email CBC Highways to confirm this is the case otherwise to request work to be carried out in Q1 or Q2 of 2021/22. **ACTION: PS**
- Pavements – Castle Hill Road, opposite the Memorial Hall and church pavements all to be patched. The pavement opposite the Memorial Hall has been identified to be completely micro surfaced in 3/4 years’ time. The Clerk reported that an email had been received from a resident re the footpath opposite the Memorial Hall.
- Knolls View – proposed that the kerbstones should not be reinstated and the verge left “natural”.
- Scout Hut/Picnic Area – pathway to be resurfaced 2021/22.
- School Parking + Crossing - Cllr Ian Dalgarno, Executive Member for Community Services, CBC has met with the headteacher to discuss issues. Discussion followed – Cllr Kelly has circulated an email to councillors asking for views. There was a school crossing on Castle Hill Road opposite Lancotbury Manor which was lost when the crossing attendant retired. In order to reinstate crossing a case would need to be presented to CBC – with the school becoming an academy there will be an increase in the number of pupils. It was agreed Amy Shuffleton and Cllr Clarke would progress. **ACTION: AS/RC**
- Football Club Car Park – this is owned by the Parish Council under lease to Totternhoe FC. The possibility of using it as a car park for parents with the children then joining a walking bus to school was discussed.
- Castle Hill Road – repair of build out is in schedule. Cllr Spicer has requested flashing light for cones.
- Fix My Street – new portal for reporting issues will be available from end of November.

4. MINUTES OF THE MEETING HELD ON 15/09/20

The minutes were proposed by Cllr Clarke and seconded by Cllr Greatorex as a true record and duly signed by Cllr Kelly. It was agreed Cllr Kelly would email to clerk. **ACTION: VK**

5. 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 PC would obtain quotes for this work. Clerk to forward possible companies to undertake this work. **ACTION: Clerk**

From 21/01/20

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. **ACTION: TL**

From 18/02/20

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

7.6 Apple Cottage, 35 Wellhead Road - cars are being parked using more than 50% of the concrete apron. Ongoing. **ACTION; RC/DB**

From 15/09/20

Mark Macdonald – Invitation together with Zoom details sent to Mark Macdonald for October meeting. Cllr Spicer thought he might be on holiday. It was agreed invitation would be extended to Emma Hines, CBC Highways for November meeting. **ACTION: VK**

6. REPORTS

6.1 PLANNING APPLICATIONS

Planning White Paper – NALC and CPRE responses circulated to councillors prior to meeting. Cllr Spicer recommended that the Parish Council makes its own submission and not wait for CBC's reply. It was agreed Cllr Clarke and Amy Shuffleton to discuss. **ACTION: AS/RC**

CB/20/01870/FULL – Land at Dunstable Road – planning refused.

CB/20/02984/FULL 259 Castle Hill Road, Totternhoe, LU6 2BY – granted

CB/20/03149/FULL Jessidore, Easton Bray Road, Totternhoe LU6 2BL – to be decided

6.2 HIGHWAYS

Wellhead Road Parking - reply to letter sent by PC has been received and circulated to councillors. Councillors Kelly, Clarke and Tasker to discuss. **ACTION: VK/RC/PS**

Cllr Tasker to meet representative from CBC Highways Team and will report back to November meeting.

ACTION: PT

6.3 SPEEDWATCH

Due to bad weather and equipment failure no sessions have taken place. Equipment is now with Eaton Bray.

6.4 RECREATION GROUNDS

It was agreed Cllrs Kelly, Clarke and Greatorrex would meet to handover portfolio.

6.5 ALLOTMENTS

Payments - Clerk has sent Cllr Bodnar list of payees/non payees to date and requested process for chasing non payments.

Skip – poor weather has delayed removal.

6.6 RIGHTS OF WAY

No report.

6.7 TOTTERNHOE NEIGHBOURHOOD PLAN

Amy Shuffleton reported:

- Website – an additional page to be added to hold the Plan documents. Training to be given to Amy Shuffleton and one other
- Regulation 16 documents have been received from the consultant and will be discussed at a meeting in due course.
- CBC will then take over the process
- Referendum – May 2021 earliest

Cllr Kelly thanked the TNP team for all their hard work.

6.8 BKFG

Two presentations to winners are outstanding. It was agreed photos without winners would be used in any publicity. **ACTION: MM/VK**

6.9 POLICE

September's figures circulated prior to meeting – two incidents reported for Totternhoe. Cllr Tasker attended Rural Police Meeting on 17/09/20 and circulated details via email 18/10/20.

6.10 FOOTBALL CLUB

Dog Fouling - John Power emailed Parish Council re dog mess on grounds. Despite a poo bin and notices this continues to be an issue. It was agreed to include a piece in the autumn newsletter, the website and village FB page.

Match Fixtures – it was agreed to include a link from the PC website to the football club's Twitter page.

Insurance Repayment – sent 09/09/20 and currently outstanding.

ACTION: Clerk

Fallen Tree Insurance Claim – this was submitted on 11/10/20.

6.11 COUNCIL FINANCES

The finance spreadsheet was circulated prior to the meeting.

Community account: £2,065.73

Business Money Manager: £38,229.01

Invoices and transfer made since September 2020 meeting – approved by Cllrs Clarke and Kelly.

18.09.20	Txfer		Transfer from BMM a/c		2,000.00
18.09.20	Int	Moodey IT	Website Hosting	189.60	
18.09.20	Int	Heritage Arboriculture	Tree Damage at Football Club	1,140.00	
06.10.20	Int	Julie Todd	September Salary	205.10	
06.10.20	Int	Andy's Landscape Gardening	Allotment Grass Cutting	80.00	
06.10.20	Int	R M Contracts	Allotment Brush Cuts	78.00	
06.10.20	Int	Leighton-Linslade TC	Play Equipment Sanitisation	230.40	
06.10.20	Int	HMRC	Clerk's Tax	139.40	
06.10.20	Txfer	TNP Account	Moodey Inv 7147	65.00	65.00
06.10.20	Int	VGS	Grounds Maintenance + Warden Services September	573.60	
06.10.20	Int	Moodey IT	Website Maintenance	78.00	

Insurance Renewal – invoice has been received. Cllr Clarke has reviewed asset register which needs to include village sign and bench purchased in 2013 valued at £5,300 and the play equipment at Lower End needs to be taken off. It was agreed an updated register would be sent to the insurers for review.

ACTION: Clerk

Internet Banking – HSBC to be contacted re invoice authorisation.

ACTION: Clerk

6.12 WEBSITE

Article for new web master to be included in autumn newsletter.

6.13 NEWSLETTER

Proof with Cllr Kelly. It was agreed the article on the scarecrow festival from Meeting Point should be included.

ACTION: VK

7. CORRESPONDENCE

Circulated to councillors prior to the meeting.

8. ANY OTHER RELEVANT BUSINESS

Rights of Way Reinstatement – Cllr Greateorex reported that a footpath had not been reinstated following ploughing. It was agreed to send an email to Cllrs Linney and Pratt to follow up.

ACTION: DG/TL/JP

Fly Tipping – in Wellhead Road is on the increase. Cllr Kelly to discuss with Cllr Tasker possibility of CBC camera being reinstated.

ACTION: VK/PT

Councillor Reports – Cllr Kelly to send an email to councillors requesting a written report if they are unable to attend a meeting.

ACTION: ALL

London Luton Airport – Arrival flightpaths - Airspace change Consultation – due to the glider club, there should be no increase in aircraft activity.

Play Equipment Sanitisation – it was agreed this should continue.

ACTION: RC

Remembrance Day Wreath – delivered to Cllr Clarke who will pass on to Cllr Kelly.

ACTION: RC/VK

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

None

10. DATE OF NEXT MEETING

Tuesday, 17 November 2020 via Zoom.

The Chairman closed the meeting at 9.27 pm.

Signed.....

Date.....