

TOTTERNHOE PARISH COUNCIL

MINUTES OF TOTTERNHOE PARISH COUNCIL MEETING HELD ON TUESDAY, 17 NOVEMBER 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, P. Tasker, CBC Cllr Spicer

In Attendance: Amy Shuffleton, Ian Shuffleton, The Clerk + A Member of the Public who after repeated requests to identify themselves was excluded from the meeting.

1. APOLOGIES

Cllrs Mustoe, Linney, Pratt and Bodnar.

2. DECLARATION OF PECUNIARY INTEREST

None

3. CENTRAL BEDFORDSHIRE COUNCILLOR REPORT

Cllr Spicer reported:

- CBC officers have been assigned to Covid-19 duties.
- School Crossing/Parking – Ian Shuffleton, Chair of Governors, Totternhoe CE Academy stated that with the rising number of pupils parking is becoming increasingly difficult even with the staggered start times for school years. A CBC traffic/pedestrian count was undertaken on 16 November 2020 – NB this is during Lockdown 2 so would not be representative of “normal” times. Ian Dalgarno, Chair Traffic Management Committee, CBC has visited school and post lockdown will revisit with CBC colleagues. Cllr Greatorex commented that the cricket club had been approached re parking. One solution would be using the car park at the football club which is owned by the Parish Council. It was agreed that:
 - Parish Council would approach the football club with the proposal
 - A 2 week trial would follow – this could increase possible users of the crossing. The school would be responsible for opening and closing the gate at beginning and end of school day.
 - Findings reviewed and next steps agreed – discussion re legal agreement/letter of intent between both parties if football car park to be used on a permanent basis.
 - Actions – Cllr Kelly to draft a letter to the football club, Cllrs Clarke and Tasker to review, PC to liaise with school in due course. **ACTIONS: VK/RC/PT**
- 20 mph Speed Limit – requested a meeting with Paul Salmon, CBC Highways
- Highways walk round with Emma Healey,, CBC – path opposite Memorial Hall to be repaired next month – Cllr Spicer to chase. **ACTION: PS**
- Police Report – sent to Clerk and forwarded on to councillors. Email contains recommendations for actions at Knolls Car Park and Lancotbury Close garages.
- Castle Hill Road Build Out – CBC have ordered materials, currently no start date. Cllr Tasker expressed concern on length of time since damage and possible safety issues. It was agreed Cllr Spicer would chase including bollard with light. **ACTION: PS**
- Dunstable Road Ditches – Cllr Spicer to follow up. **ACTION: PS**
- Parish Council Wish List – Cllr Spicer urged councillors to draw up a list. Discussion followed re S106 monies from developments which Cllr Spicer confirmed CBC spends in the area of the development and Government bonus money awarded to councils for achieving house building targets which is spend across the county.

4. MINUTES OF THE MEETING HELD ON 20/10/20

The minutes were proposed by Cllr Clarke and seconded by Cllr Tasker 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 – No update - Cllr Kelly to chase Cllr Pratt for an update, item has been outstanding for some time mostly due to poor weather and ground conditions. **ACTION: VK/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 has forwarded to Cllr Greatorex 3 companies to undertake this work.

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: VK to email TL**

From 18/02/20

7.2 CB/20/00076/DOC Bradwell House – application withdrawn.

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 – Mr MacDonald had requested the Zoom link to participate in today's meeting but, unfortunately, did not attend.

6. REPORTS

6.1 PLANNING APPLICATIONS

CB/20/03814/LDCE Brookfield Park – Parish Council received a letter from a resident of Brookfield Park expressing concern that number of units could be increased. Cllr Clarke has asked CBC Planning for clarification – awaiting response. **ACTION: RC**

CB/20/03892/FULL Jessidore, Easton Bray Road, Totternhoe LU6 2BL – application for side window. No objection. **ACTION: Clerk**

6.2 HIGHWAYS

Cllr Tasker has met with Mary Healey, CBC Highways and has reported poor state of Brightwell Avenue footpath.

6.3 SPEEDWATCH

Due to Covid-19 no sessions have taken place.

6.4 RECREATION GROUNDS

Play Equipment - Cllr Greatorex has received the 2020 ROSPA reports. It was agreed Cllrs Tasker and Clarke would tour recreation grounds with Cllr Greatorex and agree way forward. **ACTION: RC/PT/DG**

Dog Fouling – Cllr Tasker reported that original signs were commissioned in March 2011. It was agreed that new signs at eye level on posts would be installed. Cllr Tasker to draw up specification and Clerk to obtain quotes. **ACTION: PT/Clerk**

6.5 ALLOTMENTS

Clerk reported that Cllr Bodnar has up to date list of 2020 payments – outstanding: 2 allotments + 1 land. It was agreed the new system of bank transfer had worked well.

Fruit trees on land rented by Eve Romeril and Mark Miles – it was agreed a letter would be sent asking tenants to request permission from the Council if they wish to undertake any future work on the trees.

ACTION: VK/Clerk

6.6 RIGHTS OF WAY

Cllr Pratt reported, via email to the Chair prior to the meeting with an update: Work has been going on behind the scenes which has resulted in a new bridge and 4 new kissing gates.

6.7 TOTTERNHOE NEIGHBOURHOOD PLAN

Amy Shuffleton updated the Council on progress:

- Regulation 16 documents in final draft and will be reviewed at TNP meeting with consultant on 25/11/20. Documents to be shared with Cllr Tasker. Cllr Kelly proposed that the Parish Council will support Cllr Clarke's recommendations, this was seconded by Cllr Greatorex and agreed by all.
- CBC then manage next phase – consultation, appointment of examiners
- Village website has been updated with TNP pages.

6.8 BKFG

Two prizes are still to be awarded.

ACTION: VK

6.9 POLICE

Police report with recommendations for actions at Knolls Car Park and Lancotbury Close garages circulated to councillors on 17/11/20. Cllr Tasker confirmed he will attend the police liaison meeting on 11/01/21.

6.10 FOOTBALL CLUB

Insurance Claim - The clerk confirmed the insurance money (£1,280) had been received for the claim following the fallen tree. It was agreed to repay the £100 for initial clearing of tree to the football club.

ACTION: Clerk

Clubhouse Guttering – John Power enquired via email about repairing the guttering. It was agreed Cllr Clarke would visit the site. Roofing contractors, Greenwood, reported that the guttering was in good state of repair.

ACTION: RC

6.11 COUNCIL FINANCES

The finance spreadsheet was circulated prior to the meeting.

Community account: £3,120.85

Business Money Manager: £38,229.01

Invoices and transfers made since October 2020 meeting – approved by Cllrs Clarke and Kelly.

09.11.20	Int	Andy's Landscape Gardening	Allotment Grass Cutting	80.00	
09.11.20	Int	VGS	Grounds Maintenance + Warden Services September	533.28	
09.11.20	Int	Moodey IT	TNP Web Changes	78.00	
09.11.20	Int	Julie Todd	Salary - October + Expenses	239.10	
09.11.20	Txfer	TNP Account	Moodey IT Invoice		65.00
13.11.20	Cr	Pen Insurance	Football Club Insurance Claim		1,280.00

Ring Fence Money for Highways - Cllr Tasker stated that the sum is £10,000.

Insurance – awaiting confirmation of premium following submission of new asset register.

ACTION: Clerk

Play Equipment Sanitisation – the contract with Leighton-Linslade TC has been extended.

2019 £100 Cheque (784) to 1st Totternhoe Scouts – it was confirmed that this cheque has been destroyed, the new cheque (827) has been cashed.

NSandI Account – this account was closed in April 2020 and funds credited to the current account. Passbook to be sent to clerk for records. **ACTION: RC**

6.12 2019/20 AUDIT

The external audit has been successfully completed. Notice of Completion has been posted on village website and the completion statement and 2019/20 AGAR circulated to councillors.

6.13 WEBSITE

Currently up to date.

6.13 NEWSLETTER

Final copy with Cllr Kelly for approval.

ACTION: VK

7. CORRESPONDENCE

Correspondence received by clerk circulated to councillors prior to the meeting.

8. ANY OTHER RELEVANT BUSINESS

Zoom Account – it was agreed the Parish Council should open a Zoom account.

ACTION: Clerk

Knolls View – a resident who owns land adjacent to the land managed by The National Trust and Wildlife Trust reported that off road bikers were using the land. It was agreed the Parish Council would write to Jon Powell, NT requesting for the land to be reinstated.

ACTION: VK/Clerk

Fly Tipping, Wellhead Road – number of incidents are on the increase. It was agreed to contact CBC Environmental Services and request solution.

ACTION: VK

Remembrance Sunday – councillors agreed that the displays in the village were excellent and letters of appreciation and thanks to be sent to Ross and Ruth Allen, Ross Martin chair of the Memorial Hall and the cubs. Cllr Clarke to forward addresses.

ACTION: RC/VK/Clerk

Dunstable Road Village Gateway – it was agreed a quote for cleaning should be obtained.

ACTION: PT

2021/22 Budget Meeting – Tuesday, 12 January 2021 at 7.30 pm.

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

None

10. DATE OF NEXT MEETING

Tuesday 8 December 2020 via Zoom.

The Chairman closed the meeting at 10.06 pm.

Signed.....

Date.....