

# TOTTERNHOE PARISH COUNCIL

## MINUTES OF TOTTERNHOE PARISH COUNCIL MEETING HELD ON TUESDAY, 8 DECEMBER 2020 AT 7.30

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

**Present:** Councillors: R. Clarke (Chair), D. Greatorex, P. Tasker, Debbie Bodnar

**In Attendance:** Amy Shuffleton, Ian Shuffleton, Julie Todd (Clerk)

### 1. APOLOGIES

Cllrs Kelly, Mustoe, Linney and Pratt and CBC Cllr Philip Spicer.

### 2. DECLARATION OF PECUNIARY INTEREST

None

### 3. CENTRAL BEDFORDSHIRE COUNCILLOR REPORT

No report

### 4. MINUTES OF THE MEETING HELD ON 17/11/20

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

### 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 – Cllr Greatorex has read the ROSPA reports and it was agreed to meet with Cllr Tasker to inspect the equipment and bring to the January 2021 budget meeting proposed expenditure. **ACTION: DG and PT**

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

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

From 17/11/20

3. School Parking/Crossing – petition by the school had 300 responses (more than the number of parents) 250 for and 50 against a crossing. It was agreed there needs to be co-ordinated approach between the school and TPC and future questionnaires should make this clear. Ian Shuffleton to draft questionnaire which will identify the key issues (eg parent parking in Church Road) and proposed trial of football club car park. PC to draw up a similarly worded petition for inclusion on the PC's and village websites, or distributed by hand to all residents. **ACTION:RC/PT/SCH Governors**

- 6.4 Dog Fouling – it was agreed to use the 3<sup>rd</sup> sign proposed by VGS. Clerk to email VGS with decision and request quotation for 3 signs on posts. Cllrs Greatorex and Tasker to oversee works.  
**ACTION: Clerk/DG/PT**
- 6.10 Insurance Claim - Clerk to repay the £100 for initial clearing of tree to the football club.  
**ACTION: Clerk**
- Clubhouse Guttering – It was agreed Cllr Clarke would appoint a contractor to carry out repairs.  
**ACTION: RC**
8. Knolls View – a resident who owns land adjacent to the land managed by The National Trust and Wildlife Trust reported that off road bikers had damaged the land. It was agreed the Parish Council would write to Jon Powell, NT requesting for the land to be reinstated. 08/12/20: Cllr Clarke confirmed that The National Trust are already aware.  
**ACTION: VK**
- Fly Tipping, Wellhead Road – number of incidents are on the increase. It was agreed to contact CBC Environmental Services and request solution. 08/12/20 Cllrs Tasker and Clarke to action.  
**ACTION: PT/RC**
- Dunstable Road Village Gateway – it was agreed a quote for cleaning should be obtained.  
**ACTION: PT**

## 6. REPORTS

### 6.1 PLANNING APPLICATIONS

- 26 Furlong Lane – erection of structure in back garden. CBC Planning Enforcement have visited site and it is a permitted structure.
- CB/TCA/20/00665 St Giles Church – no objection to proposed tree work.
- CB/20/03892/FULL Jessidore, Easton Bray Road, Totternhoe LU6 2BL – application for side window. Refused by CBC.
- CB/20/03814/LDCE Brookfield Park – Awaiting clarification from CBC . TPC to request a second extension end of January 2021.  
**ACTION: RC**
- CB/20/04349/FULL 4 The Ride, Totternhoe, Dunstable, LU6 1RH – replacement garage with first floor office/storage – being built on existing footprint. No objection.  
**ACTION: Clerk**

### 6.2 HIGHWAYS

- Church Road – Cllr Tasker has asked Emma Hind, CBC Highways to visit and inspect state of road and no footpath.
- Ellesmere Close – patching of footpaths in hand.
- Knolls View – restoration of footpath – ongoing.

### 6.3 SPEEDWATCH

Due to Covid-19 no sessions have taken place.

### 6.4 RECREATION GROUNDS

- Play Equipment – it was agreed all councillors would monitor equipment usage with the current restrictions.  
**ACTION: ALL**

### 6.5 ALLOTMENTS

- Fruit trees on land rented by Eve Romeril and Mark Miles – at November meeting it was agreed Cllr Kelly would send a letter asking tenants in future to request permission from the Council if they wish to undertake any work on trees. Cllr Bodnar to liaise with Cllr Kelly re requesting replacement of trees if they die.  
**ACTION: VK/DB**
- Allotments/Land Rents – the Clerk reported that there is only one outstanding for grazing land rented by Cllr Pratt. Cllr Bodnar to follow up. There is currently a waiting list of 4 with 2 allotments not rented – one is not in a fit state and second is awaiting removal of neighbouring beehive.  
**ACTION: DB**
- Farmers' Contracts – it was agreed these will be reviewed in 2021.  
**ACTION: DB**
- Bird Flu – Cllr Bodnar confirmed DEFRA regulations will be enforced.

## 6.6 RIGHTS OF WAY

No report.

## 6.7 TOTTERNHOE NEIGHBOURHOOD PLAN

Amy Shuffleton updated the Council on progress:

- Regulation 16 documents final drafts to be reviewed by Cllrs Clarke and Tasker on behalf of TPC. It was agreed they could approve the documents on behalf of the Council. Approved documents need to be with CBC by 18/12/20. **ACTION: RC/PT**
- 13/12/20 Cllr Clarke reported that in line with the delegated authority from the PC, Cllr Tasker and he had reviewed the completed NP document and confirmed that it should be formally approved and adopted by the Council. The NP Group was authorised to forward a copy of the approved plan to CBC accordingly. **ACTION: NP Group**
- Cllr Clarke praised the TNP team for their excellent work

## 6.8 BKFG

Two prizes are still to be awarded.

**ACTION: VK**

## 6.9 POLICE

November Crime statistics circulated prior to the meeting. Cllr Tasker confirmed he will attend the police liaison meeting on 11/01/21.

## 6.10 FOOTBALL CLUB

John Power hopes to attend January 2021's meeting. Cllr Kelly has taken photos of the car park.

## 6.11 COUNCIL FINANCES

The finance spreadsheet was circulated prior to the meeting.

Community account: £2,955.26

Business Money Manager: £38,510.01

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

02.12.20	Arthur J Gallagher	Insurance Payment	806.51
07.12.20	G I Elliott	Allotment - Repaying Deposit	30.00

2021/22 Budget Meeting – portfolio holders reminded to bring costed proposals for expenditure in next financial year to budget meeting on 12/01/21. **ACTION: ALL**

TNP Budget – expenditure for this financial year will include consultant's fees and marketing. Amy Shuffleton will apply for more funding for 2021/22. It was agreed that Amy Shuffleton would approve expenditure for the Clerk to pay.

## 6.12 WEBSITE

Following article in Autumn newsletter, two people have come forward. Cllr Tasker to contact and talk through requirements. Amy Shuffleton confirmed there is TNP money for website training and she would be happy to be back up for the website in future **ACTION: Clerk/PT**

## 6.13 NEWSLETTER

Autumn newsletter has been printed and being distributed around the village. Cllr Tasker has asked for printing invoice. Discussion followed re formats (hard copy/online) and channels (Facebook, village website). It was agreed this would be revisited in 2021.

**7. CORRESPONDENCE**

Committee on Standards in Public Life Review – review will look at best practice and identify any themes and gaps in the way the Seven Principles of Public Life are promoted and maintained. TPC confirmed that councillors have adopted and adhere by the Seven Principles. Cllrs Clarke and Tasker to reply formally on behalf of the Council. **ACTION: RC/PT**

**8. ANY OTHER RELEVANT BUSINESS**

Acceptance of Office Book – to be retrieved from Memorial Hall when regulations allow **ACTION: RC/PT**

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

None

**10. DATE OF NEXT MEETING**

Budget - Tuesday 12 January 2021 via Zoom.  
Council – Tuesday, 19 January 2021 via Zoom.

The meeting closed at 9.17 pm.

Signed.....

Date.....