

# TOTTERNHOE PARISH COUNCIL

## MINUTES OF TOTTERNHOE PARISH COUNCIL MEETING HELD ON TUESDAY, 4 MAY 2021 AT 7.30

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

**Present:** Councillors: V. Kelly (Chair); R. Clarke, D. Bodnar, D. Greatorex, M. Mustoe; P. Tasker, Cllr Spicer

**In Attendance:** 1 Resident, The Clerk

### 1. DECLARATION OF ACCEPTANCE OF OFFICE

As the meeting was being held virtually, it was unanimously agreed that the book would be signed at the first face to face meeting.

### 2. APOLOGIES

Cllrs Linney and Pratt.

### 4. DECLARATION OF PECUNIARY INTEREST

Cllr Bodnar – allotments

### 5. ELECTION OF CHAIRMAN

Cllr Clarke proposed Virpi Kelly as chair, Cllr Mustoe seconded and it was passed unanimously.

### 6. ELECTION OF VICE CHAIR

Cllr Kelly proposed Roger Clarke as vice chair, seconded by Cllr Mustoe and passed unanimously.

### 7. ELECTIONS OF SUB-COMMITTEES, WARDENS AND REPRESENTATIVES

Cllr Kelly proposed that the memberships remain the same as 2020 with the exception of Planning and Recreation Grounds. This was unanimously agreed.

Planning	Cllrs Clarke, Tasker and Greatorex
Highways	Cllrs Tasker, Kelly and Clarke
Speedwatch	Cllr Kelly
Recreation Grounds	Cllrs Greatorex and Tasker
Rights of Way	Cllrs Linney and Pratt
Allotment Warden	Cllr Bodnar
Best Kept Front Garden	Cllr Mustoe
Website	Cllr Tasker
Newsletter	Cllr Mustoe

### 7. CHAIRMAN'S ALLOWANCE

This allowance has not been claimed for the past two years. Discussion about the criteria for this allowance – donation to councillor/sub committees to cover expenses. Cllr Clarke proposed and Cllr Bodnar seconded that an allowance of £115 for this financial year be made to include gift to Dudley Lowe for looking after the website. Cllr Kelly to consider. **ACTION; VK**

### 8. MINUTES OF THE MEETING HELD ON 20/04/21

Cllr Spicer's amendments to March 2021 minutes:

Furlong Lane – Cllr Spicer is endeavouring to get resurfacing included in Dunstable Road/Lancotbury Close works.

The March minutes were proposed by Cllr Bodnar and seconded by Cllr Tasker as a true record and duly signed by Cllr Kelly.

## 9. MATTERS ARISING

Ongoing:

- 5.i New gate at the access into Church End Recreation Ground from Lancotbury Close – This item has been ongoing since 2019. It was agreed Cllr Tasker would draw up specification and two quotations obtained from VGS and Malcolm Weaver. **ACTION: PT/Clerk**
- 5.ii Repair to the water trough in Church End Allotments – Cllr Kelly to request names of plumbers who would undertake this work. **ACTION: VK/TL**

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 – Cllrs Clarke and Bodnar measured the bridleway – 5m at widest point narrowing to 4m. Ashley Waller agreed to ensure considerate parking of cars connected to him/his business. He confirmed he was not responsible for parking across the bottom of the bridleway. Cllr Clarke urged him to use his garage and associated space as much as possible. In the Spring newsletter there will be an article re parking on pavements.

From 17/11/20

- 3. School Parking/Crossing – Cllr Clarke reported that the pilot is underway and many parents are using the football club car park. School are noting numbers.
- 8. Dunstable Road Village Gateway – Cllr Tasker confirmed these are to be cleaned at no cost once the weather gets warmer.

From 19/01/21

- 6.5 Hedges – Cllr Bodnar has had no reply from Cllr Pratt. It was agreed to get quotes. **ACTION: DB**

From 20/04/21

- 9. Allotments – quote received from K&D Bodnar. It was agreed to obtain a second quote from Andy's Landscape Gardening. **ACTION: Clerk**

## 10. i PLANNING

No new applications.

CB/20/03814/LDCE Brookfield Park – Ongoing/awaiting decision.

CB/21/00092/FULL Bradwell House Development – awaiting decision.

CB/EN/21/0109 Green Barn, 66 Dunstable Road – Enforcement Notice. It would appear a business is operating out of the Barn with deliveries from HGVs. Cllr Clarke has followed up with email with CBC Enforcement who have written to landowners.

Lockington Farm – TPC strongly objected to proposal of hurdles as opposed to replacing flint wall. Awaiting decision.

CBC Leisure Strategy – Parish Schedule - updates to site information and projects for S106 funding email from CBC circulated on 04/05/21. Cllr Spicer urged the Council to ensure the information is up to date and include a wish list of projects such as a zebra crossing. **ACTION: RC/PT**

### CENTRAL BEDFORDSHIRE COUNCILLOR REPORT

Cllr Spicer reported:

Highways – CBC are currently interviewing for Zone 3 Manager. Highways team are dealing with large backlog of works due to pandemic. CBC are looking at having three suppliers in the future and are currently undergoing the tendering process.

Castle Hill Road/ Lancotbury Close/ Church Road/, Resurfacing – details and map have been included in the spring newsletter. Cllr Tasker has requested that the ditch by the cricket club be cleared during this closure.

Drains – requested drains between Totterhoe Memorial Hall and Park Avenue be cleared. Cllr Spicer to chase up response to email re Dunstable Road drains to Tracey Harris, Assistant Director, CBC Highways sent on 17/03/21.

Cross Keys Build Out – discussion re possible new configuration/chicanes.

SiDs – Cllr Spicer will chase for paper to be submitted to the Executive Committee.

Fly Tipping – CBC have identified a surveillance “product”. Details to follow in due course.

#### **PUBLIC QUESTION TIME**

Mr Hayman reported that there had been activity throughout the day at the Ellesmere Close pumping station on 03/05/21. Cllr Clarke reported that Anglian Water had responded to TPC’s letter of 24/03/21 stating that the recent upgrades were sufficient and there would be regular reviews. Cllr Tasker reported that Andrew Selous, MP was raising the matter with Anglian Water. Copies of letters to be sent to Mr Hayman.

**ACTION: Clerk**

#### **ii HIGHWAYS**

See CBC Councillor Report above.

#### **iii SPEEDWATCH**

Cllr Kelly has been in contact with Eaton Bray Speedwatch and has drawn up a rota for sessions to be restarted in May.

#### **iv RECREATION GROUND**

Cllr Greatorex reported that the three new pieces of equipment from RPM should be installed in June. Cllrs Greatorex and Tasker to meet RPM on first day of installation to confirm locations. It was agreed to continue sanitising the equipment until September and then review.

**ACTIONS: DG/PT/RC**

Quotation from VGS requested for removal of tyre walk from Middle End Recreation Ground.

Grass Cutting – email received from Richard Guerny and Son dated 03/05/21 circulated to councillors.

Access to recreation grounds being arranged – Cllr Clarke to discuss with Cllr Pratt cutting lock on Middle End and replacing with a combination lock.

**ACTIONS: RC/JP**

#### **v ALLOTMENTS**

Cllr Bodnar confirmed that the gate would be repaired at the weekend. Half an allotment is available for rental with another allotment currently unusable. The clerk had received an email from Ryan Fraser re an outstanding invoice. Clerk to contact Cllr Pratt for further details.

**ACTION: Clerk/JP**

#### **vi RIGHTS OF WAY**

No report.

#### **vii TOTTERNHOE NEIGHBOURHOOD PLAN**

Cllr Clarke reported that phase four had now been completed and the next phase would be the public referendum in the summer. Overall the comments received from CBC and the inspector were positive. The unspent monies from the current grant to be returned and then another grant application will be made to include consultancy from Alison Eardley.

#### **vii BEST KEPT FRONT GARDEN**

Cllr Tasker reported that the judges for this year’s competitions have been organised. Judging to take place early July for gardens and August for the allotments.

#### **ix POLICE**

Crime figures for April 2021 were circulated prior to the meeting. Three incidents had been reported.

#### **x FOOTBALL CLUB**

Awaiting quotation from Cllrs Pratt and Linney re concrete blocks to be put in the hedgerow gap. Cllr Tasker reported that five or six wooden posts needed replacing. It was agreed that concrete posts would be best and perhaps funding could be obtained from the Community Assets Grant. Cllr Bodnar to email Cllr Spicer.

**ACTION: DB**

**xi COUNCIL FINANCES**

Currently setting up primary user (Cllr Clarke) and secondary user (clerk) for the accounts. This means that, currently, the clerk does not have online access to the accounts. April's invoices awaiting payment.

2020/21 accounts have been prepared. Internal audit will take place on 13/05/21.

**xii WEBSITE**

Review of website to take place later in the year.

**xiii NEWSLETTER**

Spring newsletter has been printed and being delivered to the village.

**11. CORRESPONDENCE**

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

**12. ANY OTHER BUSINESS**

Building Assets – list to be drawn up by Cllrs Clarke and Tasker.

**ACTION; RC/PT**

**13. MATTERS TO BE BROUGHT FORWARD TO NEXT MEETING**

None.

**14. DATE AND TIME OF NEXT MEETING**

Tuesday, 15 June 2021 @ 7.30 pm – this will be a face-to-face meeting.

The Chairman closed the meeting at 21.32 pm.

Signed.....

Date.....