

TOTTERNHOE PARISH COUNCIL

MINUTES OF TOTTERNHOE PARISH COUNCIL MEETING HELD ON TUESDAY, 15 JUNE 2021 AT 7.30 in The Memorial Hall, Totternhoe

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

In Attendance: The Clerk

1. APOLOGIES

Cllr Kelly welcomed everyone back to the first face to face since March 2020. Apologies from Cllrs Linney and Pratt. It was noted that councillors need to submit their apologies if not able to attend a meeting and in order to remain a parish councillor should regularly attend meetings (at least one in every six months).

2. DECLARATION OF PECUNIARY INTEREST

Cllr Bodnar – allotments

3. CENTRAL BEDFORDSHIRE COUNCILLOR'S REPORT

CBC Cllr Spicer reported:

- CBC currently recruiting for a Highways Custodian and Rights of Way Officer.
- Cross Keys Build Out – scheduled to take place in the near future.
- Castle Hill Road/ Lancotbury Close/ Church Road Resurfacing – to take place in July.
- Ward Councillor Grants – open for applications
- Grass Cutting – no cuts in May for countryside scheme. A cut took place in June and a further cut will take place tbc. Discussion followed re no cut policy in May – sight lines at junctions being impeded; village looks untidy; central reservation at Leighton Buzzard by pass, reservation growth impairs vision. If TPC would like to leave the scheme a formal letter would need to be sent to CBC. It was agreed Cllr Spicer would raise poor sight lines at junctions with Highways grass cutting team. Cllr Bodnar to produce plan of where TPC would like cuts throughout the year. **ACTIONS: PS and DB**
- Stanbridge Turn Roundabout – Cllr Spicer to find out finish date. **ACTION: PS**

4. MINUTES OF THE MEETING HELD ON 04/05/21

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

5. MATTERS ARISING

04/05/21

7. Chairman's Allowance – Cllr Mustoe reported that there was an £80 underspend whilst she was chair in 2019/20. It was unanimously agreed to increase the allowance to £115 for the year and Cllrs Kelly and Clarke would discuss possible distribution. **ACTION: VK and RC**

10x. Football Club – car park posts. John Power has emailed Cllr Tasker re posts around parking area. It was agreed to review once out of lockdown. The Football Association has funds available for clubs – John Power contacted Cllr Kelly and will email their proposals including fencing off the pitch with gates to stop cars/motorbikes driving across the pitch. It was reiterated that TPC are responsible for the ground and it is a recreation facility.

12. Building Assets – list to be drawn up by Cllrs Clarke and Tasker. Outstanding. **ACTION; RC/PT**

Ongoing:

5.i New gate at the access into Church End Recreation Ground from Lancotbury Close – Cllr Tasker is currently obtaining two quotes. **ACTION: PT**

5.ii Repair to the water trough in Church End Allotments – It was agreed Cllr Bodnar would undertake

this work.

ACTION: DB

From 21/01/20

ASM Signs – Two more signs from local businesses have now been added. As they are local, these signs are permitted. It was agreed this matter should now be dropped.

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 had 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 – The trialling of parking in the football club car park is underway.

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 – This work cannot take place until August.

ACTION: DB

From 20/04/21

9. Allotments – Two quotes have been obtained from K&D Bodnar and Andy's Landscape Gardening. It was agreed that the quotes were not for the same work and it was agreed to ask Andy's Landscape Gardening for a new quote for two man days with TPC hiring a skip.

ACTION: Clerk

10. i PLANNING

Lockington Farm – TPC wrote to CBC on 10/06/21 stating that the wall adjacent to the bridleway should include flint panels and were prepared to accept hurdle fencing on Wellhead Road.

CB/20/03892/FULL – Jessidore – appeal refused.

CB/EN/21/0109 Green Barn, 66 Dunstable Road – Enforcement Notice. CBC Enforcement Officer has made several visits to the site and has now written to the owners. The work is sporadic and it was agreed a record should be kept of dates when there is work on the site.

New applications:

CB/21/02625/GPDE – 108 Castle Hill Road – single storey pitched rear extension. No objection.

CB/21/02446/NMA – Bridgewater Close – change from block paving to tarmac. No objection.

CB/21/02329/FULL – 14 Church Green – conservatory. No objection.

CB/21/02148/GPDE – 23 Wellhead Road – single storey rear extension. It was agreed that obscure glass should be used in the velux window.

CB/21/00526/FULL – 188 Castle Hill Road – application for two detached outbuildings, hot tub and patio – this application has been refused by CBC as inappropriate in the Green Belt.

ii HIGHWAYS

Cllr Tasker is meeting the highways representative to discuss Dunstable Road ditch, Castle Hill build out, resurfacing works and Furlong Road pavement.

Zebra Crossing Survey – 28 responses have been received to date. Cllr Tasker proposed holding a meeting with Eaton Bray PC to discuss ways forward.

iii SPEEDWATCH

Cllr Kelly reported that five sessions had been held and the impact on reducing speeding traffic was instantaneous – first three sessions recorded 13-15% traffic speeding, fourth session 4.75%.

iv RECREATION GROUND

Yoga at Knolls View – a request has been received to hold yoga sessions at Knolls View. It was agreed to gather more information – insurance/liability, where other sessions are held, would there be a charge.

ACTION: Clerk

Church End Recreation Ground – new equipment will be installed this week.

Middle End Recreation Ground – VGS have quoted: £135 for tyre removal and make good; £115 to clean village sign and bench. Cllr Tasker reported that this was the only quote he was able to obtain. Cllr Greatorex proposed that the quote be accepted, Cllr Bodnar seconded and it was passed unanimously. A request from a resident to hold a children's party on 03/07/21 on the grass area outside the scout hut has been received. The scouts have no objection and it was agreed that the PC cannot be held responsible for accidents and any damage would need to be made good.

ACTION: RC

v ALLOTMENTS

Cllr Bodnar confirmed that the gate has now been repaired. The bees are still attacking passers by so the hives have been turned round. It was agreed that if this does not work, the bee keepers would be asked to rent the adjacent plot. Currently there is one plot available.

vi RIGHTS OF WAY

The Meads Gates – unfortunately these gates have been left open by walkers which has meant horses have escaped. Following an email from the horse owner, Cllr Pratt installed a restrictor and ordered a second one.

vii TOTTERNHOE NEIGHBOURHOOD PLAN

The referendum is being held on 24/06/21 and drop boxes containing Information & Notice of Referendum leaflet have been sited around the village.

viii BEST KEPT FRONT GARDEN

Cllr Mustoe reported that the Dunstable Mayor and Mayor Consort have agreed to judge the front gardens – date tba. Allotment judge still to be found.

ix POLICE

Crime figures for May 2021 were circulated prior to the meeting.

x FOOTBALL CLUB

See 5 Matters Arising above. The siting of the dog fouling signs to be reviewed to ensure they do not impede access for emergency vehicles.

xi COUNCIL FINANCES

Accounts

Community Account	£3,657.74
Business Money Manager	£43,921.88
Community Savings Account - TNP	£266.46
Community Savings Account – Highways/Elections	£7,309.18

Invoices approved:

31.05.21	RM Contracts	Brush Cuts (approved by DB)	£36.00
28.05.21	Play Inspections	Play Equipment Annual Safety Check	£110.28
04.06.21	VGS	Warden Services – April + May	£316.80
10.04.21	VGS	Dog Fouling Signs	£162.00
01.06.21	Julie Todd	April + May Expenses	£35.63
01.06.21	Julie Todd	May Salary	£181
01.05.21	Julie Todd	April Salary	£181
07.06.21	Andy's Landscape Gardening	Grass Tracks Cut	£80.00

May 2021	John Marshall	Internal Audit	£120
15.06.21	K&D Bodnar	Gate Repair	£190
April 2021	BATPC	Annual Subscription	£275
30.04.21	Ashley Contracts	Spring Newsletter Printing	146.40
04.05.21	Virpi Kelly	Webmaster Gift	14

It was agreed to continue the subscription for Zoom.

2020/21 Internal Auditor’s Report – The written report was circulated to councillors before the meeting and the content noted at the meeting. It was agreed TPC would appoint an Internal Controls Councillor (ICC) and adopt a Grants Policy. It was agreed that Cllr Greatorex would be the ICC and the Clerk would draft the documents for approval.

ACTION: Clerk

2020/21 AGAR – The documents were circulated to councillors prior to the meeting and duly discussed. The Annual Internal Audit Report was reviewed. It was agreed that as the risk assessment had not been reviewed during 2020/21, on the Annual Governance Statement response to box 5 should be no, otherwise the councillors agreed to all the other statements and it was duly signed. Section 2 Accounting Statements was agreed unanimously and duly signed.

xii WEBSITE

It was agreed that the new webmaster, Gordon Fountain, is doing an excellent job.

xiii NEWSLETTER

The next newsletter will be September/October.

11. CORRESPONDENCE

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

12. ANY OTHER BUSINESS

Grass Cutting at Churchyard – an email has been received from a resident complaining about the standard of grass cutting. It was agreed Cllr Tasker would speak to the contractors. **ACTION: PT**

13. MATTERS TO BE BROUGHT FORWARD TO NEXT MEETING

None.

14. DATE AND TIME OF NEXT MEETING

Tuesday, 20 July 2021 @ 7.30 pm at The Memorial Hall.

The Chairman closed the meeting at 21.30 pm.

Signed.....

Date.....