

TOTTERNHOE PARISH COUNCIL

MINUTES OF TOTTERNHOE PARISH COUNCIL MEETING HELD ON TUESDAY, 21 SEPTEMBER 2021 AT 7.30 in The Memorial Hall, Totternhoe

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

In Attendance: The Clerk

1. APOLOGIES

Apologies from Cllr Mustoe. Cllrs Linney and Pratt no apology received. Cllr Linney is in hospital. The Clerk reminded the parish council that councillors need to attend a meeting at least once in six months. It was agreed that councillors should submit a written report if unable to attend a meeting.

2. DECLARATION OF PECUNIARY INTEREST

None

3. PUBLIC QUESTION TIME

No questions.

4. CENTRAL BEDFORDSHIRE COUNCILLOR'S REPORT

Cllr Spicer reported:

Waste – the green recycling bins will be emptied during October and the booking system at the tidy tips is to be stopped.

Castle Hill Road/Stanbridge Road – patching work to take place 4-8 October.

White Lines/Road Markings – now marking lines around bends and at T junctions. Cllr Spicer hoped that the 30 mph sign on roads would be included.

Church Road 20 mph Consultation – TPC submitted a letter in support on 30.09.21.

Zebra Crossing – discussion re need for zebra crossing/school parking/crossing guard. Cllr Spicer confirmed that the school can request a crossing guard. TPC are holding a meeting with Eaton Bray PC on 06.10.21 to discuss a joint submission for a zebra crossing in each village to CBC. Cllr Tasker asked Cllr Spicer for his help and advice re presentations to CBC – Cllr Spicer to forward details of successful applications. **ACTION: PS**

Ward Councillor Grant – approximately £1,000 remaining in the fund for match funded projects.

Highways – Zone 3 custodian is Rick Thompson – full details of team to be sent to TPC. Cllr Spicer is meeting with Highways to discuss footpath resurfacing – it is proposed Totternhoe will be trialling a new surface. Councillors to email Cllr Spicer with details of footpaths most in need of repair. Cllr Spicer will also raise the possibility of reinstating village walkabouts with the highways team. **ACTION: ALL**

Ward Surgery – to be held before October's meeting on 19.10.21 at 6.45 pm. Cllr Spicer to confirm.

ACTION: PS

5. MINUTES OF THE MEETING HELD ON 20.07.21

P1 5.ii Repair to the water trough - £60 should read £360.

7 vii delete "Allotment judge still to be found."

With these amends, Cllr Kelly proposed the minutes as a true record, seconded by Cllr Clarke and unanimously agreed.

6. MATTERS ARISING

04.05.21

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

10x. Football Club – Poacher Blocks. Ditches have now been dug which should stop vehicles driving on to the recreation ground. It was agreed to put the purchase of poacher blocks on hold to see if the ditches work.

Ongoing:

- 5.i New gate at the access into Church End Recreation Ground adjacent to Lancotbury Close – VGS estimate for £318 inc VAT be accepted. **ACTION: Clerk**
- 5.ii Repair to the water trough in Church End Allotments – Work has been successfully carried out and invoice to be paid. **ACTION: Clerk**

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 19.01.21

6.5 Hedges – Quote to be obtained from Steve Spavins. **ACTION: DB/PT**

From 20.04.21

9. Allotments – Track clearance. Work has been completed by Andy's Landscape Gardening and invoice for £320 to be paid. No skip was required. **ACTION: Clerk**

7. i PLANNING

Boundary Commission Review – letter sent objecting to proposed changes on 31.07.21. Billington, Kensworth, Studham and Tilsforth parish councils were co-signatories.

CB/21/03642/FULL 24 Lancotbury Close – responded 08.09.21 – no objection.

CB/21/03451/FULL 10 Furlong Lane – 08.09.21 letter of objection to the detached garage as it would dominate the street scene. TPC had no objection to the rear extension. A revised application was submitted without the garage which was approved.

CB/EN/21/0109 Green Barn, near 66 Dunstable Road – Enforcement Notice. To date no response from CBC. It now appears that grain is being stored in the barn and there is no industrial activity.

ii HIGHWAYS

Dunstable Road Ditches – Awaiting response from CBC following letter written by Cllrs Clarke and Tasker.

SIDs – policy is now with the Highways Committee for approval. Cllr Kelly to contact Steve Welham, formerly of Bedfordshire Police asking for his support. **ACTION: VK**

Wellhead Road/Tring Road – Cllr Tasker reported an increase in use by HGVs and would be asking Paul Salmon, CBC Highways re extra weight restriction signs. **ACTION: PT**

A505 New Roundabout – Cllr Spicer to forward plan/map to Cllr Tasker. **ACTION: PS**

iii SPEEDWATCH

Cllr Kelly reported that four sessions had been held since the last meeting. Total of 75 speeding vehicles; average speed of 40.26 mph with speeds of 55 and 58 mph being recorded.

iv RECREATION GROUND

Equipment Sanitisation – it was agreed this should stop at the end of September. To be reviewed at February 2022 meeting. **ACTION: RC**

Middle End – Removal of tyres. It was agreed to accept VGS quote or £135 + VAT. **ACTION: Clerk**

v ALLOTMENTS

Bees - two allotment holders have been moved to alternative plots. This means 1.5 plots cannot be rented out.

Waste Dumping on Plot 69 – the issue was raised by an allotment holder and has been investigated by the PC. **ACTION: VK**

Wellhead Road/Brightwell Avenue – Properties which back onto the allotments are to be sent a letter reminding the owners they do not have automatic access to the allotments. The allotment bonfire policy will also be included. **ACTION: RC**

vi RIGHTS OF WAY

BOATs – Cllr Bodnar reported that the BOATs are overgrown and will report to CBC.

ACTION: DB

vii BEST KEPT FRONT GARDEN

Cllr Mustoe sent in her report. The winners for both the front gardens and allotments have been sent to councillors. The gardens were judged by the Mayor of Dunstable and the allotments by experienced judges from Dagnall and Studham. The Presentation Evening has been booked for Friday 15 October, 7.15 for 7.30pm at The Memorial Hall. Invitations are ready to be delivered out to the winners and local people who give/or have given their time to the village over the years. Caterers have been booked. It was suggested that Cllr Spicer might be approached to present prizes.

viii POLICE

Crime figures were circulated prior to the meeting. Cllr Kelly will attend the PCC Annual Parish Conference in October. **ACTION: VK**

ix FOOTBALL CLUB

Cllr Tasker reported he had discussed the car parking arrangements and cricket club usage with John Power. There will be a meeting between TPC and the football club.

Cllr Clarke confirmed the insurance had been renewed. Cllr Clarke proposed that as a “one off” TPC would not pass on the cost of the insurance to the football club in light of the lost revenue the football club had suffered due to COVID. Cllr Kelly seconded the motion and it was unanimously passed. Cllr Kelly to write a letter to the football club. **ACTION: VK**

x COUNCIL FINANCES

Accounts

| | |
|------------------------------------------------|-----------|
| Community Account | £664.91 |
| Business Money Manager | £40,170 |
| Community Savings Account – TNP | £2,037.27 |
| Community Savings Account – Highways/Elections | £7,309.36 |

Invoices for approval

| | | | |
|--------------|------------------------------|--------------------------------------------|------------------|
| 31.08.81 | Julie Todd | Salary | £180.80 |
| 01.09.21 | Julie Todd | Expenses | £48.03 |
| 25.08.21 | Peter Tasker | BKFG Photos | £8.55 |
| 17.08.21 | Paramount Plumbing & Heating | Repairs to allotment water tank | £360 |
| 14.06.21 | Community Heartbeat Trust | Defibrillator Pads | £51.60 |
| 01.09.21 | Moodey’s Ltd | Domain Hosting | 190.80 |
| 11.9.21 | VGS | Warden Services – August | 158.40 |
| | Gail Cawood | Allotments – moving from full to half plot | £7.50 |
| 07.09.21 | Ashley Contracts | Printing – TNP + Road Closure Notices | 95.80 |
| 08.09.21 | Absolute Products Ltd | Football Club Insurance | £838.66 |
| 16.09.21 | Andy’s Landscape Gardening | Track Cutting | £80.00 |
| 18.09.21 | Andy’s Landscape Gardening | Track Clearance | £320.00 |
| Total | | | £2,340.14 |

It was agreed to transfer £2,500 from Business Money Manager accounts to Community Account.

2020/21 AGAR – Completion letter received from Mazars, external auditors.

Internal Controls Checks – Cllr Greatorrex reviewed the financial paperwork for Q1 2021/22 and found it to be in order and duly signed the form.

xi WEBSITE

Estimate for works to update website has been received from Moodeys - £130 + VAT for two hours. It was agreed to proceed. Cllr Tasker and the Clerk to review the site before going live.

ACTION: PT

xii NEWSLETTER

Cllr Mustoe asked for reports to be sent ASAP. The names of all Parish Councillors and their responsibilities will be included.

8. PARISH COUNCILLOR VACANCIES

Cllr Tasker reported that he had approached two residents who, due to other commitments, felt unable at present to stand as a parish councillor. He has another resident he will approach.

9. CLERK'S ANNUAL REVIEW

The Clerk left the room for the discussion. The councillors confirmed they were pleased with the work over the past year and offered a pay rise from L7 to L9. The Clerk thanked the councillors however asked for the pay and hours to be reviewed again at October's meeting. The Clerk drew the councillors' attention to the recent advert for a Clerk at Stanbridge PC.

10. NATIONAL TRUST TREE FELLING

The National Trust will be undertaking tree works (felling a number of ash trees due to ash dieback) in particular on the bank opposite The Cross Keys. The works will take place end 2021/early 2022.

11. CRICKET CLUB – Fireworks Display

Cllr Kelly agreed to discuss TPC's possible involvement in this year's fireworks display being planned by the cricket club.

ACTION: VK

12. CORRESPONDENCE

Circulated to councillors prior to the meeting.

13. ANY OTHER RELEVANT BUSINESS

None

14. MATTERS TO BE BROUGHT FORWARD TO NEXT MEETING

Clerk's Annual Review.

13. DATE AND TIME OF NEXT MEETING

Tuesday, 19 October 2021 @ 7.30 pm at The Memorial Hall.

The Chairman closed the meeting at 22.18 pm.

Signed.....

Date.....