

MEETING OF CAMPTON AND CHICKSANDS PARISH COUNCIL

Minutes of a Meeting of the Council held in Campton Village Hall on Thursday 11th May 2023

Present: Cllr Baker as Chairman, Cllr Ash, Cllr Turton, Cllr Longson, Cllr Booton, Cllr Wootton. Central Bedfordshire Councillor Tony Brown

Apologies: Cllr Sibley and CBC Cllr Liddiard.

45/23 ACCEPTANCE OF OFFICE/DECLARATION OF INTERESTS.

Following the elections, the Councillors were required to complete an Acceptance of office at the start of the meeting, Clerk also asked them to follow the CBC link to complete their Declaration of interests within 28 days of them taking up office. (Official date of taking up office is 9th May 2023)

46/23 ELECTION OF CHAIR AND VICE-CHAIR OF THE PARISH COUNCIL:

Cllr Booton Proposed Cllr Dave Baker as Chair, seconded by Cllr Ash, all Cllrs agreed.

Cllr Baker would like other Councillors to consider taking on the role of Chair the following year.

Cllr Baker Proposed Cllr Paul Booton as Vice-Chair, seconded by Cllr Ash, all Cllr agreed.

47/23 MINUTES:

The Minutes of the meeting held on 6th April 2023 were signed as a true record of the meeting.

Matters arising:

1. Clarification of 36/23 referred to the bulb planting by CBC.
2. Cllr Booton will approach Highways regarding the traffic surveys.
3. Clerk looked into the Woodland Trust funding for trees, the areas need to be identified and pinpointed on maps to be submitted with the application.
4. Cllr Booton has identified an area on greenway, overlooking The Glebe that will be suitable for 3 Chery trees, he has spoken to the residents in nearby properties, and they are supportive of this suggestion and one resident would assist Cllr Booton with watering. It is Highways land, Cllr Booton has contacted Highways CBC and they are happy for trees to be planted, providing there are no cables in the area, Cllr Booton can confirm there are none. The PC are happy to be responsible for the maintenance of the trees. The cost of the trees ranges from £150-£280 per tree, based on size and type, Cllrs agreed to the purchase of the more expensive.
5. Cycling without age project was discussed at the last meeting, Clerk has followed this up with Shefford TC and they are keen to explore this further, however cycle routes and pathways would need to be identified.
6. Defibrillator training, Clerk will contact the training provider for available dates.

48/23 DECLARATION OF INTEREST/REQUEST FOR DISPENSATION:

None

49/23 PUBLIC PARTICIPATION:

None

50/23 UPDATE BY CENTRAL BEDFORDSHIRE COUNCILLORS:

Cllr Tony Brown and Cllr Mark Liddiard will be the Ward Councillors for Campton and Chicksands, Shefford are also included within the Ward.

- Cllr Brown confirmed that CBC are about to undergo a huge change due to the Independents gaining so many seats, Conservatives have lost control of CBC. Everything CBC had planned for the next 4 years are on hold until the new Council is agreed, and their plans discussed. An AGM is due to take place on 25th May 2023 and further information will be available after this.
- Following the changes earlier this year, the Bedford to Hitchin bus route will revert back to the original route from 4th June 2023.

51/23 FINANCES:

Payments: May 2023

CJ Bain Bookkeeping and payroll £58
D Granger grass cutting £1,505.96
E Bishop (newsletter) £203.25
N Power £218.56
Play inspection company £70.80.
D Baker (Coronation plaque) £71
D Baker (Coronation signing book) £63.41
Click on nature, thank you coasters £166.
Gallagher Insurance £1,319.85

Community account £39,044.38

Business account £23,090.53

As on 8/5/23

Clerk will set up payments for Cllr Baker to authorise.

Barclays contacted Clerk regarding the changes to the mandate, Barclays queried Cllr Ash's signature and they required Cllr Turton to submit her ID, Cllr ash now has access to internet banking but needs to confirm his signature with Barclays, Cllr Turton will go into Barclays with her ID.

Audit:

Clerk prepared all of the documents required for the audit and submitted them to the internal auditor, she then met with the auditor on 27th April 2023, the JBB accounts were agreed, and the internal audit was completed.

Agree Risk assessment. Clerk has emailed the reviewed risk assessment to all Councillors in advance of the meeting. Cllr Baker proposed the adoption of the assessment, seconded by Cllr Booton, all Cllrs agreed.

Agree assets list. Clerk has emailed the reviewed assets list to all Councillors in advance of the meeting. Cllr Booton proposed the adoption, seconded by Cllr Baker, all Cllrs agreed. The new assets value is £108,045.00 to include the new climbing wall and Jubilee purchases.

The Internal auditor's report has been received and emailed to all Cllrs prior to the meeting, when completing the AGAR variances over 10% should be provided with an explanation. The IA picked up on the assets increase, whilst it is an 8% increase, good practice would be to include an explanation, Clerk has amended the variance to include an explanation prior to it being submitted to the External auditor.

Clerk requested that the Councillors agree the Annual Governance statement section 1 and 2 then Clerk will submit the documents to the external auditor. Proposed by Cllr Baker, seconded by, Cllr Booton all in agreement. Clerk and Chairman signed the AGAR.

Clerk requested that Cllrs agree the Exercise of public rights dates as being 5th June till 14th July. Proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

S101 Local Government Act 1972 permits the Councillors to delegate the power of decision making to two members of the Council, usually the Clerk/responsible Finance Officer and one other. This will allow payments to be authorised and decisions to be made outside of a full Council meeting. Clerk will email all Councillors prior to any decisions being made. All councillors in agreement. Clerk and Cllr Baker will be delegated the power, proposed by Cllr Ash, seconded by Cllr Booton supported by all other Councillors.

The Insurance company asked if the PC would like to enter into a fixed 3-year contract which would offer limited increases to the following year policy, Cllrs felt changes and updates would be required in the next 3 years and therefore it would not be cost effective to be tied into a contract beyond 1 year.

52/23 REVIEW OF POLICIES:

Clerk has reviewed and emailed the following policies to Councillors in advance of the meeting, adoption proposed by, seconded by, all Cllrs agreed.

Standing orders and Code of conduct, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

Councillor co-option, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

Complaints procedure, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

Equality and diversity, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

Financial regulations, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

Death of a National figure, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

Privacy notice, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

The following new policies were emailed to Cllrs in advance of the meeting, adoption proposed by, seconded by, all Cllrs agreed.

Habitual/vexatious complaint, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

Social media, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

Freedom of information, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed.

Emergency plan, proposed by Cllr Baker, seconded by Cllr Booton, all Cllrs agreed. All Cllrs have a copy of the Emergency plan and three hard copies have been printed and are held by Cllr Baker, Cllr Ash and Clerk.

53/23 REVIEW OF ROLES AND RESPONSIBILITIES:

Councillors agreed with the roles and responsibilities remaining the same with these additional responsibilities:

Cllr Sibley- Wi-fi and technology

Cllr Sibley and Cllr Turton- social media

Cllr Wootton- P3 group

54/23 PLANNING APPLICATIONS:

CB/23/01087/FULL The White Hart, retrospective application for erection of an outbuilding in rear garden. The application highlights a reduction in the footprint of 30%, a condition for there to be no amplified music and two additional parking spaces in the car park. CBC have requested that the no amplified music includes TV coverage of sport.

The PC previously made comment on the application but were neither supported nor objected to it, it was agreed that a similar stance should be taken on this application for continuity. Whilst they recognise there is a need for the business to be successful, the parking at this point in the village is an issue and the building is listed. Cllr baker agreed to amend the previous comments, and this will be agreed by Cllrs prior to Clerk submitting it to CBC.

55/23 REPORTS FROM COMMITTEES:

JOINT BURIAL BOARD:

Clerk now has permission from the Diocese to carry out the urgent tree work, the contractor has been contacted for possible dates. The next meeting will be held via Zoom on 17th May 2023.

CAMPTON UNITED CHARITIES:

A meeting is to be arranged.

P3 GROUP:

Foliage needs cutting back around the village, Cllr Wootton will identify the areas where the foliage is obstructing pathways and the Cllrs will speak to the residents concerned, this will be followed up by a letter if necessary. Cllr W

56/23 PROJECTS/ONGOING ISSUES:

- Recreation ground.
There are still ongoing issues with the rabbit holes, Cllr Booton continues to fill the holes. The equipment continues to be regularly checked.
- Village hall parking.
Cllr Longson has approached Pelly's solicitors for conveyancing of the land alongside the village hall, the fee is approximately £700, as per the original quote. The solicitors are currently awaiting documents from Grand Union housing. The village hall asked for the PC's view on people parking on

the grass next to the hall, the Cllrs would like this to be avoided but cannot enforce any restrictions until they own the land.

- War memorial. The risk assessment identifies that a six-monthly check should be carried out of the War memorial, this will now be carried out by Cllr Wootton and Cllr Baker.

57/23 CONSULTATIONS AND CORRESPONDENCE:

58/23 AOB:

- The issues with the football club parking was raised, the season is now complete, and no more games will be played until next season. Cllr Baker will email the agreement to all Cllrs in advance of the next meeting and Clerk will list it as an Agenda item. It was also raised that the Pavilion is in need of some refurbishment.
- The school have a fete in the summer and Cllr Ash asked if they had contacted the PC for permission to use the land, they have not. Cllr Ash will mention it to the school, Clerk also asked if they would be using the area for sports day?
- Cllr Longson asked if the number of grass cuts should be reduced in the village, it was agreed that for the time being it would remain the same as the grass is growing significantly. Cllr Longson also asked if the grass could be left uncut to encourage diversity, Cllrs will monitor the project at the church and review in the autumn.
- A resident has requested a dropped kerb in the centre of the village, Clerk will contact the ward Cllrs for advice.
- Clerk will include on the agenda for the next meeting a discussion for responsibility of the churchyard.

59/23 DATE OF NEXT MEETING:

The next meeting of the Parish Council will be.

Thursday 1st June 2023 7pm in the Campton Village Hall.

