

Minutes of **BROGBOROUGH PARISH COUNCIL** held on **Wednesday 17th April 2024** at 7.30pm at the Village Hall, Ridgeway Road, Brogborough.

PRESENT:- Parish Councillors, Denise Tuit (Chair), Tom Elsdon, Jeannette Newbery, Claire Westerman, Alison Moss, Neil Wright, Unitary Councillors Robert Morris, Saverio Bongo, Sue Clark, the Clerk Lizzie Barnicoat, and two members of the public.

1. WELCOME BY CHAIR AND APOLOGIES FOR ABSENCE TO BE RECEIVED:- Parish Council Chair welcomed all to the meeting, there had been no apologies for absence received as all present.

2. DECLARATION OF PERSONAL AND PREJUDICIAL INTEREST TO BE DECLARED:- There were no new declarations of interest received for the meeting.

The Chair adjourned the meeting

3. OPEN FORUM:-

Cllr. Clark reported on the latest proposed changes to the Prologis application relating to the layby following local authority highway objection so it is now proposed to move the layby into the site. 24st June is the first day of the solar panel appeal hearing, Cllr. Clark to share copy of letter with Clerk. The traffic and HGVs through the village continue to be a concern for the village, at the police priority setting meeting for the next quarter, C94 road having enforcement of the HGV ban. Cllr. Clark is following up with a range of different strategies to try and collate information for sharing with the local police with hopefully alongside some expected enforcement from the police to try and reduce the HGV movements.

Representation made regarding East West Rail information from a member of the public from Husborne Crawley. Summary of the items expected in the statutory consultation, business case information also shared with those present. Some actions requested with copy of the draft letter being collated for Husborne Crawley, it was agreed would be helpful for this to be seen by the Parish Council so welcomed to be shared with Clerk.

The Chair reconvened the meeting

4. PARISH COUNCILLOR VACANCY:-

New Councillor paperwork issued to Claire Westerman, completed, Register of Interest is online, Claire Westerman also added to the Parish Council website as well.

One vacancy remains it was noted.

5. PLANNING AND DEVELOPMENT MATTERS:-

a) Neighborhood planning consideration – following the presentation by the local authority Officer at the last meeting, Councillors discussed next steps, it was agreed no further action to be taken at present.

b) Ridgmont Parish Council representative in attendance to highlight latest regarding Prologis application at Marston Gate and to give update on Ridgmont Lower School next steps – regarding **Ridgmont Lower School** the Brogborough community had worked on collating suitable information for the local authority as identified at the last Council meeting and submitted this information.

In regards to the Prologis application the Parish Council thanked Cllr. Moss for the hard work done on submitting a thorough robust objection to the revised plans. Between meetings, a further amendment has been made to the application regarding the management of the layby along A507 which will now be positioned within the site compound. Councillors discussed and agreed to comment on this amendment to CB/22/02213/OUT with concerns that this proposal will make the

17.04.2024

layby inaccessible as it removes an important facility from public access that will now look unwelcoming to those that may need to use it, Clerk to submit.

c) **CB/24/00833/PASP** Prior Approval of the Installation or replacement of other Solar Photovoltaics Equipment: Installation of roof mounted solar panels at Prologis Marston Gate – the Council discussed this application, with it agreed that the Clerk to submit comments stating that the Parish Council support in principle the use of solar panels. The Parish Council also support the Highways Officer recommendations made in their report in regards of the application. It was noted by the Parish Council that there is a confusing statement within the Public Protection Practitioner report relating to the application, on page 2 it references a property and a lean to, which appears not to be relevant to this site or application.

d) Universal Studios engagement follow up – Cllr. Clark had contacted Bedford Borough local authority arranging for an opportunity for Parish Council and Universal Studio representatives to meet. Some Parish Councillors had also attended the recently run public engagement events.

e) Planning applications received after the publication of the agenda – none received currently.

There was a planning decision notice in the parish it was noted:

CB/24/00148/SCN EIA Screening Opinion: Construction of a mixed employment site over 2 plots. Plot 1 comprising of office building with associated car parking, transport workshops, service yard and electric HGV charging facilities and secure perimeter fencing (6,700sqm). Plot 2 comprising of office building with associate car parking, operational facilities within an external service yard and secure perimeter fencing (6,000sqm) at Land at Salford Road, West of Junction 13 of the M1, Salford Road, Hulcote – pre-application advice released

6. UNITARY WARD COUNCILLOR REPORTS: -

Cllr. Morris planning enforcement request put in for an item within the parish, it has been referred to highways it was noted.

Cllr. Bongo updated that the concerns over the verges in the village looking unsightly, the soil has sunk and the utilities are showing had offered to follow up, which had been done, it cannot be enforced unless yellow lines parking restrictions in place. Cllr. Bongo will continue to pursue.

Ward Fund request made for help with funds for the Parish Council speed indicator devices, Clerk to follow up request with Unitary Councillors.

7. FEEDBACK FROM MEETINGS COUNCILLORS HAVE ATTENDED:

Cllr. Tuitt had attended the recent police priority setting meeting, feeding back there are new Police Officers in the area, with speeding and HGVs having been set as the priority noting they do need the license plate number to enforce the HGVs travelling in the local area. It has been suggested they visit the laybys to see the high volume of HGV movements along this road and speed trap for C94 will also be deployed. Cllr. Tuitt is receiving details on how to set up a Community Speedwatch. The 7.5t weight limit is enforceable in the local area, enforcement letters have been sent, tickets are also being issued it was detailed.

8. VILLAGE MATTERS:-

Open Spaces – Cllr Tuit had met with the CBC Officer having a site meeting to look at the Dog Control Order signs in the village, with some new signs being installed as a result which are ready to go. Now additional signage has been received from the Officer, Cllr. Tuitt reported installation is ongoing.

Councillors discussed service road access changes which the Parish Council felt is not advisable as access is needed as a right of way, access for emergency vehicles also a concern.

Village Amenities – no items to discuss.

17.04.2024

Play Equipment Inspection – different format of play inspection sheet had been shared by Clerk and sent to Cllr. Tuitt, Cllr. Elsdon kindly offered to carry these out. Annual external inspection expected to take place in May it was noted.

Grass cutting – the first cut had been undertaken it was noted. Concerns were discussed with the badly damaged verges and whether the Parish Council should cease cutting the verges. The Clerk was asked to follow up what would happen if the Parish Council passed back the grass cutting responsibility to the local authority. Parking on verges concerns raised again, possible implementation by the Parish Council in regards to parking restrictions so Clerk asked to follow up with the local authority over the authority wide restriction and how this could be implemented.

Newsletter – the newsletter had been collated and shared amongst Councillors, Cllr. Elsdon thanked for work on this.

Footpaths - the issue of the alleyway at the last meeting, along the rear of the shops remaining overgrown, Cllr. Tuitt to follow up and see if the path can be registered as an established right of way, was ongoing it was noted with local authority suggesting there should be a check carried out with the

Land Registry on who owns the path. Clerk to follow this up to see if this could be confirmed via the local authority or a paid for Land Registry search directly if needed, at a cost in the region of £6.00 it was agreed to spend if necessary.

Parked vehicle on open space where tree work is due to be carried out, letter to be sent to nearby property asking for this, Cllr. Tuitt and Clerk to liaise on a suitable letter, Cllr. Bongo offered support with this as well if necessary.

9. FINANCE MATTERS:- Latest transaction report provided to all Councillors as of 15th April 2024 including copy of the Council bank balances. Confirmation of grass cutting contribution payment made for 2023/24 as well as precept payment for 2024/25 received. Still to date no correspondence has been received from Metro Bank to the Clerk.

The latest with Barclays access was that Cllr. Moss to follow up and seek for the closure of the accounts with the remaining balances of £437.25 and £0.18 to be actioned as per the previous closure notice letter that clearly stated these accounts are to be closed with monies to be transferred to Metro Bank. It was noted this remains ongoing, Cllr. Moss remains following up.

a) Payments for approval

Andy Muskett Ltd street lighting maintenance 4th quarter 2023/24 £57.60

Backlight Ltd administration support February to March £463.36 plus VAT

Brogborough Social Amenities Association hire of facility 2022 to present £339.00

It was unanimously agreed to approve and resolve to make the above payments, resolution passed.

Marcus Louw grass cutting invoices at the last meeting £6336.00 agreed to be paid, £7044.00 paid so £708 in credit was noted.

Firwood Tree Services tree maintenance work £2,250.00 payment made, unanimously agreed by Council to ratify following completion of work to a satisfactory standard with the Parish Council having previously agreed to accept the quotation at the March Parish Council meeting, resolution passed.

The following payments made between meetings via direct debit were ratified by the Parish Council, unanimously agreed:

Npower street lighting energy February and March £57.24 and £48.91

Information Commission Office membership fee £35.00

Remaining outstanding payment item previous minute reflected: it was noted that the PAYE April to September 2023 cost had thought to have been paid, however, this appeared to be outstanding, along with payments for associated PAYE costs dating back to the last paid 22/23 1st quarter.

17.04.2024

Approximate calculations had been made and shared with Councillors being built into the budget consideration for 2024/25. The Clerk had followed up and liaised with HMRC regarding the best way to resolve the outstanding PAYE submissions and payments. This has been actioned with debt collection put on hold with BPO, however further debt collection letters continued to be received. Challenges with HMRC updating new contact details for the Parish Council prevented this progressing, however, following letter sent to HMRC the Parish Council now have confirmation in writing that updated contact details have been accepted by HMRC which will enable PAYE debt management communications to be pursued now.

It was noted that Kim Severs internal audit invoice still awaited, agreed item to be deleted.

b) Quotations for consideration – none to be discussed.

c) Draft year end accounts 2023/24, internal and external audit update – transaction report for year end, bank balances, bank reconciliation, receipts and payments summary as well as drafted Annual Return shared with Councillors.

External audit paperwork had been shared also in advance of the meeting. Internal audit to be carried out by Julie Betts, an experienced Parish Clerk who is competent and independent of Brogborough Parish Council, charge £155.00. It was unanimously agreed to appoint Julie Betts as auditor resolution passed.

Clerk to upload the finance documents for year to the website as well as sharing all appropriate documents with the internal auditor.

10. MINUTES OF THE LAST MEETING:-

Draft minutes from 6th March had been shared with all Councillors, it was unanimously agreed to approve the meeting minutes as a true and accurate record unanimously agreed, resolution passed. Chair to sign. Chair also signed the 7th February minutes following agreed edit actioned By Clerk.

TO CONSIDER MATTERS ARISING: -

Clerk had continued to progress Council website updates, all minutes had now been uploaded to the most recent available. Ongoing arrangement of training session with Jed Gibson being arranged. Need to sort access to the site being removed.

Register of Interest forms for Cllr Tuitt is now showing on the local authority website. Cllr Wright recently completed but still not showing online yet. Cllr Elsdon form not online, even though completed. CBC Councillors to be asked to assist with this.

Interim Clerk support the draft contract had been updated as agreed at the last meeting, to reflect to engage with Backlight Light for the short term with support welcomed to assist the Parish Council with the associated administrative and financial matters. Hours to be recorded of work done as and when required in the short term. Document to be signed by both parties, Clerk and Chair to action.

Still awaiting copy of internal audit report in full and invoice for the work carried out by Kim Severs. Delete

VAT reclaim work had commenced a VAT reclaim for 1st April 2020 onwards, which would be sent in as a papercopy due to online access portal access issues, so is ongoing. Now access has been confirmed it will be attempted to be actioned electronically with registering for Government Gateway online account.

Cllr Clark item to be followed up to check on progress regarding the concern raised at the last meeting relating to the northbound slip road of Junction 13 coming off the motorway, the traffic lights appear to have been removed. New white lines have been painted at the junction but the removal of the traffic lights is now making the junction dangerous, with there being no poles in situ it was noted. Cllr Clark to follow up with contact at National Highways, awaiting update.

A letter of thanks was to be collated by the Parish Council to thank Lyn for her commitment and dedication to the parish of Brogborough following service of 25 years is ongoing.

17.04.2024

CBC Leisure Parish Schedule for Brogborough, to be collated and submitted alongside the Recreational Open Space Strategy (ROSS) Survey, ongoing.

Salt and grit bins reported to local authority for a quote for new bins had been sent again, still awaiting quote feedback, has been chased numerous times with Unitary Councillors copied in. It was detailed that new bins had been installed in the parish so agreed action to be removed.

Petition had been collated following the last meeting discussions, this was shared with Councillors by the Clerk, agreed to share with local authority Officer Sandra Hobbs and local MP to raise the profile of the concern.

CB/22/00548/MW notification of appeal for Installation of solar PV park development and associated infrastructure at Brogborough Landfill Site, Woburn Road – detailed submission had been submitted to the Planning Inspectorate on this application, Cllrs. Moss and Wright thanked for the work on the response.

Clerk had arranged future agenda to consider information relating to Neighbourhood Plan following the presentation at the March meeting.

The final versions of the Standing Orders and Financial Regulations had been circulated by the Clerk and ready to be uploaded to the Parish Council website along with the internal audit control documents and financial risk assessment documents.

The NALC model employment contract work remains ongoing it was noted.

The asset register document collation work remained ongoing.

Street lighting – Clerk had contacted broker to instigate agreed move from Npower to SSE for a fixed rate three year contract expecting a saving of £150.00 per year awaiting feedback.

Speed indicator devices - Clerk shared information on speed indicator device units and possible funding sources, it was unanimously agreed that the Parish Council contribute £500 financially in principle and Clerk to obtain funding for two units expected to be in the region of £6,000 funding in total required for two devices. Marston Vale Turbine and Wixams Tree Trust, Unitary Councillor Ward Fund are being explored.

Clerk had contacted local authority Officer Jack Bowers copying in Unitary Councillors to the communication to chase what steps were being taken in improve highways safety after the recent fatality on Bedford Road, awaiting response still.

11. CORRESPONDENCE RECEIVED:-

Workplace Health Bulletin: March 2024

M1 junction 10 to 13 - Traffic Management update – circulated

CBC Salt and grit bin communications – quotation chased

Parish Council website communications with JG

Unmetered Supply Renewal - Street Lighting quotation communications – actioned

Request for Speed Reduction and Traffic Survey in Brogborough communications following recent fatality follow up

CBC Neighbourhood Plan summary information shared from Officer circulated to all

CBC Officer 23/24 Grass Cutting Contribution, Brogborough communications

Copied into BPC Newsletter For Comments – responded to

Brogborough Street Lighting Maintenance in voice – agenda item

Brogborough Landfill Solar Panel Objections communications – actioned

BATPC New Councillor Induction Training Session - 18th April 2024 – forwarded

Confirmation of Representation(s) for APP/P0240/W/24/3338483 from Planning Inspectorate

East West Rail | Spring Budget update

Brogborough PC meeting agenda - Cllr Saverio Bongo Report

Brogborough Parish Council response to Planning Application no:CB/22/02213/OUT communications

17.04.2024

Office of the Police and Crime Commissioner Newsletter - February 2024
No AIL overnight - RE: Reminder: M25 & M1 Abnormal Indivisible Load (9 March / 23 March) for Millbrook Power Station.
Bedford Borough Council communications regarding Offer of confidential briefing with Universal Studios – actioned
East West Rail Company | Land Interest Questionnaires
Notification of play area inspection in May for Brogborough Parish Council - Adventure Play Area Annual Inspection £78 and Toddler Area - Annual Inspection £78
Priority Setting Meeting 10th April 2024 information – circulated
Unitary Councillor SB The High Sheriff of Bedfordshire visiting Ridgmont Lower School - Invitation Letter - Wed 20Mar @ 2.30pm
Unitary Councillor SB Brogborough - STOPPING Residents parking on grass verges FMS – 403858
Planning application Land to the south east of Prologis Park, Marston Gate, Ridgmont CB/22/02213/OUT
Central Bedfordshire Council Waste Education: Activities/ Presentation – do you want some BATPC His Majesty the King Portrait Scheme - Closing Date for Applications Fast Approaching – do you want one – Clerk to action
CBC Last chance to have your say on the future on Townsend Day Centre
Reminder: M25 & M1 Abnormal Indivisible Load Overnight (23 March / 24 March 2024) for Millbrook Power Station.
AGAR Briefing for BATPC Members - 11am, Thursday 18th April
Unitary Councillor SC EWR Brief to Brogborough Parish Council communication copied into East West Rail Company | Land Interest Questionnaires - FAQ
CBC Community Safety Partnership Survey information
EWR Co | Community Conversations – Preparing for Development Consent Order (DCO)
Greensand Trust Impact Report 2023
Beds RCC News - Spring 2024
Brogborough Parish Council - AGAR 2023/2024 – circulated
CBC Council services over the Easter period
CBC April bulletin for Town and Parish Councils
Unitary Councillor SC mitigation information solar farm appeal – circulated
CBC Have your say on polling districts, places and stations in Central Bedfordshire
CBC Have your say on adult social services
CBC Remittance Advice note from 03.04.2024 precept
ICO - New Direct Debit ICO:00016268372
Unitary Councillor SC Universal update Public engagement launched – circulated
M25 & M1 Abnormal Indivisible Load Overnight (6 April / 7 April 2024) for Millbrook Power Station
Update from Universal Destinations and Experiences – circulated
Declaration of Acceptance of Office form received CW
Nomow Safety Surfacing information
Code of Conduct clarity communication – future agenda item
Copied into PC3 light issues communication with contractor
BATPC Breakthrough Training – circulated
Unitary Councillor SC road signs communication
BATPC guidance on Parish Clerk matter copied into
Unitary Councillor SC April meeting email – responded to

17.04.2024

CBC Play Streets Initiative – circulated and responded to, invite to future meeting, Clerk to share information with Councillors

Local Plan settlement audit document will need to be reviewed, Cllrs. Tuitt and Newbery agreed to to enable response to be sent.

When Firwood carried out the tree maintenance by the garages, it was confirmed that further tree removal is advisable. It was agreed by the Council that a quotation to be sought for tree removal in the identified areas, to be followed up as well as the shrubs needing to be maintained. This to be a future agenda item.

12. PARISH CLERK VACANCY:-

BATPC advice received, circulated, legal clarity has been sought with Councillor thoughts welcome on the feedback. It was unanimously agreed in light of the legal clarity sought, to approve the appointment of Lizzie Barnicoat as Clerk, resolution passed. Work to be done on appropriate contract documentations to be completed.

13. DATE OF NEXT MEETING: - Wednesday 29th May 2024 at 7.30pm, meeting closed 9.30pm.

Signed

Dated