

Minutes of **BROGBOROUGH PARISH COUNCIL** held on **Wednesday 7th February 2024** at 7.30pm at the Village Hall, Ridgeway Road, Brogborough.

PRESENT:- Parish Councillors, Denise Tuitt (Chair), Tom Elsdon, Alison Moss, Neil Wright, Jeannette Newbery, Unitary Councillor Robert Morris, the Clerk Lizzie Barnicoat, and no 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 apologies for absence received from Unitary Councillor Sue Clark and Saverio Bongo.

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:-

No public statements received.

The Chair reconvened the meeting

4. PARISH COUNCILLOR VACANCY:-

It was noted the Parish Council have the ability to co-opt. Clerk had collated a document for the newsletter and village wide circulation previously, this would be in the next newsletter it was noted and could go on the website as a news item, Clerk to look into how manageable this was to do with current access.

5. PLANNING AND DEVELOPMENT MATTERS:-

a) **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 – the Council discussed the application and due to the volume of information to read through, Councillors wished to have more time to reflect the updated documents.

b) Planning applications received after the publication of the agenda – notification received that amended documents received relating to: CB/22/02213/OUT Location: Land to the south east of Prologis Park, Marston Gate, Ridgmont Proposal: Hybrid Application: Outline Application: Erection of up to 68,000 sqm storage and distribution facilities (Use class B8) with ancillary light industrial (B2) and ancillary office accommodation (E(g)), with all matters reserved other than landscaping (structural landscaping, all groundworks and diversion works to the existing on-site pipeline) and Full Planning Permission for the erection of 62,000 sqm (gross) of storage and distribution facilities (Use Class B8) with ancillary light industrial (B2) and ancillary office accommodation (E (g)) within 3 no. units: HGV and car parking (including a dedicated lorry park with associated (E(b)) food and drink uses and a separate recreational use car park); the erection of a welfare, security and amenity building; works to footpaths, cycle routes and bridleways; site access to include provision of a 3 arm roundabout on the A507 and internal estate roads; works for the diversion of existing pipeline; landscaping (off-site and on-site provision); drainage; groundworks; and associated works. EIA development accompanied by an Environmental Statement. Unitary Councillor SC had at the previous meeting given an update on Prologis, the local authority would like some further information from the applicant so there will be a further

round of consultation expected in February/March time so this is inline with expectations. The Council discussed this and again due to the volume of information to read through, Councillors wished to have more time to reflect the updated documents. There would be follow communications with Ridgmont Parish Council to see what they had highlighted as the key items. There are no planning decision notices in the parish between meetings it was noted. Cllr. Wright had attended the CPRE Planning Workshop reporting back it was an informative event.

6. UNITARY WARD COUNCILLOR REPORTS: -

Cllr. Morris reported the budget consultation was being finalised with full Council voting on the budget for the coming financial year shortly.

7. POLICY DOCUMENTS FOR REVIEW:-

Clerke had circulated a document showing the key items needing to be reviewed on the Standing Orders and Financial Regulations both based on the NALC model. It was discussed and agreed by going through the key highlighted items in turn, to insert the additions, with this updated made it was unanimously agreed to approve and adopt the two documents, resolution passed.

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

The Clerk had also shared drafted internal audit control documents and financial risk assessment for consideration, it was agreed that Councillors would like more time to consider the documents so these to come as a future agenda item. The asset register would be the next item to be collated for the March meeting, so to be a future agenda item as well then.

8. VILLAGE MATTERS:-

Open Spaces – it was discussed and noted that the signage for users follow up with CBC was ongoing as is the community awareness regarding access letter being sent, though noted there is a piece to go in the next newsletter which Cllr. Eldson continues to be working on.

Cllr Tuit is due to attend a site meeting with CBC Officer to look at the Dog Control Order signs in the village shortly it was noted.

Village Amenities – there were no items outstanding.

Play Equipment Inspection – there were no items outstanding.

Grass cutting – workings on the outstanding invoices had been followed up, Louw Landscaping cut every three weeks it can not be adjusted to two or four weekly intervals. It was felt it would be helpful to have follow discussions with local contractors who potentially could assist with a possible quotation for the work.

Newsletter – this had been covered.

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.

9. FINANCE MATTERS:- Latest transaction report provided to all Councillors as of 2nd January 2024 including copy of the Council bank balances known to date across the Metro Bank accounts.

a) Banking access and arrangements

Cllrs. Tuitt and Moss had visited Metro bank to arrange payments listed at last meeting and directed all correspondence to a new address. Clerk detailed that to date no correspondence has been received from Metro Bank.

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.

Grass cutting local authority payment had been requested to go to Metro Bank current account, Clerk had chased, Officer is processing payments currently so expected any time to be received, this to be monitored.

b) Payments for approval

Cllr. Tuitt declared an interest in reimbursement of poppies purchased to mark remembrance, it was unanimously agreed by those with voting rights to ratify the payment of £40.00 to reimburse these expenses.

Marcus Louw invoices were discussed with a comprehensive breakdown of the account payments made to date detailed to Councillors. It was unanimously agreed to send payment of £6336.00 which included VAT as a final payment to settle the account for all work undertaken to the end of the 2023 grass cutting season, resolution passed.

Payments expected for the March Parish Council meeting:

Village Hall hire of hall for meetings – figure not known still awaiting invoice

Backlight Ltd administration support December to January £535.76 plus VAT invoice to be circulated.

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

Npower street lighting energy January £57.24 – it was noted the Clerk had now got online access to the invoices and had emailed Npower to ask about why the prices keep increasing, it has been confirmed the tariff is an out of contract price as due to the level of usage there is no fixed tariff level available. Clerk to follow up to see if best value can be sources for the electricity costs.

Remaining Outstanding payment items:

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. Approximate calculations had been made and shared with Councillors being built into the budget consideration for 2024/25. The Clerk would need to follow up and liaise with HMRC regarding the best way to resolve the outstanding PAYE submissions and payments.

Information Commissioner Officer membership registration £35.00 direct debit to be set up with agreement this to be linked with the Metro Bank account, mandate completed

It was noted that Kim Severs internal audit invoice still awaited so figure not known at present.

c) Quotations for consideration –

Tree survey works – quotations received from Bartlett Tree Services and Firwood, had been circulated to all Councillors, noted the budget allocation was £2000 in the most recent budget considerations. The Council unanimously agreed to award the work to Firwood, with the cost being £2,250.00 to undertake all the identified tree survey work, which was considerably lower than the other quote received, resolution passed. Cllr. Tuitt to action the work being carried out promptly.

Grass cutting - Clerk had sought quote from Louw's Landscaping for the 2024 grass cutting season and to understand the specification standards. The quote for 2024 season would be to continue the current schedule with a cut every three weeks on a Saturday at a cost of £450 for the field and £260 for the roadside verges. The specification being to cut all roadside verges including the bigger grass areas at the end of the roads and to cut play area and foot ball field grass while keeping edges and tree bases clean of long grass and any other pole coming from the grass

Clerk had sought quote from Advanced Turf Machinery for the 2024 grass cutting season and to understand the specification standards, these were shared with Councillors for the Badgers Meadow cutting.

Councillors expressed they would like to seek quotes for the work to ensure best value if possible ahead of the commencement of the new season so all to make contact with suitable contacts to see if a quote could be obtained for the next meeting.

9. MINUTES OF THE LAST MEETING:-

Draft minutes from 10th January 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.

TO CONSIDER MATTERS ARISING: -

Clerk had access to Parish Council website now and had made some initial updates. Follow up contact had been made with Jed Gibson who is able to support leading a training session to give an overview of how to use the site, Hulcote and Salford Parish Council are happy to host this session. Councillors were supportive of joining a joint training session to look at the capabilities of the Parish Council website, Clerk to accept offer.

No change on Register of Interest forms Cllr Tuitt and Wright recently completed but not showing online yet. Cllr Elsdon form not online, even though completed. Clerk had checked again early February and the three are not showing online. 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.

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.

Ward Councillor Grant 21/22 Defibrillator money released and with the Parish Council received totalling £939.82.

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.

The £219.07 allocation go towards the Village Hall fencing project, had been followed up, Parish Council pro forma invoice had been raised and sent to CBC, payment now received.

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.

Update on debt owed of £240.80 to BPO Pay relating to a HMRC outstanding payment the Clerk had followed up, they have advised written communication be made with HMRC and confirmed this debt would be returned to the client (HMRC). HMRC contact to notify them of the contact detail change plus gaining online access has been instigated. Ongoing.

Station Road Streetworks order notice was discussed, it was confirmed that this had been shared with local business representatives to ensure the nearby organisations were aware by Cllr. Tuitt and Cllr Newbury.

07.02.24

10. CORRESPONDENCE RECEIVED:-

Workplace Health Bulletin: January 2023

CBC Remittance Advice note from 09.01.2024 - Section 106 monies have been sent

Brogborough Parish Council grass cutting contribution 23/24 bank details change communication to CBC

Thanks for having your say on Central Bedfordshire Council's Planning Obligations SPD

M1 junction 10 to 13 - Traffic Management update – circulated

CBC Salt and grit bin communications – actioned

Bartlett Treet Services communications regarding 2021 survey and request for prices

Parish Council website communications with JG and Wix

Request to display flyer in Brogborough advertising upcoming surgeries for local MP – responded to, copied DT in

Bartlett Tree Services quotation communications - circulated

Firwood quotations information - circulated

Unitary Councillor SB communications regarding highways incident 16/01/2024 – responded to

Louws Landscaping invoice communications – agenda item

CBC Farm Business Resilience Event 2024 – circulated

CBC Coffee lovers, we're brewing something for you – circulated

CBC Reminder - Local Plan workshops – circulated, can someone attend?

CBC Town and Parish Council February bulletin - circulated

Download your first invoice on Dashboard now Npower communications – 1st December 2021 out of contract rate since moving over sought quote for options with Npower to be fixed and made contact with a utility consultant contact

Unitary Councillor SC apologies for the meeting – responded to

CBC Reminder - Local Plan Town and Parish Council workshops – circulated, Cllrs Tuitt and Wright to attend

CBC Recreational Open Space Strategy - initial Assessment Report – circulated

BATPC Training Opportunity - Planning Nuts and Bolts 28th March, 7pm – circulated

Planning application Land to the south east of Prologis Park, Marston Gate, Ridgmont

CB/22/02213/OUT – circulated

Request for Speed Reduction and Traffic Survey in Brogborough communications following recent fatality, discussion on the communications with the local authority to request for a review of the road where the incident occurred. Communications shared so all up to date on the response received and support being sought from the Unitary Councillors to enable speed calming to be taken forwards. Clerk to provide information on speed indicator device units and possible funding sources.

11. PARISH CLERK VACANCY:-

No update to report.

12. DATE OF NEXT MEETING: - Wednesday 6th March 2024 at 7.30pm, meeting closed 9.45pm.

Signed

Dated