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Minutes of **BROGBOROUGH PARISH COUNCIL** held on **Wednesday 4th October 2023** at 7.30pm at the Village Hall, Ridgeway Road, Brogborough.

PRESENT:- Parish Councillors, Denise Tuitt (Chair), Alison Moss, Tom Elsdon, Unitary Councillor Sue Clark, Saverio Bongo, 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 Parish Councillor Neil Wright, Jeannette Newbery and Unitary Councillor Robert Morris.

2. MEMBER OF THE PUBLIC PRESENTATION ON IDEAS FOR A COMMUNITY CHOIR GROUP:-

Unfortunately the guest was unwell and unable to attend.

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

The Chair adjourned the meeting

4. OPEN FORUM:-

No public statements received.

The Chair reconvened the meeting

5. MINUTES OF THE LAST MEETING:-

Draft minutes from 14th September had been shared with all Councillors, it was unanimously agreed to approve the 14th September meeting minutes as a true and accurate record, unanimously agreed, resolution passed. Chair to sign.

6. TO CONSIDER MATTERS ARISING: -

16th August minutes and 14th September meeting minutes signed by Chair.

Cllr. Elsdon gave update on accessing the Parish Council website through Jed Gibson from Milton Bryan to see how best to upload latest Council documents to the site, no reply given following an enquiry from Cllr. Elsdon, however, it was noted that Parish Council meeting minutes have been placed on the website. Cllr. Tuitt to follow up with LL that email contact details correct.

Grass cuts had been continued to be carried out every three weeks.

The Clerk had circulated to all Councillors the Acceptance of Office declaration form for signing and the link to the Register of Interest online form for completion as well had also been shared with all. Follow up to be actioned by the Clerk to ensure completion of items from Councillors, with Cllrs. Newbery and Wright Acceptance forms to be received. It was noted Cllr. Newbury and Elsdon had completed online Register of Office forms.

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. However the vegetation clearance along the the alleyway by 1 Hill Crescent with overgrown vegetation, had been reported to the appropriate organisation, Cllr Tuitt would look at this area as well with the local authority Officer. The Clerk had shared a possible letter that could be sent from the Parish Council raising awareness of the issue.

The request for a resident who would like to create a community choir group for Christmas, have an October agenda item had been actioned. .

Cllr. Moss had liaised with the contractor to arrange for another cut of Badgers Meadow had been completed with the area to be strimmed as well.

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The Parish Council agreed response to the Ridgmont Lower School consultation confirmed to be sent to local authority, Clerk to action.

CBC We're reviewing restrictions on dogs control orders and alcohol in public areas, Clerk asked to explore what is in place for the parish currently, feedback received, shared and an agenda item. It was asked that Clerk to clarify if it is dog exclusion order or dogs under control and seek further information on suitable signage for this order along side costing with the local authority.

Cllr Tuitt attended the Outdoor Space and Community Hall session led by the local authority.

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.

Clerk had followed up (28th September) when the autumn time Chair training courses being run by BATPC were planned for, awaiting response.

VAT reclaim as detailed at September meeting some helpful information received from HMRC, Clerk to work towards collation of a VAT reclaim once in receipt of the finance files, this is on hold as no access to finance files currently.

Michael Advance Turf from Woburn Sands for the Badgers Meadow cutting invoice expected for the footpaths and a general cut, invoice expected to Clerk shortly.

7. UNITARY WARD COUNCILLOR REPORTS: -

Cllr Clark reported additional material has been submitted regarding the Prologis site with until the end of the October for public comments. Solar panels in the roof, rights of way matters, parking for horse boxes, biodiversity net gain as well as additional viewpoint items included. Previous objections still stand and encouragement given to only focus on the new material, with Ridgmont Parish Council having a hard copy of the planning documents.

Ridgmont Lower School consultation on the future of the school was detailed, with further work taking place on the business case, with local representation on the matter made at the local authority Full Council and Overview and Scrutiny Committee as well.

There was a discussion on the Marston Valley Stakeholders Group meeting that had taken place on 2nd October with Cll. Moss in attendance as well on behalf of the Parish Council. It was good to have the meeting back up and running it was noted.

Reminder of the East West Rail Local Representatives Stakeholder Group next meeting taking place shortly if the Parish Council wish to be involved.

It was raised that at 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. Councillors believed the removal happened early to mid September, Cllr Clark to follow up with contact at National Highways.

Cllr Bongo detailed two new sub-committees, one for Special Educational Needs to give higher profile to this area, and a new scrutiny panel for the new Police Crime Commissioner to enable the local authority area to hold the PCC to account.

Laura Woodhead it was noted is the person to direct Craig Siddle items to at the local authority to assist the Clerk with moving some highways related matters forward.

Parking issues in front of a dropped kurb village matter outlined, there has been a parking fine issued on the vehicle it was noted. The local authority are managing this matter, Cllr Bongo to share the communication trail with the Parish Council offering support where needed. It was noted

a H bar installation can be placed along a dropped kurb, options around local police and local authority support were outlined.

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8. PARISH COUNCILLOR VACANCY:-

The Parish Council have the ability to co-opt it was noted.

9. CORRESPONDENCE RECEIVED:-

CBC Uncontested Parish Election Charges breakdown communication
Contractor communications regarding outstanding payments – Chair responded to
Contractor communications regarding outstanding payments – Clerk responded to
Councils - Connect your community to the Slow Ways national walking network
Beds RCC News - September 2023
CBC Leisure Parish Schedule for Brogborough received
Mazaars external auditors communication regarding AGAR
Gallaghers insurance communications
Zurich insurance communications
CBC Register of Interest Councillor link – shared to all
BATPC Communications, Data and Compliance Training Programme - Update – forwarded
BATPC Update - Consultations on Local Plans and Model Financial Procedure Rules, Biodiversity
Duty and County Committee Elections & AGM reminder - circulated
Crime Statistics - Interim - September 2023 - circulated
Central Bedfordshire Council Salt Bag Scheme - circulated
CBC Remembrance Day & Parade Events – circulated
CBC Highways Act 1980 - S.26, S118 and S119 - Proposed Diversions, Creations and
Extinguishments of Public Rights of Way which form a part of the restoration of the former
Brogborough Landfill Site in the parishes of Liddington, Marston Moreteyne – circulated
CBC Topic Session Reminder - Sustainability - 04/10/23 – circulated
Working together in Mid Beds from day one communication – forwarded
CBC We're reviewing restrictions on dogs control orders and alcohol in public areas – clarity
sought and shared with Councillors
NW apologies for absence for October Parish Council meeting – responded to
CBC Town and Parish Council October 2023 bulletin
CBC communication regarding rear of Highfield Crescent lamp – responded to and sought Andy
Muskett advice, Councillors reviewed and would visit the light
Stakeholder Group meeting date. 2nd October Forest Centre, 7pm communications – forwarded
RM apologies for absence to October Parish Council meeting – responded to
Ward Cllr Grant 21/22 - Brogborough Defibrillator – Cllr. Elsdon to share copy of the invoice with
the Clerk so grant money can be claimed.
Interim Parish Council support communication – update given
Planning application 3 Hill Crescent, Brogborough, Bedford, MK43 0YB CB/23/03197/FULL

10. FINANCE MATTERS:-

a) External audit submission – the Clerk had submitted the completed limited assurance Annual Return as reviewed by the Parish Council at the last meeting. It was noted the external auditors only required Page 3 of the document to be returned, so Section 1 and 2 reviewed at the last meeting were not needed. The auditors had confirmed there is no fee for the external audit service this year as it is a limited assurance and there would be no further communication or reports issued. The next communication would be in March 2024 in readiness for the next return. It was also confirmed there was no requirement for an electors rights period to be commenced.

b) Bank access authorisation - Metrobank access to the Parish Council accounts, had continued to be pursued further with multiple visits to the bank with current and previous Parish Councillors

present to try and establish access to the bank accounts. The Parish Council again unanimously agreed it would be prudent to increase the number of Parish Council signatories for the banking so

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that there are two signatories from a larger number of Councillors in case due to unfortunate circumstances a signatory is unavailable at a meeting, resolution passed. With it again being unanimously agreed to appoint Jeanette Newbury, Denise Tuitt, Alison Moss, as signatories to be added to the Parish Council bank account with the authorisation mandate to remain two signatories for any transaction, resolution passed.

Unfortunately no mandate form had to date been provided by the bank to enable this important document to be completed. Work had continued on how best to view the bank accounts and associated transactions, via online access or paper copies of statements whilst liaising with Metrobank, however, there had been no way still to access any of the accounts.

It was noted that Andy Muskett Ltd still has a number of invoices remain outstanding due to the inability to access the Parish Council funds, along with a number of Marcus Lous Landscaping invoices also remaining outstanding and overdue now increasing to sizable amounts.

It was unanimously agreed for the Clerk to collate a letter on Parish Council headed paper setting out the banking arrangements as formally approved by the Parish Council at this meeting with the letter directing the current signatories to allow the wishes of the Parish Council as a corporate body to be made to the bank, resolution passed.

c) Payments for authorisation - Invoices received since the last meeting included:

Andy Muskett Ltd street lighting maintenance July to September 2023 £57.60

Invoices it is understood have been paid, without formally approval or in keeping with the dual authorisation mandate of the Parish Council :

Central Bedfordshire Council election recharges £111.78

BATPC membership renewal £97.00

Lous Grass cutting £216.00

PAYE April to September cost – figure not confirmed

The Parish Council were unable to authorise these payments as they had not been processed in accordance with the dual authorisation mandate of the Parish Council.

Invoices that remain outstanding:

Andy Muskett Ltd street lighting maintenance October to December 2022 £57.60

Andy Muskett Ltd street lighting maintenance January to March 2023 £57.60

Andy Muskett Ltd street lighting maintenance April to June 2023 £57.60

Marcus Louw invoices received and outstanding

Kim Severs internal audit £ - awaiting invoice

Presently the Parish Council are unable to settle the above invoices unfortunately.

d) Insurance renewal - Clerk had followed up with Gallaghers on the latest status of the insurance renewal which it was noted had been confirmed the policy had lapsed in June 2023. Work had taken place to promptly get a quote to enable a policy to be secured as soon as possible, with Hiscox requiring further clarity on the previous claim involving a tree and subsidence. Answers had been answered as fully as possible with the information to hand. It was unanimously agreed to secure an insurance policy with those present authorising expenditure and payment of up to £1,500 to Gallaghers to ensure insurance coverage is in place, resolution passed. Clerk to continue liaising and keep Councillors updated on this important item.

e) Remembrance consideration

The Clerk had shared some information ahead of the meeting on possible decorations and display items. The Council discussed, it was unanimously agreed that £30 be spent on large red poppies for the lampposts at the entrances to the village to mark this occasion, resolution passed. Clerk to arrange.

11. PLANNING MATTERS:-

a) CB/23/02038/OUT Residential Development of up to 120 dwellings (use class C3) and up to 118sqm of community use/café/shop floorspace (use class Class E/F2). Outline Planning

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Application with all matters reserved except for means of access from Bedford Road (not internal roads) at Land off Bedford Road, Brogborough, MK43 0XY – drafted response shared following the previous meeting, Clerk to submit initial comments with Cllr. Newbery to review in more detail then further comments to be added if felt appropriate.

b) CB/22/02213/OUT Erection of up to 68,000 sqm storage and distribution facilities at Land to the south east of Prologis Park, Marston Gate, Ridgmont – the Clerk had shared some supporting information in advance of the meeting with Councillors, it was noted the key items that have changed slightly with the net biodiversity gain to be located off site at Eversholt. Ridgmont Parish Council have met and decided to fund a planning consultant to review the latest documents on the site to ensure the key items are picked out. The planting remains off site disappointingly, the permissive path is along the A507, the horse box parking has not changed from the previous information with landscaping being a review point that Ridgmont Parish Council are looking at. Despite the Inspector comments that the height of the warehouses have not changed with the topography of the land and the plateau levels remain a concern. A templated letter will be shared by Ridgmont Parish Council with encouragement as always for everyone to please complete.

Clerk to share information on Bedford Borough Local Plan hearings on the Junction 13 discussions that Central Bedfordshire Council and National Highways have raised great concern on the lack of highways infrastructure with the Unitary Councillors and Ridgmont Parish Council.

Ridgmont Parish Council will also be doing a leaflet with the Prologis and school information on, offering to take responses and a survey is also being shared with more responses welcome from Brogborough.

It was agreed for the Parish Council to review the Ridgmont Parish Council drafted response to then enable the Parish Council to form a response for submission.

c) Highways Act 1980 - S.26, S118 and S119 - Proposed Diversions, Creations and Extinguishments of Public Rights of Way which form a part of the restoration of the former Brogborough Landfill Site - the Clerk had shared some supporting information in advance of the meeting with Councillors, it was pleasing to see the paths are looking to be adopted by the local authority. Cllr. Wright to look in more detail before a response is submitted by the Parish Council.

d) Section 106 funding access communication with local authority and local authority leisure strategy - the Clerk had followed up from the last meeting regarding some monies potentially being available seeking clarity on the uncommitted items within the Brogborough section, including monies relating to CB/18/04119/FULL and understanding better whether the £8,503.63 could be used for a community asset fence project, awaiting Officer feedback.

CBC Leisure Parish Schedule for Brogborough received, Councillors to review.

e) Marston Valley Stakeholder Group meeting feedback – Cllr. Moss had attended, outlining request for changed information to be made clearer to local consultees, discussions had also centered around viability of the site along with the challenge with the community infrastructure levy arrangements. The next meeting is likely to be in the New Year with there needing to be more meaningful revised highways modelling data to review which the site agent has not submitted to the local authority yet.

f) Planning applications received after the publication of the agenda - CB/23/03197/FULL Demolition of existing covered timber walkway. Retrospective approval for the existing single storey rear extension. Erection of first floor rear extensions and double storey side extension at 3 Hill Crescent – Councillors to review for the next meeting so future agenda item, Clerk to arrange.

12. DATE OF NEXT MEETING: - Wednesday 1st November 2023 at 7.30pm, meeting closed 9.20pm.

Signed

Dated