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Minutes of **BROGBOROUGH PARISH COUNCIL** held on **Thursday 14th September 2023** at 7.30pm at the Village Hall, Ridgeway Road, Brogborough.

PRESENT:- Parish Councillors, Neil Wright, Jeanette Newbury, Denise Tuitt (Chair), Alison Moss, Tom Elsdon, Unitary Councillor Robert Morris, the Clerk Lizzie Barnicoat, and three members of the public.

1. WELCOME BY CHAIR AND APOLOGIES FOR ABSENCE TO BE RECEIVED:- Parish Council Chair welcomed all to the meeting including interim Clerk supporting the Council, there had been apologies for absence received from Unitary Councillor Sue Clark.

2. DECLARATION OF PERSONAL AND PREJUDICIAL INTEREST TO BE DECLARED:- Clerk to circulate the Acceptance of Office declaration form to all Councillors for signing and the link to the Register of Interest online form for completion as well. There were declarations of interest received for the meeting.

The Chair adjourned the meeting

3. OPEN FORUM:-

It was raised that the alleyway along the rear of the shops remains overgrown, this issue has been raised with the local authority Rights of Way Officer who has fed back it is not a public right of way or a permissive path, the area is private. The vegetation is causing concern, Cllr. Tuitt to follow up and see if the path can be registered as an established right of way.

The alleyway by 2 Hill Crescent also has overgrown vegetation with this to be reported to the appropriate organisation, Cllr Tuitt would look at this area as well with the local authority Officer with consideration of the Parish Council sending a letter raising awareness of the issue.

Contact received from a resident who would like to create a community choir group for Christmas, they were welcomed to the next meeting.

Concern was raised with a property along Ridgeway Road where there was construction in the garden, the local authority had been notified it was noted.

It was detailed that Badgers Meadow requires another cut, Cllr. Moss to liaise with the contractor and the area to be strimmed as well.

The Chair reconvened the meeting

4. PRESENTATION REGARDING RIDGMONT LOWER SCHOOL:-

Information was shared detailing that the school currently now has just four children on roll, with the local community doing a range of things to support keeping the village school open. Pupil numbers have dwindled sadly since 2018, it is wished to see the school thrive again, with members of the public seeking the current local authority consultation period to be extended to enable increased awareness to be followed up by the Ridgmont residents who wish the school to remain open as a valuable local asset. Views can be shared with Central Bedfordshire Council online, this was encouraged along with information that has been shared to every household locally including a survey also shared with Brogborough households. Business plans are being looked at, ideas are welcome as well as responses to the consultation ahead of the mid November deadline. It was agreed to help aid awareness by posting on the village activities page with Cllr. Elsdon offering assistance with this.

The Parish Council agreed to respond to the consultation wishing to highlight the importance of Ridgmont Lower School not just as a valuable local community asset which is naturally important to all the young children in the village in regards to their education, but also to their families who will find this school more accessible than a school further afield. Parental choice is important, alongside sustainability, therefore having access to a setting that is the closest geographically is

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vital to a rural community such as Brogborough which has such limited local facilities. The school is a focal point for the surrounding village communities which should not be lost, it is an important part of village life historically and the Parish Council feel with a dynamic and positive approach going forwards Ridgmont Lower School will be back thriving once again. Clerk to submit.

5. MINUTES OF THE LAST MEETING:-

Draft minutes from 16th August had been shared with all Councillors, Cllr. Elsdon was thanked for collating. Some amendments were considered, it was unanimously agreed to take the presented 16th August meeting minutes as a true and accurate record, unanimously agreed, resolution passed. Chair to sign.

6. TO CONSIDER MATTERS ARISING: -

Information was shared including contact details for Jed Gibson from Milton Bryan who would be able to assist with access to the Parish Council website, Cllr. Elsdon offered to make contact and to see how best to upload latest Council documents to the site.

Metrobank access to the Parish Council accounts, had continued to be pursued. In light of the challenges with this, the Parish Council unanimously agreed it would be prudent to increase the number of Parish Council signatories for the banking so that there are two signatories from a larger number of Councillors in case due to unfortunate circumstances a signatory is unavailable at a meeting. It was 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. A mandate form to be completed to reflect this resolution. Work to continue on how best to view the bank accounts and associated transactions, via online access or paper copies of statements whilst liaising with Metrobank.

It was noted that Andy Muskett Ltd invoices remain outstanding due to the inability to access the Parish Council funds and Marcus Louw Landscaping invoices also remain outstanding and overdue. It was agreed to continue with grass cuts to be carried out every three weeks until further notice, with some issues regarding the football pitch issues at the play area being fed back.

7. UNITARY WARD COUNCILLOR REPORTS: -

Cllr Morris offered support with local village items as required, with it being noted the Prologis application has been updated with a number of local parishes monitoring the local authority online planning portal to understand the proposed changes and to view the latest documents being consulted on. This would continue to be monitored with a further discussion in more detail expected at the next meeting.

8. CORRESPONDENCE RECEIVED:-

Crime Stats - Interim - July 2023

CBC Registration of Defibrillators information

CBC Improving accessibility with a new Changing Places Toilet for The Forest of Marston Vale Trust's Forest Centre information

CBC Precept refresher sessions - expression of interest

The Third Annual Social Housing Conference

CBC Topic Session - Playing Pitch Strategy - Wednesday 26th July, 6-7pm via Teams

CBC Streetworks Upcoming Events

CBC Topic Session follow up - Planning Obligations - circulated

CBC What's on this summer across Central Bedfordshire?

CBC Cranfield Ward - Road Closure Distribution List – responded to, to confirm these are relevant to be received

CBC New NHS specialist gambling service for East of England

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CBC New Neighbourhood Planning Officer communication – forwarded
CBC Hybrid Topic Session - Precepts - 7th September 2023
Re: outdoor development of play and sports areas with Nomow promotional email
CBC D Day 80 Anniversary Guide – Clerk was asked to explore potential items relating to remembrance for the village
CBC Uncontested Parish Election Charges breakdown – Clerk has requested copy of invoice and details
CBC Register of Electors extract
National Highways Roadworks update: A1 Biggleswade to Sandy
CBC Electoral Register form for completion –
Fwd: Over 250 highways improvement schemes are planned for Central Bedfordshire this year communication from Cllr Bongo –
CBC Festival for Older People 2023
PCC ANNUAL PARISH COUNCIL MEETING 11th OCTOBER 2023 INVITATION TO ATTEND – circulated
Healthy Workplace Bulletin: August 2023
CBC Adoption of the Parking Standards for New Developments SPD, Housing Policy Technical Guidance SPD and Design Guide SPD - circulated
CBC CBC100824 - WAVENDON RD, SALFORD – circulated
CBC Where should the Council's priorities lie?
CBC Officer communication regarding PC interim support
Crime Stats - Interim - August 2023 - circulated
CBC Precepts Topic Session - 7th September, 6-7.30pm – Reminder – circulated, Cllrs. Tuitt and Wright attended feeding back on what an informative session it had been
CBC Playing Pitch Topic Session follow up - circulated
Marston Valley Stakeholder Group meeting date communication – circulated and agreed Parish Council would be represented
IMPORTANT! EWR PETITION STARC Aug 2023 Newsletter
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
CBC Topic Session - Outdoor Sport & Open Spaces and Community Hall Schedules - 20 September 6-7pm – circulated
CBC Town and Parish Council September 2023 bulletin – circulated
Upcoming consultation activity with Milton Keynes City Council – circulated
HMRC Vat clarity sought – response received – reference number has been confirmed along with the date of the last submission covering up till 31.03.2020.
CBC Officer communication regarding Interim Parish Council contact details
Ridgmont Lower School request to present to Parish Council -actioned
BATPC New On-Demand E-Learning Training Offer from BATPC - circulated
BATPC AGM 2023 - Venue and County Committee Elections
BATPC Updated Breakthrough Communications Training Programme
BATPC Short-Term Clerk Support required
BATPC Parkinsons Finance Training – Autumn/Winter - circulated
Agenda: RSL CLP Meeting 24th July; 6.00pm
Andy Muskett Ltd communications – outstanding invoices received – three enclosed for meeting

9. FINANCE MATTERS:-

a) **Interim Clerk support** - Draft contract had been shared with all Councillors, it was unanimously agreed 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

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recorded of work done as and when required in the short term, it was agreed for the document to be signed by both parties, Clerk and Chair to action.

b) Internal and External audit matters - Mazars had confirmed they are not currently in receipt of the Annual Return, they have been notified of the interim Parish Council contact change and understand the reason for the delay of the return. A partially completed Annual Return was reviewed by the Council, it was talked through on best to move forwards with the 22/23 submission. An internal audit report was shown on the Annual Return, awaiting copy of report in full and associated invoice it was noted.

In light of the levels of turnover the Parish Council would only require a limited assurance return to be submitted, this was explained and the supporting paperwork including Section 1 and Section 2 reviewed with each questions being talked through. It was unanimously agreed to approve the Annual Return with the Chair and Lizzie Barnicoat to sign, resolution passed. Clerk to submit and seek clarity on the electors rights period now accounts approved.

c) Payments for authorisation - Invoices received included:

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 2022 £57.60

Central Bedfordshire Council election recharges £111.78

Marcus Louw invoices received and outstanding

Kim Severs internal audit £ - awaiting invoice

Presently the Parish Council are unable to settle the above invoices unfortunately, it was agreed work to continue to see how access to the bank accounts could be gained. Clerk to follow up with Gallaghers on the latest status of the insurance renewal.

d) Councillor training and support - Clerk to follow up on when the autumn time Chair training courses being run by BATPC were planned for. Councillors had received a copy of the latest BATPC courses available.

e) VAT reclaim update – as detailed during correspondence some helpful information received from HMRC, Clerk to work towards collation of a VAT reclaim once in receipt of the finance files.

10. 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 Application with all matters reserved except for means of access from Bedford Road (not internal roads) at Land off Bedford Road, Brogborough, MK43 0XY – the Parish Council discussed the application noting that previously the Parish Council were wholly sympathetic to the location in its positioning and design with it being seen as bringing benefit to the village. The Parish Council would continue to look for improvements to the highways safety with a scheme that brings traffic calming at these entrances. There remains insufficient provision for such measures in the scheme proposed given the volume of speeds on the existing through road which this development will service. Therefore the additional capacity this development will bring on the local road network as well as the strategic road network given the proximity to Junction 13 means the Parish Council would like to see further highways safety measures built into this application. The Parish Council were also mindful of the Community Infrastructure Levy considerations that the local authority would be giving to this development and asked for an allocation to support enhancement and benefit to the existing village facilities such as the Village Hall, and enhancement to the Parish Council open spaces as well as the existing recreation and play provisions areas in the village.

b) Section 106 Funding Update – The Clerk shared some information from the local authority website on Section 106 monies relating to applications from within the parish. Background information was given by the Clerk on how allocated and unallocated items are managed, given the opportunities with some monies potentially being available it was agreed the Clerk to ask for clarity

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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.

c) c) Marston Valley Stakeholder Group update – Unitary Cllr. Clsrk had shared an updated communication on this meeting, with the next one scheduled for 2nd October, it was agreed that Cllr. Moss would attend and notify Cllr. Clark.

d) Planning applications received after the publication of the agenda – the recently received Prologis application as detailed earlier in the meeting would be monitored for when the documents are published online.

11. DATE OF NEXT MEETING: - Wednesday 4th October 2023 at 7.30pm, co-option to be a future agenda item, meeting closed 9.40pm.

Signed

Dated