

**MB**

**6.12.23**

Minutes of **BROGBOROUGH PARISH COUNCIL** held on **Wednesday 6<sup>th</sup> December 2023** at 7.30pm at the Village Hall, Ridgeway Road, Brogborough.

**PRESENT:-** Parish Councillors, Denise Tuitt (Chair), Alison Moss, Neil Wright, Jeannette Newbery, Unitary Councillor 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 by Cllr. Elsdon, these were accepted. Unitary Councillor Sue Clark and Robert Morris had sent apologies for absence as well.

**2. DECLARATION OF PERSONAL AND PREJUDICIAL INTEREST TO BE DECLARED:-** There were no new declarations of interest received for the meeting, but Cllr. Tuitt declared an interest in any discussions on the Village Hall fencing.

*The Chair adjourned the meeting*

**3. OPEN FORUM:-**

It was raised by a Parish Councillor that they had recently received a resident communication regarding Bedford Road parking issues, it was detailed that parking restrictions have been in place for some time with it being the local authority responsibility to enforce or amend any such parking restriction in this area as the local highways authority, this to be fed back to the resident.

*The Chair reconvened the meeting*

**4. PARISH COUNCILLOR VACANCY:-**

It was noted the Parish Council have the ability to co-opt. Poster to be done to attract new Councillors and publicity to be done to raise awareness, Clerk to collate a document.

**5. PLANNING AND DEVELOPMENT MATTERS:-**

a) Central Bedfordshire Council Planning Obligations Supplementary Planning Document (SPD) Consultation response to be received – copy of the consultation had been shared with Councillors, it was agreed for the Clerk to submit comments outlining: Brogborough Parish Council would like to see the terminology within the document to be more robust, to ensure developers are held to account when it comes to delivering important local infrastructure and improvements to a village.

The Parish Council also feel it is important that Parish Council engagement is made a standard part of Section 106 collation of an agreement process so there is direct input from a parish for Section 106s given it is a real chance to shape and bring positive improvements to an area. Clerk to action.

b) Other planning matters to include: Section 106 funding communication with local authority, local authority leisure strategy and planning applications received after the publication of the agenda – there had been no planning applications received after the publication of the agenda it was noted.

Section 106 funding access communication with local authority follow up done for Clerk to ask Officer for how to access suitable funding for the Village Hall fencing project to share the quotation and see how this can be supported. Officer had outlined that £219.07 is available to the parish for this project. *Cllr. Tuitt declared an interest in this item so took no part in the vote.* The Councillors with a right to vote agreed that the £219.07 allocation go towards the Village Hall fencing project, resolution passed, Clerk to follow up.

CBC Leisure Parish Schedule for Brogborough received, Councillors to review, and it was agreed this would be collated alongside the Recreational Open Space Strategy (ROSS) Survey which Cllr. Tuitt had kindly previously offered to complete.

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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 – Clerk had recirculated as requested and Cllr. Wright had looked at in more detail. Clerk had shared the more recent communication regarding the Order now being in place for these items. Councillors asked the Clerk to seek clarity on why multi user paths are preferred to separate paths for different users with the local authority Officer.

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 – granted – noted Parish Council were submitted.

#### 6. UNITARY WARD COUNCILLOR REPORTS: -

Community fund for community projects funding information had been shared by Cllr. Bongo.

#### 7. VILLAGE MATTERS TO INCLUDE UPDATE ON PORTFOLIOS:-

**Open Spaces** – Cllr. Moss reported that Badgers Meadow is very wet under foot at present, and a number of paths need new signs and posts as the routes around the Round House are not showing clear signage for users to follow, the Clerk to follow this up with the CBC Officer. There have been reports of hogging along with severe damage being caused with noticeable ruts as well on Badgers Meadow, which is frustrating as remedial repairs are likely to be needed. It was felt placing a visual deterrent in the newsletter to remind the community to take care, and highlight repairs will come at a cost would be a good way to raise awareness, alongside a letter to be reissued over the access rights in this area as properties do not have an automatic right to access so any damage caused would be the responsibility of the householder and for them to repair and not the Parish Council.

Tree roots in the pavement damage are also an issue currently, and the overhanging vegetation encroaching is something to raise awareness of as well as reminding residents of damage liability in the latest newsletter reminder. As the pavements are managed and owned by the local authority they do have the ability to carry out the work to remove any dangerous overhanging growth and potentially charge the property concerned.

**Village Amenities** – no update to report.

**Play Equipment Inspection** – Clerk reported that this had been requested from ROSPA and would enable a check to ensure the Village Hall items are within the items inspected.

**Grass cutting** – it was asked that the Clerk to seek quotes from Louw's Landscaping and Advanced Turf Machinery for the next grass cutting season and to understand the specification standards. Clerk to follow up.

**Newsletter** – Clerk had shared some items for the next edition.

**Footpaths** - there is parking on the verge of Hill Crescent, opposite number 4, picture to be shared and reported to the local authority as it is damaging the verge and services are shallow as well. Parking on verge reminder to be added to the newsletter to raise awareness with residents with inclusion that Central Bedfordshire Council Officers are active and carrying out parking enforcement visit within the village.

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.

Salt and grit bins reported to local authority for a refill and quote for new bins had been sent and awaiting quote feedback, the refill Officer had detailed had been actioned.

*Cllr. Bongo arrived at this point of the meeting, reporting on the local authority budget consultation with the consultation seeking views on the budget increasing, with resident views very*

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much welcome on this important matter. It was noted that there has been a freeze on recruitment at the authority and Cllr. Bongo is seeking establishing improved efficiencies within the Council services provided. Upskilling communications with free careers advice is also being made available by the local authority through government funding, it was agreed it would be helpful for this to be placed in the newsletter, Clerk to action. Pressreader.com website where you can get a number of journals online available as a library registered user also noted and to be placed in the newsletter, Clerk to action. Cllr. Bongo had attended the BRCC AGM where access to community transport in such a rural area had been raised.

**8. FINANCE MATTERS:-** Following receipt of the finance files up to 31<sup>st</sup> August 2023 the Councillors had received a full transaction report including reconciliation to that date, in light of continued bank access issues there was no further updated report available for Councillors it was noted.

### **a) Banking access and arrangements**

Further visits to Metro Bank had been carried out on multiple occasions by Cllrs. Moss, Newbery, Tuitt, with there being continuous challenges with adding and removing signatories as well as changing the correspondence address. The Clerk shared a Metro Bank dispute form for completion for Councillors to consider in light of how long the banking issue had been going on. Councillors discussed the Barclays bank account, the appointed individuals who have authorised access as a potential route to explore setting up a new bank account. It was unanimously agreed by all present to look at opening a new bank account with Barclays, that Councillors Moss, Newbery, Tuitt are signatories, with two out of three signing mandate and the correspondence address to be listed as the Parish Clerk to give the Council an increased chance of accessing own funds in light of the continued challenges with Metro Bank, resolution passed. Clerk to follow up.

### **b) Payments for approval**

Invoices received since the last meeting:

ROSPA play area inspection invoice £217.80

Backlight Ltd administration support August to November £825.36 plus VAT

Information Commissioner Officer membership registration £35.00 direct debit to be set up with agreement this to be linked with the Barclays bank account

Advanced Turf Machinery Ltd flail cut of Badgers Meadow £180.00

BATPC Chair training course £90.00

CPRE Planning workshop course £35.00 Cllr. Wright to be booked to attend 4<sup>th</sup> February session non member charge will be applicable

Gallaghers insurance renewal £1605.61

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

It was unanimously agreed to approve this items for payment, resolution passed.

It was noted the Village Hall would be due to send invoice for hall hire costs so to be factored, Cllr. Tuitt to follow up.

There had also been work done on collating a list of current outstanding invoices as part of the budget and precept initial work for 2024/25 with the Clerk contacting organisations to seek clarity on outstanding items and notify of contact changes. N Power contact details changed over, invoices from 1<sup>st</sup> September to end of November requested. ROSPA, Advanced Turf Machinery Ltd, Louw's Landscaping, Andy Muskett Ltd all contact details changed over.

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.

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Invoices it is understood have been paid, without formally approval or in keeping with the dual authorisation mandate of the Parish Council noted as having been carried out but no copies of corresponding bank statement to show the payment dates/amount:

Central Bedfordshire Council election recharges £111.78

BATPC membership renewal £97.00

Lous Grass cutting £216.00

PAYE April to September cost – figure not known

Outstanding payments that still need to be settled include:

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 – figure not known

Reimbursement of remembrance poppies Cllr. Tuitt

Kim Severs internal audit – figure not known awaiting invoice

### c) Initial budget and precept calculations for 2023/24

To assist with the draft budget collation Councillors asked for items for inclusion, grass cutting quotations, NALC salary increase, D Day celebration consideration as well tree survey work to be factored in at the next meeting.

### 9. MINUTES OF THE LAST MEETING:-

Draft minutes from 1<sup>st</sup> and 7<sup>th</sup> November 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 received contact details for Jed Gibson who had advised of the steps needed to be taken for changing administration access to the Parish Council website, Clerk was following this up.

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,

The garages at the back of Highfield Crescent, the second block of garages that has a path going to Proloogis the area is growing back again. Tree survey was carried out previously, the recommendations need to be reviewed with quotations to follow up. Clerk to arrange a site meeting with the potential contractor Bartlett Tree Services to look at the options going forwards.

CBC We're reviewing restrictions on dogs control orders and alcohol in public areas, Clerk had sought clarity on the areas relating to dog exclusion order or dogs under control and circulated copies of the local authority signage for this order. The local authority source and install the signs to ensure a consistent approach in the local area. Site meeting with Officer to be arranged by Clerk, this remains ongoing.

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.

Cllr. Tuitt had been booked on the autumn time Chair training courses being run by BATPC, it was two sessions not one, both sessions had been attended.

VAT reclaim, detailed at September meeting some helpful information received from HMRC. Clerk had been notified recently via telephone on 23<sup>rd</sup> October from HMRC that a recent claim

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had been unable to be processed due to no accompanying copy of bank statement to confirm new bank details. Clerk now in receipt of finance files to collate a VAT reclaim for 1<sup>st</sup> April 2020 onwards. This will be actioned.

Ward Councillor Grant 21/22 Defibrillator communications with local authority outlined, the local authority had confirmed retention of £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.

Support had continued with a village parking issue matter in front of a dropped kurb in the village, following the report at the last meeting it was confirmed the vehicle blocking the dropped kurb had now been moved.

Insurance renewal documents had been received and shared with all Councillors.

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.

Clerk had collated and shared articles for a newsletter to set out the interim Clerk contact details as well as updates on a range of items to include East West Rail.

### 10. CORRESPONDENCE RECEIVED:-

Gallaghers insurance documents received in full - circulated

Central Bedfordshire Council's Draft Planning Obligations Supplementary Planning Document (SPD) Consultation Notification (Database) – circulated

CBC Town and Parish Council December and January bulletin – circulated

CBC Topic Session follow up - Sustainability and Biodiversity – circulated

Healthy Workplace Bulletin: November 2023

CBC Brogborough Precept Request 2024/25 -(PLEASE ACKNOWLEDGE RECEIPT OF THIS EMAIL AND ATTACHMENTS) – responded to and forwarded

Playground/Recreation Area Quote - Tuesday 14th November – 39899 – promotional email

EWR Co Community Conversations November/December 2023 – circulated

CBC D-Day 80 - 6 June 2024 – circulated

King Ramps 2024 promotional information

CBC Education and all age skills strategy and implementation plan

Bedfordshire Police Priority Setting Meeting – circulated - Wednesday 10<sup>th</sup> January 2024

BATPC New Councillor Induction Sessions - Booking Now Open – circulated

CPRE Planning Workshop 2024 - circulated

EWR Co Central Bedfordshire Marston Vale Local Representatives Group – materials for meeting now available

Crime Stats - Interim - November 2023 - circulated

CPRE Star Count paused for 2024 and more news

Bedfordshire Police Safer Streets 5 - full details of approved projects

Central Bedfordshire Council: Local economy to get £2million boost from business support

BATPC Local Government Services Pay Agreement 2023 - New Payscales – circulated

New OPCC funding opportunities 2023/24 – Community Safety Fund - circulated

New OPCC funding opportunities 2023/24 – Cameras, Tickets and Collisions, Road Safety Fund – circulated

Important National Highways information – circulated

PCC Office communications Inspiring change, transforming lives, delivering safer communities - new Chrysalis Centre

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Fwd: Household Waste Recycling Centres (Tidy Tips) Proof of Residence communication – circulated  
 Beds and MK Waterway magazine  
 CBC Recreational Open Space Strategy (ROSS) Survey reminder  
 Gallagher Read our latest edition of Community Matters  
 Women's Health Forum - 7th December 2023  
 Apply now - UK Shared Prosperity Fund and Rural England Prosperity Fund Community Grants Scheme received from Cllr Bongo  
 CBC Planning acknowledgement of comments received  
 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 Lidlington, Marston Moreteyne – recirculated as agreed  
 CBC Enforcement - Brogborough - Parking Across Dropped Kerb communications  
 Your Council Insurance Quotation - Brogborough Parish Council [Ref: 19603635] – actioned  
 CPRE Bedfordshire November newsletter – circulated  
 CBC Topic Session follow up - Sustainability and Biodiversity – circulated  
 CBC CBC101313 - SALFORD RD, BROGBOROUGH/ HULCOTE – forwarded  
 BATPC GDPR toolkit communications  
 CBC Section 106 Brogborough clarity – forwarded  
 Salt and grit bin communications – actioned  
 BHIB Councils – now known as Clear Councils  
 OPCC Rural Crime Events December 2023  
 NORTH - Tuesday 12 December | 09:45 -13:00 hrs | Scald End Farm, Thurleigh, MK44 2DP  
 SOUTH - Thursday 14 December| 09:45 – 13:00 hrs | Luton Hoo, Luton, Beds, LU1 3TQ

*The meeting will then be held in closed session, with the exclusion of public and press from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 for the reason that matters appertaining to employment of staff are of a confidential nature*

**11. STAFFING MATTER:-**

The Council to arrange for an advert to be placed for the vacancy, BATPC had provided the Council with an updated model vacancy notice.

**12. DATE OF NEXT MEETING: - Wednesday 10<sup>th</sup> January 2024 at 7.30pm, meeting closed 9.15pm.**

Signed .....

Dated .....