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Minutes of **HULCOTE AND SALFORD PARISH COUNCIL** held on **Monday 22<sup>nd</sup> January 2024** at 7.30pm at the Mary Agate Hall, Wavendon Road, Salford.

**PRESENT:-** Parish Councillors, Keith Batten (Chair) Robert Harrison, Jacqueline Abbey, Paul Harris, Unitary Councillors Sue Clark, Robert Morris, Saverio Bongo, the Interim Clerk Lizzie Barnicoat, and one member 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 Sophie Hall, Mike Drew, Nick Waller, these were accepted and no apologies from Unitary Councillors as all present.

**2. DECLARATION OF PERSONAL AND PREJUDICIAL INTEREST TO BE DECLARED:-** Cllr Harris declared an interest in agenda item 9. b) in relation to the Village Hall Management Committee, there were no further declarations received for the meeting.

*The Chair adjourned the meeting*

**3. OPEN FORUM:-**

Resident updated that from item raised at the last meeting the road continues to collapse where the bridge is in Mill Lane, with cracking in the house foundation from this issue. Cllr Clark has visited the site, it was noted the local authority have been in contact with the resident to discuss the wall issue but the matter has now moved on from this it was felt. Cllr Clark had followed up the initial Parish Council communication with the local authority, noting that Officer feedback had included that the new track is likely to need planning permission. It was suggested that escalating the matter within the local authority will be the best way forward for all parties which Cllr. Clark offered support with.

*The Chair reconvened the meeting*

**4. MINUTES OF THE LAST MEETING:-**

The meeting minutes from 13<sup>th</sup> November had been circulated to all Councillors, it was unanimously agreed to approve the minutes as a true and accurate record, resolution passed. The minutes from the full Parish Council annual meetings held on 15th May, it was noted are outstanding.

**MATTERS ARISING: -**

Not had any update on the Hulcote Farm and Brook Farm bunds so this item remains ongoing and will be monitored.

Local authority liaison success Cllr Abbey continues to raise items, detailing helpful feedback from Jeremy Jones the Highways Inspector who has given assurance the broken road signs in Salford will be rectified in April which is the start of the new financial year as it is expected new signs will be required for the Salford, entry sign and for the Woburn, road direction sign. There has been a request that the drains be cleaned out by the Willowford Hotel to reduce flooding on the bend of Wavendon Road and there are plans in place in the new year, for a full resurface on Salford Road. Councillors thanked Cllr Abbey for her continued perseverance with these items.

The litter issue on the verges of Salford Road, raised at the September meeting, Interim Clerk was to seek clarity on the litter picking schedule to understand the frequency of the works from the local authority. Feedback had been received that that litter picking on this verge is on a three week programme of works, which Councillors would monitor.

The Interim Clerk was monitoring the publication of the forms on the local authority website as some appear not be showing, it was noted that currently Cllrs. Hall and Drew are not showing but the rest are displayed.

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Cllr. Batten update all on the reapplication to have The Swan listed as an asset of community value following it expiring on 5th September. The process has been changed so further evidence is required, therefore this work remains ongoing.

Backlight Ltd contract updated and signed by both parties.

Gallagher insurance renewal documents not received, these have been chased and now received electronically.

Interim Clerk had produced a full financial report including transaction and budget monitoring information for this meeting.

The charity to arrange the pro forma to be sent with the Parish Council as the point of contact, with resolution made by the Council unanimously that bench order to be placed and payment made for the bench going on the green using the local authority section 106 funding at a cost of £725.48, with the charity having agreed to pay the difference between the grant and the actual cost of the bench expected to be in the region of £1400-£1600. It was noted this remains ongoing.

Clerk had previously shared the document showing the related Section 106 planning items allocated in the parish for Councillors to review. There had been no feedback or questions to ask Officers, Councillors had been encouraged to feedback any items.

It was noted that in regards to the Marston Valley Stakeholder Group latest that the traffic modelling is still awaiting to be provided by the applicant to the local authority.

Marston Gate Prologis application response had been submitted by Clerk alongside a response to the Planning Obligations Supplementary Planning Document (SPD) Consultation.

Recreational Open Spaces document noted under correspondence, Cllr Harrison agreed to fill the document in for the village green, as it is the only open space in the parish, with it being agreed that reference should be made, feeding back that the parish would like more open space.

Salt bag scheme communications followed up from last meeting by Interim Clerk regarding the two salt storage locations in the parish, one at Rookery Farm in Hulcote with a bag delivery to be arranged and also one in Brittens Lane, Salford, were actioned. Interim Clerk to follow up and also to see if new containers are able to be supplied, had been actioned with Unitary Councillor Bongo copied in, still awaiting to know how much a new container costs.

New OPCC funding opportunities 2023/24 – Cameras, Tickets and Collisions, Road Safety Fund – circulated, Councillors were interested in this being pursued, to be explored by Interim Clerk with better understanding of process, associated financial information and clarity on the freedom of use, potential unit information from supplier Morelock to be shared with Councillors had been done. Consideration of a unit to be discussed during the 2024/25 budget agenda item.

Cllr Drew to attend a future BATPC training course it was noted.

Last meeting it was detailed there to be exploration work by Interim Clerk on a community action group, consideration of being led by Parish Council, having a centralised group to share the key information was discussed along with how this could work through having an opt in group for outward communications only. Monitoring of who has access to these groups, would be a practical way forwards, this remains outstanding and to be followed up.

### **5. UNITARY WARD COUNCILLOR REPORTS: -**

Cllr. Morris had no items to report.

Cllr. Clark reported on the Winterwoods promoter communications, it is an unallocated site not within the Local Plan it is noted with local Parish Council information provided on the site as well as the planning history and associated appeals discussed.

Cllr. Bongo reported on Winterwoods as well with Unitary Councillors thanked for their continued support with this matter and other local matters.

### **6. PLANNING:-**

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- a) **CB/23/03886/LB and CB/23/03885/FULL** development of outdoor netted cricket pitches at Hulcote Manor, Salford Road – Councillors had received local authority notice of application ahead of the meeting, it was noted the CB/23/03886/LB application had been withdrawn. The Parish Council discussed a response and wished to ask the Officer to be mindful that ridge and farrow on the site has been removed prior to any works commencing, changing the archaeology interest and nature of the site. By the Archaeological Officer at the local authority having no comment on the site it sets a precedent that this approach is allowable which is a concern to the Parish Council. Clerk to submit comments. It was also noted that the Clerk was following up communications on this site regarding another matter with the Planning Officer.
- b) Communication regarding site known as Winterwoods – Unitary Councillor Clark communication from the site promoter had been received and circulated to all Councillors regarding a future employment development on land between Salford Road and the M1, adjacent to Junction 13. Councillors would review the application when formally registered with the local authority and act accordingly on the matter it was noted.
- c) Neighbourhood Plan update – planting scheme communications have continued with the Marston Vale Forest Centre, landowners and site promoters, which is frustrating. Clerk to make enquiries with the Forest Centre around the Hill family tree planting scheme and key points of contact as the Parish Council would like a meeting face to face to talk through the next steps.
- d) Planning applications received after the publication of the agenda – none to be considered at time of writing.

### 7. **POLICY DOCUMENTS FOR REVIEW:-**

Circulation of NALC model employment contract, Standing Orders, Financial Regulations shared with all Councillors. They were discussed and it was agreed to insert updates to the three document with the Clerk to highlight the changes in a supporting summary to guide Councillors through the key items within the documents. It was asked that items such as engaging planning consultancy planning support be better understood by Councillors by how that could be progressed between meetings in light of the model documents. Clerk to work on and these documents would be a future agenda item it was noted.

NALC model employment contract was discussed, the Council are collating the job description it was noted.

At the next meeting the asset register, internal audit control documents and financial risk assessment would be future agenda items for consideration.

### 8. **FINANCE MATTERS:-**

#### a) **Banking access –**

At the last meeting the bank access discussion minuted was that the current authorization including Cllrs Harris and Butten as signatories for Barclays, it was noted that signing is two signatures, with it being unanimously agreed by those present to add a third Cllr Abbey as a third Parish Council signatory, resolution passed. Cllr. Butten updated that continues to try to contact the mandate team to make updates regarding the contact details for the account and adding Cllr. Abbey as a signatory as previously resolved.

#### b) **Payments for authorisation -**

Mary Agate Hall hire of hall January meeting awaiting invoice it was noted, so Cllr Harris had no interest to declare in the agenda item as no invoice presented.

The payment of the previous invoice of £160.00 still needs to be actioned, having been approved at the last meeting. There the items for consideration were:

Central Bedfordshire Council election recharges £53.92

Information Commissioner Office data protection license £35.00 direct debit mandate to be completed - Clerk to share bank details with Cllr. Butten to enable this payment to be processed.

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It was unanimously agreed by the Councillors, with resolution passed for these payments.

**c) Budget consideration and approval for 2024/25** – document reviewed looking at the forthcoming financial year being mindful of the commitments made and other works due to take place prior to the end of this current financial year. It was discussed and agreed to set the budget at £13,199 resolution passed. This had included NALC salary award confirmation that had been circulated to all Councillors. Councillors were also mindful of the launch of A428 Legacy Funding: Social Value and Community Funds plus the Parish Council and rural community grants information received relating to UK Shared Prosperity Fund and Rural England Prosperity Fund Community Grants Scheme which had been factored in when considering the budget.

**d) Precept consideration and approval for 2024/25** - the local authority supporting information had been shared with all Councillors ahead of the meeting. There was discussion and it was unanimously agreed to set the precept at £8,000.00, resolution passed. Clerk to submit precept request to the local authority.

**e) Website next steps** - Interim Clerk had shared a pdf version of the documents shared by Cllr. Drew at the last meeting with all Councillors to enable all Councillors to view the quotations information fully. It had been agreed in principle to accept Cllr Drew's recommendation based on the extensive benchmarking and review process involved during the tender collation. Councillors were invited and welcomed to feedback any further questions to Cllr Drew on the website quotations as soon as possible, to enable, as agreed that steps to be take to implement a new website with 2Commune. Following access to the current Wix hosted Parish Council website had now been received moving the website was on hold until there could be a better understanding of the Wix site capabilities. The Clerk had sought support and requested the possibility of a training session on utilizing the site with an individual, awaiting feedback.

## 9. CORRESPONDENCE RECEIVED:-

Gallaghers insurance communications regarding payment – followed up

CBC Town and Parish Council December and January bulletin – circulated

CBC Topic Session follow up - Sustainability and Biodiversity – circulated

Healthy Workplace Bulletin: November 2023

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

EWR Co Community Conversations November/December 2023

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 – did anyone attend to feedback?

BATPC New Councillor Induction Sessions - Booking Now Open – circulated

CPRE Planning Workshop 2024 – circulated – anyone wish to attend?

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

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PCC Office communications Inspiring change, transforming lives, delivering safer communities - new Chrysalis Centre  
Fwd: Household Waste Recycling Centres (Tidy Tips) Proof of Residence communication – circulated  
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 CBC101313 - SALFORD RD, BROGBOROUGH/ HULCOTE – forwarded, question followed up  
BATPC GDPR toolkit communications  
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  
Central Bedfordshire Council Salt Bag Scheme communications – actioned  
Workplace Health Bulletin: December 2023  
Launch of A428 Legacy Funding: Social Value and Community Funds – circulated  
CPRE Understanding Planning Workshop reminder  
Office of the Police and Crime Commissioner for Bedfordshire Newsletter - November 2023 – circulated  
Bedfordshire Police Call for public questions to leaders of Bedfordshire’s criminal justice system – circulated  
Bedfordshire PCC consults with residents about police precept for 2024/25  
New OPCC funding opportunities 2024/2025 – Community Safety Fund and Ministry of Justice Fund, not relevant to Parish Council services  
Final Update of 2023 - BATPC Affiliation Fees 2024/25, Civility and Respect Newsletter and Webinars, New Model Contract Published – circulated  
National Highways M1 junction 10 to junction 13 Dynamic Hard Shoulder enhancement scheme - Start of Works - circulated  
Unitary Councillor SC update on Marston Valley - Stakeholder Group – circulated  
Unitary Councillor SB CBC - Bedfordshire Employment and Skills Academy (BESA) material and website received  
CBC Have a say on how your Council Tax is spent - circulated  
Unitary Councillor SB Brogborough Parish Council - Open Letter to Residents from Universal Destinations and Experiences  
CBC The Safer Central Community Survey – circulated  
BRCC Merry Christmas  
National Highways M1 junction 10 to 13 - Traffic Management update – no planned closures  
Crime Stats - December 2023- circulated  
Councillor communication with highways maintenance items updating all  
Bedfordshire PCC Business Conference information – circulated  
CBC Officer communications regarding a planning matter  
Unitary Councillor SB communication regarding EV Charge Point Installations - Cranfield  
Unitary Councillor SC communication regarding land at Salford Road – circulated, agenda item  
BATPC New Communications and Data Compliance Training Programme, Jan-May 24 – circulated  
BATPC Finance Training Programme - Updated Jan - March 24 – circulated

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CBC Planning application Hulcote Manor, Salford Road, Hulcote, Milton Keynes, MK17 8BN CB/23/03885/FULL – circulated, agenda item

CBC Officer communications regarding adoption of new highway by Hulcote Mill, Mill Lane

Unitary Councillor SB clarity on next meeting date – responded

BATPC New Councillor Induction training: 13th December 2023 (7.30pm) Renhold Village Hall communications

CBC Environmental Service Request - Case Ref: EGE000747 communications – circulated

Planning decisions since last meeting – there are none to note

At this point of the meeting Unitary Councillor Bongo gave a summary of the Police Priority setting meeting held earlier this month, the Police contact details to be shared by Cllr. Bongo as the Police are seeking local information and feedback. There was a discussion on community safety camera potential benefits which could a future consideration by the Parish Council.

**10. PARISH CLERK VACANCY:-**

Already covered, advice has continued to be sought from BATPC on the recruitment process.

**11. DATE OF NEXT MEETING: - Monday 25<sup>th</sup> March 2024 at 7.00pm, meeting closed at 9.15pm**

Signed .....

Dated .....