

Minutes of **HULCOTE AND SALFORD PARISH COUNCIL** held on **Monday 25th March 2024** at 7.00pm at the Mary Agate Hall, Wavendon Road, Salford.

PRESENT:- Parish Councillors, Keith Butten (Chair) Robert Harrison, Mike Drew, Nick Waller, Jacqueline Abbey, Paul Harris, Unitary Councillors Sue Clark, Saverio Bongo, the Interim Clerk Lizzie Barnicoat, and two 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 Sophie Hall, these were accepted and apologies received from Unitary Councillor Robert Morris, 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 invoice payment, with Cllr. Drew declaring an interest in Neighbourhood Plan discussions as a potential stakeholder. There were no further declarations received for the meeting.

The Chair adjourned the meeting

3. OPEN FORUM:-

Ongoing issue with the Mill Lane bridge and road matter raised previously is being followed up it was noted and Cllr. Clark to give update during Ward Councillor report.

It was detailed that there has been some graffiti which has appeared along the new bridge over the A421, Cllr. Abbey has reported this to the local authority it was noted.

The Chair reconvened the meeting

4. MINUTES OF THE LAST MEETING:-

The meeting minutes from 22nd January had been circulated to all Councillors, it was unanimously agreed to approve the minutes as a true and accurate record, resolution passed. Cllr. Butten signed the minutes.

The minutes from the full Parish Council annual meetings held on 15th May 2023 , it was noted are outstanding but some information from Councillors present to be provided to the Clerk who would work on accordingly for the next meeting.

MATTERS ARISING: -

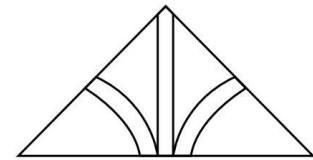
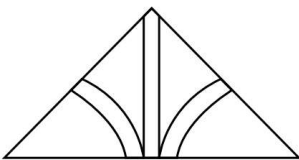
Noted, no update on the Hulcote Farm and Brook Farm bunds so this item remains ongoing and will be monitored.

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, this frustratingly remains the same. Advice sought from Unitary Councillors on how to enable the publication of the forms to be taken forwards, Clerk to raise with Officer Jonathan Partridge.

Cllr. Butten 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 now received electronically, and had been circulated to all Councillors. There was a discussion on having a central sharing point for Parish Council documents, which Councillors agreed would be a good way forwards for continuity. Cllr. Butten to arrange a Parish Council Dropbox account to be set up for multiple users access for document sharing purposes.



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. This remains ongoing.

Recreational Open Spaces document noted under correspondence previously, 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. There was a discussion on this in light of the draft assessment document shared by the local authority recently which Clerk had circulated, matter to be covered during agenda.

Salt bag scheme communications followed up from last meeting by Interim Clerk regarding the two salt storage locations in the parish, one at Rook Tree Farm in Hulcote with a bag delivery to be arranged and also one in Brittens Lane, Salford, were actioned. There was uncertainty at the meeting whether these deliveries had been done by the local authority. 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, asking again with Cllr. Bongo again copied in.

Cllr Drew to attend a future BATPC training course it was noted, another course to be booked, Clerk to forward latest training dates.

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 has started to be investigated and will be a future policy item consideration.

Cllr. Clark had offered support with escalating with the local authority following lack of response from Officer on dialogue needed to take forwards the issue of Mill Lane road continuing to collapse where the bridge is in Mill Lane, with cracking in the house foundation from this issue as well. Cllr. Clark has received a follow up, with a recent site visit undertaken by a senior local authority Officer, who understands the issues, with there being current communications and actions through the legal department that Cllr. Clark is being copied into.

CB/23/03885/FULL development of outdoor netted cricket pitches at Hulcote Manor, Salford Road – the Clerk had submitted response, sharing the feedback comments from the Archaeological Officer at the local authority having no comment on the application, with Parish Councillors. The Clerk had followed up communications on this site regarding another matter with the Planning Officer as noted at the last meeting. It was noted the new building is in use, so Clerk to follow up with local authority Officer.

Updated budget had been circulated to all Councillors and the precept request form submitted to the local authority.

Website access update given, 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, dates had been shared but had needed to be rearranged. It was noted that a training session would now need to be done at the Village Hall with Cllr. Butten to access the session remotely. Clerk to follow up arranging a date and if not possible to set up and alternative Wix support option might need to be sourced. It was noted that the Clerk had access now to the website and some changes had been able to be made, with Clerk to work on fuller review of the site content, to include, ensuring Cllr. Butten is showing as Chair, Cllr. Harris showing as Vice Chair.

Cllr. Abbey reported on the latest highways communications with the local authority, who are awaiting the start of the new financial year for the new signage that is expected to be replaced in the parish. Concerns were raised over the Brittens Lane damage to the highways verge, Cllr. Abbey was asked to follow up.

Cllr. Harris arrived at this point of the meeting

5. UNITARY WARD COUNCILLOR REPORTS: -

Cllr. Clark was asked to follow up to see if possible to have a meeting invite with Universal Studio representatives to enable two representatives from the Parish Council to attend a briefing about the project so that Councillors can input into the considerations at this stage.

Progolos consultation it was noted is currently live again with more recent documents provided as part of the application, Parish Council welcomed comments from Ridgmont Parish Council to help better understand the local concerns ahead of Hulcote and Salford Parish Council submitting comments to the more recent updated documents relating to the application. Local concerns remain in regards to the impact on the local highways network.

East West Rail update was discussed, with Cllr. Abbey in attendance at the recent stakeholder meeting, with only information given that a consultation in early June will be taking place it was noted.

Cllr. Bongo gave update on next steps regarding the local community work on trying to save Ridgmont Lower School from closure.

6. PLANNING:-

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 this application, which the Council had not been formally notified of, this had been followed up by the Chair promptly who received no response initially. The Clerk also followed up with Officer response being shared with all Councillors including Ward Councillors alongside a copy of the Officer decision notice. Councillors discussed the site, concerns remain with the precedent this site could bring for warehousing to this side of the M1 and A421, also as it is an unallocated site in the Local Plan strategy. It is expected a full application will follow on this site in the near future, with Councillors agreeing that having a door to door approach is something the Parish Council will follow up with. The highways consultant previously commissioned would also be revisited it was noted with an extraordinary meeting to take place if needed.

b) **CB/22/00548/MW** notification of appeal for Installation of solar PV park development and associated infrastructure at Brogborough Landfill Site, Woburn Road – the Council discussed this, alongside comments for submission to the appeal hearing. There is concern from the Parish Council there is no hiding of the solar units which are not disguised in the proposals so there will be both significant visual impact and landscaping views lost from the parish looking across by Hulcote Wood from the public rights of way network in particular which is a great concern for the Parish Council. Also the footpath that runs from the parish to Brogborough where there important local landscape view across the Marston Vale, these glimpsed views will worryingly also be lost. In addition to these landscape and environment impact concerns, the Parish Council also understand that neighbouring parishes have ecology concerns, such as impact on habitats, wildlife and local species that will be detrimentally impacted, Hulcote and Salford Parish Council share these concerns and would not wish to see the local wildlife population diminish as they are an important and vital asset to the Marston Vale.

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- c) **CB/24/00576/PADM** Prior Notification of proposed demolition - demolition of timber framed agricultural building/field shelter, area to be levelled and left open at Agricultural Building to the South of Myrtlands Farm, Broughton Road - the Council discussed this application, Cllr. Batten to draft a letter for the Clerk to send to the land owner and agent. The letter content it was agreed to then be used as the basis for the planning application response.
- d) **CB/24/00625/PAAR** Prior Approval - Agricultural proposed road: new access link from Britdens Lane to farm buildings at Myrtlands Farm, 9 Broughton Road - the Council discussed and agreed to highlight surprise with this area being put forward for this use, as it is an area that had been put forward in the emerging Neighbourhood Plan. The Parish Council felt it is important to make the Planning Officer aware that this piece of land was put forward in the emerging neighbourhood plan as per the agreement with the land owners, with it being an area that was to have community access and bring community benefit with ongoing work being done with the Forest of Marston Vale on establishing a tree planting scheme. The Parish Council feel that having a road/track through it will impact its viability as a village green and that the farm buildings referenced in the application already have a suitable access in situ.
- e) Neighbourhood Plan Update – it was detailed that Clerk had followed up and arranged a meeting with the Marston Vale Forest Centre to discuss the planting scheme communications, with the follow up actions from the meeting being communicated with the Parish Council wishing to engage with the landowners and site promoters. The Forest Centre have a number of whips allocated to the planting scheme it was noted. Clerk to follow up on any further update from Forest Centre contact. Following collation and letter being sent to the landowner and land agent in light of the two planning applications discussed, Councillors considered the benefits of a neighbourhood plan that may contain a small number of houses and no village benefits. Having a follow up dialogue with the local authority Officer who manages Neighbourhood Plans with specific questions being put to the Officer was felt a good way forwards, Clerk to make contact with the Officer, while Councillors to consider possible questions to ask.
- f) Planning applications received after the publication of the agenda – none to be considered.

7. POLICY DOCUMENTS FOR REVIEW:-

Circulation of NALC model employment contract, Standing Orders, Financial Regulations shared with all Councillors. They were discussed at the January meeting where it was agreed to insert updates to the three documents with the Clerk to highlight the changes in a supporting summary to guide Councillors through the key items within the documents. The Clerk had shared the Standing Orders and Financial Regulations with suggested changes highlighted and listed, it was unanimously agreed to approve the documents with the updates shared, resolution passed.

The model employment contract continues to be worked on, it was noted the Council had collated and circulated a job description.

It was noted by the Council in light of earlier discussion in the meeting that the Financial Regulations enables expenditure of budgeted items to be incurred so this would be applicable for planning consultancy support if needed by the Parish Council and being mindful of the procedures written into the document as well relating to emergency expenditure if required.

Ahead of this meeting internal audit control documents and financial risk assessment documents had been shared with all in advance for consideration. It was discussed and unanimously agreed to approve the documents, resolution passed.

Clerk to insert Parish Council logo to be included in the above policy documents before publishing on the website.

The Clerk had collated a draft asset register based on the parish Council current insurance policy document, Councillors fed back on the various items in the parish. Clerk to update the document for presentation to a future meeting.

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. It was noted that challenges are remaining with this item.

b) Payments for authorisation -

Mary Agate Hall hire of hall for previous meetings £160.00 - *Cllr Harris declared an interest so took no part in the vote*

Central Bedfordshire Council election recharges £53.92

Backlight Ltd administrative support £1390.08

It was unanimously agreed by the Councillors who had voting rights, with resolution passed for these payments.

Other payment matters noted, Cllr. Butten reimbursement of Wix hosting costs for website to be arranged. The Information Commissioner Office data protection license £35.00 direct debit mandate to be completed it was noted is on hold as unable to process this payment at present with the banking mandate challenges.

c) Quotations and funding considerations -

Clerk outlined the Speed Indicator Device quotation for a new device from Morelock, it would require the local authority to arrange a highways pole in the verge, it was noted though there is a pole in situ that could be utilised for this purpose but would need relocation. It was unanimously agreed to pursue an application with the Marston Vale Turbine fund to support with the purchase of device to improve highways safety in the village. Clerk to follow up, complete application, liaise with Unitary Councillor Morris, with a resolution that up to £550 is funded by the Parish Council and an application to the Ward Fund for a contribution also be made, Clerk to action.

d) Internal audit appointment – Clerk had received quotation from Julie Betts, Parish Clerk and internal auditor, it was unanimously agreed to accept the quote of £155.00 for the internal audit for 2023/24 accounts, to enable the Parish Council to have a review undertaken and to consider the feedback for going forwards, resolution passed, Clerk to arrange.

9. CORRESPONDENCE RECEIVED:-

Workplace Health Bulletin: February 2024

M1 junction 10 to 13 - Traffic Management update – circulated

CBC Salt and grit bin communications – quotation chased

Parish Council website communications with JG to arrange a training session – updates circulated to Councillors

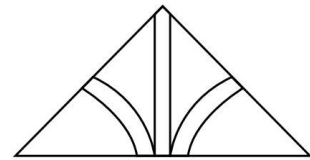
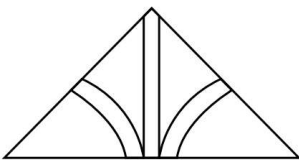
CBC Reminder - Local Plan Town and Parish Council workshops – circulated,

BATPC Buckingham Palace Garden Party Nominations – circulated

Office of the Police and Crime Commissioner for Bedfordshire Newsletter - January 2024- circulated

BATPC Update - Martyn's Law Consultation and Free Government Webinar 13/2, Model Financial Regulations; Planning Training Fully Booked; Garden Party Nominations Reminder

Defibrillator Grant Scheme information



We've Received Your Registration for His Majesty King Charles III Portrait Ordering Portal
CBC Proposed changes to Home to School Transport Policy
CBC Draft Have your say on shaping future adult social care services
M5 & M1 Abnormal Indivisible Load passing through your area (24 Feb / 9 March / 23 March) for Millbrook Power Station
Bedfordshire Police Priority Setting Meeting 10th April 2024 – circulated
CBC The easy way to recycle your coffee pods - circulated
CBC How we will support people to access education throughout their lives - circulated
Planning appeal for Brogborough Landfill Site, Woburn Road, Lidlington CB/22/00548/MW notification – forwarded, agenda item
CBC Have your say on new special school places in Houghton Regis – forwarded
CBC Have your say on new special school places in Biggleswade and Shefford – forwarded
CBC Still time to have your say on the future on Townsend Day Centre
CBC Town and Parish Council December and January bulletin – circulated
CBC Topic Session follow up - Sustainability and Biodiversity – circulated
BATPC New Councillor Induction Sessions - Booking Now Open – circulated
CBC Officer communication on planning application within the parish – followed up, circulated updates to Councillors
CBC Enforcement Officer communication on planning matter in the parish – followed up, circulated updates to Councillors
BATPC Section 137 amount confirmed
CBC Officer archaeological comments feedback regarding a planning matter – followed up, circulated updates to Councillors
East West Rail update 2024
Marston Vale Forest Centre communications regarding planting scheme meeting
Mary Agate Hall invoice for hire of hall – agenda item
CBC debt recovery communications regarding outstanding invoice – followed up
Items discussed included: HMRC debt management communications regarding outstanding payments – followed up, Cllr. Abbey offered assistance with this
CBC Recreational Open Space Strategy initial assessment report – circulated, this was discussed and it was raised that having a village green potential area, forestry tree planting to create local walks on same area of land and creating a new foot path route are all aspirations of the Parish Council that could feed into this document, Clerk to follow up and see how this could be included

Planning decisions since last meeting –

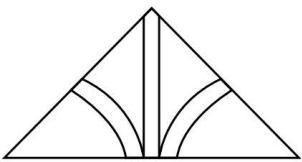
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CB/23/03885/FULL development of outdoor netted cricket pitches at Hulcote Manor, Salford Road – application withdrawn.

10. PARISH CLERK VACANCY:-

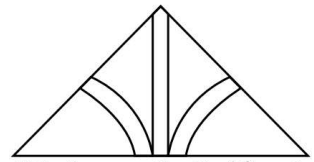
It was noted the Council are awaiting a completed application form to be received.

11. DATE OF NEXT MEETING: - Tuesday 21st May 2024 at 7.00pm, meeting closed at 9.15pm, Cllr. Harris to lead.



Hulcote & Salford

25.03.24



Hulcote & Salford

Signed

Dated