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Minutes of **HULCOTE AND SALFORD PARISH COUNCIL** held on **Monday 4th September 2023** at 7.30pm at the Mary Agate Hall, Wavendon Road, Salford.

PRESENT:- Parish Councillors, Keith Batten (Chair) Mike Drew, Robert Harrison, Jacqueline Abbey, Paul Harris, Nick Waller, Unitary Councillors Sue Clark, Robert Morris, Saverio Bongo, the Interim Clerk Lizzie Barnicoat, and four members of the public.

1. WELCOME BY CHAIR AND APOLOGIES FOR ABSENCE TO BE RECEIVED:- Parish Council Chair welcomed all to the meeting including temporary Interim Clerk supporting the Council and Unitary Ward Councillors, introductions made. All present sent best wishes to Lyn Lyman wishing her a speedy recovery. There had been no apologies for absence received.

2. DECLARATION OF PERSONAL AND PREJUDICIAL INTEREST TO BE DECLARED:- Cllr Drew declared an interest if Neighborhood Plan sites were discussed, there were no further declarations received for the meeting.

The Chair adjourned the meeting

3. OPEN FORUM:-

Resident expressed concern that after reporting item of maintenance through the local authority Fix My Street app there had been no improvement to the areas. The issues related to badly overgrown vegetation on the footway along Boughton Lane, it was noted this had been raised at the previous Council meeting. It was agreed that resident to share pictures of the issue with the Interim Clerk so this could be escalated to the local authority.

Concerns were raised from a resident over areas where vegetation is encroaching on public rights of way such as making turnstiles impassable and path widths being noticeably reduced. Interim Clerk to link Councillors Abbey and Waller with the local authority Officer Michelle Flynn to seek support with getting these items remedied and see if a site meeting is possible to review the various items. It was agreed that Boughton Road, as well as Salford Manor issues to be included in this follow up action.

There was feedback that could the village green be utilised more such as for an area where people could take dogs. Clarity was given on the green being managed by the village charity, with information on how the area is maintained also outlined, noting that volunteers are always most welcome to assist with the upkeep.

There continues to be a litter issue on the verges of Salford Road, whilst scheduled litter picks do take place prior to the verge cutting it is worrying how much litter continues to be deposited by passing vehicles. Interim Clerk to seek clarity on the litter picking schedule to understand the frequency of the works from the local authority. While doing this the Interim Clerk to follow up the flytipping at Boughton End where a large number of waste bags with what appears to be garden waste have been dumped and not removed for some time like this by the closed gravel pit entrance and on the opposite side of the road as well. Unitary Councillors encouraged items to be reported and offered support with items if they are not removed promptly.

The Chair reconvened the meeting

4. MINUTES OF THE LAST MEETING:-

An informal meeting was held previously it was noted in August, the last full Parish Council annual meetings held on 15th May, it was agreed the review of those minutes to be carried forward to the next meeting.

5. TO CONSIDER MATTERS ARISING: -

Cllr Harris reported that the Neighbourhood Plan diagrams had been moved forwards and actioned.

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It was detailed that there had been no further progress on the Hulcote Farm and Brook Farm bunds so this item remains ongoing and will be monitored..

It was noted the Parish Council has a vacancy, information had been provided by an individual expressing an interest in the vacancy. It was proposed by Cllr. Drew that Sophie Hall be co-opted to the Parish Council, seconded by Cllr. Harris, unanimously agreed and resolution passed. Sophie was welcomed to join the Council, noting able to take part in the discussions but not able to vote. Declaration of Acceptance of Office completed and signed, Interim Clerk to issue new Councillor paperwork including Register of Interest link to form.

6. UNITARY WARD COUNCILLOR REPORTS: -

Cllr Bongo detailed the forthcoming road works planned for Wavendon Road and that nothing else listed for the parish in the local authority maintenance programme this year. Cllr. Bongo has continued to support Cllr, Abbey with the much needed pothole repairs that whilst had been initially repaired required a more substantial repair and the known timescale for this is being chased.

Cllr. Clark outlined the development strategy consultation communication from Milton Keynes Council which had been received recently but did not detail the timescale for the consultation. The Marston Valley Stakeholder meeting is now next scheduled to meet on 2nd October, Cllr. Harrison it was agreed to be the Council representative for this. It is expected that governance and Section 106 items would form part of the meeting discussion and an update on the highways data which has needed to be re-done.

Cllr. Butten noted a letter had been received regarding the asset community value listing of The Swan expiring on 5th September, having explored the options relating to relisting, a further application is required and can only be submitted after the listing has expired. It was unanimously agreed by the Parish Council that a relisting of The Swan be taken forwards, resolution passed, Cllr. Butten agreed to action.

Cllr. Clark outlined the local authority statement relating to aerated concrete and local schools. It was also noted that Ridgmont Lower School will be consulting on its future shortly as well.

Cllr. Clark and Cllr. Abbey had reviewed the bridleway raised previously to investigate the bridleway surface, it has been confirmed it is not a local authority path but the local authority have confirmed it was laid in consultation with the British Horse Society. It was agreed given during the recent site visit no obvious issue could be seen with the surface that no further action be taken and this action be closed.

It was understood that there is expected to be a revised scheme for Waterfall Farm following per-application planning advice from the local authority.

Cllr. Clark outlined that continued to push for Salford Road to be on a structural maintenance plan. Unitary Councillors were thanked for their continued support.

7. 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

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CBC New NHS specialist gambling service for East of England
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
CBC Uncontested Parish Election Charges breakdown – copy requested 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
Crime Stats - August 2023
CBC Officer communication regarding Parish Council interim support
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?
Crime Stats - Interim - August 2023 - circulated
CBC Precepts Topic Session - 7th September, 6-7.30pm – Reminder - circulated
CBC Playing Pitch Topic Session follow up - circulated
Marston Valley Stakeholder Group meeting date communication
IMPORTANT! EWR PETITION STARC Aug 2023 Newsletter
CBC We're reviewing restrictions on dogs control orders and alcohol in public areas
CBC Topic Session - Outdoor Sport & Open Spaces and Community Hall Schedules - 20
September 6-7pm – circulated
CPRE Bedfordshire September newsletter
CBC Town and Parish Council September 2023 bulletin – to circulate
Upcoming consultation activity with Milton Keynes City Council - circulated
Resident communication expressing wish to join the Parish Council – responded to
CBC Officer communication regarding Interim Parish Council contact details
BATPC New On-Demand E-Learning Training Offer from BATPC
BATPC AGM 2023 - Venue and County Committee Elections – are you members
BATPC Updated Breakthrough Communications Training Programme
BATPC Short-Term Clerk Support required
BATPC Parkinsons Finance Training – Autumn/Winter
East West Rail representatives meetings communications – Cllr. Harrison continues to attend

The Interim Clerk was asked to circulate the BATPC training items to all. Cllr Batten to check the Village Hall defibrillator is logged as being accessible again and to follow up on issuing a communication to detail the village remembrance event information. Interim Clerk to share details with new Cllr. Hall on the Police meeting event and send the local authority information on dog control order reviews to all Councillors.

8. 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 up to £250 for support a

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month. Contract to be updated to reflect this and it was agreed for the document to be signed by both parties, Interim Clerk and Chair to action.

b) External audit - Mazars had confirmed they are in receipt of the Annual Return, are aware of the interim change in contact details so awaiting audit report to be received.

c) Payments for authorisation - *Cllr. Abbey declared an interest in this item and took no part in the item discussion or vote*

BCL Power Limited battery replacement for Speed Indicator Device batteries £446.40

Jacqueline Abbey reimbursement of payment to Metal Foundry for Village Hall plaque £199.95

It was unanimously agreed by the Councillors able to vote, and resolution passed for these payments.

Interim Clerk to arrange ordering of a new Barclays cheque book and to follow up with Gallagher’s the insurance renew.

It was noted that for the November meeting, invoices to include Central Bedfordshire Council election charges, Village Hall hire. The Interim Clerk to also work on a financial report including transaction and budget monitoring information for the next meeting.

9. PLANNING MATTERS:-

a) Neighbourhood Plan Update – it was detailed that the drawings are ready for publication with a public consultation event to be held on 1st November.

b) Section 106 Funding Update – It was detailed that the local authority have agreed that £725.48 from section 106 funding to be used towards a bench for the green, with the charity agreeing to pay the difference between the grant and the actual cost of the bench expected to be in the region of £1400-£1600, The Council unanimously agreed to manage the purchase of the bench for ease and this would be actioned with the charity to pay the difference to the Parish Council, resolution passed. It was felt a plaque for the late Kevin Nisbet to be placed on this bench as a fitting tribute given his contribution to the village, Cllr. Harrison to ask the charity for permission for a plaque.

The Interim 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 Interim Clerk on how allocated and unallocated items are managed, given the opportunities with some monies potentially being available it was agreed the Interim Clerk to share the documents showing the related items in the parish for Councillors to review. Feedback to be given including questions to ask Officers so Interim Clerk to collate these and submit, including asking for clarity on some items.

Cllr. Drew raised the work done on reviewing a website facility going forwards for the Parish Council would include a link to the local authority planning portal showing real time useful information. Another important functionality of the site would be to generate news items that could be shared with residents who still wished to have a hard copy of this information, at present this is fourteen residents. The Council agreed it is important residents can access up to date relevant information in a timely manner whether that is in hard copy or electronic. Long Ashton Parish Council was used as an example for Councillors to view, costs had been obtained from the website developer. It was agreed for benchmarking purposes Eyelid Productions to be asked for a quote for a website as well so cost comparisons could be made and would be presented to the next meeting.

c) Planning applications received after the publication of the agenda – none to be considered.

10. DATE OF NEXT MEETING: - Monday 13th November 2023 at 7.30pm, meeting closed 9.15pm.

Signed

Dated