

Minutes of **HULCOTE AND SALFORD PARISH ELECTORS MEETING** held on **Tuesday 21<sup>st</sup> May 2024** at 7.00pm at the Mary Agate Hall, Wavendon Road, Salford.

**PRESENT:-** Parish Councillors, Keith Butten (Chair) Robert Harrison, Nick Waller, Jacqueline Abbey, Paul Harris, the Interim 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 from Parish Councillor Mike Drew and Sophie Hall, Unitary Councillors Sue Clark and Unitary Councillor Robert Morris, these were accepted.

The Council took some time to reflect on the recent sad passing of the former Clerk Lyn Lyman. Clerk to send agenda separately to Nick Waller going forwards.

**2. MINUTES OF THE PREVIOUS ANNUAL PARISH MEETING:**

It was noted that the Minutes of the Annual Parish Meeting held on 15<sup>th</sup> May 2023 had been shared with Councillors, it was agreed in principle to approve the minutes with removing reference to W Sharp it was noted.

**3. CHAIR REPORT:-**

The Council have continued to pursue a number of local matters for the parish, the change in Clerk with Lyn stepping down after many dedicated years service to the village, highlighting the importance of accessibility to key Parish Council documents.

The Parish Council have maintained regular communications with local authority Officers on planning matters which potentially threaten the parish. The Chair then passed over to the Councillors to report on each area in interest in more detail.

**4. REPORTS FROM COUNCILLORS:-**

**Highways:** Cllr Abbey detailed that items continue to be reported in a timely manner to the local authority as the highways authority, resurfacing Gratten Lane is programmed according to the local authority Officer Jeremy Jones along with pot holes being reported and acted on, including a hole covered with a plate it was noted. In addition to road name replacement names also being progressed with many thanks given to Cllr. Abbey for continued pursuit with all these items to improve the local highways network.

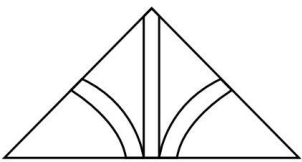
**IT/Communications** – Cllr Harrison improved broadband access in Hulcote with Salford now fully covered.

**Charities** – Cllr Harrison reported that same income received, with support being sought by the Church needing maintenance. This led to a discussion on the Parish Council would find it helpful to understand through the local organisations what could be done to support one another, to help with increasing usage of local facilities as well as financial support that might be accessible.

**Village Hall** – Cllr Harris detailed that the revenue has dropped from the use of the hall as post pandemic usage is lower than previously. Discussion on accessibility online of the website, this has been looked at, Clerk to share community event information on from Unitary Cllr Bongo, and to check information on Parish Council website links to the Hall facility.

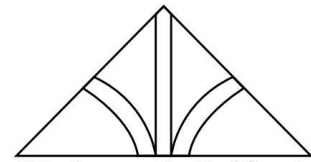
**Planning:** Cllr Harris reported that the Parish Council continue to engage in local householder application as well as other applications which might have a wider impact including on the parish.

The Parish Council remain vigilant with the support of the Unitary Councillors and neighbouring parishes on understanding new developments in the local area and how best to engage, feeding back into the relevant consultation as necessary. Brogborough landfill solar panels, Prologis, whilst awaiting more sizeable local applications to come forward still.



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21.05.24



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**Footpaths** – Cllr Waller detailed awaiting seasonal vegetation clearance to be carried out by the local authority. The responsibility of a damaged gate by a bridge was discussed, Cllr. Abbey to follow up with the appropriate local authority Officer.

**5. TO ACCEPT UN-AUDITED ACCOUNTS Y/E 31<sup>ST</sup> MARCH 2024:**

The un-audited accounts for year ending 31<sup>st</sup> March 2024 were circulated up to 15<sup>th</sup> March previously it was noted.

**6. OPEN FORUM:-**

No public statements received.

The meeting was closed at 7.40pm.



Minutes of the **HULCOTE AND SALFORD ANNUAL GENERAL PARISH COUNCIL** held on **Tuesday 21<sup>st</sup> May 2024** at the Mary Agate Hall, Wavendon Road, Salford starting at 7.40pm

**PRESENT:-** Parish Councillors, Keith Butten (Chair) Robert Harrison, Nick Waller, Jacqueline Abbey, Paul Harris, the Interim Clerk Lizzie Barnicoat, and no members of the public.

**1. ELECTION OF CHAIR:-**

Cllr Butten was proposed by Cllr Abbey. This was seconded by Cllr Waller with all present in agreement, resolution passed. Cllr Butten signed a Declaration of Acceptance of Office

**2. ELECTION OF VICE CHAIR, WELCOME BY CHAIR AND APOLOGIES FOR ABSENCE TO BE RECEIVED:-**

It was unanimously agreed to elect Cllr. Harris as Vice Chair, resolution passed. Cllr Harris signed a Declaration of Acceptance of Office.

Parish Council Chair welcomed all to the meeting, there had been apologies for absence received from Parish Councillor Mike Drew and Sophie Hall, Unitary Councillors Sue Clark and Unitary Councillor Robert Morris, these were accepted.

**TO APPOINT COUNCILLORS INTEREST AREAS:**

<b>Highways and Footpaths</b>	Cllr Abbey and Cllr Waller
<b>Planning</b>	Cllrs Harris, Butten & Harrison
<b>Technology/Energy/Facilities</b>	Cllr Harrison
<b>Charities</b>	Cllr Harrison
<b>Church</b>	Cllr Butten
<b>School Liaison</b>	Andy Emerson
<b>The Informer/communications</b>	Cllr Drew

**3. DECLARATION OF PERSONAL AND PREJUDICIAL INTEREST TO BE DECLARED:-** There were no declarations received for the meeting apart from Cllr. Butten in item 7.a). Councillors were reminded of the ability to update Register of Interest forms if needed and reminded of the Code of Conduct.

*The Chair adjourned the meeting at this point*

**4. OPEN FORUM:-**

No public statements received.

*The Chair reconvened the meeting at this point*

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

The meeting minutes from 25<sup>th</sup> March 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 meeting held on 15<sup>th</sup> May 2023 had been collated following support given kindly by other Councillors, the draft version had been reviewed and were agreed in principle.

**MATTERS ARISING: -**

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

The 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 forms not showing had been followed up and actioned.

Cllr. Batten updated 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.

Cllr. Batten 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, this needs to be completed.

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 arrange and also one in Brittens Lane, Salford, were actioned. There was follow up checks made that these deliveries had not taken place, even though sent to the local authority.

Clerk had forwarded latest training dates to 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 has started to be investigated and will be a future policy item consideration.

Cllr. Clark had continued supporting 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. At the last meeting it was raised by Cllr. Clark there was 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, this continues to be monitored. Latest is there is a way the road could be adopted, and the first step would be for the new section of road to be given retrospective planning permission which needs to be applied for.

The Clerk had followed up with planning regarding a new building in the parish that is in use, Councillors had been updated between meetings.

Website updates had continued to be made, with changes added. A training session is still being arranged.

Last meeting 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. Cllr Abbey update on replacement signage in Salford has been ordered and will be delivered and fitted within the next 3months. Concerns were raised at this meeting over the Brittens Lane damage to the highways verge, Cllr. Abbey to follow up.

Cllr. Clark had arranged 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. The meeting had been arranged with short notice and unable to send Parish Council representatives so it had been postponed. The community engagement events had been undertaken by Universal Studio and awaiting outcome on next steps. Prologis consultation amended documents had been commented on by the Parish Council since the last meeting. Prologis application is at Development Management committee on 29<sup>th</sup> May, Cllr. Harrison to be registered by the Clerk.

**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 – no update to report on this application.

**CB/22/00548/MW** notification of appeal for Installation of solar PV park development and associated infrastructure at Brogborough Landfill Site, Woburn Road – appeal response had been submitted as agreed at last meeting. Information on planning appeal in June circulated, representative to attend, Councillors considered, unfortunately no one able to attend.

## 6. UNITARY WARD COUNCILLOR REPORTS: -

No new items received.

## 7. PLANNING:-

a) **CB/24/00679/LDCE** Lawful Development Certificate Existing: Commencement of Works in connection with planning permission **MB/02/00538/FULL** for conversion of the existing detached workshop building COU to a detached dwelling, within the required five year period as specified in condition 1 at Church House, Rook Tree Farm Road – *Cllr Butten declared an interest in the application and took no part in the discussion.* Cllr Harris led this part of the meeting, Council have no comment on this it was agreed.

b) Central Bedfordshire Council Local Plan settlement document information review – Clerk had sought clarity from the local authority Officer regarding Hulcote which it was noted that from the Officer for the settlement hierarchy we have 4 tiers that we have audited, these are the major service centres, minor service centres, large villages and small villages. The settlements within each one of these tiers are set out within Chapter 9 of the Local Plan. However, some settlements are not identified within the hierarchy due to their small size and rural character. As such, it was just Salford that was considered under the ‘small village’ category. However, if you think other areas should be considered please let us know in your feedback when returning your form and we will review it as part of the baseline evidence. Councillors reviewed the Salford document, looking at the questions each in turn, Clerk to update and submit document to the local authority.

c) Neighbourhood Plan Update – in light of **CB/24/00576/PADM** Prior Notification of proposed demolition and **CB/24/00625/PAAR** Prior Approval - Agricultural proposed road: new access link from Brittons Lane to farm buildings at Myrtilands Farm, 9 Broughton Road, the Council had discussed next steps at the March meeting. The **CB/24/00576/PADM** application had been approved and the **CB/24/00625/PAAR** had been determined, Councillors had been updated. A communication from the Parish Council had been shared with the land agent, response received and circulated.

Councillors previously 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 had located name of the Officer who was happy to answer any questions from Councillors. It was noted that regarding the Hulcote and Salford Neighbourhood it had been previously advised Regulation 14 was going to start in March 2023 however nothing

further came from this and therefore technically it is only at the Designation stage so suggested wording had been provided by the Officer when engaging with associated planning applications.

Cllr. Butten has been trying to engage with the Neighbourhood Plan consultant, awaiting response. Councillors discussed current issues, remaining supportive of moving forwards with the next steps of the Plan, the Hill family communication to be responded to, to enable a meeting to be arranged, with Parish Council willing to be flexible for it to be held online, to make the meeting arrangement easier. Clerk to share options with the land agent, consultant also to be invited.

d) Planning applications received after the publication of the agenda – none received.

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

The Standing Orders and Financial Regulations approved had had the Parish Council inserted. NALC had released a new model Financial Regulations document, Clerk had circulated, unanimously agreed to adopt, Clerk to add logo then publish on the website.

Latest model Code of Conduct document circulated, unanimously agreed to adopt, Clerk to add logo then publish on the website.

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

Asset register work remains ongoing.

## **9.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.

Cllr Harris and Butten are on the bank mandate it was noted, bank account has been moved to Cllr. Butten for the correspondence address, which was not the original intention, however, in light of the ongoing and prolonged nature of securing bank changes, Councillors confirmed this change was agreeable, resolution passed.

### **b) Payments for authorisation including insurance renewal**

Insurance in long term agreement till 2025, Clerk to follow up negotiate on price for final year, auto renewal not to be done next year it was noted.

Backlight Ltd administrative support £463.77

BATPC Membership renewal it was noted awaiting invoice

It was unanimously agreed by the Councillors, 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 to secure Speed Indicator Device update**

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, with Cllr Morris having confirmed commitment of £600.



21.05.24

**d) Year end accounts, internal audit report feedback**

Accessing the latest bank statement remains challenging so presentation of year end accounts was delayed, full transaction report to 15<sup>th</sup> March 2024 had been supplied.

Internal audit appointment confirmed by all present unanimously to be Julie Betts at a charge of £155.00, resolution passed.

**e) Annual Return review ahead of submission to external auditor**

Council noted an extraordinary meeting before end of June would be needed.

**10. TO CONSIDER CORRESPONDENCE:**

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

Defibrillator Grant Scheme information

Planning appeal for Brogborough Landfill Site, Woburn Road, Lidlington CB/22/00548/MW communications – forwarded

CBC Enforcement Officer communication on planning matter in the parish – followed up, circulated updates to Councillors

Mary Agate Hall hall booking communications

HMRC debt recovery communications regarding outstanding payment – followed up

Copied into Unitary Councillors SC follow up with resident on Mill Lane bridge matter

Unitary Councillor SC apologies for absence – responded to

Unitary Councillor RM apologies for absence – responded to

Parish Councillor Mike Drew apologies for absence – responded to

Councillor communication confirming salt delivery to Rook Tree, Hulcote did not take place – followed up - Salt bins will no longer be filled this winter as there is no budget left. They were last filled on the 9th of January. The bins will be refilled in October/November later this year for the 24-25 winter period.

Bedfordshire Police Priority Setting Meeting 10th April 2024 – Cllr Abbey booked to attend

Draft notes from 15<sup>th</sup> May 2023 Parish Council meeting received – agenda item

Hulcote and Salford PC forms missing on website CBC follow up communications – actioned

Marston Vale Forest Centre follow up on tree planting communications

BBC Universal Studios communications regarding meeting with Parish Council representatives

Planning Inspectorate planning appeal notification of response sent to a planning appeal

Greensand Trust Impact Report 2023

Councillor communications on Brogborough landfill solar panel application ahead of appeal comments submitted: **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. Whilst supporting the use of green energy in principal, this proposal is on a large scale and will have an adverse impact on the rural views of the countryside and change the area into an industrial harsh landscape.

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. The Parish Council also would like to raise concern that there seems to be no design consideration given to the battery and general storage proposals

other than shipping containers which it is felt is not sympathetic to the site setting of the Marston Vale. 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. The Parish Council also note that from the proposed construction and layout of the solar panels, there appears to be insufficient practicable ground maintenance which is short sighted. Therefore, in conclusion the Parish Council have several concerns over this proposal in its setting which will have a harsh impact on an important local landscape area, so there must be more robust mitigation put in place by the applicant to ensure better hiding of all hardware looking to achieve something more sympathetic to the surrounding environment.

Mary Agate hall book confirmation communications for May Parish Council meeting

Beds RCC News - Spring 2024

Hulcote and Salford Parish Council - AGAR 2023/2024 – actioned

CBC April bulletin for Town and Parish Councils – forwarded

New Councillor Induction Training Session - 18th April 2024 communications

Councillor communications collating tree planting letter

Neighbourhood Plan CBC Officer communications regarding Council questions

CBC Have your say on polling districts, places and stations in Central Bedfordshire – reviewed, not applicable to PC

CBC Have your say on adult social services

CBC remittance form – precept of £8,000 acknowledgment

Universal update Public engagement launched information from Unitary Cllr SC – circulated

Planning application Land to the south east of Prologis Park, Marston Gate, Ridgmont CB/22/02213/OUT communications

BATPC Breakthrough training

Cllr Abbey report on police priority meeting – circulated

Cllr Abbey update on replacement signage in Salford has been ordered and will be delivered and fitted within the next 3months

CBC Your chance to shape the future of transport in Central Bedfordshire – circulated

AGAR Briefing for BATPC Members - 11am, Thursday 18th April

CBC Local Plan Settlement Audit and Commonplace communication – followed up

CBC New Culture Grant Scheme information

AJG Insurance renewal information – circulated

BATPC new Financial Regulations – circulated, agenda item

Letter From Festus Akinbusoye 07.05.2024

PCC John Tizard Letter\_09.05.2024.pdf

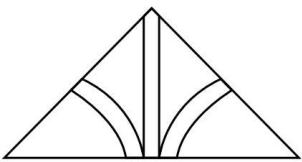
Central Bedfordshire Local Plan Settlement Audit and Commonplace Reminder

Communications with CBC Officer to update website with correct Parish Council contact details

Zurich Insurance Quote for Parish Council – circulated

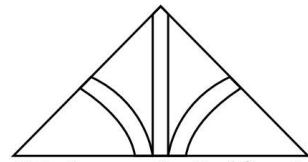
CBC Recreational Open Space Strategy initial assessment report – circulated, this was discussed and it was raised that having a village green potential area, forestry tree planting to create local walks on same area of land and creating a new foot path route are all aspirations of the Parish Council that could feed into this document, Clerk to follow up and see how this could be included  
Bedfordshire Police Priority Setting Meeting 10th April 2024 – Cllr Abbey attended sharing feedback that included: Area 2 contacts are PC Rachel Vaughan and PCSO Katherine Jorensen, information given on organised crime, recent crime issues in the area include crimes with expensive Combine Harvesters being stolen.





Hulcote & Salford

21.05.24



Hulcote & Salford

Planning decisions since last meeting –

**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 Myrtlands Farm, 9 Broughton Road - approved

**CB/24/00625/PAAR** Prior Approval - Agricultural proposed road: new access link from Britdens Lane to farm buildings at Myrtlands Farm, 9 Broughton Road – prior approval not required

**11. DATE OF NEXT MEETING: - Wednesday 19<sup>th</sup> June 2024 at 7.00pm**, meeting closed at 9.00pm. It was agreed to hold an extraordinary meeting on Wednesday 19<sup>th</sup> June at 7pm, Clerk to book hall. Remaining dates set for the year were: 9<sup>th</sup> September, 8<sup>th</sup> July, 11<sup>th</sup> November, hall to be booked.

Signed .....

Dated .....