

STUDHAM PARISH COUNCIL

Minutes

Monday 14th May 2018 @ 7 pm

Councillors' Present:

Eddie Perry (EP), (MP), Andrea Maxted (AM), Melissa Newland (MN), Chrys Smith (CS), Alan Wright (AW).

MP arrived 8.50pm

In attendance:

Nick Opperman (NO) (7pm to 7.10pm)

Julie Cooper (Clerk)

Apologies for absence.

Mark Poyner (late arrival), Geoff Shute, Richard Stay & Kevin Collins

1 To elect a Chairman of the Council for the ensuing year.

Eddie Perry was Proposed by **Alan Wright**, seconded by **Melissa Newland**, RESOLVED by unanimous vote.

2 Declaration of Acceptance of Office.

The newly appointed Chairman signed the 'Declaration of acceptance of Office'.

All Councillors were reminded to update their 'declaration of Interests' if anything relevant has changed.

3 To elect a Vice Chairman for the ensuing year.

Mark Poyner was Proposed by **Eddie Perry**, Seconded by **Chrys Smith**. RESOLVED by unanimous vote.

4 To appoint portfolio holders.

Eddie Perry Proposed that all portfolio holders retain their current roles, to be approved en bloc.

Seconded by **Andrea Maxted** RESOLVED by unanimous vote, as follows:

a) Communication- The Parish Link Reports/ Welcome Pack – Andrea Maxted	h) Playing fields – Chrys Smith
b) Communications - Website & e-mail updates – Geoff Shute	i) Policies – request external support
c) Defibrillators – Alan Wright	j) School – Melissa Newland
d) Highways – Chrys Smith	k) Special Projects – War Memorial & 'prettying the village'- to be appointed as required
e) Insurance – Mark Poyner	l) Studham Common, Triangle, Gardener Contract – Geoff Shute
f) Neighbourhood Watch / Crime – Geoff Shute	m) Village Hall – Andrea Maxted
g) Planning & Neighbourhood Plan – Mark Poyner	

5 Appointment of Standing Committees.

a) Planning – Chairman **Mark Poyner** plus all other Councillors as available to ensure quorum.

b) Road safety – to be appointed as required.

6 Declaration of Interest. (Personal and / or Prejudicial)

MP – 13 (His residence has Right of Way over Applicants land)

AM & CS – 14 (Trustees of Village Hall)

EP – 15 (Funding request from Neighbourhood Watch group)

7 Public questions.

The Councillors were invited to join NO and inspect the works completed on the clock tower memorial to date. EP has given thanks to the work team.

8 Matters for Central Bedfordshire Councillors.

Neither were able to attend this meeting.

9 To approve the minutes of the meeting held on 9th April 2018.

The minutes of the meeting were APPROVED as distributed.

Matters arising:

- 3. Footpath & crossing for school, see Item 12.
- 7. ref. Rededication of memorial, see item 12.

10 Matters Arising from the Annual Parish Meeting – Held 9th April 2018.

There were no material concerns raised so no action required.



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11	To approve the minutes of the Planning meeting held on 23rd April 2018. The minutes were approved as distributed. It was confirmed that the rededication will go ahead as originally planned on 16th June.	
12	Chairman's report. - Rededication event – MN ran through the programme of events, updating the Councillors with details approved so far. Programme to be professionally printed and distributed to whole village, EP PROPOSED, SECONDED by AW. RESOLVED. MN will circulate draft for final approval. EP will send formal invitations to VIP's. EP also suggested a brass plaque to formally note the rededication and giving thanks to those who have undertaken the refurbishment. Wording to be agreed. - Memorial Bus Shelter – As no local companies have come forward with a quote for replacing the roof EP has suggested we follow up on a suggestion from John Hannah that the bus shelter be redesigned completely. Following discussion, it was agreed that EP will provide a sketch design which can be floated at the next Parish Surgery. - CBC representatives who attended site to consider a footpath on Church Road near the school confirmed that they have no authority to take any action. As always anything related to the common must go through due process which will take several years. On the day of the visit it was noted that the sight of a person in a high vis jacket ensured better behavior of drivers. They could only suggest traffic calming options which could be considered but are not offering any solutions at this time. - EP has requested a letter be sent to No 69 Holywell road as their hedge is completely blocking the footpath. CS requested also a letter to Spindlewood regarding their Leylandii on the Meads path. - Phlebotomy service being moved – as per GS concerns from previously, the service being moved to the Arndale Centre in Luton will cause difficulties for many people. - May Fair this Saturday – EP requested attendance whenever possible.	MN EP Clerk
13	Report of the Vice Chairman. MP arrived following his attendance at Community Led Housing seminar and he reported to the meeting the ideas this was supporting and how this fits with Neighbourhood Plan. Post meeting MP has circulated a very useful synopsis of the seminar and how its fits with Studham. a) New applications to be considered: - CB/TRE/18/00121 – Holly Trees, Swannells Wood, Studham. LU6 2QB Respond to Andy Jones to confirm PC happy to accept his recommendation. - CB/18/01484/LDCE – Studham Nursery, Clements End Road, Studham. LU6 2NG PC note this application has been submitted following advice taken in from CBC to clarify the current use of the site in light of the recent application CB/18/00339/FULL for residential development. No material comments to make. - CB/18/01449/FULL – The Hangar, Land west of Mansgrove Farm, Common Road, Studham. LU6 2NG Proposed replacement of hangar with Shooting Lodge. PC note that the applicant has taken advice from Debbie Wilcox (CBC) prior to submitting the application. The proposal will replace a very old, dilapidated building with a pleasant replacement which appears to have been well designed to support its expected use. No material comments. b) Other planning matters: - NP meeting will be held on Thursday. - Concerns have been raised again about building work being undertaken at the rear of 5, Byslips Road, it was acknowledged that an application had been reviewed by the PC in 2012 and more recently the Enforcement Officer from CBC investigated a concern over works being completed to the side of the property, being replacement of a barn. The Clerk to write to the owner of the property and suggest that the PC would be pleased to visit the site to establish the facts in order that this matter can be settled. Also revisit the planning application CB/12/03728/REN at June meeting. c) Insurance Renewal: Normal uplift has been applied. MP PROPOSED we renew for a further year. EP SECONDED, RESOLVED unanimously.	Clerk



14	Portfolio Holder reports. • AW Defibrillator – Training excellent and several thanks' have been received. A solar defib has been tested over the winter and has recently been approved. Cost will be circa. £3K Lottery funding is available. AW to pursue a site and report back to the PC with his findings. • CS Highways – will visit area steward on Thursday. Several items including potholes, footpaths and road surfaces, particularly at entrance to Bell Farm Close. With parking becoming more prevalent on the common possibly consider requesting additional wooden bollards, also request for some trees to be trimmed back and follow up on VAS 'smiley' signs also road markings in several locations. • Neighbourhood Watch now has 220 members, working well alongside Studham Village Facebook. • CS Playing Fields – trying to get mains sewerage. • S&S Club – Memberships are being chased, looking to hire a new steward. • Policies – Clerk to forward electronic copies to MP. • Common & Gardener – GS has requested monies for planting EP PROPOSED £100 budget, MN SECONDED RESOLVED unanimously. Gardener to concentrate on cutting back foliage on Mead Path. • Village Hall – One regular booking has been lost (U3A Bowls) whilst floor is in disrepair. The trustees have no objections to the possibility of rebuilding rather than spend more on repairs, but they have concerns over anyone taking on large debts. EP requested the PC & Trustees meet formally to discuss a scheme and then look at the possibility of raising the funds. EP to attend next trustees meeting.	AW Clerk GS EP
15	Correspondence / items for the Clerk Memorial Bus Shelter. Letter from John Hannah requesting consideration of the PC to the possibility of redesigning the Memorial Bus Shelter. Request from N Watch team for financial assistance with running costs. MP PROPOSED £250, AM SECONDED, RESOLVED unanimously.	
16	Policies and procedures. MP has requested sight of all policies electronically he suggests a short amount of time at an upcoming meeting for any amendments to be considered, particularly the new GDPR regulations, before recommending them for ratification.	Clerk / MP
17	2017/18 Year End accounts. a) Internal audit has been completed by Ray Foster prior to submission for external audit. He has commented that the accounts are well managed and year end prepared in a timely manner. Congratulations were extended to the Clerk. Invoice APPROVED for payment. b) Section 1 – Annual Governance Statement was considered, responses made as appropriate, and RESOLVED unanimously. c) Section 2 – Accounting Statement was considered and RESOLVED as correct unanimously.	
18	Accounts for Payment. The request for payment of accounts in relation to April 2018 were presented for payment and subsequently approved. (Appendix 1)	
19	Budget Statement Period 1. The budget statement and bank reconciliation were presented and subsequently approved as an accurate account of the current financial position. The Clerk suggested it might be prudent to transfer some of the funds held in the Treasurers (Current) Account into the Interest-bearing account albeit the rate is very low at present. CS PROPOSED move over £16K of the balance at 3rd May of £26,435.95 EP SECONDED, this was RESOLVED unanimously.	Clerk
20	Items for the Parish Link. The deadline has already passed for any submission this month.	
21	Report from the Clerk. New planning application received – CB/TRE/18/00118 – 28 Woodland Rise, Studham. LU6 2PF New antivirus purchased – cost APPROVED for reimbursement. (£23.32 + vat) Request for purchase of encrypted external hard drive for back up storage. (£46.01 x vat) APPROVED Approval required for upgrade of Microsoft Windows 10 to pro version which allows encryption (£119.99) or Clerks preferred option to replace the current laptop with smaller, lighter version which includes the pro version. (Cost £272.06 + vat). Replacement lap top APPROVED.	



22	Items for the next agenda Help with update and refresh the website to be requested in The Parish Link. Church representatives to attend.	
23	Date and time of next meetings. Monday 4 th June @ 7pm Monday 2 nd July @ 7pm	Meeting Closed at 10.12 pm



STUDHAM PARISH COUNCIL**APRIL 2018 (PERIOD 1)**

Payment requests for approval on: 14th May 2018

<u>Payee</u>	<u>Detail</u>	<u>Cheque No.</u>	<u>Amount</u>
Terry Craddock	Monthly grounds maintenance - April 2018	s/o	£137.50
Julie Cooper	Clerk net Salary - March 2018	1412	£595.85
HMRC	Clerk salary deductions - March 2018	1413	£163.37
DM Payroll Services Ltd	Payroll services 2018/19	1414	£81.00

Standing order

£137.50

Cheque payments

£840.22

Total of requests for April 2018**£977.72**

Approved for payment

Signature:



Date:

14/05/2018