

	STUDHAM PARISH COUNCIL MINUTES OF VIRTUAL GENERAL MEETING HELD MONDAY 2nd NOVEMBER 2020 @ 7 PM	
	Councillors Present: Bob Wilkin (BW), Mark Poyner (MP), Mohammed Rashid (MR), Geoff Shute (GS), Chrys Smith (CS), Lynne Smith (LS) from 7.14pm & Alan Wright (AW). Ward Councillors Eddie Perry (EP) & Kevin Collins (KC) Also, in attendance: 1 member of public. Clerk - Julie Cooper (JC)	
1.	Apologies for absence. No apologies required.	
2.	Declaration of Interest. <i>(Personal and / or Prejudicial)</i> CS: 6 a) Parking at Chapel & 11 d) Church Road. AW: 8 a) i & ii 63/32 Holywell Road, GS: 8 a) iv - 88 Holywell Road(neighbour)	
3.	Public Question time. No questions raised by member of the public at this time.	
4.	Matters for the Central Bedfordshire Councillors. ● Reminder to consider pets on Firework Night. ● Check that the telephone box is not one of those being removed. ● Did the PC receive any communication regarding London Luton Airport Consultation? Worth the PC submitting a response, deadline mid-November. AW advised a circular we received was passed on to all those on the mailing list. Consultation is looking at holding pattern and flight path which will not actually affect this ward. ● Local Plan latest position. ● National Lock down latest news – LA waiting for details, will be passed on as soon as possible. ● Marcel Coiffait now officially taken on his role as Chief Executive, a replacement for his former role will now be recruited. KC reminded the PC of various members of council and their roles. ● Cheering Volunteering whilst not able to hold a ceremony at The Gove Theatre the awards will still be made. BW advised that the PC in conjunction with Kensworth & Whipsnade have submitted a nomination in category of 'Volunteer of the Year'. KC left the meeting at 19.22	
5.	To confirm approval the minutes of the virtual meeting held on 5th October 2020 The minutes were proposed, seconded, and signed as a true and correct record of that meeting. Any matters arising therefrom. No matters arising other than those included within the agenda.	

6.	Report of the Chairman – Councillor Wilkin. a) <u>Gates and bollards on the Common</u> – BW advised that he has contacted all persons who have an interest in the land and informed CBC that this is what he has now done. b) <u>Registration of public Rights of Way between Swannells Wood and The Red Lion.</u> – LS is investigating procedures, her Initial view of the paperwork is that it appears extremely complicated and she requires additional time to absorb the detail. c) <u>Memorial Service</u> – Sunday 8th November. It would appear extremely unlikely that this event will be able to go ahead due to the recent announcement of new ‘Lock down’. Consideration will be given to laying of the wreaths at some point over the weekend if the planned event does not go ahead. LS suggested that an update be posted on the PC website/ face book pages & to e-mail recipients. Rev. Nicola will ensure that full NHS approved procedures will be in place. d) <u>Budget process for Precept application</u> – BW sought suggestions for any Special Projects, or specific anticipated expenditure for 2021/2022 from the Councillors ahead of setting a budget as part of the Precept application. 1. Consider the telephone line in Village Hall be used for Internet Access. CS advised that previously the cost has been an issue with the Trustees who do not wish to incur cost to all users as this may deter small groups. Further investigation should be considered provided the VH trustees are happy. e) <u>Thank You</u> – An e-mail, previously circulated, from Chris Morrell requesting some recognition of services provided by a parishioner. Ordinarily an invite to Christmas drinks would have been considered but as this event will not now take place BW suggested to send a formal letter instead. CS suggested the Link report to also include thanks to everyone who does good deeds around the village. f) <u>War Memorial</u> - Broken glass has been discovered around the Memorial Clock. Not sure where this has come from or how to prevent it recurring,	LS CS/LS CS
7.	To confirm approval the minutes of the virtual meeting held on 13th October 2020 (Planning) The minutes were proposed, seconded, and signed as a true and correct record of that meeting.	
8.	Report of the Vice-Chairman – Councillor Poyner. a) <u>New Planning Applications to be considered</u> – i. <u>CB/TRE/20/00485</u> – 63 Holywell Road, Studham, LU6 2PA. - Reduce and reshape Oak tree T1 by 25-30%, approximately 3m off the crown. Noted that this work is ‘long overdue’. Request Andy Jones determine as appropriate. ii. <u>CB/20/03615 /FULL</u> – 32 Holywell Road, Studham, LU6 2PA. – Erection of front porch. No material issues, happy for CBC to determine. iii. <u>CB/20/03631/FULL</u> – Clements End Farm, Clements End Road, Studham, LU6 2NG. Variation of planning conditions. Some ridge heights being adjusted a single garage being upgraded to a double and some internal design changes. It was noted that the pond area is not included in the site. It would appear to be minor alterations, happy to leave for planning team to determine whether appropriate. iv. <u>CB/20/03760/FULL</u> – 88 Holywell Road, Studham, LU6 2PD. Erection of front porch. (Retrospective). <u>Note Councillor Shute did not participate in this discussion.</u> It was noted that the application was submitted promptly following an enforcement inquiry. BW noted that the proposal shows white rendered finish to front and one side elevation. Rest of street all red brick. The proposed porch is In line with garage and of modest size, therefore no material issues. It was noted however that replacement, grey, modern windows are proposed, and the plans appears to indicate a white render finish, which is not in keeping with the street scene. b) <u>Other Planning Matters</u> – i. <u>Mobile Telephone Mast</u> – No further updates. Comments received from residents in Common Rd. ii. <u>Neighbourhood Plan</u> – No update, awaiting Local Plan. iii. <u>Land to rear of Bell Cottages</u> – No further update available. iv. <u>34 Holywell Road</u> – Watching. v. <u>Permitted Development</u> – BW has started investigating permitted development and how they reflect on sites in Studham. (AONB/ Green Belt etc.) He hopes to write a summary for future reference. c) <u>MP attended a virtual meeting of SiGNS</u>. Whilst Leisa’s suggestion of linking the three villages groups is sensible he is concerned that in practice this may not be feasible. Not certain whether the Covid-19 response group will need to be resurrected. It was noted that of the 140 volunteers of the SKAW support group it is understood that few would wish to be involved in on going SiGNS group.	EP left the meeting at 8.30pm

9.	Report of Councillor Rashid. a) <u>Insurable Assets List</u> . – No action, awaiting current list.	MP
10.	Report of Councillor Shute. a) <u>Friends of Studham Common</u> – 13 th award of ‘Green Flag’, congratulations to all concerned. A tree has been cut down by an unknown person, this was cleared up. Celebration planned for Nov 21 st . b) <u>69 Holywell Road</u> – The situation remains unresolved, now in hands of CBC. c) <u>Wooden Bus Shelter</u> – looking untidy. Not been repaired or treated for several years. BW suggests he and 1 other undertake a survey to determine way forward. Report back to December meeting. d) <u>Dunstable Road footpath</u> – partially blocked and dangerous. e) <u>Village Centre Parking</u> – A meeting with CBC Highways, parks & Leisure set for 5 th November. EP to attend also as Ward Councillor. f) <u>Village Gardening</u> – BW has produced a revised contract. CS noted that the gulley checking was no longer included as previously. GS advised it was removed due to the extent of damage making it not viable for the gardener to maintain. GS suggests that a tender should indicate the tasks required with an applicant to advise the hours they consider required. LS suggests a ‘Scope of Work’ with suggested time constraints yet allowing applicant to offer their thoughts. MP suggests that we will see the cost possibly doubling following a tender process. It was also agreed the contract to run from 1 st April in line with fiscal year. Current gardener to be requested to complete one additional month at standard rate. GS suggests it will cost £700 to £1K to sort mess currently on Meads path.	
11.	Report of Councillor C Smith. a) <u>Playing Fields</u> – No information thus far regarding a telephone mast. b) <u>Sports & Social Club</u> – Nothing to report. c) <u>Highways</u> – some jobs will now be held back due to new Lock down. White lines have been done and some 40mph roundel’s in Byslips, Common Road works should go ahead. d) <u>School corner</u> – A conservation standard yellow line has been painted on house side of road, white lines outside houses. Crossing areas have been completed. Awaiting yellow line on opposite side of road. The bollards installed are diagonally cut which is deemed dangerous.	
12.	Report of Councillor L Smith. a) <u>Hedgerows</u> – LS & CS not yet had an opportunity to review, defer to December. b) <u>Village Hall</u> – Works ongoing. Noted drains were functioning reasonably well except down pipe, they will rod to ensure clear. The trustees have decided not to use heat and allow natural air drying.	
13.	Report of Councillor Wright. a) <u>Defibrillator</u> – Reported on the consultation with local residents. E-mail & hand delivered notes, overwhelming support and majority consider the Notice Board site as being most appropriate. London Hearts however are now not deemed to be a suitable supplier. Community Heartbeat can provide for £2.5K and are much more knowledgeable. MP suggested the PC confirm that Cllr Perry is happy for this to be outside his home. Need a local tradesperson to sink the post into the ground. AW requested who he needs to contact at CBC for permission for the post on the verge. BW proposed with CBC permission to go ahead, CS Seconded. RESOLVED. Training will be provided post COVID.	
14.	Accounts for Payment. <u>Requests for payments</u> relating to October was circulated for approval. Ward Councillor Grant Payment to be passed over to The Village Hall was approved but the cheque will be held until the payment has shown cleared on the bank statement.	JC
15.	Budget Statement Period 7 a) <u>Financial statements</u> including an Income & Expenditure report & Bank Reconciliation, relating to period seven were circulated for information and subsequently approved. b) <u>Ward Councillors Grant for Village Hall Floor</u> – A remittance advice has been received from CBC for the promised £4K, although not yet shown on bank statement the transfer has been included in this month’s payments. Statement to be adjusted to show this separately.	JC
16.	Items for the next Parish Link. <u>December</u> – Chairman’s Thanks, no Christmas Drinks, gardeners’ contract- tender, salt bin rota- volunteers required, Seasons greetings with COVID-19 related message.	CS
17.	Correspondence. St Mary’s church request for funding to support the upkeep of the churchyard. CS Proposed £500 MP Seconded. RESOLVED.	

18.	Report of Clerk. Precept application – deadline 18 th January. MP suggested a separate Zoom call for interested councillors to participate in budget process.	
19.	Review ongoing actions list. The Ongoing Actions list was not circulated ahead of the meeting by BW.	
20.	Items for the next Agenda. SiGNS, (AW) Defibrillator, (LS) Hedgerows.	
	Date and time of future meetings. - Monday 7th December 2020 @ 7pm (virtual meeting via Zoom) - Monday 4th January 2021 @ 7pm (virtual meeting via Zoom)	Meeting closed 9.37 pm