



MINUTES OF PARISH COUNCIL MEETING HELD

Thursday 1st June @ 7 pm

	Councillors Present: Lola Harris (LH), Mo Rashid (MR) & Jennifer Rushmer (JR) Also in attendance: Clerk – Sally Harrop (SH) Ward Councillor – Kevin Collins (KC) Ward Councillor – Vicky Malone (VM) Mark Poyner – Retired Vice-Chair of SPC (MP) 8 Members of the Public (MOP)
1	Apologies for absence None received.
2	Report of the Chairman – Lola Harris. LH introduced herself, she has lived in Studham since 2005, she also introduced JR and MR and welcomed KC & VM – a new Ward Councillor who is also a parish councillor for Caddington. a) Handover – LH thanked all previous councillors for their work, especially Bob Wilkin and MP for their thorough handovers which are much appreciated. b) Co-Option & Vacancies – LH advised that she would like to apologise to the previous councillors regarding the wording used when the Notice of Vacancy was circulated, however, this is a legal requirement. LH agreed that SPC would send an apology and explanation via the parish email and thanked MP for his feedback. Councillor Portfolios will be decided on after co-option/election. CBC will advise SPC after 6th June if there will be an election to fill the four remaining vacant seats or if they can be co-opted. c) Noticeboards & Website – MOP asked if meeting agendas could be posted on all 4 noticeboards. LH confirmed that SPC are currently unable to access them, and we are waiting for them to be repaired. MOP queried why there no comments in Parish Link, this would have been for the previous parish council to decide, the cut-off date was missed due to the date of the meeting being changed from Tuesday 9th May to Monday 15th May 2023 planning responses will be added to the website as soon as possible. d) Studham Sports and Social Club – LH will be the SPC rep, proposed by JR and seconded by MR. e) CBC Highways – MOP asked about hedges and pathways blocked by overgrown foliage. Also, moss causing pavements to be slippery. These matters can be reported to CBC via FixMyStreet. A letter has been sent by CBC (Emma Kines – Principal Highways Officer) requesting that the overgrown hedge is cut back at 69 Holywell Road. The new councillors are arranging a walk around the village with Emma Kines. f) May 2023 Planning Letters – MP advised that the planning applications on the agenda for 15th May should have been discussed in front of members of the public and that responses shouldn't have been sent to CBC. KC suggested that the clerk send an email so that CBC are advised that these applications were not discussed in a public meeting. See 8) b).

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	g) Studham School – LH has been in touch with school to introduce herself, but is awaiting a response as it is currently half term. h) Defibrillators – JR advised that the service check has been carried out. JR confirmed the defibrillator at the Sports and Social Club has been taken out of service. i) Studham Neighbours Scheme – MP has agreed to remain on the committee for 6 months and will feed back to SPC. j) Insurance – MR is dealing with this and has received a further email this evening which he will update the other councillors with.
3	Declaration of Acceptance of Office – Chair LH signed the declaration of acceptance of office.
4	Declarations of Interest. Personal /or Prejudicial 8) a) iii) Land North of Eagle Farm CB/TRE/22/01957 – LH
5	Public Question Time Questions were raised in 2) and 7)
6	Matters for the Ward Councillor Councillor Kevin Collins - MOP asked KC who is in control of CBC – 27 independent, 20 Conservative, 10 Liberal Democrat, 7 Labour and 1 Green Party. No group has overall control of the council. Councillor Vicky Malone - SANG (Suitable Alternative Green Space) a meeting was held today with Howard Hughes (CBC Active Lifestyles Manager) and Steve Hatton (CBC Senior Countryside Officer) to discuss the plan for Studham, this plan provides opportunities of additional works to enhance the Common once funds are available. A site meeting was held with Siobhan Vincent (CBC Technical & Specialist Team Leader Regeneration & Business), SPC Chair, Cllr Collins and Cllr Perry in February 2015 and improving parking was discussed. KC explained that a pre-application could be submitted to find out what is feasible, but it would be challenging to take the idea forward and find an acceptable solution. If a solution can't be found for the car parking, it won't go ahead. Suggestions from MOP included a play area for children, a walking path to the Sports and Social Club and a youth club. MOP asked about how the funding will be apportioned, KC confirmed that the pool of money will serve all four sites. The time frame for spending the funds is open ended and could take years. It was agreed that KC would approach Siobhan Vincent and a feedback group is formed in Studham to pass views to CBC. Holding an open meeting to gather views was also suggested.
7	To confirm the minutes of the meeting held on: i. Monday 15th May 2023 The minutes were accepted as a true record of the meeting subject to: Planning applications were not included as part of the open meeting, therefore KC recommended that the responses sent by SPC were updated with an email to confirm this. SH to action. These applications are listed in 8) b).
8	a) New planning applications i. CB/22/04134/FULL – Mile Barn Farm, Hemel Hempstead Road, Dagnall, Berkhamsted HP4 1QR – The redevelopment (including demolition of existing buildings) of an employment site to deliver 9 residential units, office space and associated landscaping, parking, vehicle access arrangement and associated infrastructure – Eddie Perry -previous Ward Councillor took this to DMC, MP did not agree with this action. This has been called into DMC by Councillor Ghent. Various points including (i) Highways, (ii) Design, (iii) Building Materials and (iiii) Lighting were discussed. SPC to draft a response.

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	ii. CB/23/01058/FULL – 50 Holywell Road, Studham LU6 2PD – part two storey, part single storey front extension and two storey side and rear extensions - Reduction in size from previous application. MOP asked if SPC has looked at the response that MP sent on behalf of SPC previously. MP feels this would be good practice. LH will investigate further and draft a response. iii. CB/22/0195/FULL – Land North of Eagle Farm, Clements End Road, Studham LU6 2NG - APPEAL – Change of use of land to a paddock and erection of stables for 6 horses with associated hardstanding for access and parking – SPC is unable to make any comments for this appeal to the declaration of interest by LH. This leaves only 2 councillors to discuss matters, which is not sufficient. iv. CB/23/01566/FULL – Hunters Moon, Common Road, Studham LU6 2NQ – Small rear single storey orangery – SPC has no material concerns, CBC to decide as appropriate. v. CB/TRE/23/00189 – The Swallows, 6 Oakway, Studham LU6 2PE – Works to trees protected by a Tree Preservation order SB/73/00004 & 5 – SPC has no material concerns, CBC to decide as appropriate. vi. CB/TRE/23/00210 – 46 Woodland Rise, Studham LU6 2PF – Works to trees protected by Tree Preservation order SB/82/00003/G26 – SPC has no material concerns, CBC to decide as appropriate. b) Planning Applications on the agenda for Monday 15th May 2023 – These applications were not discussed at the public meeting, emails have since been sent to CBC to confirm this point. SPC responses for the following applications were read out at this meeting. i. CB/23/01017/FULL – 38 Church Road, Studham LU6 2QA – Demolition of existing rear conservatory and outbuilding. Construction of a single storey rear extension and conversion of attached garage to form additional living accommodation. Internal alterations converting Bedroom 4 to form a first-floor bathroom and walk-in wardrobe to Bedroom 3 - Having considered this proposal, the Councillors have no material concerns and are happy that CBC planning team will determine as appropriate. ii. CB/TRE/23/00156 – 55 Woodland Rise, Studham LU6 2PF – Works to trees protected by a Tree Preservation order SB/82/0000G34 Oak Tree - SPC has no material concerns. CBC planning team to decide as appropriate. iii. CB/23/00936/FULL – Land at the corner of Pedley Hill and the B440, Dagnall – Temporary permission (3 years) for an agricultural workers dwelling (prefabricated unit) along with ancillary temporary storage and boiler unit and a landscaped bank around the property (retrospective) - Applicant attended the meeting and explained that together with his partner they are developing their business at the site. They have livestock – including pigs and free-range quails which need to be fed three times a day, this is why they are living in the portacabin. The applicant feels that the building is discreet and temporary and hopes to build a house in due course. They were advised to put in the soil bank as a screen, but there have been some issues with neighbours. SPC to request a further extension to provide comments. Update following the meeting – a further extension to provide comments was not granted. SPC response was sent on 25/05/23 and read out at the meeting on 01/06/23. VM left at 8.35pm 1 X MOP left at 8.37pm
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9	ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) To consider for approval the Annual Governance and Accountability Return (AGAR) 2021/22. (Submission deadline 30th June 2023.) a) Section 1 – Annual Governance Statement & Certificate of Exemption - AGAR Form 2. All statements, 1-8 were acknowledged to be responded ‘yes’. Statement 9 is not applicable, no Trust Funds held. These documents were signed and dated as appropriate by LH and SH. b) Section 2 – Accounting Statements 2022/23. This document was signed and dated as appropriate by LH and SH. The Clerk is required to submit the return electronically, with supporting documents attached, ahead of the 30th June 2023 deadline. Before 1st July 2023 the PC must publish: Notice period for the exercise of public rights. Hard copies notices will also be posted onto the main noticeboard at the Village Hall. (Notice period of 30 working days – 16th June – 27th July 2023.) MOP left at 8.44PM
10	ACCOUNTS FOR PAYMENT Accounts for May 2023 approved for payment. Payments authorised online by MR on 31/05/23.
11	BUDGET STATEMENT (Distributed) This will be forwarded to councillors by email in the next few days.
12	CORRESPONDENCE. None received.
13	REPORT OF CLERK. Handover from Geoff – still to take place.
14	ITEMS FOR THE NEXT PARISH LINK. • Thank you to previous SPC councillors and congratulations to the re-elected and new ward councillors. • Update regarding possible election or co-option to fill the four vacant seats on SPC. • Village Hall rebuild – Presentation Sat 17th June @10am at the Village Hall – SPC can circulate further information, if this is provided by the Village Hall Rebuild Committee. • MOP suggested that the new parish councillors introduce themselves.
15	ITEMS FOR THE NEXT AGENDA. • Not discussed.
16	DATE AND TIME OF FUTURE MEETINGS Tuesday 18th July 2023 @ 7pm Meeting closed at 8.58 pm

Signed