



Minutes of the Studham Parish Council General Meeting
Held at Studham Scout HQ
Tuesday 6th February 2024

	<u>Councillors Present:</u> Lola Harris (LH), Mo Rashid (MR), Jane Jacoby (JJ), Jennifer Rushmer (JR) & Chris Morrell (CM) <u>Also in attendance:</u> Clerk – Brian Mew (BM) Ward Councillor – Vicky Malone (VM) 3 Members of the Public (MoP)
	<u>Public Participation</u> Subjects raised by MoP included: - Ongoing issue of Street Lighting installation, Clements End Road. VM to raise with Central Bedfordshire Council (CBC)
58/202324	APOLOGIES FOR ABSENCE Councillor Susan Holliman (SH)
59/202324	CO-OPTION OF NEW COUNCILLOR Chris Morrell (CM) was proposed and seconded and duly co-opted as a Parish Councillor. CM would deal with the portfolios of CBC Grass & verge maintenance and Friends of Studham Common (FOSC) Liaison.
60/202324	ACCEPTANCE OF OFFICE NEW COUNCILLOR CM signed the Declaration of Acceptance of Office, duly witnessed by BM.
61/202324	DECLARATIONS OF INTEREST AND DISPENSATIONS None.
62/202324	APPROVAL OF MINUTES It was RESOLVED that the minutes of the Parish Council Meeting of 2nd January 2024 were approved as a correct record and duly signed by the Chairman.
63/202324	REPORT OF THE CHAIRMAN Highways – LH reported that she and JJ had a useful and productive walk around the village meeting with David Amos, the new CBC Highways Officer covering the parish. Specific areas looked at included the wall in from of Southern Way on Dunstable Rd and the water connection cover on Woodland Rise. On 1st February the diggers were in Woodland Rise and removed the old tarmac and replaced the surround with a flush tarmac topping. Thanks to David Amos from LH and JJ for this work and the meeting. Hedges – LH reported that, although not SPC's responsibility, SPC had arranged for the overgrown hedge adjacent to the allotments on Kensworth Road to be cut back. Further research to be undertaken to try and establish ownership and responsibility for this hedge. It was reported that the allotments are owned by the Fisher Trust.

64/202324	REPORT OF PORTFOLIO HOLDERS Councillor Holliman – Defibrillators. SH had previously reported that the defibrillator cabinet lock at Studham, Sports and Social Club (SSSC) had been repaired. Councillor Jacoby – Salt Bins; Playing Fields/SSSC; Village Hall: Salt Bins – JJ has asked CBC to fill the bin in Church Close/Church Mead and has asked the volunteers who spread the salt to inform her when it needs to be refilled, so it can be added to the CBC schedule. Bin has now been filled by CBC. Bin located in the Village Centre is not shown on CBC website, CBC to check. Additional volunteers may be needed in some areas. There are 5 CBC bins salt bins in the village, 1) Junction Holywell Rd & Dunstable Rd, 2) across the road from The Bell, 3) junction of Dunstable Rd and Kensworth Road, 4) School Lane and 5) along Valley Road/Common Road, (near the junction) which have no volunteers to spread the salt. Request for volunteers to be included in next Parish Link. JJ and BM clarifying insurance position with CBC regarding Winter Salting Group. New salt bins have been installed by CBC as several had damaged lids. Playing Fields - Meeting took place on 15th January 2024. The issue of additional lighting by the Tennis Club was raised and although options have been investigated, they all proved too expensive, so project on the back burner for now. Race night in August and football competitions planned to raise funds. Thanks to SPC for the donation toward the new Klargestester. Christmas Ball raised a good sum. Studham Village Hall – JJ has sent apologies for next meeting scheduled for this month. Councillor Rushmer – Footpaths; Rights of Way; Welcome Packs; Studham, Kensworth, and Whipsnade Good Neighbours (SKAW): Welcome Packs – These are almost complete, including short film and QR codes, and will be ready for next month. SKAW –JR yet to receive a response from SKAW regarding suggested level of donation and levels of donation from Kensworth PC and Whipsnade PC. Councillor Rashid – Crime, School Liaison MR reported two incidents this month: 1. Attempted burglary at residential premises. [no further info]. 2. Fly tipping on the Common – earth dumped. CBC aware. It was also reported that there had been a road traffic accident at the Clements End Road / Common Road / Byslips Road crossroads. Concern expressed over road markings at this junction – to be raised with CBC.
65/202324	REPORT OF WARD COUNCILLORS VC reported that CBC had established that it was responsible for repairing potholes at the bottom of Pedley Hill. Temporary or full repairs to be carried out. VC was following up Dunstable Road retaining wall and Street Light Fix My Street reports. VC would pick up issue of untaxed SORN vehicles parked in “car park” opposite Village Hall with KC / CBC. Report to next meeting.
66/202324	PLANNING APPLICATIONS – To review and comment on new planning applications received from Central Bedfordshire Council. i. CB/24/24/00105/FULL - Setter Braes, Dunstable Road, Studham, Dunstable, LU6 2QJ – Replacement dwelling. Central Bedfordshire Council Planning Pages No comments from SPC, CBC Planning Team to determine as appropriate. It was noted that one response in the application regarding residential units was inconsistent with the other information contained in the application. Response to CBC to include reference to clarifying this with the applicant.

67/202324	PLANNING APPLICATION CB/24/00144/TDM – TELECOMMUNICATIONS MAST, WHIPSNADE WILD ANIMAL PARK (67/202324) To review and comment on this Planning Application. Note: Studham PC is not a Statutory Consultee for this application. Central Bedfordshire Council Planning Pages Response to be sent to CBC expressing support for this application.
68/202324	INTERNAL AUDIT 2023/24 INTERIM AUDIT REPORT (68/202324) It was RESOLVED to accept the Interim Audit report from April Skies Accounting. Recommendations agreed, and it was noted that items 69/202324 Risk Assessment and 74/202324 Accounts for Payment implemented these recommendations. It was also noted that an External Audit and an Annual Governance and Accountability Report (AGAR) 3 return would be required for 2023/24 as SPC expenditure was now above £25,000.
69/202324	RISK ASSESSMENT 2024/25 It was RESOLVED to approve the Risk Assessment and Risk Register for 2024/25. Additional Medium Level Risk to be added regarding Archiving of physical documents in recent years. Archiving discussed and to be considered at next meeting.
70/202324	STUDHAM VILLAGE HALL In response to correspondence regarding the Village Hall on behalf of the Village Hall Trustees, legal advice had been obtained on responsibilities. A response had been provided to the Village Hall trustees and acknowledged. Village Hall trustees to be written to advising that SPC would not be providing any grounds maintenance services to the Village Hall with effect from 1st April 2024.
71/202324	ANNUAL PARISH MEETING It was RESOLVED that the Annual Parish Meeting would be held from 6.00pm to 8.00pm on Tuesday 30th April 2024 at the Scout HQ. This is a separate meeting from the Parish Council Annual Meeting and is an opportunity for the community to hear reports on community matters from the parish council, community groups, and other organisations. Invitations to be sent to: St. Mary's Church, Studham; Village Hall Trustees; Studham, Sports, and Social Club; SKAW; FOSC; Studham Tennis Club; May Fair Organisers; MP; Ward Councillors; Bedfordshire Police; and Studham Village CE Academy.
72/202324	CENTRAL BEDFORDSHIRE COUNCIL – BIODIVERSITY INITIATIVES It was noted that there were only two responses to the recent consultation with parishioners regarding the CBC Biodiversity Initiatives of: • Trial no-mow sites as part of Plantlife's No Mow May campaign • Reduce the frequency of grass cutting in urban areas. • Promote wildflower growth on suitable road verges. Both responses were opposed to these initiatives. It was RESOLVED that CBC be responded to advising that SPC did not wish to participate in these initiatives, and would be seeking assurance from CBC that they would not be implemented in the parish.
73/202324	D DAY 80TH ANNIVERSARY It was RESOLVED that SPC would not be undertaking any of the suggested activities in the letter from the Pageantmaster, but would consider making an appropriate charitable donation nearer the time. St Mary's Church to be forwarded the letter in case they had not received it separately.
74/202324	ACCOUNTS FOR PAYMENT It was RESOLVED to approve accounts for payment for January 2024.

75/202324	BANK RECONCILIATION It was RESOLVED that the Bank Reconciliation for the year to 31 st January 2024 was verified as correct and duly signed.
76/202324	BUDGET STATEMENT It was RESOLVED to approve the financial statement of income and expenditure for the year to 31 st January 2024.
77/202324	CORRESPONDENCE Correspondence circulated to Councillors prior to meeting was received: Bedfordshire Association of Town and Parish Councils (BATPC) – Section 137 Expenditure limit CBC – Local Plan Workshops CBC – MMR Information CBC – Biodiversity Initiatives CBC – Retention of Studham Payphone Chiltern Conservation Board – Latest News National Association of Local Councils (NALC) – Newsletter Open Spaces Society – January News Slip End Parish Council – Councillors’ Evening 26 th February 2024 – LH, MR, and BM would try to attend.
78/202324	REPORT OF CLERK a) As discussed in respect of the Risk Assessment it was RESOLVED to approve progressing work on acquiring a gov.uk domain and email addresses. .
79/202324	ITEMS FOR THE NEXT PARISH LINK - Footpaths - Salt Bins and Winter Salting - Fix My Street - Annual Parish Meeting - Date of next meeting
80/202324	ITEMS FOR THE NEXT AGENDA - Policy Updates - Annual Parish Meeting - Archiving - Gov.uk Domain
81/202324	DATE AND TIME OF FUTURE MEETINGS Next Parish Council General Meeting Tuesday 5 th March 2024 at 7.00pm Annual Parish Meeting Tuesday 30 th April 2024 at 6.00pm Annual Parish Council Meeting Tuesday 7 th May 2024 at 7.00pm All at: Studham Scout HQ Clements End Rd, Studham, Dunstable LU6 2NG
	Meeting closed at 9.22pm.

Signed by Presiding Chairman