

MINUTES OF PARISH COUNCIL MEETING HELD

Tuesday 18th July 2023 @ 7.00 pm

	<u>Councillors Present:</u> Lola Harris (LH), Susan Holliman (SUH), Jane Jacoby (JJ), John Newland (JN), Mo Rashid (MR), Jennifer Rushmer (JR) & Norma Thomas (NT) <u>Also in attendance:</u> Clerk – Sally Harrop (SH) 27 Members of the Public (MOP)
1	Apologies for absence Ward Councillor – Kevin Collins (KC) Ward Councillor – Vicky Malone (VM)
2	Declarations of Interest. <i>Personal /or Prejudicial</i> NT – 8 & 9 LH – 14
3	Lola opened the meeting with some housekeeping points, MOP disagreed and says that Brian Dunleavy (Democratic Services Manager at CBC) has advised him that any MOP could speak at a public meeting and that a parish council can't discuss matters privately. The MOP also disagreed that monthly Parish Council meetings were for councillors to discuss matters. LH confirmed this will be clarified with CBC, as they are giving different information from other local government bodies and associations. We can provide an answer in writing. LH advised the Parish council have been advised they can discuss confidential matters in a closed session- Public Question Time The meeting moved into the main hall at this time. MOP raised the following questions: • Why is public question was being limited to 10 minutes, LH advised SPC have taken advice on this matter. The time set aside is quite usual. • Will questions be minuted and taken forward, LH confirmed they would be. • Why the main hall isn't being used, as the committee room is too small. It was confirmed that the main hall is already booked later this evening and the meeting had to be held tonight due to councillors' commitments. • Update re the village hall rebuild. LH confirmed it would be discussed as per the agenda item (8). • It was suggested that all the councillors could introduce themselves, which they did. • SPC were asked to provide the dates for the PC surgeries. These haven't been decided on yet. • Why can't MOP raise questions about items which are not on the agenda. Public question time will deal with agenda points first then if time allows other questions can be raised. If a question is sent as correspondence to the clerk prior to a meeting it can if agreed be put on the following months agenda. • Why there is a need for confidential sessions. LH confirmed that legal, contractual and staffing matters can all be discussed in a closed session. In hindsight 'Village Maintenance' should have been on the agenda as 'Staffing Matters'. • The meeting moved back into the committee room at this time.

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	• Planning application for Golden Leaves (CB/23/01666/FULL), this will be discussed by councillors in Planning Applications (7). • A comment was made that MOP are present as they are concerned about the welfare of the village and feel that SPC are putting barriers in the way of asking questions. LH advised that SPC are not putting barriers up and MOP are welcome to contact SPC at any time. JN commented that this current discussion is not allowing matters to move forward in a positive way and suggested that SPC discuss how this can be done. • Grass cutting and hall hire for meetings. LH confirmed this will be dealt with later on the agenda, 4b) and 9). • A suggestion was made that SPC attend other PC meetings and investigate the legislation regarding meetings further.
4	Report of the Chairman – Councillor Harris. a) <u>Election Thursday 3rd August</u> – The 4 new councillors signed the Declaration of Acceptance of Office following the uncontested election. b) <u>Grass Cutting</u> – Grass was not cut in May; LH has chased CBC repeatedly from the 6th June when she first spoke to the area Manager for the contractor responsible. Repeated promises were broken until CBC contractors did come to Studham approx. 2 weeks ago and cut some of the grass, they are coming back today or tomorrow. LH will also raise it with ward councillors. JJ asked about hedges, most of those are on residential properties, SPC can contact CBC and ask them to write to landowners. c) <u>Clements End Farm/Troy Homes – Lamp Posts</u> – 7 lamp posts were going to be erected. VM has not yet been able to provide an update. Highways are going to review the matter as 7 lamp posts for this area seems excessive. Residents have been assured there will be a site meeting before any work takes place. d) <u>Training for new councillors</u> – LH thanked new councillors for agreeing to go on the BATPC (Bedfordshire Association of Town and Parish Councils) new councillor training at short notice, tomorrow Wednesday 19th July. It was also confirmed that LH and JR had already attended this session and found it extremely beneficial. LH advised that a few more training sessions were scheduled for July.
5	Report of Ward Councillors Neither in attendance.
6	To confirm the minutes of the meeting held on: i. Thursday 1st June 2023 The minutes were accepted as a true record of the meeting.
7	<u>New planning applications</u> i. CB/23/01623/FULL – 52 Woodland Rise, Studham LU6 2PF – Increase to roof height, loft conversion/extensions with rear dormer, and front roof windows. 2 previous applications have been made for this address, one granted and one withdrawn. Concerns about trees at a neighbouring properties. One neighbour has advised that they have no issue with the application. SPC has no material concerns, CBC to decide as appropriate. ii. CB/23/01666/FULL – Golden Leaves, Swannells Wood, Studham LU6 2QB – Increase the roof height and convert the loft with addition of front and rear dormers. Part two storey, part single storey rear extension. Comments made that this would enhance the appearance of the property and it doesn't appear to impact on the neighbours. Andy Jones (Tree and Landscape Officer at CBC) would like a landscaping condition imposed to reestablish the planting of new trees in the rear garden. A couple of neighbours have advised they have no objections. SPC has no material concerns, CBC to decide as appropriate. iii. CB/22/03358/FULL – Venture, Dunstable Road, Studham LU6 2QJ - APPEAL – Erection of two semi-detached dwellings with associated access, parking and landscaping, as well as a new vehicle access to serve the existing property. An

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	<u>extension to provide comments to 14th August 2023 – these are to be made directly to the Planning Inspectorate.</u> SPC understand that neighbours have objected to the appeal. SPC will not make any further comments. iv. CB/23/01834/FULL – Bramble Cottage, Valley Road, Studham LU6 2NN – Single storey front extension, infill extension and conversion of garage into habitable room. Two neighbours have advised that they have no concerns. SPC has material concerns, CBC to decide as appropriate. v. CB/23/01987/FULL – Setter Braes, Dunstable Road, Studham LU6 2QJ – Replacement dwelling. Neighbours are concerned about boundaries, there is a large increase in the size of proposed dwelling. Andy Jones has concerns that the building should be no larger than the current footprint. Proposed materials or finishes have not been suggested in the application. Preplanning advice was not taken. SPC does not support the application for these reasons. vi. CB/TRE/23/00253 – 36 Woodland Rise, Studham LU6 2PF – Works to trees protected by a Tree Preservation Order 3/1982 – falling in groups G17 and G18. JJ and SUH have viewed the trees, which are all very overgrown. SPC has no material concerns, CBC to decide as appropriate.
8	Village Hall Rebuild – LH also attended a meeting the week before the public meeting on 17th June to preview the proposed plans. Comments were made that not enough notice was given for the meeting on 17th June and not everyone received the flyer. SPC had offered to send the information out via our email distribution list and noticeboards but a reply from the village hall rebuild committee was never received. SUH suggested Facebook and noticeboards are used to notify residents in future, JJ commented that a lot of village residents don't use email. NT feels that the meeting served its purpose as there is now a lot of interest in the project. Mark Poyner advised that the VH rebuild committee will update SPC with progress in the future after the feedback had been reviewed.
9	Hall Hire for Meetings – Going forward the usual day for parish council meetings will be the 1st Tuesday of the month, so we need to find another venue as VH is not available then. LH didn't realise that we paid for the hall hire. MR asked why the committee room is more expensive than the main hall and the MOP who is responsible for hall bookings was invited to answer. The committee is more expensive than the main hall as heating is included in the hire cost. MOP asked that we keep the meeting in the centre of the village. JR advised that the Scout HQ can be used, it has parking, a kitchen and is accessible - proposed to hold future meetings there.
10	Report of Councillor Rashid a) Crime – 1 theft in the village, no further details. Drone in the area flying around and looking through property windows. MOP commented that there are cannisters of nitrous oxide on the common, the size of the cannisters have got a lot bigger. An electric scooter and car jack was also found. Geoff Shute, Chair of FOSC (Friends of Studham Common) commented that police are aware, a further report will be made.
11	Report of Councillor Rushmer a) Defibrillators – JR read out her report (attached to minutes). Recommended to have training annually. JR is conducting weekly checks and will show other councillors. JR briefly explained how the system works. An email is received if any of the defibrillators are used. It was suggested that the locations are added to SPC website and circulated as a reminder via the parish email. Leaflets previously delivered to residents were produced by Perfect Print.
12	ACCOUNTS FOR PAYMENT Accounts for June 2023 approved for payment. Payments authorised online by JR on 30/06/23. SH explained payments for IT support and Insurance to the new councillors.
13	BUDGET STATEMENT (Distributed) No comments received.

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14	CORRESPONDENCE. a) Request for Funding from Studham Playing Fields – SH will write to ask for details as to what the money will be spent on.
15	REPORT OF CLERK. a) Insurance – already discussed in in 12). SH to send new councillors a copy of the asset register.
16	ITEMS FOR THE NEXT PARISH LINK. • Defibrillator locations. • Welcome to new councillors. • Reminder for next meeting, great to see so much support for new PC council. To be held at Scout HQ. • FixMyStreet reminder. • Flytipping on CBC website - reminder to report. • Email the clerk with any agenda items for consideration. • SH resignation thanks for all her work and support.
17	ITEMS FOR THE NEXT AGENDA. • Village Shop • How to run future meetings • Councillors Portfolios • Planning Councillors Training
18	DATE AND TIME OF FUTURE MEETINGS. Tuesday 5 th Sept 2023 @ 7pm @ Scout HQ – Studham Scout Group Headquarters, 3 Clements End Road, Studham LU6 2NG. what3words address – comforted.tipping.worked
19	RESIGNATION OF NEW CLERK AND VACANCY. A new qualified clerk has been appointed following the resignation of the current clerk.
20	EXEMPT ITEMS. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." a) Staffing matters – discussed. b) Breach of TPO – discussed.

Meeting closed at 10pm

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