



Annual Meeting
Studham Scout HQ, Clements End Rd, Studham, Dunstable LU6 2NG
on
Tuesday 6th May 2025 at 6.00pm

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND
MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND

30th April 2025

Brian Mew (Clerk to Studham Parish Council)

In accordance with Public Bodies (Admission to Meetings) Act 1960 s1 (2), the Council, in consideration of the confidential nature of the business, may resolve to exclude members of the public and press from certain agenda items.

Part A – Annual Meeting

1.	APOLOGIES FOR ABSENCE (04/202526)	
2.	TO ELECT A CHAIRMAN FOR THE ENSUING YEAR (05/202526)	
3.	DECLARATION OF OFFICE – CHAIRMAN (06/202526) Newly elected Chairman to sign acceptance document	
4.	TO ELECT A VICE- CHAIR FOR THE ENSUING YEAR (07/202526)	
5.	TO APPOINT PORTFOLIO HOLDERS FOR THE ENSUING YEAR (08/202526)	
	i) Planning	viii) Salt Bin Management
	ii) Highways	ix) Village Hall Liaison
	iii) Crime	x) CBC Grass and Verge Maintenance
	iv) School Liaison	xi) Studham Common
	v) Defibrillator Management	xii) Footpaths and Rights of Way
	vi) Studham Playing Fields Liaison	xiii) Welcome Packs
	vii) Studham Sports and Social Club Liaison	xiv) SKAW Good Neighbours Scheme Liaison

PUBLIC PARTICIPATION – 10 MINUTES

The Parish Council set aside this time for members of the public to briefly address the council. No decisions will be made by the council during this time, decisions are made on formal agenda items

only. Subjects raised by members of the public may be taken away for consideration. There will be no further public participation during the Parish Council meeting unless specifically invited by the Chair. (Members of the public are reminded that only electors for the Parish of Studham are permitted to put questions to the Council or make comments and must begin by stating name and address).

Part B – General Meeting

1.	DECLARATIONS OF INTEREST AND DISPENSATIONS (09/202526) 3.1 To receive declarations of interest from councillors on items on the agenda. 3.2 To receive written requests for dispensations for disclosable pecuniary interests (if any). 3.3 To grant any requests for dispensation as appropriate.
6.	To approve the MINUTES OF THE MEETING HELD ON TUESDAY 4th MARCH 2025 and the MINUTES OF THE PLANNING MEETING HELD ON TUESDAY 1st APRIL 2025 and sign as a correct record. (10/202526)
7.	REPORT OF THE INCOMING CHAIRMAN – (11/202526)
8.	REPORT OF PORTFOLIO HOLDERS (12/202526) Councillor Holliman – <u>Defibrillators; Planning</u> Councillor Jackson - <u>Playing Fields/Studham Sports and Social Club Liaison; Planning.</u> Councillor Jacoby – <u>Salt Bins; Village Hall Liaison; Highways; Planning.</u> Councillor Morrell - <u>CBC Grass & verge maintenance; Studham Common; Planning.</u> Councillor Rashid – <u>Crime; School Liaison; Planning.</u> Councillor Rushmer – <u>Footpaths; Rights of Way; Welcome Packs; Studham, Kensworth, and Whipsnade Good Neighbours (SKAW) Liaison; Planning.</u>
9.	REPORT OF WARD COUNCILLORS (13/202526)
10.	PLANNING APPLICATIONS – To review and comment on new planning applications received from Central Bedfordshire Council. (14/202526) i. CB/25/00822/FULL – 5 Southern Way, Studham, Dunstable, LU6 2QH - Erection of a two storey rear extension, replacing existing flat roof, external alterations and all associated works. Central Bedfordshire Council Planning Pages ii. CB/24/00906/FULL - The Hanger, Land West of Mansgrove Farm, Common Road, Studham, Dunstable, LU6 2NL - Partial change of use to a dog day care centre Central Bedfordshire Council Planning Pages iii. CB/25/01176/VOC - Studham Nursery, Clements End Road, Studham, Dunstable, LU6 2NG - Removal of condition numbers 9 and 10 of planning permission B/17/00444/VOC (Variation of condition 2 to planning permission CB/16/04242/FULL - To increase ridge heights of plots 2 and 3 by 500mm) - Reinstate permitted development rights for extensions to the dwellings and Class E outbuildings Central Bedfordshire Council Planning Pages
11.	ANNUAL PARISH MEETING (15/202526) To consider any feedback from the Annual Parish Meeting held on 29 th April 2025.

12.	PARISH COUNCIL POLICIES (16/202526) To review and approve the following Parish Council Policies for 2025/26: i. Code of Conduct ii. Financial Regulations iii. Complaints Procedure iv. Standing Orders v. Disciplinary Policy vi. Equality and Diversity Policy vii. Expenses Policy viii. Grievance Policy ix. Health and Safety Policy x. Sickness Absence Policy xi. Fixed Assets Policy
13.	COMMUNITY GOVERNANCE REVIEW (17/202526) To discuss the CBC Community Governance Review.
14.	NEIGHBOURHOOD PLAN (18/202526) To receive an update on Neighbourhood Planning.
15.	MEMORIAL BENCHES (19/202526) To consider the provision of additional memorial benches.
16.	DEFIBRILLATOR SERVICE CONTRACT (20/202526) To discuss the annual Defibrillator service contract with Community Heartbeat.
17.	ACCOUNTS FOR PAYMENT (21/202526) To approve accounts for payment for April 2025.
18.	BANK RECONCILIATION (22/202526) To approve Bank Reconciliations for year to 31 st March 2025 and the year to 30 th April 2025.
19.	BUDGET STATEMENT (23/202526) To approve the financial statement of income and expenditure for the year to 31 st March 2025, and the year to 30 th April 2025.
20.	CORRESPONDENCE (24/202526) To receive Correspondence circulated to Councillors prior to meeting: - Beds Connected – Community Engagement Sessions - Central Bedfordshire Council (CBC) – Town and Parish Council Update - Chilterns National Landscape – News - Chiltern Society – News - Friends of Studham Common - News - National Trust VE80 Beacon - Open Spaces Society - News
21.	ITEMS FOR THE NEXT PARISH LINK (25/202526)
22.	ITEMS FOR THE NEXT AGENDA (26/202526)
23.	DATE AND TIME OF FUTURE MEETINGS (27/202526) General Meetings Tuesday 3 rd June 2025 at 7.00pm Tuesday 1 st July 2025 at 7.00pm Both at Studham Scout HQ Clements End Rd, Studham, Dunstable LU6 2NG