



Minutes of the Studham Parish Council Annual Meeting and General Meeting

Held at Studham Scout HQ

on

Tuesday 6th May 2025

Part A – Annual Meeting

	<u>Councillors Present:</u> Lola Harris (LH), Susan Holliman (SH), Jennifer Rushmer (JR), Chris Morrell (CM), Mo Rashid (MR), & Jason Jackson (Jk) <u>Also in attendance:</u> Clerk – Brian Mew (BM) 4 Members of the Public (MoP)	
04/202526	APOLOGIES FOR ABSENCE Councillor Jane Jacoby (JJ) Central Bedfordshire Council (CBC) Ward Councillor – Vicky Malone (VM)	
05/202526	ELECT A CHAIRMAN FOR THE ENSUING YEAR LH was elected as Chairman for the ensuing year.	
06/202526	DECLARATION OF OFFICE – CHAIRMAN LH signed the Declaration of Office of Chairman.	
07/202526	ELECTION OF A VICE- CHAIR FOR THE ENSUING YEAR It was RESOLVED not to appoint a Vice-Chair for the ensuing year.	
08/202526	APPOINTMENT OF PORTFOLIO HOLDERS FOR THE ENSUING YEAR Portfolio Holders were appointed as follows.	
	i) Planning - All	viii) Salt Bin Management - JJ
	ii) Highways LH, JJ	ix) Village Hall - MR
	iii) Crime – MR	x) CBC Grass and Verge Maintenance - CM
	iv) School - JJ	xi) Studham Common - JR
	v) Defibrillator Management - SH	xii) Footpaths and Rights of Way - JR
	vi) Studham Playing Fields - Jk	xiii) Welcome Packs - CM
	vii) Studham Sports and Social Club - Jk	xiv) SKAW Good Neighbours – CM
		xv) Community Governance Review - SH
	PART A Meeting ended 6.13pm	

Part B – General Meeting

	<u>Public Participation</u> 3 MoPs spoke in support of a memorial bench for Eddie Perry on Holywell green.
09/202526	DECLARATIONS OF INTEREST AND DISPENSATIONS None
10/202526	It was RESOLVED that the minutes of the Parish Council Meeting of 4th March 2025 and the minutes of the Planning Meeting of 1st April 2025 were approved as a correct record and duly signed by the Chairman.
11/202526	REPORT OF THE INCOMING CHAIRMAN LH reported on the recent work successfully carried out by the Community Payback team. Future work would hopefully include repainting the War Memorial railings and footpath and hedge maintenance. LH also reported on the Neighbourhood Plan and Community Governance Review, which were discussed in more detail later in the meeting. Regarding Speeding, this would be a future agenda item. LH noted that an initiative by a resident in Kensworth had recorded very large numbers of speeding motorists and very high speeds.
12/202526	REPORT OF PORTFOLIO HOLDERS Councillor Holliman – <u>Defibrillators; Planning</u>. SH reported on communications with Community Heartbeat regarding battery replacement. Councillor Morrell - <u>CBC Grass & verge maintenance; Studham Common; Planning</u>. CM reported on recent Friends of Studham Common activity. Councillor Rushmer – <u>Footpaths; Rights of Way; Welcome Packs; Studham, Kensworth, and Whipsnade Good Neighbours (SKAW) Liaison; Planning</u>. Nothing to report. Councillor Rashid – <u>Crime; School Liaison; Planning</u>. Nothing to report – some concern that incidents were being under reported in Police crime statistics.
13/202526	REPORT OF WARD COUNCILLORS N/A

14/202526	PLANNING APPLICATIONS – To review and comment on new planning applications received from Central Bedfordshire Council. 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 SPC was happy for the CBC Planning Team to determine as appropriate but noted the need for it to be confirmed that the proposed increase is within planning guidelines. 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 SPC decided to formally OBJECT to planning consent being granted. SPC considers this to be intensification of the use of the land that would be detrimental to the openness and visual amenity of the Green Belt resulting in a harmful visual impact on the open countryside and Chilterns National Landscape. SPC was concerned that a pick up and drop off service could not be enforced and adhered to in practice. SPC also had concerns regarding the lack of a long term business plan and further future development of the site. 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 SPC decided to formally OBJECT to planning consent being granted. SPC appreciated that permitted development rights for extensions and outbuildings were removed to <i>“control the development in the interests of protecting the visual amenity of the AONB, AGLV and openness of the Green Belt.”</i> SPC did not support the removal of conditions 9 and 10 to effectively reinstate permitted development rights and also noted and supported the objection raised by the CBC Tree and Landscape Officer.
15/202526	ANNUAL PARISH MEETING SPC briefly discussed feedback from the Annual Parish Meeting, particularly noting the need to promote volunteering for events and groups such as the May Fair and SKAW.
16/202526	PARISH COUNCIL POLICIES The following Parish Council Policies for 2025/26 were approved and readopted: 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
17/202526	COMMUNITY GOVERNANCE REVIEW The CBC Community Governance Review was discussed. It was agreed to produce some engagement material for this and to explore the possibility of an informal meeting with Kensworth and Whipsnade parish councils.
18/202526	NEIGHBOURHOOD PLAN (18/202526) LH provided an update on Neighbourhood Planning. Notes of the recent Scoping Session would be circulated, and the next Steering Committee meeting would be later in the month prior to the June Parish Council meeting, when it was hoped to adopt the scope of the Plan.

19/202526	MEMORIAL BENCHES (19/202526) LH proposed and it was agreed that the remaining Chairman's Expenses budget would be allocated to repair of the vandalised Rushmer bench. LH reported that a private donation was available to fund a VE Day memorial bench on the Common. It was agreed to spend £500 on a memorial bench to Eddie Perry to be sited on Holywell Green.
20/202526	DEFIBRILLATOR SERVICE CONTRACT (20/202526) The annual Defibrillator service contract with Community Heartbeat was discussed. It was agreed to obtain a copy of the contract and more information on the breakdown of charges from Community Heartbeat.
21/202526	ACCOUNTS FOR PAYMENT It was RESOLVED to approve accounts for payment for April 2025.
22/202526	BANK RECONCILIATION It was RESOLVED to approve Bank Reconciliations for year to 31 st March 2025 and the year to 30 th April 2025.
23/202526	BUDGET STATEMENT It was RESOLVED 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.
24/202526	CORRESPONDENCE Correspondence circulated to Councillors prior to meeting was received: 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
25/202526	ITEMS FOR THE NEXT PARISH LINK - Bonfires - Nuisance and parking on the Common
26/202526	ITEMS FOR THE NEXT AGENDA - Neighbourhood Plan - Benches - Community Governance Review - Defibrillators - Annual Governance and Accountability Return and Accounts - Insurance Renewal
27/202526	DATE AND TIME OF FUTURE MEETINGS General Meetings: Tuesday 3rd June 2025 at 7.00pm Tuesday 1st July 2025 at 7.00pm Both at Studham Scout HQ Clements End Rd, Studham, Dunstable LU6 2NG
	PART B Meeting ended 8.35pm

Signed by Presiding Chairman