



MINUTES of the Studham Parish Council Extraordinary Meeting
held at Studham Scout HQ
on
Tuesday 14 July 2026 at 7.00pm

	Councillors Present: Mo Rashid Vice-Chair, Chris Morrell, Julian Skeens, John McDougal, Simon Maxted, Suzanne Harper. Also in attendance: Locum Clerk/RFO – Christina Jones 6 Members of the Public Vice-Chair Councillor Rashid opened the Extraordinary Meeting and explained that the meeting had been convened to conduct business that could not reasonably be deferred until the next Ordinary Meeting of the Council. It was confirmed that the meeting had been properly convened and was quorate. Councillor Rashid presided over the meeting for the first item of business, following which the newly elected Chairman took the Chair and presided over the remainder of the meeting.
1.	ELECTION OF CHAIRMAN (58/202627) Two nominations were received; one nominee accepted the nomination to stand for election. Votes were cast. It was RESOLVED that Councillor Chris Morrell be elected Chairman of the Parish Council. Councillor Morrell signed the Declaration of Acceptance of Office and thereupon took the Chair for the remainder of the meeting.
2.	APOLOGIES (59/202627) Apologies were received from Councillor Dhaliwal and Ward Councillors Collins and Malone. It was noted that Councillor Harper would leave the meeting at 8.30pm.
3.	DECLARATIONS OF INTEREST AND DISPENSATIONS (60/202627) Nonpecuniary interest in item 17 was noted from Councillors Morrell, Skeens and McDougal.

PUBLIC PARTICIPATION

Member of the public showed an interest in the differing responsibilities of Central Bedfordshire Council and the Parish Council on services provided to Studham.

Member of the public congratulated the new members of the Parish Council recently co-opted onto the Council. Member of the public was interested to know more about Central Bedfordshire Council Local Plan 2050.

4.	APPROVAL OF MINUTES (61/202627) It was RESOLVED that the Minutes of the Ordinary Meeting held on 09 June 2026 were approved as a correct record and duly signed by the presiding Chairman.
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5.	RETURN TO MONTHLY MEETINGS Special Motion - previous Minute No. 31/202627 (62/202627) It was RESOLVED that the Parish Council return to holding monthly meetings, at the Village Hall, on the second Monday of each month at 7pm with a minimum of 11 meetings.																																																																																																																																																																																																																																																			
6.	ALLOCATION OF COUNCILLOR PORTFOLIOS AND REPRESENTATION / LIAISON (63/202627) It was RESOLVED that lead councillors were appointed portfolios for the remaining council term: <table><tr><td></td><td>Clerk – Christina Jones</td><td>Cllr Tejinder Dhaliwal</td><td>Cllr Suzanne Harper</td><td>Cllr Simon Maxted</td><td>Cllr John McDougal</td><td>Chairman Chris Morrell</td><td>Cllr Mo Rashid</td><td>Cllr Julian Skeens</td></tr><tr><td>Bank signatories</td><td>✓</td><td></td><td></td><td></td><td></td><td>✓</td><td>✓</td><td></td></tr><tr><td>Clock - weekly winding</td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td></tr><tr><td>Community Emergency Response Team (CERT) for Studham</td><td></td><td></td><td></td><td></td><td>✓</td><td>✓</td><td></td><td></td></tr><tr><td>Crime / Police</td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td></tr><tr><td>Defibrillators</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Employment and Recruitment</td><td></td><td></td><td></td><td>✓ (sc)</td><td></td><td>✓ (sc)</td><td>✓ (sc)</td><td>✓ (sc)</td></tr><tr><td>Events – Remembrance Day Wreath laying Silhouettes</td><td></td><td></td><td></td><td>✓ silhouettes</td><td></td><td>✓ wreath</td><td></td><td></td></tr><tr><td>Flagpole custodian</td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td></tr><tr><td>Pavements, Footpaths, Rights of Way</td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td></tr><tr><td>Funding - Grants for Special Projects</td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Grass Cutting / Gardening Contract</td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td></tr><tr><td>Highways</td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td></tr><tr><td>May Fair</td><td></td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td></tr><tr><td>Neighbourhood Plan – (sub-committee)</td><td>✓</td><td>✓</td><td>✓ (sc)</td><td>✓</td><td>✓ (sc)</td><td>✓</td><td>✓ (sc)</td><td>✓ (sc)</td></tr><tr><td>Notice Boards</td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td></tr><tr><td>Parish Link</td><td>✓</td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td></tr><tr><td>Planning – (sub-committee)</td><td>✓</td><td>✓</td><td>✓ (sc)</td><td>✓</td><td>✓ (sc)</td><td>✓</td><td>✓ (sc)</td><td>✓ (sc)</td></tr><tr><td>Playing Fields</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Salt bins</td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>School</td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>SKaW Good Neighbours</td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td></tr><tr><td>SPC Policies</td><td>✓</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Sports and Social Club</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>✓</td></tr><tr><td>Studham Common</td><td></td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td></tr><tr><td>Village Hall – key holder</td><td></td><td></td><td></td><td>✓</td><td></td><td></td><td></td><td></td></tr><tr><td>Welcome Packs</td><td>✓</td><td></td><td>✓</td><td></td><td></td><td></td><td></td><td></td></tr></table>		Clerk – Christina Jones	Cllr Tejinder Dhaliwal	Cllr Suzanne Harper	Cllr Simon Maxted	Cllr John McDougal	Chairman Chris Morrell	Cllr Mo Rashid	Cllr Julian Skeens	Bank signatories	✓					✓	✓		Clock - weekly winding				✓					Community Emergency Response Team (CERT) for Studham					✓	✓			Crime / Police							✓		Defibrillators								✓	Employment and Recruitment				✓ (sc)		✓ (sc)	✓ (sc)	✓ (sc)	Events – Remembrance Day Wreath laying Silhouettes				✓ silhouettes		✓ wreath			Flagpole custodian				✓					Pavements, Footpaths, Rights of Way				✓					Funding - Grants for Special Projects			✓						Grass Cutting / Gardening Contract						✓			Highways				✓					May Fair						✓			Neighbourhood Plan – (sub-committee)	✓	✓	✓ (sc)	✓	✓ (sc)	✓	✓ (sc)	✓ (sc)	Notice Boards					✓				Parish Link	✓				✓				Planning – (sub-committee)	✓	✓	✓ (sc)	✓	✓ (sc)	✓	✓ (sc)	✓ (sc)	Playing Fields								✓	Salt bins		✓							School			✓						SKaW Good Neighbours					✓				SPC Policies	✓								Sports and Social Club								✓	Studham Common					✓				Village Hall – key holder				✓					Welcome Packs	✓		✓					
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7.	STAFFING AND RECRUITMENT COMMITTEE / Terms of Reference (64/202627) It was RESOLVED that a Staffing and Recruitment Committee be formally established with four members. Councillors Chris Morrell, Mo Rashid, Julian Skeens and Simon Maxted were appointed and agreed Terms of Reference were adopted.																																																																																																																																																																																																																																																			
8.	RECRUITMENT PROCESS for the appointment of a permanent Clerk/RFO (65/202627) It was RESOLVED that the Parish Council Staffing and Recruitment Committee shall manage the recruitment process for the appointment of a permanent Clerk/RFO and submit its recommendation of appointment to the Full Council for consideration and approval.																																																																																																																																																																																																																																																			
9.	Parish Council Policy – Data Protection (66/202627) The Clerk circulated the policy for review prior to the meeting. It was RESOLVED that the Data Protection Policy be approved and adopted by the Parish Council.																																																																																																																																																																																																																																																			
10.	Banking Arrangements (67/202627) Current arrangements were outlined, along with potential benefits of changing bank providers. It was RESOLVED to commence the process to move Banks from Lloyds to Unity Trust Bank.																																																																																																																																																																																																																																																			
11.	Accounts for Payment for June (ratify) and July 2026 (68/202627) It was RESOLVED to approve accounts for payment in July and ratify June payments as presented.																																																																																																																																																																																																																																																			
12.	BANK RECONCILIATION for year to 30 June 2026 (69/202627) It was RESOLVED to approve the Bank Reconciliations for year to 30 June 2026																																																																																																																																																																																																																																																			
13.	BUDGET MONITOR year to date (70/202627) It was RESOLVED budgets and balance status were reviewed and accepted																																																																																																																																																																																																																																																			

14.	To review Planning Applications received from Central Bedfordshire Council (71/202627) CB/26/01132/FULL - Clements End Farm, Clements End Road, Studham, LU6 2NG – Change of use of agriculture land to equestrian, stables and ancillary facilities, outdoor and indoor arenas, hay barn and dwelling with associated vehicular access, automatic gates and walls, hard and soft landscaping (Retrospective) https://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeResultDetail&TheSystemkey=645292 The Parish Council considered the retrospective and complex planning application. Members were not in favour of the proposal; however, no formal comments for objection were made. The Council acknowledged that the application will be determined by Central Bedfordshire Planning in accordance with the relevant planning policies and considerations. CB/26/01132/FULL – 57 Woodland Rise, Studham, LU6 2PF – Single storey front extension to the garage and a side extension with infill of a side door https://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeResultDetail&TheSystemkey=645724 Studham Parish Council raised no objection and was content that Central Bedfordshire Planning would determine the application as appropriate, with one observation to note – it would appear that the architect may have included woodlands at the rear which was suggested to be land belonging to Central Bedfordshire Council. Central Bedfordshire Council Local Plan to 2050 – Proposed Studham sites https://centralbedfordshire.oc2.uk/document/99/9206#d9206 www.centralbedfordshire.gov.uk/local-plan-sites The Chairman suggested and it was agreed the Local Plan proposed sites discussion should be delegated to the newly formed planning committee to meet and discuss. It was also noted that all residents with a particular view were encouraged to provide comments by 17 August.
15.	Projects (72/202627) • Neighbourhood Plan – Councillor Rashid agreed to provide an update at the September 14 Parish Council meeting. • Bench – Central Bedfordshire Council approval conditions require review and consideration, to be discussed at a future Parish Council meeting.
16.	Grant Poppy Wreath (73/202627) It was RESOLVED a Grant of £50 was agreed be paid to the Royal British Legion in thanks for the Poppy wreath to be supplied for Remembrance service 2026. Clerk to arrange order of wreath.
17.	Grant May Fair Container (74/202627) It was RESOLVED a Grant of £500 was agreed to be paid towards the May Fair Container.
18.	Correspondence circulated to Councillors prior to meeting (75/202627) Central Bedfordshire Council (CBC) – Town and Parish Council meeting slides Member of the Public – Meads Footpath overgrown Conifer/Leylandii hedging issue CBC – Town and Parish Council Invitation to 15 July in person forum Police – Priority setting meeting invitation
19.	Date and Time of Next Parish Council Meeting (76/202627) Ordinary Parish Council Meeting 14 September
	Meeting ended at 9:12pm

Signed by Presiding Chairman Date