

Melchbourne and Yelden Parish Council

Chairman: Mrs. Kate Gelder

Clerk: Mrs. Cheryl Ellis
Tel: 01933 314365

Minutes of Annual Council Meeting held on Wednesday 16 May 2018 in Yelden Village Hall at 8.00pm.

Please note that the public and press were excluded from item 18.73

Present: Borough Councillor Towler (MT) (late, another meeting), Councillors Bone (HB), Franklin (AF), Mackonochie (RM) & Morgan (FM).

Councillor Gelder was in the Chair (KG).

There was 1 member of the public present.

18.45 Election of the Chairman.

- Councillor Gelder was re-elected. **HB/AF resolved unanimous.**
- Declaration of Acceptance of Office signed.

18.46 Apologies for absence.

- Councillors Paynter (SP) (unexpected work commitment), Prescott (PP) (work commitments) & Sizer (PS) (unwell).

18.47 Election of Vice-Chairman.

- Councillor Bone was re-elected. **KG/RM resolved unanimous.**

18.48 Adoption of Standing Orders and Financial Regulations.

- Standing Orders (NALC revised model 2018) including revisions to number of council meetings, electronic agendas & notices, Transparency Code arrangements, data protection and duties to provide & manage information. Amendments reviewed and adopted. **HB/RM resolved unanimous.** (Publicise).
- Financial Regulations (NALC model 2016), amended to clarify council spending in excess of £1,000 decision by full council. Amendments reviewed and adopted. **HB/RM resolved unanimous.** (Publicise).

18.49 Adoption of Risk Management Statement.

- Amended to include data protection & data breach. Amendments & document reviewed and adopted. **KG/HB resolved unanimous. Appendix 1.**

18.50 Re-adoption of Code of Conduct & affiliation to BATPC for 2018/19 term.

- Code dated 15 May 2013 re-adopted. **KG/HB resolved unanimous.**
- BATPC affiliation 2018/19 agreed. **KG/HB resolved unanimous.**

18.51 Confirmation of Standing Orders for the two village sub-committees for Planning.

- Standing Orders confirmed & re-adopted. **HB/AF resolved unanimous. Appendix 2**

18.52 Appointment of Highways liaison Councillors for each village.

- Melchbourne - Councillor Bone re-elected **AF/RM resolved unanimous.**
- Yelden - Councillor Paynter re-elected **KG/AF resolved unanimous.**

18.53 Requests to grant dispensation for disclosable pecuniary interest.

- None.

18.54 Declarations of Interest in any agenda item.

- AF - item 18.73 The Chequers (relative).

18.55 Approval of Minutes of 21 March 2018 meeting.

- Already circulated by email and signed as correct. **HB/AF resolved unanimous.**

18.56 Correspondence for discussion.

- Anglian Water Pumping Station, Melchbourne. Appearance of site, foliage screening & recently fenced off area. Report from HB, work continuing both sides of road. Replacement work nearly complete, remain open until all tested. Main excavation works to complete August & final reinstatement September. HB advised original equipment bought more cheaply in Europe but replacement parts unavailable. Monitoring.
- Installation of defibrillators. Electrician suffered accident & work delayed until June. Agreed to bear with him, labour donated to community without charge.
- Review of site appearance & hedge damage at cabinet site Melchbourne. No changes - chase again.
- Property damage & crime statistics. April - one miscellaneous theft. No comments.
- Council social media options. Advised to avoid re Data Protection requirements noted.
- Noted: Police, Community Priority Setting meeting 16 May neither attending, diary clash. Police happy to attend PC meeting - to advise of new council term dates.
- Parish & Town Council Network. Meeting 1 May not attended. Presentation notes reviewed from Chief Officer for Planning & Highways and Economic Development rural services including broadband. Next meeting 13 November noted.
- Community Litter Pick 2018 7 April - well supported. Melchbourne 16 bags, Yelden 23 bags approx. Tyres left on Knotting Road & fly tipping in Yelden copse. Volunteers thanked.
- Community Orange Sack distribution. KG to find suitable containers. Thank you.
- Local Plan 2035. Response sent from MYPC (HB & clerk 12 hours work) thanked. BBC - Colworth site & proposed station not viable. MYPC note - Wixams proposed station not built but good access for E/W rail links. Further consultation in autumn.
- National Planning Policy Framework consultation, formal response HB & clerk.
- Noted interim report from MT April 2018 circulated by email. Government methodology housing target for BBC 14,000. If Local Plan submitted by early 2019 & before revised NPPF, BBC can use own housing figures 8,000. Hospital merger Bedford & Luton & Dunstable delayed, £150m investment funding not yet successful. Govt £6m for redevelopment of Bedford Health Village. £305k Govt funds for potholes following cold weather. Adult Disability Sports available. Thanked.
- Bulky Waste collection 5 May 2018. Noted: Park Road narrow & no access to homes as road blocked by large lorry & skip. Appeared to be people waiting by skip to remove dumped items. Review.
- Commemorative event 11 November 2018 to mark end of WW1. Church Warden permissions given. Can add signs & silhouette metal structure, review suitability of positioning. RM to review details of initiative & consider suitability.
- Consultation Unauthorised Development & Encampments. Deadline 25 May. No comments.

18.57 Speeding.

- Police speeding data for Melchbourne & Yelden. Pursuing with Highways, report from FM. 'Summer Review' requested from Highways re speed limit suitability & Police speeding data emailed. Quotes for speed signs solar/battery £2,500 each. **HB/KG resolved unanimous**, to apply to CRE Trust fund for 4 camera (2 per

village) £10,000 - FM to prepare application. Quotes for entrance/welcome gates for both villages requested from RKR Estates, awaited, estimated £3,600 with installation work, both villages. To apply to CRE when gate quotes available & agreed by full council (£28k tranche in but few applications). KIV - material structure, consider maintenance painting wood v.s. washing of composite, appearance etc. FM to obtain quotes & liaise with clerk re speeding signs application. Thanked.

18.58 Church Lane, Yelden - anti-social behaviour.

- Review of legal process. Probably not proceed with order to Magistrates Court for downgrading as negative comments. Process, advertise in London Gazette & road users groups likely to object as traffic regulation, byway open to all traffic. Advised Highways may consider a Traffic Regulation Order instead with gate access with key. MYPC favour key safe with regular code change. **AF/HB resolved unanimous**, write to Highways (AP) requesting Traffic Order.

18.59 Correspondence for information only.

- BATPC Bugle for May 2018 sent by email & marketing literature on table.

18.60 Planning.

- 14/00103/UNAUTU Lot 3 at Tall Oaks Farm, Melchbourne Road, Riseley, Beds. Unauthorised use investigation by Planning Enforcement. Enforcement Notice served. No appeal & clock stopped. Planning Enforcement still progressing.
- 16/00431/UNDEV, Primrose Nurseries, Swineshead Road, Melchbourne. Unauthorised use investigation re containers on site. Planning application submitted see below. Enforcement case remains open, site visit to monitor wooden post removal & to inspect overall site presentation.
- 14/00392/UNAUTU Hill Farm, Melchbourne Road, Riseley. Permission for erection of agricultural machinery store. Investigation re right to live on land. Planning Enforcement Notice now served. Appealing to Planning Inspectorate ref: APP/K0235/C/18/3192535. MYPC comments to Inspectorate supporting Enforcement Notice, development creeping across area without planning applications being made. Very worried re effect on environment. In progress, decision date not yet set.
- 11/02627/S73A St John Arms, Knotting Road, Melchbourne. temporary planning permission for toilet block 5 years now expired. Applicant reviewing renewal with new residents. MYPC not follow up.
- 18/00014/WASVOC (NCC) Westwood AD Plant, Bedford Road, Rushden. Variation of Condition 20 (visual amenity) of planning consent ref: 17/00048/WASVOC to alter an approved drawing. Replacement and upgrade of emergency flare. MYPC no comments.
- 18/00280/S73A Primrose Nurseries, Swineshead Road, Melchbourne. Retrospective planning permission, retention of existing container building & installation of external timber cladding & windows/doors. MYPC queried application status with BBC, resolved no objections but suggested conditions/comments. BBC permission granted.
- 18/00978/FUL 37, Knotting Road, Melchbourne. Single storey rear extension. Report following site visit from HB. Plans not reflect what is there. Extension brick wall block light to no.38 frosted window & shared shed 37/38 may lose structural wall. No. 36 conifers damage to roots (not on plans). Over development of site. Planning Officer feel acceptable & site visit 21 May & also to neighbouring no 38. **MYPC to object to proposals. HB/RM resolved unanimous** request MT call in application if not satisfied with BBC Planning response. Clerk to liaise with HB. Response deadline extended to 28/5.
- 18/01056/LBC Meadow Cottage, Knotting Road, Melchbourne. Demolish existing conservatory and construct a single storey side extension. Internal and external alterations (revised scheme of 17/00532/LBC). **MYPC resolved**, no objections.

- 18/01138/FUL The Old Post Office, Spring Lane, Yelden. Single storey porch extension, conversion of store to annexe with single storey link extension & external alterations including flue. **MYPC resolved**, support.
- Neighbourhood Development Plan information provided & circulated previously by MT. No comments.

18.61 Chelveston Airfield.

- Community Fund Four Parishes Trust. Report from RM. No meeting since last PC meeting. £28k tranche received. Trust charitable status, widen objectives & more general as per Charity Commission recommendations (6 previous very tight). Still for benefit of 4 parishes.

18.62 Finance

Approval granted for the following payments HB/RM (signed KG/AF) unanimous:

- Clerk's salary for period 22/03/18 to 16/05/18 £550.00. (L.G.A. '72 s.112)
- Clerk's expenses £11.53. (s.112)
- Rental - Yelden Village Hall May '18 £10.00. (L.G.A. '72 s.133)
- EON lighting maintenance Q end March '18 £68.93 (P. Councils Act '57 s.3)
- EON street lighting Q end March '18 £165.94 (P.C.A. '57 s.3)
- BATPC affiliation term 2018/19 £ 92.00 (L.G.A. s.143)
- BHIB council insurance £216.00 as per 18.65 below. (L.G.A. '72 s.111).
- Noted: 1st Precept payment received £2,941.50 & VAT refund £400.92 (2016/17)
- Grant request from The Villager Minibus no amount specified. Unfortunately unable to help **HB/AF resolved unanimous**.
- Debit payment card application to purchase equipment eg computer etc. Point of sale payment method required to make purchases & reclaim VAT. Agreed to open another account with Natwest designated 'purchases' to keep transactions separate, one card to be issued to clerk. No cash withdrawals permitted and account to be used with prior resolution of full council only, funds to be transferred to account to ensure sufficient to make agreed purchases. Clerk to report all transactions at full council meetings. Financial Regulations already appropriate. Application forms to be completed by HB/AF after meeting. Agreed transfer of £800 from main C/A to new a/c to open and fund computer & equipment purchase as previously agreed. **HB/AF resolved unanimous**.
- Clerk reported bank reconciliations on all accounts completed successfully:
 - Current Account £15,454.17 (Projected £14,339.77).
 - Reserve A/C (Allotments) £ 1,420.55
 - Reserve A/C (R. Til) £ 12,241.00

18.63 Data Protection.

- Review Data Protection systems & processes in preparation for General Data Protection Regulation 2018 on 25 May. Clerk training attended 26/3. PCs on longer need to appoint a separate Data Protection Officer, legislation being finalised. PC database being cleaned for unnecessary data. Data survey completed 16/05/18 analysing types of data retained, recording methods, usage & appropriateness. Privacy Notice drafted & to be circulated to some parishioners, plus notice on website. Separate notice to be sent to Councillors, contractors & volunteers. Councillors reminded re data usage & care using emails and email chains for personal data. MYPC registered with Information Commissioner as a data user, cost £35 this year, direct debit mandate to be completed on C/A & signed **KG/HB resolved unanimous**. DPO reviewing PC support services, monitoring. To insure data breach, see below. Noted: many hours of work, clerk thanked.

18.64 Accounts 2017/2018.

- Accounting systems reviewed & Annual Governance Statement completed. Discussion of annual accounts (emailed in advance), accepted & approved in preparation for internal audit. Certificate of Exemption and Accounting Statements approved & signed **HB/AF resolved unanimous**. Qualified internal auditor already appointed, meeting to be arranged.

18.65 Council Insurance 2018/2019

- New brokers BHIB now with Aviva. Insurance requirements reviewed & agreed, quote & schedule approved. Cost £160.00 plus data breach £56.00 total premium £216.00 cover agreed for next council term, new three year contract agreed to 2021. **HB/RM resolved unanimous**.

18.66 Grass cutting contract.

- Quotes requested, AR Worboys, unable to quote, full work load. Henry Saunders Agricultural Services £4,000 plus VAT as hand work. Reynolds Landscaping Services quote not sent (chased). RKR Estates Services as previous £2,185.20 (gross). Accepted quote from RKR Services & confirmed contractor for main community urban & rural cuts. **AF/RM resolved unanimous**. Note: late cut but earlier wipe out daffodils & cow parsley. KIV, Yelden Village Green quotes accepted for river bank cuts £660 (gross), budget for 2017/18 & Yelden Common Land 2017/18 budget cut before Strawberry Fayre £350 (dry cut & clearance) work still to do.

18.67 Highways.

- Melchbourne. Report from HB. Chasing horse road signs. Potholes being repaired to A6.
- Melchbourne: drainage & flooding problems in Knotting Road HB. Pipes under 2 cottages too narrow & willow tree roots into drainage need cutting. Ollie Ewington (BBC Flood Investigation) speaking to land owner (same for all areas) & writing to property occupiers 'riparian owners'.
- Yelden. Report from SP. Potholes repaired.
- Yelden bus stop ivy growth. PC owned, BBC not clear. Volunteer River Warden will clear. Thanked.
- Litter Pick reporting, missing manhole cover Melchbourne repaired, potholes repaired, abandoned tyres Melchbourne removed. Fly tipping in Yelden copse - not Highways adopted land & not clear.
- Dog fouling Church Land Yelden. BBC Environmental Crime Officer visited. Stickers displayed. Local resident leave bags, not collect up & to monitor with data.
- Street lights. Survey from BBC engineers - would cost £700. Unrealistic as small precept. Data & maps sent for review & will attempt to survey from data. Monitoring.
- Rubbish collection from new Yelden bin not done, requested again.
- Green bin collections frequency complaint from PC. Response from BBC - rota 10 years hence, 4/10 19 collections but 6/10 20 collections. No proposed changes.
- Roadside bulb & wild flower planting programme - report from SP. Working with volunteer with wild flower planting programme, both thanked.

18.68 Ward Councillor Funding.

- Review of projects for 2018/19. Melchbourne entrance gates. Yelden wild flower planting or salt bin. MT, budgets not yet set. TBA.

18.69 River Til, Yelden & area flooding.

- River Til. Drainage capacity & flood 30 March. River banks not breach, drainage systems not cope but cleared quickly. Flood Group responded.

- Proposed EA CCTV camera location by High Top Barns for 6 month trial term. Residents being advised.
- Clearance to access Spring Lane culvert. Report from SP - village hall side clear, leave undergrowth for BBC Highways to access culvert & grille. Monitoring.

18.70 Dates for meetings 2018/2019 Council Term.

- **Agreed as follows:**
- Wednesday 18 July 2018 Melchbourne.
- Wednesday 19 September 2018 Yelden.
- Wednesday 21 November 2018 Melchbourne.
- Wednesday 16 January 2019 Yelden.
- Wednesday 20 March 2019 Melchbourne. Parish Meeting for Electors.
- Wednesday 15 May 2019 Yelden. Annual Council Meeting.

Standing Orders suspended.

18.71 Open forum for members of the public for future agenda.

- KG - announced intention to resign at next meeting as Councillor & Chairman. PC busy & work commitments. All sorry, served community for over 10 years.
- BBC approached re introducing 20mph - part of requested Summer Review.
- Two blue tractors high speed on Knotting Road. Carrying sewage. Bedfordia? Monitor, record number plates & report.

Standing Orders resumed.

18.72 Confidentiality Resolution.

- It was discussed and agreed that item 18.73 The Chequers Inn will be treated as confidential business under the terms of Public Bodies (Admission to Meetings) Act 1960 s.2. The public and press were excluded from the discussion of this item.
HB/RM resolved unanimous.

18.73 The Chequers Inn, Yelden. Planning Application.

- 18/00949/FUL The Chequers Inn, High Street, Yelden. Proposed extensions & alterations to Public House & residential development of 4 dwellings consisting of 2 three bed & 2 four bed dwellings with associated parking & access. Councillor AF left room. Proposals reviewed, no change in views of plans. Planning Officer taking advice re viability study. PC concerns re extended delay in opening, expected to see pub opening in preference over building houses. Make a condition, insist pub treated as priority. Expected commitment to community not in evidence & disappointed nothing done to improve site appearance. Concern, promises not forthcoming
HB/KG, MYPC response no objections resolved unanimous.

Meeting closed at 10.53 pm.

The next meeting will be 18 in July 2018 in Melchbourne Village Hall at 8.00pm.

THIS WILL BE AN OPEN MEETING AND EVERYONE IS WELCOME TO ATTEND.

Signed _____

Date _____