

Melchbourne and Yelden Parish Council

Chairman: Mrs. Helen Bone

Clerk: Mr. David Brough
Tel: 07870108315

Minutes of Annual Council meeting held on Wednesday 15 May 2019 in Yelden Village Hall at 8.00pm.

Present: Cllrs Helen Bone (HB) (In the Chair), Robin Mackonochie (RM), Frank Morgan (FM), Craig Young (CY), Simon Paynter (SP), Peter Wilkinson (PW).
There were 6 members of the public present.

19.42 To elect the Chairman.

Resolved to re-appoint Cllr Bone as by unanimous vote (Prop: RM Sec: SP).
Declaration of Acceptance of Office was completed.

19.43 To receive apologies for absence.

Borough Councillor Towler (MT) – Borough Council meeting.

19.44 To elect the Vice-Chairman.

Resolved to re-appoint Cllr Paynter as Vice Chairman by unanimous vote. (Prop: RM Sec: HB)
Declaration of Acceptance of Office was completed.

>>>Standing Orders suspended

Cllr Bone opened the floor to the public as the councillors agreed unanimously to suspend the Standing Orders. There was a clear interest in the role of Chairman with the following requests for action made by the parishioners: that the council should take into account feedback provided by parishioners on Facebook; request for a 12 month limit for the role of Chairman to allow fair representation for both villages – the casting vote of the Chairman was seen as one of the primary concerns; also requested a 2 year limit on the role and that the limit be written into the Standing Orders – support for Chair rotation with formal training each time; would like to see more councillors coming through to avoid stagnation and to offer new approaches. Parishioners would like to offer suggestions for the wording of the Standing Orders in relation to the Chairman position. They also feel that the Council needs to be seen to listen and take in views of parishioners to ensure visible fairness and equitability. Councillors confirmed that closer liaison between councillors and community would be helpful and that the public are always welcome to attend PC meetings.

Cllr Bone confirmed: that the role had been alternating between the two villages; that training had occurred previously and would continue to be attended if the councillors wished to attend, but added that this could not be made mandatory. An addition to the Standing Orders of a rule for the rotation of the Chairman could potentially be added if it had the majority backing of councillors. If the parishioners' had suggestions for the wording then to please forward them to the Clerk, but that this would need to occur for the next meeting due to time constraints tonight and the lack of an agenda item to modify the SO for this.

Also noted: Yelden Councillors resigned at May 2019 elections as they did not feel listened to. For Yelden to have a fair voice, we do need a full complement of Councillors. All agreed the need to co-opt two new Yelden Councillors to fill vacancies. PC would be delighted to welcome new councillors and will be advertising vacancies to ensure the wider Yelden community has the opportunity to apply.

>>>Standing Orders resumed (Time given to public forum approx. 20 minutes)

19.45 To complete Register of Parish Councillor Interests & Declarations of Acceptance of all Councillors

Declarations of Acceptance of Office were completed and Councillor Interests forms were collected. Clerk to send interests to BBC. (**Action Clerk**).

19.46 To review and readopt Standing Orders and Financial Regulations.

Resolved unanimously to readopt Standing Orders revised 19 Sept 2019 & Financial Regulations revised 16 May 2018. (Prop: SP Sec: RM)

19.47 To review and re-adopt of Risk Management Statement.

Resolved unanimously to adopt revised RMS. See Appendix 1. (Prop: RM Sec: PW)

19.48 To re-adopt Code of Conduct.

Resolved unanimously to readopt Code dated 15 May 2013. (Prop: CY Sec: SP)

19.49 To confirm Standing Orders of the two village sub-committees for Planning.

Resolved unanimously to readopt. Appendix 2. (Prop: CY Sec: RM)

19.50 To appoint Highways Liaison Councillors for each village.

Resolved unanimously that Cllr Mackonochie would represent Melchbourne (Prop: HB Sec: CY) and Cllr Paynter would represent Yelden. (Prop: HB Sec: CY)

19.51 To review training requirements.

- Cllr Young to attend New Councillor training on 2 July 2019 at Renhold. Cllr Wilkinson cannot attend 2 July; book on a following date with BATPC.
- Cllrs Paynter, Young and Wilkinson would like to attend proposed Planning Training if arranged. Clerk to advise Jo Tester (BBC) of requirements (**Action Clerk**).

19.52 Requests to grant dispensation for disclosable pecuniary interest.

No dispensations.

19.53 To receive Declarations of Interest in any agenda item.

Cllr Young declared a pecuniary interest in item 19.69 due to his property's proximity to the River Til. Cllr Young will not take part in this agenda item discussion, nor will he vote.

19.54 To approve Minutes of 20 March 2019 meeting.

Already circulated by email, approved unanimously and signed as correct. (Prop: FM Sec: SP)

19.55 Correspondence for discussion.

- *Installation of defibrillators. To review training and maintenance programme.*
Cllr Wilkinson is a retired GP and he has offered to provide the training in the future. Supported by PC & thanked. To be agreed with CHT (**Action Clerk**).
Cllr Wilkinson to prepare a proposal for the process to follow in an emergency, covering: who to contact, how to contact them and where the list will of contacts will be kept. (**Action PW**).
- *Melchbourne Pumping Station, review of site and overgrown hedge across BT over-land line. Response from Bentley re cost reimbursement?*
Cllr Bone and Clerk to chase Bentley for confirmation of reimbursement (**Action Cllr Bone/Clerk**).
- *Fast Broadband. To review progress of installation.*

Cllr Young confirmed his expectation, that Yelden would receive fast Broadband in the next few months.

- *Property damage & crime statistics. Review of reports & incidents.*
Issued to councillors over email. No actions recorded.
- *Police Parish Priorities. PCC Road show Flitwick Tue 1 October 18.00-19.30 anyone free to attend? Also Third Year Report launch Bedford 20 May 10.30 - 13.00 noted.*
Police Community Priority Setting meeting is 26th June. Council to submit the following priorities: Burglaries/crime prevention, drug dealing, visible policing. **(Action Clerk).** Cllr Morgan to attend. **(Action Cllr Morgan).**
- *Parish & Town Council Network meeting notes 6 March circulated. Next meeting to be 25 September 2019. Noted.*
- *To note & review information from 3 Shires Security Partnership.*
Noted – no actions recorded. Council feels it's not appropriate to add policing into the precept when it's already taxed.
- *Litter Pick 13 April 2019. To review event.*
Council agreed the event was successful, with approximately 9 volunteers in Melchbourne, 19 bags rubbish: 25 volunteers in Yelden, approx. 35 bags rubbish. Noted: more blue sacks required for next event. Some litter could not be deal with by volunteers and was dealt with by Environmental Services.
- *Ward forum arranged by Borough Councillor Towler. Bletsoe Village Hall 28 March 7.30pm. Highways & Police. Report from SP & FM.*
Cllr Morgan attended: Much of the discussion was around VAS (speed signs) and how they worked, as a rep from Morelock signs was present. Advice given on burglaries, crime prevention and reporting. No actions recorded.
- *Bulky Waste collections confirmed Saturday 11 May am. To review.*
Nothing to note.
- *Public Sector Bodies website regulations 2018. Into force 23 Sept 2020. BBC negotiating contract with Project Involve provider, reviewing and to advise all PCs re font choice etc. Monitoring.*
Council awaiting guidelines to be issued; building on existing obligations under Equality Act 2010. No actions can currently be taken.
- *Melchbourne WW1 Soldier Silhouette (PC owned), to review post Easter future location.*
Resolved unanimously to keep Silhouette in present location: KIV concreted into position for secure installation.
- *To note: Pension re-enrolment now due with Pensions Regulator.*
Noted.
- *To review draft Health and Safety Statement for adoption.*
Previously circulated to councillors. Resolved unanimously to adopt. Noted that assets will need to be checked next year. See Appendix 3. (Prop: RM Sec: SP)
- *Consultation DOT Vehicle Operator Licenses re Public Sector Vehicles & HGVs. Any comments?*

Noted. No actions recorded.

- *National Audit Office consultation re Code of Audit Practice, responded re proportionality, cost burden to small PCs etc.*
Complete – no further actions.

19.56 Speeding.

- *To receive a report from FM - review of equipment, temporary installation, training & Highways installations.*
Council thanked Cllr Morgan for his hard work maintaining the VAS speed signs. Speeds have been perceived to be reduced since installation. Cllr Morgan is following up with BBC Highways for the installation of new poles specifically to locate the VAS in similar positions; expected to be within 6-8 weeks. Cllr Morgan has experienced a short battery life on the signs and Morelock have assisted in resolving this.

19.57 Church Lane, Yelden - anti-social behaviour.

- *Legal process & Traffic Order. To receive a report from HB re site meeting with Highways ROW Inspector Allison Nelson 9 April & to review progress.*
A combination of new vehicle gates are due to be installed by BBC Highways – Clerk to chase progress (**Action Clerk**).

19.58 Correspondence for information only.

- *BATPC Bugle for May 2019 sent by email & marketing literature on table.*
Noted.

19.59 Planning.

- *18/00253/UNAUTU (Previously 14/00103/UNAUTU) Lot 3 at Tall Oaks Farm, Melchbourne Road, Riseley, Beds. Unauthorised use investigation by Planning Enforcement. Enforcement Notice works to be done by 13 May 2019. County Court hearing to be April for interim injunction: prohibits residential occupation, further caravans or motor homes other than original white touring caravan & installation of new entrance gates exceeding 1m high (unless planning permission) but not existing ones. Awaiting information re Court hearing. Monitoring.*
Monitoring. Clerk to contact BBC Planning to follow up on progress. (**Action Clerk**)
- *16/00431/UNDEV, Primrose Nurseries, Swineshead Road, Melchbourne. Unauthorised use investigation re containers on site & enforcement case remains open. 18/00280/S73A retrospective planning permission, retention of existing container building & installation of external timber cladding & windows/doors. Notice served, completed by 31 December 2018 as per permission. Planning Enforcement site visit, wooden structures still in place. Reviewing options & monitoring. (Note: 4 years to action as a structure from Dec 2016, would be 10 years if Change of Use).*
Monitoring. Clerk to contact BBC Planning to follow up on progress. (**Action Clerk**)
- *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 served. Appeal to Planning Inspectorate ref: APP/K0235/C/18/3192535 - decision 21/5/18 appeal dismissed & Enforcement Notice upheld. Applicants must comply with EN requirements within 6 months. Planning Enforcement site visit and progressing. Monitoring. (EN stops clock).*
Monitoring. Clerk to contact BBC Planning to follow up on progress. (**Action Clerk**)

- 19/00119/LBC Church Cottage, Park Road, Melchbourne. Internal alterations including introducing a new staircase within modern extension. Interest previously declared from PP, MYPC no objections subject to approval of Conservation Officer. BBC permission granted.
Council noted.
- 19/00268/LBC Middle Farm Cottage, High Street, Yelden. Installation of flood resilience measures. MYPC supported. BBC permission granted.
Council noted.
- 19/00792/FUL 8 Trailly Close, Yelden. Single storey side extension. MYPC supported. BBC decision pending.
Council noted.
- 18/02145/S73 (HDC). Land at Top Farm & Little Staughton Airfield, Little Staughton. Application for planning permission for solar farm & associated development without complying with conditions 10 & 11 of planning permission 17/02538/S73. Variations to noise emissions (10) & piling foundations (11). Being reviewed by specialists. MYPC noted but no comments. HDC decision still pending.
Council noted.
- To note: Inspectorate hearing to examine BBC Local Plan 2030 29/5.
Council noted.
- To note, call for sites BBC Local Plan, further site in Sharnbrook for 10 dwellings opposite Hill Farm in addition to Hill Farm 500 dwellings 52ha & Crossways Farm 300 dwellings 15.8ha already recorded.
Council noted.

19.60 Poultry Buildings & Farm.

- 18/01284/FUL (ENC), land: North east of Westwood AD Plant, Bedford Road. Rushden. Construction & operation of a broiler rearing unit with six linked poultry buildings & ancillary structures comprising fifteen grain silos, three crumb feed silos, three feed blending houses, two water tanks with an associated pump house, two gas storage tanks, an electricity substation, switch room & standby generator with fuel tank, weigh room, welfare block, cold store & incinerator, boiler house & storage building, security gatehouse & associated hardstanding with boundary fencing, landscape, planting & flood attenuation works & upgrading of existing anaerobic digestion plant access road (revised scheme to 17/01328/FUL). Additional application information logged in Feb 2019 - noted. Extended time limit to 30 June 2019. MYPC concerns expressed previously. ENC planning committee date not yet determined. Decision pending.
Council noted.

19.61 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. MYPC confirmed, no objections to proposals but would not support houses on site without pub reopening & remaining open, with planning conditions. Any future proposals for, say, change of use or to knock down building would not be supported. BBC not decided. Planning Officer steering/discussing with architect & applicant, possible revisions re plans/site lay out taking into account character of village. Figures re viability also required. BBC stress is a unique application and process is bespoke to suit circumstances.

Unable to suggest time scales but all future documentation to be circulated for further consultation when available.

Council noted.

19.62 Chelveston Airfield.

- *Community Fund Four Parishes Trust. To receive a report from RM.*
Minutes of the last meeting (14 May) will be made available on the council website when approved. In brief: £45k applications received, £10k Hargrave granted. Melchbourne VH (below) granted £8.8k for windows plus £638 for hand driers but not grant for containers. £250 Yelden Strawberry Fayre not granted as these are running expenses. Melchbourne Church pews £14k: already received £7.5k for tea & toilet facilities, may retain funds & reapply for £8k shortfall when next tranche received in October. Noted: 4 parishes to share equally, MYPC 2 large applications (£25k) would take share to 41%. Restructuring reduces share to 32%.
- *MYPC support requested for application: Melchbourne Village Hall to replace windows & doors, metal containers & improvements gross £14,030. **Resolved unanimous, decision by mail** support agreed for full amount, letter issued to CRE.*
Noted.
- *To appoint two Trustees. RM Community Trustee, present term retired - trustee for next term 2019-2023. AF resigned wef April 2019, Parish Council Trustee, replacement to serve remainder of term 2019-2021.*
Resolved to re-appoint Cllr Mackonochie for the 2019-2023 term by unanimous vote (Prop: HB Sec: FM).
Resolved to appoint Cllr Young for the remainder of the 2019-2021 term by unanimous vote (Prop: SP Sec: RM).
Next meeting 28th October 2019

19.63 Council Insurance 2019/2020

- *To review insurance requirements & agree cover for next council term.*
£236.54 for term 2019/2020. This coming year is the final year of a 3rd year fixed term. Reviewed insurance as appropriate, includes £10k increase in street furniture to insure speed signs, and renewed. (Unanimous vote. Prop: HB Sec: FM).

19.64 Finance

Approval granted for the following payments SP/CY (signed HB/FM) unanimous:

- *Clerk's salary for period 21/03/19 to 15/05/19 £550.00. (L.G.A. '72 s.112)*
- *Clerk's expenses £ 15.98 (s.112)*
- *Rental - Yelden Village Hall special meeting 11 April '19 £15.00. (L.G.A. '72 s.133)*
- *Rental - Yelden Village Hall meeting 15 May '19 £10.00. (s.133)*
- *EON street lighting Q end March '19 £ £223.01 (P. Councils Act '57 s.3)*
- *EON lighting maintenance Q end March '19 £68.93 (s.3)*
- *BHIB Council Insurance £236.54 for term 2019/2020 due 1 /6/19, final renewal of 3 year contract. (L.G.A. s.111)*
- *To note: estimated Uncontested Election costs likely to be £115.07*
Noted
- *BATPC training for New Councillors 2/07/19 CY & PW £60.00. (L.G.A. '72 s.111)*
- *Precept received 15/04/19 & £3,415.00 as expected but additional £6,830.00 paid in error, BBC requesting refund of latter. To approve repayment of £6,830. Resolved unanimous. Note: will inflate turnover through accounts & may trigger audit charges for 2019/20 accounts as per JPAG rules. BBC Treasury acknowledged, verbal undertaking to cover costs & putting case to JPAG to adjust inflated turnover. BATPC & NALC intervening on behalf of PCs.*

- *BATPC affiliation 2019/20 £93 to pay. (L.G.A.'72 s. 143)*
- *To note: D/D £35 due 3/6/19 to Information Commissioner's Office re data protection registration. Noted. (L.G.A. '72 s,111)*
- *To review and update Bank Account Mandate, change clerk details & change two councillor signatories, two signatories retired in May elections.*
Current remaining signatories are Cllrs Bone and Morgan. **Resolved** to add Cllrs Young and Paynter as signatories, unanimous RM/PW. **(Action Clerk)**.
- Clerk reported bank reconciliations on all accounts completed successfully. CY to become bank signatory, best practice for non-signing c/llor to check entries, **resolved unanimous (CY/SP) RM** to carry out in future & reconciliations verified RM:
 - Current Account £22,290.04 (Proj C/B £14,132.58).
 - Current Account Payments £ 800.00
 - Reserve A/C (Allotments) £ 1,422.30 (as at 31/3/19)
 - Reserve A/C (R. Til) £ 12,256.14 (as at 31/3/19)

19.65 Accounts 2018/2019.

- *To review accounting systems & receive and note Internal Audit report. To review accounting systems, complete & sign Annual Governance Statement and Accounting Statements. To discuss, approve & sign Certificate of Exemption. To review Internal Auditor appointment for next year, note: last year for current auditor Mr Harris. Thanked for thorough review and help over several years, wine purchased as a token of appreciation.*

Internal audit noted, accounts reviewed and confirmed them to be an accurate record, resolved unanimous. Cllr Bone signed the Annual Governance Statement, Accounting Statement & Certificate of Exemption. Dates set to start public rights to inspect 24 June until 2 August. To publicise accounts on website as per Transparency Code.

Cllr Young to approach BDO accountancy to request they act as internal auditor for the coming year, resolved unanimous HB/SP. **(Action Cllr Young)**.

19.66 Grass cutting contract.

- *To confirm action for one cut of Yelden Common Land (CL40). Quote for 2019 cut same as 2018 dry £170.40, wet £211.20 (gross). (RKR Estates).*
Resolved unanimously to accept RKR Estates dry cut quote RM/SP.
- *Contract for 2019 - to review responses from all grass cutting quotes. RK Richardson Estates, total £2,300.21 (gross). 5.26% increase on 2018 due to increase in fuel costs, maintenance & insurance. Three more quotes requested: Timotay Landscapes Ltd, no longer provide this service: Brett Gavin Ltd, no response: A R Worboys Ltd, unable to quote full order book. Request to BBC for list of contractors, acknowledged ref no: D97330 but no further response.*
Resolved unanimously to accept RKR Estates quote.

19.67 Highways.

- *Melchbourne. To receive a report from RM. Review of flush through.*
Cllr Mackonochie reported that the drain flush-through was not carried out to a high standard and the drain was still blocked. To request a revisit **(Action Clerk and Cllr Mackonochie)**
- *Yelden. To receive a report from SP.*
Yelden drain flush appears to have been effective. No further actions.
- *To review Yelden bridge, fallen coping stone & crack, reported to Highways.*
No action has yet been taken by Highways. Clerk to follow up **(Action Clerk)**.

- *To review Highways proposal maps for a 40 mph speed buffer zone on approaches to both villages.*
No map has yet been received by Highways. Clerk to follow up **(Action Clerk)**.
- *To note: Highways Adopted Land Maps Valuation 1926 accessible on line.*
Noted and shared with councillors.
- *Raw sewage at Middle Lodge - to review present position.*
Cllr Paynter confirmed that he spoke to the CRE Estates Manager and that works appeared to have been carried out. No further action.
- *Noted: BBC closed BOATs wef 9/5 for 6 weeks due to wet conditions & emergency closure to 24/5 of Y15 to Yelden to Shelton due to damaged culvert.*
- *Street lights, to review state of installations and consider options for maintenance/replacement. Note: replacement funding from CRE may be possible under fund objectives.*
Cllr Paynter noted that a streetlight by Middle Farm cottage was faulty **(Action Clerk)**. To proceed with an application in approximately 6 months to CRE for funding to replace the halogen lights with LEDs **(Action Clerk)**. Cllrs Paynter and Wilkinson to carry out an options/feasibility study for replacing the c.16 streetlights (8 in each village). Clerk to send maps to councillors **(Action Clerk)**.

19.68 Ward Councillor Funding.

- *Suggestions & projects for 2019/20. Reminder: ideas: Yelden a new bench by river: Melchbourne village gates: both, replace faded village signs. To review budget funding.*
As yet the council does not know the level of funding. On hold.

19.69 River Til, Yelden & area flooding.

- *River Til. To review drainage capacity.*
There was heavy rain recently and no flooding, so risk perceived to be low at present.
- *To receive a report from SP re meeting 3/5 to BBC engineer to review flood plain. Map indicates west bank (village green) flood area mainly towards Manor House but, of late, most flooding seen on east bank. Consider building up banks east side?*
Cllr Young was asked for clarification of the issue, but spoke factually when requested and did not vote on this subject due to his declared interest. Cllr Paynter will create a specification based on discussions had with BBC engineer, which included raising the east bank by approximately 1 foot for the length of 20 metres **(Action Cllr Paynter)**. Work is not to progress until BBC Highways have confirmed specification, possibly with BBC engineer involvement. Clerk to facilitate **(Action Clerk)**.
- *To note: enquiry received re flooding in Yelden. PC unable to help but BBC may be able to help enquirer & conveyancer.*
Noted.

19.70 May 2019 Parish Council Elections & Vacancies.

- *To review post election MYPC position, consider advertising two councillor vacancies and agree way forward.*
Council can go ahead and coopt two new members for Yelden. Clerk to create vacancy poster to advertise. To be displayed on physical noticeboard and website **(Action Clerk)**. Parishioner who attended the meeting is interested in being coopted,

but will wait until the July meeting to give a fair amount of time for others to come forward.

19.71 Dates for next meetings 2019/2020 Council Term.

- *To agree & set dates for coming term.*

The following dates were agreed, all starting at 8pm: 17th July 2019 at Melchbourne, 18th September 2019 at Yelden, 20th November 2019 at Melchbourne, 15th January 2020 at Yelden, 18th March 2020 (Annual Meetings) at Melchbourne, 20th May 2020 at Yelden. Clerk to update website (**Action Clerk**).

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

- *Please note that matters to be discussed should be brought to the attention of the clerk before the meeting if at all possible. No decisions will be made by the councillors on matters which are not on the agenda.*

No members of the public spoke as this was moved forwards to earlier in the meeting.

- FM noted need to send report back to CRE Trustees in summer re speed signs & impact after installation.
- Noted: RM now Chair of CRE Trustees

19.73 To welcome the new Clerk.

- *To formally transfer duties and welcome Mr David Brough.*

The council thanked Cheryl Ellis for years of hard work and welcomed David. Cheryl thanked the councillors for their kind comments and generosity and was delighted to be replaced by David, who already has a great deal of experience in local government.

Meeting closed at 10.45pm.

Both the retiring clerk Cheryl Ellis and incoming clerk David Brough carried out the administration of this meeting and these minutes have been prepared jointly.

The next meeting will be 17th July 2019 in Melchbourne Village Hall at 8.00pm.

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

Signed _____

Date _____