

STUDHAM PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 10th MAY 2010

Present: Councillor : Mr Des Salmon (Chairman)
Councillors: Mr Tony Gatehouse, Mrs Andrea Maxted,
Mrs Chrys Smith and Mrs Lola Harris.

In attendance: Mrs Carol Stephenson (Clerk)

Absent : Cllr. Ken Janes

No members of the public were present

ACTION

1. TO ELECT A CHAIRMAN PROTEM

1.1 Cllr. Tony Gatehouse was elected Chairman protem

2 TO ELECT A CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR

2.1 Cllr. Gatehouse sought nominations for the office of Chairman for the ensuing year. Cllr. Des Salmon was proposed by Cllr. Mrs Smith and seconded by Cllr. Mrs Maxted. There being no other nominations it was RESOLVED that Cllr. Salmon be elected as Chairman of the Council for the ensuing year.

3 NEWLY ELECTED CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

3.1 The newly elected Chairman signed the Declaration of Acceptance of Office.

4 TO ELECT A VICE-CHAIRMAN OF THE COUNCIL FOR THE ENSUING YEAR

4.1 Cllr. Salmon proposed Cllr. Gatehouse and it was seconded by Cllr. Mrs Maxted. There being no other nominations it was RESOLVED that Cllr. Gatehouse be elected as Vice-Chairman of the Council for the ensuing year.

5 TO ELECT REPRESENTATIVES ON OUTSIDE BODIES & PORTFOLIOS

Highways

5.1 It was PROPOSED, SECONDED and RESOLVED that Cllr. Mrs Smith represent the Parish Council in matters appertaining to highways during

the year.

5.2 **Playing Fields**

It was PROPOSED, SECONDED and RESOLVED that Cllr. Mrs Smith represent the Parish Council on the playing fields committee

5.3 **Police**

It was PROPOSED, SECONDED and RESOLVED that Cllr. Gatehouse be appointed Police representative during this municipal year.

5.4 **School Governing Body**

The clerk will write to Ken France and invite him to continue in this post for the forthcoming year.

5.5 **Special Projects**

It was PROPOSED, SECONDED AND RESOLVED that Cllr. Salmon be appointed Special Projects representative during the year.

5.6 **Studham Common**

It was PROPOSED, SECONDED and RESOLVED that Cllr. Shute be appointed Studham Common representative during the year.

5.7 **Village Hall**

It was PROPOSED, SECONDED and RESOLVED that Cllr. Salmon be appointed Village Hall representative during the year.

5.8 **Communications**

It was PROPOSED, SECONDED and RESOLVED that name be changed to Communications & Public Relations.

5.8(i)

It was PROPOSED, SECONDED and RESOLVED that Cllr. Mrs Maxted be appointed Communications and Public Relations representative for the year .

5.9 **Website**

It was PROPOSED, SECONDED and RESOLVED that Cllr. Mrs Harris and Cllr. Gatehouse represent them Parish Council in matters relating to the website during the year

5.10 **Environment & Quality Status**

It was PROPOSED, SECONDED and RESOLVED that Cllr. Mrs Harris be appointed Environment and Quality Status representative for the year .

6 **APOLOGIES FOR ABSENCE**

6.1 Apologies for absence were received from Cllr. Shute and Cllr. Mrs Mustoe.

6.2

It was again noted that Cllr. Janes was absent without an explanation.

7 **APPOINTMENT OF STANDING COMMITTEES FOR 2010/11**

7.1 It was PROPOSED, SECONDED and RESOLVED that the Planning Committee would be Cllr. Salmon, Cllr. Gatehouse, Cllr. Mrs Maxted Cllr. Shute and Cllr. Mrs Harris for the ensuing year.

7.2 It was PROPOSED, SECONDED and RESOLVED that the Road Safety Committee would be Cllr Mrs Smith, Cllr. Salmon and Cllr. Gatehouse for the ensuing year.

8 **DECLARATIONS OF INTERESTS** *(Personal and/or Prejudicial) (Parish Councils. (Model Code of Conduct) Order 2001)*

8,1 No members had any declaration of interests in any of the items under consideration at this meeting of the Parish Council.

8.2 The Clerk reported that a new Code of Conduct for Councils, covering Declarations of interest would soon be circulated and it was RESOLVED to examine this more closely once the code becomes available,

9 **PUBLIC QUESTION TIME**

9.1 No residents of Studham were present.

10 **MATTERS FOR THE CENTRAL BEDFORDSHIRE COUNCILLORS**

10.1 No Central Bedfordshire Councillors were present and so there was no report.

11 **POLICE MATTERS**

11.1 No police were present and so there was no report.

12 **MINUTES OF THE PREVIOUS MEETING**

12.1 It was proposed, seconded and RESOLVED that the minutes of the meeting held on 12th April were a correct record and were signed by the chairman.

13 **MATTERS ARISING (FOR INFORMATION ONLY)**

13.1 **4.2** Cllr. Salmon reported on the latest position with Longyard and informed the councillors that all papers are available on the CB website. A second report changing some items in the first report had been filed. The case was due to be considered by a full Central Bedfordshire Planning Committee on 24th June 2010.

8.4 Councillors noted the wording of an advert for a vacancy on the Parish

Council to appear in the June Parish Link.

13.2 **9.1(i)** Work on footpaths would be on hold as funds are unlikely to be available for this.

13.3 **9.1 (iv)** The annual maintenance survey had been completed.

13.4 **14.1.** Cllr. Mrs Maxted had not received a response to her initial letter relating to buses parking on the lay by in Common Road and was now writing to the Bus Company's MD.

14 **MATTERS ARISING FROM THE ANNUAL PARISH MEETING**

14.1 Councillors commented on the low attendance from the electorate.

14.2 In response to receipt of an elector's enquiry concerning the Parish Council's planned level of parish communication for the ensuing year, councillors **RESOLVED** a timetable for the publication of future quarterly newsletters.

15 **REPORT OF CHAIRMAN**

15.1 Cllr. Salmon reported that :-

(a) the wooden door of the memorial clock had been varnished by Nick Opperman and it was **RESOLVED** that a letter of thanks should be sent to Nick. **CLS**

(b) despite the weather, Studham Open Gardens on 8th May had gone ahead. It was noted that this is of benefit to the village was agreed that a letter of thanks should be sent to the organiser Joy Hillier. **CLS**

(c) Harold Gallichan had varnished and cleaned around the seats on Central and West Common (memorial seats from previous Parish Councils) It was **RESOLVED** to send a letter of thanks to Harold in recognition of this contribution to the village. **CLS**

(d) Geoff Lee had varnished the Common Road Notice board and it was **RESOLVED** that a letter of thanks should be sent. **CLS**

16 **EXTERNAL AUDIT REGULATIONS**

16.1 The Councillors gave consideration to an audit briefing document received from the Parish Council's external auditors, requiring it to :

(a) Review the effectiveness of internal audit

(b) Ensure a risk assessment be carried out before 31st March 2010. It was noted that the Council had already reviewed and approved a risk

assessment on 7th September 2009.

16.2 It was RESOLVED that the Council are satisfied that existing internal audit arrangements are satisfactory and meet all statutory requirements.

17 RENEWAL OF ANNUAL CONTRACTS

17.1 The following ongoing agreements between the Parish Council and providers of services to the Parish were presented :

- (a) Gardening and landscape maintenance with Chris Paton
- (b) Cleaning and removal of plant growth from Road signs with Malcolm Cooper.

17.2 It was RESOLVED that the Clerk should write to the two service providers **CLS** to confirm and consolidate the agreements for 2010/2011.

18 REPORT OF REPRESENTATIVES ON OUTSIDE BODIES

18.1 Highways

(i) Cllr. Mrs Smith reported that the majority of the numerous street and, street lamp repairs requested had been done. A request for a larger repairs on Church Road had been passed to the major Structural team. Street name sign repairs are being dealt with by Central Bedfordshire Building Control.

(ii) The School had requested the disabled parking bay proposed in the recently approved planning application be moved to a flat area outside the school gates rather than on the sloped area indicated in the plans. It was RESOLVED that although the councillors agreed with the reasoning behind the request, the school would have to discuss the matter through the appropriate channels with Central Bedfordshire Development Control.

(iii) The serious visibility problem caused by trees overhanging the 20mph sign was discussed. It was noted that a request had been made to Central Bedfordshire for the growth to be trimmed without delay. It was RESOLVED **CS** that the Parish Council should make arrangements for this to be done if the work is not carried out by Central Bedfordshire within 3 weeks.

(iv) The embankment and fencing near Southern Way on Dunstable Road **CS** is leaning outward and getting progressively more dangerous. It was RESOLVED to inform Central Bedfordshire and follow up for action.

18.2

Special projects

The councillors reiterated earlier concerns about the shorter than desired length of the recently implemented 20 mph zone and it was RESOLVED that the subject should be discussed again at a Parish Council Meeting in the near future.

18.3 Studham Common

In the absence of Councillor Shute, no report was made.

18.4

Playing Fields

The next Committee meeting was scheduled for Thursday 13th May 2010.

18.5

Village Hall

(i) Councillor Salmon apologised for the lack of water at the recent Annual Parish Meeting. This had been due to the water being turned off whilst a leak was being detected.

(ii) Cllr. Salmon reminded the councillors that the Village Hall AGM, to which all are welcome is on Friday 15th June and that the meeting would be followed by refreshments.

19

CORRESPONDENCE

The latest correspondence was handed to the chairman.

19.1

Responsibilities for delivering Welcome Packs were clarified and it was agreed that the Clerk would circulate the list to councillors.

CLS

19.2

Cllr. Salmon had received and responded to a circular from Bedfordshire Police Authority outlining a merger with Hertfordshire Police.

19.3

Cllr. Salmon reported that an Air Traffic report had been circulated. The report indicated matters are being reviewed again, following public reaction.

19.4

The litter problem discussed in January and for which a letter was written in February, was reported to still be a problem and a further letter was being sent, requesting the house owners to clear the existing rubbish.

LH

19.5

Smartwater leaflets were available for this meeting

19.6

It was noted that no response had been received to the letter to Harpers concerning the smoke created by burning waste one Sunday.

19.7

An Affordable Housing circular received from the National Association of Local Councils recommended a figure of ten homes per community. It was agreed that this major initiative would have to be considered in the future following government pressure.

19.8

Bedfordshire Association of Town & Parish Councils and the National Association of Local Councils circular on Policy 26/2/10 had been circulated to Councillors.

20

PLANNING

Notice of Planning Applications (Town and County Planning Act 1990)

20.1

The Studham Planning Committee had approved the following applications:

(i) CB/10/01190/FULL
Oak Bank, Church Road, Studham, Dunstable, LU6 2QD
Erection of single storey side extension

(ii) CB/10/00619/FULL
69 Holywell Road, Studham, LU6 2PA
Erection of single storey side extensions, front porch canopy and raised roof height

(iii) CB/10/00719/VOC
55 Common Road, Studham, LU6 2NQ
Variation of condition 3 of planning permission SB/TP/03/0062 (erection of replacement single storey barn for agricultural storage) to enable use of buildings for business and personal storage purposes.

The application to vary condition 3 was approved, on the assumption that it was purely a change of use of the barn which had been properly built subject to the 2003 planning permission.

21 **MATTERS OUTSTANDING**

21.1 Valley View . It was RESOLVED to remove this matter, as the Appeal had been refused. **CLS**

21.2 Parish Plan - It was noted that assistance being offered from the CPRE was being investigated. **AG/CS**

22 **ACCOUNTS** (Local Government Act 1972)

22.1 The following accounts were submitted and approved for payment:

<u>May</u>	£
Harpers - APM buffet	110.45
R Foster - internal audit 2009/10	80.00
Cllr. Smith Training course travel	27.64
C L Stephenson – Clerk's April Salary & expenses	569.88
Aon Insurance Ltd - Annual Insurance Premium	860.34
BATPC/Standing Orders for Local Councils	25.00

1673.31

23 **BUDGET STATEMENT PERIOD 01**

23.1 The Income and Expenditure statement for Parish Council for the period ending April 2010 (period 01) was presented

23.2 The annual Internal Audit forms which had been completed by the Clerk,

as Responsible Financial Officer were approved and then signed by the Chairman.

24 **ITEMS FOR INCLUSION IN “THE PARISH LINK” FOR JUNE & JULY**

- 24.1 It was agreed that the following should be inserted in the next edition :
The appointment of Cllrs. Salmon and Gatehouse to the Chairmanship and Deputy Chairmanship; Emergency Transport: provided by Councillor Mrs Chris Smith; Faulty Lights : correct number; Wheelie Bins. **AM**

25 **REPORT OF CLERK**

- 25.1 The Clerk had been informed by the website maintenance team that the Parish Council would now be able to announce news on the website.

26 **ITEMS OF AN URGENT NATURE OR FOR THE NEXT AGENDA**

- 26.1 It was agreed that the following matters should be included on the June Agenda:
(i) Communications and the Annual Report
(ii) Parish Surgery
(iii) “Good Neighbour” initiative
(iii) The 20mph speed limit area

27 **DATE AND TIME OF NEXT MEETING**

- 27.1 The next Parish Council meeting will be held at 7.00p.m. on Monday 7th June 2010 in Studham Village Hall

- 27.2 The following Parish Council meeting will be held at 7.00 p.m. on Monday 5th July 2010 in Studham Village Hall.

The Meeting ended at 9.35.