

STUDHAM PARISH COUNCIL

MINUTES OF THE MEETING HELD ON MONDAY 9th MAY 2011

Present: Councillor : Mr Des Salmon (Chairman)
Councillors: Mr Tony Gatehouse, Mrs Andrea Maxted,
Mrs Chrys Smith and Mr Mark Poyner

In attendance: Mrs Carol Stephenson (Clerk)

No members of the public were present

ACTION

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

1.1 Nominations for the office of Chairman for the ensuing year were sought. Des Salmon was proposed by Tony Gatehouse and seconded by Andrea Maxted. There being no other nominations it was RESOLVED that Des Salmon be elected as Chairman of the Council for the ensuing year.

2 NEWLY ELECTED CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

2.1 The newly elected Chairman signed the Declaration of acceptance of Office.

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

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

4 REPORT ON THE LOCAL ELECTION

4.1 Cllrs Salmon, Gatehouse, Maxted, Smith and Poyner wished to be elected to the Parish Council and had been nominated for election on May 5th. They were all returned unopposed. Each Councillor signed a Declaration of Acceptance of Office.

5 CO-OPTION TO THE PARISH COUNCIL OF GEOFF SHUTE

5.1 Geoff Shute had stated that he was willing to be co-opted to the Parish Council. It was unanimously agreed that Geoff Shute be co-opted onto Studham Parish Council with immediate effect.

6 TO ELECT REPRESENTATIVES ON OUTSIDE BODIES

6.1 Highways

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

6.2 Playing Fields

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

6.3 Police

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

6.4 School Governing Body

It was PROPOSED, SECONDED AND RESOLVED that Ken France continue in this post for the forthcoming year.

6.5 Environment

It was PROPOSED, SECONDED AND RESOLVED that Cllr Poyner be appointed Environmental representative during the year.

6.6 Studham Common

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

6.7 Village Hall

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

6.8 Communications and Public Relations

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

6.9 Website

It was PROPOSED, SECONDED and RESOLVED that Mr Les Randall and Mrs Fiona McDougall be appointed to the Website team for the year.

6.10 Special Projects

It was PROPOSED, SECONDED and RESOLVED that Mr Mark Poyner be appointed to deal with Special Projects for the year

7 APOLOGIES FOR ABSENCE

7.1 Apologies for absence were received from Cllr Shute.

8 APPOINTMENT OF STANDING COMMITTEES FOR 2011/12

8.1 It was PROPOSED, SECONDED and RESOLVED that the Planning Committee would be Cllr Gatehouse, Cllr Maxted, Cllr Shute and Cllr Poyner for the ensuing year.

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

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

9.2 No members had any declaration of interests in any of the items under consideration at this meeting of the Parish Council. Each Councillor signed and completed paper work for the Notification of Registered Financial and Other Interests.

10 **PUBLIC QUESTION TIME**

10.1 No residents of Studham were present.

11 **MATTERS FOR THE CENTRAL BEDFORDSHIRE COUNCILLOR**

11.1 There were no Central Bedfordshire Councillors present.
The Clerk was asked to confirm which Central Bedfordshire Councillors had been elected.

CLS

12 **POLICE MATTERS**

12.1 There were no police present.

12.2 A Bedfordshire Police newsletter had been received mid April. It highlighted the aim to target manpower at in response to levels of activity and also to make £19m savings over three years.

13 **MINUTES OF THE PREVIOUS MEETING**

13.1 It was proposed, seconded and agreed that the minutes of the meeting held on 4th April 2011 were a correct record and signed were by the chairman.

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

14.1 **7.1 Good Neighbour scheme** Discussions relating to a group leader continue.

14.2 7.1.(b) The paving slabs have been replaced.

14.3 7.1.(c) **Village Map.** Permission has been given.

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

15.1 Councillors commented on a disappointingly low turnout.

16 **REPORT OF CHAIRMAN**

16.1 The Chairman reported :

(a) Due to now full-time external commitments, the Clerk, Carol Stephenson had tendered her resignation with effect from 8th April . She had agreed to remain in the post until the completion of the annual Internal Audit and the submission of Annual Return to the External Auditors in the summer.

(b) Discussions were taking place for a three-way Parish surgery, between Studham, Kensworth and Whipsnade.

(c) The Memorial Clock is running slow. It had last been serviced in 2008 by Smiths of Derby . The call out charge is £250, the annual service is £189. This matter should be added to the following month's Agenda.

(d) Complaints had been received about an increase of semi organised football play on The Common without permission from Central Beds.

17 **RENEWAL OF ANNUAL CONTRACTS & EXTERNAL AUDIT REGS**

- 17.1 The Clerk reported on the recent review of the annual contract with Chris Patton for gardening and cleaning the Church Road Bus Shelter . The contract was approved.
- 17.2 The Terms were confirmed for the basis of the agreement with Malcom Cooper for cleaning road signs and removing and disposing all growth obscuring road signs. The Clerk was instructed to confirm these terms with **CLS** Malcolm Cooper, maintenance of the Highway furniture.
- 17.3 The Council gave consideration to the Annual Return and an audit briefing document received from the Council's external auditors, requiring the Council to
- (a) Review the effectiveness of internal control systems
 - (b) Ensure the Preparation of Accounting Statements for the past year
 - (c) Ensure a risk assessment be carried out before 31st March 2011. It was noted that the Council had already reviewed and approved a risk assessment on 10th October 2010
- 17.4 It was RESOLVED that the Council are satisfied that existing internal audit and control arrangements are satisfactory and meet all statutory requirements and that Accounting Statements for the past year had been properly prepared.

18 **REPORT OF REPRESENTATIVES ON OUTSIDE BODIES**

- 18.1 Highways:
(a) The examination with the Central Bedfordshire representative of the condition of roads had been completed and noted that there were no plans to re-surface Dunstable Road or Woodland Rise, the latter having been patched.
- 18.2 (b) The level of the kerb next to the island at the junction of Church Road and Dunstable Road remains almost flush with the road, despite a request to Central Beds for this to be corrected. The Clerk will request for the repair to be carried out. **CLS**
- 18.3 (c)The island in Woodland often suffers from a thick, heavy leaf cover, caused by residents tipping collected leaves. Clearance of the leaves and prevention of the practice will be examined.
- 18.4 *Special projects*
Memorial plaque
A quote had been received of £120 to produce a replica. It was agreed that once restored, a service of dedication should be held. Cllr Poyner offered to investigate alternative materials.
- 18.5 *Studham Common*
Councillor Shute had previously circulated a written report, outlining costs for flowers for the triangle, which Cllr Shute and Chris Patton would be planting.

- 18.6 *Playing Fields*
(a) The AGM will take place on Thursday 26 May.
(b) The Sports and Social Club AGM will take place on 7th June.

Village Hall

(a) A water supply is now required for regular watering of the triangle by Gardener as the supply Red Lion supply has been withdrawn. In the short term, Chris Paton will have access to a water supply from the kitchen in the Village Hall.

(b) The AGM will take place on 1st July at 8pm.

19 **CORRESPONDENCE**

19.1 The latest correspondence was handed to the chairman.

(a) Following the January pilot scheme for regional "Lets Talk" sessions with public service and voluntary sector providers, dates for further meetings in June, November and February 2011 had been received.

20 **PLANNING**

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

20.1 Studham Parish Planning Committee had approved the application for **CB/11/01101/Full.** 2 Linney Head, Dunstable Road, Studham, LU6 2QQ.

21 **MATTERS OUTSTANDING**

21.1 **Longyard** - Probate is expected to be issued shortly.

21.2 Replacement trees in Holywell had been discussed under Highways, earlier.

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

22.1 The following accounts were submitted and approved for payment:

<u>May</u>	<u>£</u>
Aon/Annual Insurance	948.42
BATPC/Annual Subscription	240.00
Hughes/Website update	180.00
C L Stephenson/Clerk April salary	555.09
Total	1923.51

23 **BUDGET STATEMENT PERIOD 01**

23.1 The Income and Expenditure statement for Parish Council for the period ending April 2011 (period 01) was presented

24 **ITEMS FOR INCLUSION IN "THE PARISH LINK" for June & July**

24.1 The appointment of the Chairman and Vice Chairman
Parish surgery 25th June 2011 – an Open Surgery
Two vacancies- Parish Councillor and Parish Clerk

25 **REPORT OF CLERK**

- 25.1 The website team had confirmed the following website hits for the four weeks 11th April to 6th May at : 273,278, 282, 209.

A VAT refund of £815 had been claimed.

The full Precept had been received from Central Bedfordshire.

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

- 26.1 • Unauthorised signs
 • Memorial Clock
 • Parish Councillor and Clerk vacancies
 • Action on the loss of Mobile Library service

27 **DATE AND TIME OF NEXT MEETING**

- 27.1 The next Parish Council meeting will be held on Monday 6th June 2011 at 7.00p.m. in Studham Village Hall

- 27.2 The following Parish Council meeting will be held at 7.00 p.m. on Monday 4th July 2010 in Studham Village Hall.

The Meeting ended at 9.35