

# *Northhill Parish Council*

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## **Draft Minutes of a Meeting of Northhill Parish Council held at Upper Caldecote Church Rooms, on Monday 5<sup>th</sup> December 2011 at 7.30pm**

**Present:-** Councillors D Milton (Chair), H Papworth, T Dawson, P Maudlin, J Coutts, R Brinkley, D Kay, A Wild, S Mandley, M Morgan and K Bennett, Central Beds Councillor T Turner, Clerk L Bacon, G Evans from Grand Union Housing, G Nelson of Relmfield builders and 4 members of the public.

### **AGENDA**

1. Apologies for absence – I Robinson.
2. Declarations of interest relating to items on the agenda – M Morgan 11.3, H Papworth 7.3ii and 11.2ii. and D Milton 7.3ii., T Dawson 7.3 ii. And K Bennett 11.1. All declarations recorded and detailed in book provided for this purpose.
3. Police report – PCSO Roger Williams. No report. In future PCSO C Coppenhall will attend/provide reports to meetings.

The next item was brought forward on the agenda, to allow speakers to leave meeting early.

- 7.3 i. Affordable housing needs survey. a) Feedback from sub committee on potential sites. Clerks report on Housing Needs Survey in Northhill Parish was circulated. Results show 22 houses are required in the parish as a whole – this represents a proportion of the need identified by the survey. 8 identified sites in Northhill had been considered by the sub committee. G Evans and G Nelson asked that one of the sites be given further consideration once results of traffic survey are known as this site has a willing landowner. Chair explained that next step would be public consultation to inform parishioners of results and to introduce potential exception sites for development. G Nelson and G Evans encouraged councillors to investigate if any other landowners in the parish are willing to offer land for sale for affordable housing developments explaining that some funding is available to Housing Associations from Central Government but that this needed to be prioritized. b) Letter from M Marshall on behalf of Old Warden Parish Council regarding the Old Warden Rural Exception Scheme. CBC Cllr T Turner explained that problems identified were due to the current criteria for the allocation of affordable housing. CBC Local Lettings Policy is now being reviewed and will be refined to address the issues that have arisen – Cllr Turner encouraged NPC to participate in the upcoming consultation. It was agreed that NPC would send a representative to a meeting to be arranged regarding affordable housing sites in Northhill parish between CBC planning department and BRCC/Grand Union Housing. Chair thanked G Evans and G Nelson for attending.
4. Open forum for 10 minutes to allow members of the press and public to speak on any agenda item.  
J Parker outlined her proposal that NPC instruct contractors to clear out the full length of the drainage ditch alongside Vinegar Hill, running behind Pound Close houses and gain reimbursement for proportional costs from relevant house owners. Chair responded – contractors will be requested to provide quotation for consideration at next meeting.

G Evans and G Nelson left the meeting.

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5. To approve the minutes of meeting held on 24<sup>th</sup> October 2011 – Resolved.
6. To consider any matters arising. Item 4. Response from Transportation Manager at Amey – request has been included in list of speed studies to be carried out as soon as funds are available. Item 11.1 – passed to CBC public transport team to contact clerk. Item 11.2 – letter in response from Highways agency explaining budget constraints and lack of statistical evidence to support road safety improvement measures at Tingveys corner.
  - i. Amendments to Complaints Procedure. Resolved to accept revisions.
7. To receive and adopt Terms of Reference for committees and to receive and adopt any minutes/reports from committees and consider matters arising. Clerk read out new terms of reference - Resolved to adopt.
- 7.1 Draft minutes of Highways and Open Spaces 8<sup>th</sup> November 2011 – had been circulated via e mail but copies not available at this meeting – apologies from Clerk.
  - i. Quotations for fencing Pound Close – Resolved to accept quotation for replacement of 5 panels from S Allen provided it largely matches calculation made by Chair of £469. ii. Quotations for oak posts Northhill and Ickwell – Resolved to accept quotation from P Edwards.
  - iii. Northhill pond – latest on plans for water capture from church roof – noted PCC are supportive.
  - iv. Drainage ditch Pound Close – maintenance request – covered under item 4.
  - v. Northhill cemetery hedge – maintenance request. Referred to next Churchyards and Cemeteries Committee meeting.
  - vi. Customer service bulletin - CBC, update on items reported. Noted. If new footway light is not considered to be high priority by CBC, NPC may be asked if it will consider funding this itself.
- 7.2 Draft minutes Churchyards and Cemetery Committee 15<sup>th</sup> November 2011 Noted.
  - i. Replacement of drain cover south side Northhill Churchyard (emergency works) – noted cost of £120.
  - ii. Quotation for additional identified works. Resolved to accept.
  - iii. Churchyard wall – latest. Cllr Dawson reported that a portion of the wall has been repaired by the owner of the Rectory.

1 member of the public left the meeting.
  - iv. Crab apple tree Upper Caldecote cemetery – consider replacement – referred to next committee meeting. No further grass cutting required this season.
- 7.3 Planning – draft minutes 15<sup>th</sup> November for information – noted  
Items 7.3 i. a) and b) were considered after item 3.
  - ii. Cricket Club sightscreens request – Referred to next planning meeting for resolution.
- 7.4 Establishment – draft minutes. 12<sup>th</sup> October for information. Noted.
  - i. Meeting of Grievance Committee on 12<sup>th</sup> December 2011 - To consider a complaint against the decision of the Establishment Committee of Northhill Parish Council on 12<sup>th</sup> October 2011 (item 10) resolving that Freedom of Information requests from Mr J and Mrs C Henegan from July 2011 relating to the Pound Close amenity area are vexatious. Noted. Cllr Kay asked for clarification on composition and remit of Grievance Committee. Clerk confirmed that advice from BATPC is that membership of the Grievance Committee is acceptable given the small size of the council and that the meeting on the 12<sup>th</sup> Dec will

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- specifically address the complaint about the treatment of requests relating to the Pound Close amenity area and not all requests made by the complainant.
- ii. To fill 1 vacancy on Grievance Committee. Resolved to agree that either Cllr Dawson or Cllr Robinson can fill the vacancy.
8. Central Bedfordshire Council
  - 8.1 To receive a report from CBC Councillor T Turner.

1 member of the public ( Mr J Henegan) left the meeting.

Cllr Turner assured members that CBC would closely monitor the situation at Woodside Caravan park in Hatch to ensure adherence to the conditions imposed by the planning permission.

Chair updated Cllr Turner that NPC had expressed its support for CBC's position on the Boundary Commission Report.

Cllr Turner advised that parts of the new Localism Act will start to be implemented from April, that the upgraded CBC website was now live and that the Town and Parish Council conference scheduled for 25<sup>th</sup> January 2012 would review CBC's budget plans.

Documents currently out for consultation include the Minerals and Waste Core Strategy to 2028, Library and Lettings policies – NPC encouraged to provide feedback.

i. Latest regarding re formation of the Parish Liaison Forum – Cllrs invited to attend Northhill Church Hall on 10<sup>th</sup> January 2012.

2 members of the public (J Parker and T Brickall) left the meeting.

9. To consider the following correspondence and feedback:
  - i. Invitation to attend the CBC Town and Parish Council Conference 25th Jan 2012 and feedback from 5<sup>th</sup> Oct conference – noted. Cllrs Papworth and Milton to attend.
  - ii. Central Beds Car parking strategy engagement workshops – feedback. No attendees.
  - iii. Invitation to Planning and Climate change in the East of England (Town and Country Planning Association) -17<sup>th</sup> Jan 2012. Noted. Cllr Wild may attend.
  - iv. Workshop on Aging well in the Ivel Valley – feedback Cllr K Bennett. Informative workshop based on idea of utilizing skills and ideas of the older members of the community to the benefit of all. Cllr Bennett will attend next workshop when arranged.
  - v. Notification of appointment of new Lord Lieutenant of Bedfordshire. Noted.
  - vi. CBC “Libraries for the future” consultation. Noted.
  - vii. CPRE planning workshop feedback – Cllr Bennett. Second half of workshop most beneficial and relevant to local planning issues. Will provide further feedback to planning committee if required.
10. Finance
- 10.1 HMRC – notification of fine for late submission of online return 2010-11. £400 -Noted. Latest information from previous clerk is that return was submitted before deadline. Clerk to investigate further.

Cllr T Turner left the meeting.

- 10.2 Accounts paid and to be approved. Resolved to approve.
- 10.3 To consider quotations for printing future newsletters. Resolved to accept quotation from T Cooke. Quotations for delivery to be considered for spring newsletter.
- 10.4 To receive thanks from local organizations for grant funding –Ickwell Mayday Committee Ickwell and Old Warden Football Club, Caldecote Playing fields Association. All noted.

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- 10.5 Internet banking – latest. D Kay – Lloyds bank cannot make provision for internet banking to comply with financial regulations. Resolved – next Establishment committee to consider opening Co-op account which pays interest on current account balances and allows dual authorization for electronic payments.
- 10.6 To consider the Budget and precept 2012-13. Chair explained that he had reformatted this document to make it more familiar to councilors and amended some items. Clerk outlined reasons for council to consider increasing the precept such as inflation and capping of higher tier authorities. Cllr Dawson asked if CBC could pass any additional costs to the parish council. Clerk answered that this had happened in other counties in the past, forcing an increase in the precept.  
Cllr Papworth proposed and Cllr Kay seconded that a precept request for £45 000 be submitted for 2012-13. Resolved.
11. Parish Issues
- 11.1 Queens Diamond Jubilee beacons – latest. Suitable venue still being sought.
- 11.2 Shuttleworth College – noise concerns and message from Alan Porter. Cllrs Papworth and Morgan attended a promotional event. No reference was made to noise concerns of local parishes and messages from individuals on this subject had not been responded to. Shuttleworth College indicated that it had no response to a letter written to Northhill Parish Council earlier in the year – copy to be requested. Cllr Morgan urged NPC to act in conjunction with Old Warden and Southill Parish Councils on this issue and to keep CBC informed. Cllr Morgan also reported that some of the information given at the promotional event was incorrect or misleading and would like independent official noise monitoring to be done.
- 11.3 Allotments – update. Cllr Morgan had contacted Woodfines solicitors who informed her that they were still awaiting a response to their letter to the landowners of the potential site sent in late November. Cllr Morgan had tried to telephone the landowners for an update but had no response. Chairman pointed out that latest edition of the Caldecote Village News has an article offering new allotments for rent by Spring 2012. Resolved - Clerk to write to NPAA to ascertain if is still a need for a site in Northhill. Cllr Papworth will contact landowner to explain progress and issues.
12. Highways – to report any urgent items. Cllr Dawson reported that the tarmac outside Caldecote Stores is breaking up.
13. Items for the next agenda. i. Cllr Papworth felt that the Clerk should be given the opportunity to provide feedback to council about the first few months in post. Resolved – this would be done at Establishment Committee along with staff appraisal – date to be arranged. ii. Cricket Club – donation towards maintenance of accommodation track – Cllr Papworth to provide Clerk with relevant contact details.
14. This item was deleted as it should be covered in closed session.
15. To note: - closure of meeting – 10.20pm, clerks' leave dates and scheduled dates for meetings in 2012 –both noted. Clerk to add Councillor surgery schedule and arrange to display on notice boards and website.

Signed ..... Dated.....