

FLITTON AND GREENFIELD PARISH COUNCIL

Minutes of the Annual Parishioners Meeting held at the Church Hall, Flitton, on Wednesday 16th May 2018

Present: Councillors M Gates (Chair) N Thompson, P Woodland, G. Ellis, M. Lowe, N Arthur, J Fisher and B Rishton

Also, Present:

D Lawson (Clerk)

C Poulton Greensand Country Landscape Partnership

Annie Wilcox

APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST

Apologies: Clls T King, R Stokes and CBC Councillor J Jamieson

The meeting was opened by the Chairman and the minutes of the Annual Parishioners Meeting last year were noted

Cllrs received a presentation about the work of the Greensand Country Landscape Partnership from Claire Poulton and heard about how the organisation was set up and the current vision to make Greensand Country a destination brand for this special area of Bedfordshire.

The organisation is co-led by the BRCC and the Greensand Trust and has various funding opportunities available to promote its work.

There will also be the first ever Greensand Country Festival this summer with many local events and the PC agreed to help publicise this and make contact about several other projects.

The Chairman thanked Claire for attending the meeting and providing very interesting and helpful information.

More information can be found at <http://greensandcountry.com/>

Annie Wilcox spoke about the use of the Playing Field and the local school football team. She explained that parents felt excluded from their own village when having to take children elsewhere to play and that there should be more scope for this to happen alongside the existing football club in the Playing Field. The Chairman thanked Annie for her comments and noted that this issue was to be discussed later at the PC meeting when a decision would be made.

The meeting was closed at 20.00h

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| Present: Councillors M Gates (Chair) N Thompson, P Woodland, G. Ellis, M. Lowe, N Arthur, J Fisher and B Rishton | |
| Also, Present: D Lawson (Clerk) | |
| 2700 APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST | |
| Apologies: Cllr T King, R Stokes and CBC Cllr J Jamieson | |
| Declarations of Interest: There were no declarations of interest | |
| 2701 ELECTION OF CHAIRMAN 2018/19 | |
| Cllr Lowe nominated and Cllr Arthur seconded Cllr Mark Gates as Chairman of the Council and he was duly elected. | |
| RESOLVED | |
| Cllr Gates be elected Chairman of the Council for the ensuing year | |
| 2702 DECLARATION OF OFFICE | |
| Cllr Gates signed the Declaration of Office | |
| 2703 MINUTES | |
| The Minutes of the meeting held on Wednesday 14 th March 2018 were received with one amendment | |
| <ul style="list-style-type: none"> • Minute no. 2696 substitute the word 'agricultural' for 'allotment' it was | |
| RESOLVED: | |
| That the Minutes be confirmed as a true record and signed by the Vice Chairman in his acting capacity at the meeting as Chairman. | |
| The following matters arising were noted, others are discussed again on the agenda | |
| <ul style="list-style-type: none"> • The gully cleaning programme be raised again with Cllr Jamieson • Cllr Ellis will speak to the school about traffic problems and a window of time for a nearby vehicle operator along with any additional enforcement measures by CBC • There was no update yet about the Silsoe Road/Wardhedges highway scheme from CBC | JJ GE JJ/GE |
| 2704 DISTRICT COUNCIL AND POLICE REPORTS | |
| Cllr Jamieson had sent apologies | |
| 2705 APPOINTMENT OF VICE CHAIRMAN 2018/19 | |
| Cllr Arthur nominated and Cllr Ellis seconded Cllr Nick Thompson as Vice Chairman of the Council and he was duly appointed | |
| RESOLVED | |
| Cllr Thompson be appointed as Vice Chairman for 2018- 19 | |
| 2706 APPOINTMENTS TO THE FINANCE COMMITTEE 2018/19 | |
| It was agreed that Cllrs Gates, Thompson, Arthur. Ellis, Woodland and King would be the members of the Finance Committee | |
| 2707 MEMBERSHIP OF THE SUB COMMITTEES 2018/19 | |
| Planning – All members of the Council | |
| Neighbourhood Plan Group – Cllrs Arthur, Ellis and Fisher | |
| Playing Field – Cllrs Arthur, Lowe and Woodland | |
| Highways, Footpaths, Cycle Ways and Grass Cutting – Cllrs Ellis, Gates, Fisher, Stokes | |
| Allotments – Cllrs Stokes and Rishton (plus any Co-opted Member(s)) | |
| Cemetery – Cllrs King, Lowe and Woodland | |

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| MUGA – Cllrs Fisher, Gates | |
| Liaison with the School (Trustee) – Cllr Ellis | |
| Representative on the Village Hall Committee – Cllr Lowe + Stokes (if agreeable to nomination) | |
| 2708 SUB COMMITTEE MEETINGS | |
| <p>Planning including Neighbourhood Plan</p> <p>The minutes of the Planning Sub Committee held on 11 April 2018 had been discharged and there were no new applications to consider. A recent planning decision in Sand Road Flitton was noted</p> <p>Playing Field Sub Committee</p> <p>Cllr Arthur reported on</p> <ul style="list-style-type: none"> Recent event and repair of field Following the recent charity event Cllrs were very pleased that the repair and re-seeding of the field had happened so quickly and efficiently. Thanks, were expressed for this swift action in view of the terrible weather conditions. There had also been a number of noise complaints from quite a wide geographic area and the Chairman of the Sub Committee had dealt with these. Members discussed ways of preventing any similar occurrence of noise nuisance, but it was agreed that any future application should be dealt with on its merits by meeting the organiser in advance and reaching agreement on deadline times. The organiser was congratulated on raising the sum of £15,000 for charity In discussing event procedure at the Playing Field, Cllr Arthur also asked for Members views about a recent request to site a bouncy castle at the Playing Field in conjunction with a birthday party at the Village Hall. Permission had already been given for the organiser to play knock about football and use garden games such as Jenga, but there was reluctance to allow a bouncy castle. Members discussed the question and unanimously agreed that permission should not be granted on the basis of <ul style="list-style-type: none"> Setting an unwanted precedent Safety reasons and not wanting to be in any way responsible for the installation of the structure on Parish Council land Any insurance implications should there be an accident The Playing Field is not a party venue Noise or litter implications <p>It was agreed that this information be conveyed to the applicant along with the conditions of use in conjunction with the Hall and the deposit paid.</p> There had been considerable discussion with all the footballers and the background to this was explained. Bushmead Toddington had been very helpful in working out the sizes of the pitches required and how they may fit in the Playing Field and made recommendations to the Council. Equally, the Council would like to be able to help the local school team. The possible permutations were discussed along with other ideas at the meeting and it was agreed that both teams should look at these possibilities and try to reach an agreement on shared use. In the meantime, a renewal of the existing Agreement would be put on hold and the Councils Letting Policy for the Playing Field would be amended to reflect that the number of teams able to play, will at all times be at the discretion of the Council. It was agreed to invite both teams to a meeting with Cllrs Arthur, Gates and Ellis to discuss the way forward Possible work at field based on the recent S106 bid | <p>DL</p> <p>DL</p> |

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| <p>Following the recent unsuccessful bid for work to change the access arrangements at the Playing Field, it was suggested that the Council may wish to consider going ahead with the pedestrian access gate and a storage compound which were part of the application. The costs outlined in the bid were considered and it was agreed to seek new quotes for undertaking these two areas of work and limit the Council expenditure to an approximate amount.</p> <p>This funding to be made available partly through the match funding allocation and also from the Playing Field renewal fund (for fencing). The Clerk agreed to seek further quotes for the work from the original contractor plus one or more others</p> | <p>DL</p> |
| <p>Cemetery Sub Committee</p> <p>Cllr King had noted that there had not been a meeting, but there was recent email consultation with sub-committee members to agree a letter to be sent to grave owners regarding lawn cemetery status / mixed row. The content of the letter was agreed by all and the letter can now go out.</p> <p>Also, a grave owner was not convinced that our stability test was applicable to the headstone for which he is responsible. However, following a meeting, he agreed to have a stone mason inspect the stone and has subsequently written to say that the stone mason will carry out the works.</p> | <p>DL</p> <p>JF</p> |
| <p>MUGA Sub Committee</p> <p>The minutes of the MUGA Sub Committee held on 11 April 2018 were noted and the following points made</p> <ul style="list-style-type: none"> • Moss and weeds have started to appear in one part of the surface. It needs special removal so the surface is not damaged and the Clerk agreed to ask the contractor who has dealt with the MUGA, to quote for just this one-off maintenance as opposed to an annual contract and also to try to explain why it is happening • Numbers for the tennis coaching this year are low, despite publicity and it was agreed to try to boost these with more advertising on social media • The website designers were unable to help with any information about changes which may help to make it GDPR compatible | <p>GE/JJ</p> <p>GE</p> |
| <p>Allotments</p> <p>Cllr Stokes reported that there have been no takers for the allotments despite adverts in the village so there were still a number of vacant plots</p> | <p>GE</p> |
| <p>Highways/Cycleways/footpaths/Grass cutting</p> <p>There had not been a meeting, but Cllr Ellis reported back that</p> <ul style="list-style-type: none"> • There was still no progress on the CBC land issue which was holding up progress on the cycleway project and Jon Balaam was seeking help to move it forward. It needs to be raised again with Cllr Jamieson • A meeting with the Highway agent had not yet been arranged despite a date being kept free – there were a number of issues to discuss including potholes and the Flitton Hill triangle • The Silsoe Road/Wardhedges scheme would be followed up with CBC as the formal consultation had not yet happened. | |
| <p>2709 FINANCE COMMITTEE AND MATTERS</p> | |
| <p>The minutes of the Finance Committee held on 11 April 2018 were noted with one amendment relating to the Councils level of pay for its casual staff, which had been agreed as £8.50 an hour and not £8.00.</p> <p>The following matters were also discussed</p> | |

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| <ul style="list-style-type: none"> • The gift mentioned in the minutes was displayed and was at a cost of £65 which was agreed • Clerks Pay – the new pay scales for Clerks were now available and Members agreed to add an increment to the Clerks pay, which would mean a move from Point 27 (LC2) to Point 28. • The application from Link a Ride was discussed and it was agreed to grant £100 • The Internal Auditor is ready to sign the accounts pending an issue with the Asset Register, which the Clerk will query with the External Auditor and Members agreed to this | <p>NT</p> <p>DL</p> |
| RESOLVED | |
| <p>That the</p> <ul style="list-style-type: none"> • Gift mentioned, be purchased at the above cost • Clerks pay be increased on the new pay rate from Point 27 to Point 28 • A grant of £100 be made to Link a Ride • The Internal Audit conclusion be noted | |
| 2710 COMMUNITY GOVERNANCE REPORT | |
| <p>Following discussion of the CBC report, Members agreed that the Council would find it hard to operate with only 8 Councillors and therefore would ask for the number to remain as 10 Councillors</p> | DL |
| 2711 CLERKS REPORT AND CORRESPONDENCE | |
| <p>1. General Data Protection Regulation (GDPR) The Clerk reported changes since the last meeting meaning that we no longer need to appoint a Data Controller and have to be acting on becoming GDPR compliant rather than have done everything at the beginning. However, it was agreed that we should still seek advise from the DPO Centre and await their contact</p> <p>2. The 'Battle's Over Commemoration of the end of WW1' It was agreed to accept the quote presented to the meeting of £834 and ask the company to ensure that they carry out the work by the commemorative event date. The funding to be allocated from the S137 budget.</p> <p>3. Powers for dealing with unauthorised development and encampments Cllr Jamieson's comments were noted and agreed that the Council was supportive of the responses.</p> <p>4. Community Awareness Together (CAT) The lack of attendance at the events was noted and the Council would do all it can to help publicise the next meeting</p> <p>5. Flitton Flower Box, FM and litter picking A new volunteer for the flower box and FM distribution was noted with appreciation. The Clerk also reported that the young volunteer (age 15 in June) who had been litter picking as part of his DofE award scheme, was interesting in taking up the Flitton position. This was discussed and agreed that</p> <ul style="list-style-type: none"> • Hours should be limited due to his age and 12 a month sounded reasonable • He would be paid at an enhanced Living Wage rate of £6 an hour • He should be provided with all the equipment necessary (which he has already as a volunteer) • A litter picking risk assessment be completed and passed to both him and the Greenfield litter picker for comment <p>6. Clerks leave and June Planning Sub Committee It was agreed to postpone the next Sub Committee to Weds 27 June at 19.30h and hold a Highways Sub Committee first at 19.00h, both in the Church Hall.</p> | |
| 2712 ANY OTHER BUSINESS – FOR INFORMATION ONLY | |

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| <p>It was queried whether there had been any progress on the solar panel funding since the last meeting. It was agreed to raise with Cllr Jamieson at the next meeting as Cllrs felt the batteries may now be installed.</p> | |
| <p>DATE OF NEXT MEETING</p> | |
| <p>The date of the next meetings was noted as Wednesday 18th July 2018 19:30h at the Church Hall Flitton</p> | |
| <p>The meeting ended at 22.05h</p> | |
| <p>DATED this 18th day of July 2018</p> | |
| <p>Signed - Chairman</p> | |
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