

An ordinary meeting of Shillington Parish Council was held on Tuesday 5th December 2023 at 7.45pm at the Congregational Church, Church Street, Shillington.

Members Present:

Mr John Hyde (Chair)	Mr Derek Turner (Vice Chair)	Rev'd Angus McCormick
Miss Tracey Petrie	Miss Richa Mitra	Mr Mark Thyne
Mrs Annie Palmer	Mr Gavin Jenkins	

Also present: Lauren Darnell (Clerk to the Council).

- 1) **Apologies for absence** were received from Mr Liam Keane and Mr Blake Stephenson.
- 2) **Declarations of interest:** None
- 3) **Resolution: Following amendment to some wording to item 5b) iii), it was unanimously agreed that the minutes of the ordinary meeting held on 7th November 2023 be signed as a correct record.**
- 4) **Matters arising not covered by the agenda (Information only):**
 - Faulty S3 streetlight which was an urgent requirement, this item was discussed under item 11b).
 - 128 Bury Road – Correspondence received after publishing of agenda deadline; this item was discussed under item 12e).
 - Greenfield grass verges – Council discussed correspondence received from a resident residing in Greenfield regarding churned up grass verges. Clerk is to retrieve information whether the verges are owned by the Parish Council or Grand Union.
 - Footpath 20- Council discussed correspondence received from a Definitive Map Officer from Central Bedfordshire Council regarding diverting footpath 20. Councillors discussed this item under 11c).
- 5) **Planning**
 - a) **Information only - Decisions from Central Bedfordshire Council (CBC):**
 - **CB/23/02505/FULL** – 31 Bury Road, Shillington, Hitchin, SG5 3NY. Garage roof terrace with external steps. **GRANTED 04/10/2023**
 - **APP/P0240/W/23/3319182 (CB/22/02520/OUT)** – Land at 55 Upton End Road, Shillington, Hitchin, SG5 3PE. **APPEAL DISMISSED 19/10/2023**
 - b) **New / Revised Applications to be considered:**
 - i) **CB/23/03482/VOC** – Land Adjacent to 133 Bury Road, Shillington. Variation of condition number 10 of planning permission CB/23/01018/FULL (Proposed detached dwelling and associated works). Amendment sought to vary ground floor slab level and to extend front porch canopy. **DO NOT SUPPORT, Unanimous.** It was noted that it is outside the settlement envelope and the access and design statement as detailed on previous comments was full of errors, with information not even relating to this application.
 - ii) **CB/TCA/23/00540** – 20 Church Street, Shillington, Hitchin, SG5 3LJ. Works to trees within a Conservation area: T1 Beech- Reduce lateral spread over road by 2.5m; T2 Walnut- Remove deadwood and prune to clear telephone cables by 1/2m; T3 Hawthorn – Prune to remove low limb and prune to clear property by 2m; T5 Cedar- Remove major deadwood and hanging limbs; and T6 Silver Birch- Remove dead top. **SUPPORT, Unanimous.**
 - iii) **CB/23/03576/VOC** – 66 Bury Road, Shillington, Hitchin SG5 3NY. Variation of condition number 3 planning permission CB/23/03301/FULL (single storey side and rear extension and garage conversion) – Omit the link to garage conversion shown on the drawing no. 2169-010 – as proposed. **SUPPORT, Unanimous.**
 - iv) **CB/23/01079/ADV** – Musgrave Arms – Apsley End Road, Shillington, Hitchin, SG5 3LX. Advertisement: Installation of illuminated and non-illuminated signs; signa- 1 set of 10mm black Perspex letter with gold face, sign B- 1 double sided pictorial to existing post and gibbet, vinyl decal and lights to illuminate, sign C- 2 amenity boards with vinyl text,

sign D – A poster case, sign E- 1 car park sign with vinyl text, sign F- 1 entrance sign with decal. **SUPPORT, Unanimous** – It was noted that the backing of the Musgrave Coat of Arms shield should be dark blue not black.

v) **CB/23/03459/LB** – 125 High Road, Shillington, Hitchin, SG5 3LU. Listed Building: Rebuild part of existing chimney stack. **SUPPORT, Unanimous.**

vi) **CB/TCA/23/00578** - All Saints Church, Church Street, Shillington. Works to trees within a Conservation Area: Remove the remains of Cypress Trees to the west of the church tower. Trees were badly damaged in the storms of 2022. **SUPPORT, Unanimous.**

6) To receive a report from the Central Bedfordshire Councillor

Central Bedfordshire Ward Councillor Blake Stephenson was not present at the meeting.

7) Police & Crime

- a) It was noted that the full month crime statistics for the October 2023 had been received with 6 crimes reported in Shillington.
- b) It was noted with street watch statistics that there was a total of 8 x 2 person patrols completed, averaging an hour for each patrol.
- c) Council was informed that Bedfordshire Police are holding a Priority Setting Meeting in January 2024. It was noted that the Councillors would like more visibility from the local police in the village. Council is currently contacting the Office of the Police and Crime Commission.

8) Finance

- a) Councillors received half-year finance statement to 30th September 2023, it was noted that there would need to be a discussion at the Finance meeting whether to raise budget to cover expenditure electricity costs.
- b) **Resolution: It was unanimously agreed to approve BATPC booking invoice for Chairmanship 1 training session for Chair (£45).**

9) Parish Council priorities for discussion / agreement

The Chair suggested some items for priorities of the council going forward:

- a) Council was updated with regards to information of community properties that need to be registered on the List of Assets of Community Value, Clerk informed Councillors that the deadline for results for The Musgrave Arms and The Crown would be in two weeks.
- b) It was under agreement with regards to the movement of bench placing at Church View Avenue. The Councillors discussed where it would be best situated and acknowledged carrying out the work themselves.
- c) Councillors discussed the ongoing concerns with road speed through the Parish – the speed watch team is engaged with all the volunteers being trained. Unfortunately, the first speed watch session was cancelled due to poor weather, although has been rescheduled. Chair informed Council the approved locations that the speed watch team can be situated which includes High Road, Bury Road, Hanscombe End Road and Upton End Road. Chair noted that after a discussion with a Police and Crime Commissioner regarding how to get a mobile speed camera in the village, the Chair was advised that data needs to be produced by installing speed strips first. The OPCC has regular grant funding available for road safety, it was agreed for the Council to look into the options available in preparation for the next funding.
- d) Council discussed the use of Parish Council Reserves to update community buildings, it was noted to extract reserve money from NS&I savings account to then transfer to a more accessible bank account.
- e) **Resolution: It was unanimously agreed to close NSI reserve savings account and transfer reserved to an unused savings account held within the Parish Council accounts.**
- f) Council was updated in relation to the Clerk pursuing to be qualified for the job role, the Councillors need to confirm a date with Clerk for the first appraisal after probation period.
- g) Councillors discussed the potential use of an instant communication method within the Parish Council. It was noted the concerns for the safety of data, boundaries and parameters of using Whatapp.

- h) Councillors discussed the fitting of a defibrillator at Pegsdon. It was noted that the residents are raising money on a AEDdonate page and will look into the possibility of applying for grants.

10) Shillington Memorial Playing Field

- a) Councillors received an update regarding the S106 funding towards the replacement path for the new play area which the Clerk is still awaiting a response from CBC.
b) Councillors received an update regarding the S106 funding towards the installed storage container which the Clerk is still awaiting a response from CBC.

11) Highways, Footpaths & Street Lighting

- a) Bridleway from Church to Hanscombe End Road, it was noted currently no correspondence received.
b) **Resolution: It was unanimously agreed to accept the quotation for the replacement of street light S3 Marquis Hill, Shillington at a cost of £300 + VAT.**
c) Councillors discussed correspondence received for diverting footpath 20, Bury Road - Clerk to send an acknowledgement email.
d) *Future Road closures notified* by Central Bedfordshire Council (information only):
 - High Road, Shillington. Carriageway patching. The closure will be in place 30th November to 4th December 2023 from 08.00-18.00hrs.
 - Meppershall Road, Shillington. Excavate and lay pipe- this forms part of the Anglian Water Strategic Pipeline Plan. Approx 500m from Upton End Road outside Meppershall Reservoir. The closure will be in place 22nd May 2024 to 7th June 2024 for 24hrs a day.

12) Correspondence received

- a) Councillors were informed with correspondence received regarding Thomas' Meadow, a few of the Councillors were ready to join a meeting regarding a footpath but the meeting was cancelled.
b) Councillors were informed with correspondence received from a resident regarding cracked and uneven surface footpath on Hillfoot Road - Clerk to chase up Highways.
c) Councillors were informed with correspondence received from resident regarding street lights not working in Marshalls Avenue, it was noted the streetlight is not owned by the Parish Council and to report through the information poster on the lamp.
d) Councillors were informed with correspondence received from a resident regarding a concern of road speed in the village, it was noted that there is a need for more volunteers to help with the speed watch team to gather more data.
e) Councillors were informed with correspondence received regarding a planning application of 128 Bury Road whom requested at meeting to discuss the design and plan of the application. It was noted that applicant should be discussing with CBC, but Chair would be happy to talk with them.

13) Accounts for payment

- a) **Resolution: It was proposed by Cllr Turner, seconded by Cllr Jenkins and unanimously agreed to pay the accounts per the list below:**

ACCOUNTS FOR PAYMENT – 5th December 2023

Payable to	Invoice Number	Payment Details	Total (net)	VAT	Total (gross)
WhiteCherry	536	Domain Renewal	23.96	-	£23.96
Reynolds Landscapes	SI-1131	Litter Picking and Grass Cutting Oct 2023	562.00	112.40	£674.40
A&B Gardening	INV-4085	War Memorial Cut Oct 23	44.26	8.86	£53.12
A&B Gardening	INV-4086	Amenity Grass cut Oct 23	766.12	153.22	£919.34

Community Heartbeat Trust	18,907.00	Annual support cost	135.00	27.00	£162.00
CloudNext	#208324	Premium Hosting	99.99	19.99	£119.98
BATPC		Chair Training	45.00	-	£45.00
T&J Seymour Electricals	P.O	S3 Marquis Hill	300.00	60.00	£360.00
Clerk Lauren	-	November salary, overtime and expenses	690.10	-	£690.10
Clerk Helen	-	November Overtime	53.80	-	£53.80
HMRC	-	PAYE & NI	176.15	-	£176.15

Direct Debit payments made since last meeting (7th November 2023)

<i>Payable to</i>	<i>Invoice Number</i>	<i>Payment Details</i>	<i>Total (net)</i>	<i>VAT</i>	<i>Total (gross)</i>
Onecom	886971	Phone and equipment	133.00	26.60	£159.60
SSE Southern Electric	acc for Oct	Electricity (streetlights)	543.11	103.03	£646.14

- b) The Bank reconciliation to 31st August 2023 was check by Cllr Thyne.

14) NJC National Salary Agreement 2023/24

- a) **Resolution: It was unanimously agreed for the passing of a resolution under the Public Bodies (Admission to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972) that the public and press be excluded from the meeting for this item on the grounds that it could involve the disclosure of private and confidential information.**
- b) **Resolution: It was unanimously agreed for the Parish Council to increase Clerk's pay salary with effect from 1st April 2023 in line with the NJC National salary Award 2022/23.**

There being no further business the meeting closed at 21.42pm

..... (Signed) 2nd January 2024