

An ordinary meeting of Shillington Parish Council was held on Tuesday 18th July 2023 at 7.45pm at the Congregational Church, Church Street, Shillington.

Members Present:

Mr John Hyde (Chair)	Mr Derek Turner (Vice Chair)	Mr Gavin Jenkins
Mr Blake Stephenson	Mr Liam Keane	Miss Richa Mitra
Miss Tracey Petrie	Mr Mark Thyne	

Also present: Two members of the public and Lauren Darnell (Clerk to the Council).

- 1) Apologies for absence were received from Mrs Annie Palmer and Rev'd Angus McCormick.
- 2) Cllr Blake Stephenson declared an interest in the Community Asset Grant Scheme for the Village Hall Agenda item 9) D). Cllr Mark Thyne also declared an interest in the Community Asset Grant Application for the Village Hall, although specified he has not joined the Village Hall committee as of yet Agenda item 9) D).
- 3) **Resolution: It was unanimously agreed that the minutes of the annual meeting held on 6th June 2023 be signed as a correct record.**
- 4) **There were no matters arising not covered by the agenda.**

The meeting was adjourned to allow for members of the public to make comment. Chair of Village Hall was in attendance for Agenda item 9d) which was brought forward.

9d) Community Asset Grant Scheme

Chair of Village Hall Committee raised a concern for the restoration of the roof for the Village Hall and brought to attention to the Councillors the Community Asset Grant Scheme. Whether they would consider and approve, in principle the match funding representing circa 61% of the total estimated cost, inclusive of VAT (£64,980) to increase the chances of a successful bid. The funding request for the Parish to provide is £39,638. The chair of Village Hall Committee briefed a statement as to what the money would be spent on which includes the following;

- The Village Hall roof has been leaking specifically in three different places, with the Village Hall committee obtaining three quotations, whom of which the contractors stated the roof is beyond 'patching' to which the Village Hall would need a new roof.
- The Village Hall Committee would like to future proof the roof by installing Solar Panels in order for them to reduce their cost of expenditure in addition to improving presentation to The Village Hall, but declared this is not a priority.
- The Village Hall Committee has £2,000 to administer into financing of the new roof alongside the Community Asset Grant Scheme. Their financial reserves would not cover the expense of the roof and solar panels as shown to the Councillors on their Finance accounts 2022/2023. However, in the future would like to spend some of their reserves in upgrading other facilities in the Village Hall.

Questions raised by Councillors included:

- Central Bedfordshire Council released information regarding the Community Assets Grant Scheme that overall, there is £200,000 to spend on selected bids, which is score-based. The highest scores would be more successful in being accepted of receiving the Grant. Central Bedfordshire Council intend to support community match-funding as their proposal is to see community organisations working together.
- The proposed funding support figures from the Village Hall is over 50% of the Parishes reserves and Councillors showed a concern that the reserves should be spent equally in community assets of the Parish.

The Chairman thanked the Chair of The Village Hall Committee for the presentation and the following actions were agreed:

- The Parish Council will release up to £20,000 to the Village Hall Committee if they were to be accepted for the Community Assets Grant Scheme, but advise for The Village Hall to fund raise and promote themselves more.

19.50pm Cllr Liam Keane joins meeting.

A Resident from a property on High Road was in attendance for Agenda item 5b)vi) which was brought forward. Chair read out the following planning application;

CB/23/01864/FULL – 29 High Road, Shillington, SG5 3LL. Erection of a rear double storey extension and balcony. Glass link connection from house to garage. Garage extension and creation of first floor with partial conversion to offices and accommodation ancillary use. Erection of garden canopy structure.

Comments made by Councillors that the application was not affecting the surrounding residents as to which they voted, **SUPPORT, unanimous**. Chair thanked resident in being a representative for the application.

The meeting was reconvened at 20.41pm.

5) Planning

a) Information only - Decisions from Central Bedfordshire Council (CBC):

CB/22/03870/VOC – 9 Handscombe End Rad, Shillington. Removal of condition number 3 of planning permission MB/82/00182/FULL (Erection of a Detached bungalow). Removal of agricultural occupancy condition **GRANTED 05/05/23**

CB/22/04671/FULL – 9A Handscombe End Road, Shillington. Change of use of an annex to a dwelling. **GRANTED 10/05/23**

b) New / Revised Applications to be considered:

- i) **CB/23/01500/LB** – The Old Rectory, Higham Road, Higham Gobion. Listed Building: Erection of workshop outbuilding in the front garden. **WITHDRAWN 09/06/2023**
- ii) **CB/23/01499/FULL** – The Old Rectory, Higham Road, Higham Gobion. Erection of workshop outbuilding in front garden. **DO NOT SUPPORT (7 for, 1 against), because of the outbuilding would be too close to the road.**
- iii) **CB/TCA/23/00204** – 5 Wheelwright Close, Shillington. Works to trees within a Conservation Area: T1 Sycamore and SG1 Group of 2x Cypress, Rose and Bottlebrush. Comments to CBC by 29th June 2023) This application was emailed to Councillors on 13/06/2023 **DO NOT SUPPORT (6 for, 3 against)**. Comments were made to CBC 20/06/2023.
- iv) **CB/23/01978/LB** – Lordship Farm, 77 Upton End Road, Shillington, Hitchin, SG5 3PE. Listed Building: Part replacement front roof tiles, removal of non-breathable render, painting and general repairs. **SUPPORT, unanimous.**
- v) **CB/TCA/23/00240** – 76 High Road, Shillington, Hitchin, SG5 3LL. Works to trees within a Conservation Area: H1 – mixed species hedge – remove as close to ground level as possible. T1 – Cypress – remove as close to ground level as possible. The tree works are proposed to stop the influence of the tree(s) on the soil below foundation level. **SUPPORT, unanimous.**
- vi) **Discussed after Agenda item 4 (see above).**
- vii) **CB/22/02520/OUT** – Land at 55 Upton End Road, Shillington, Hitchin, SG5 3PE. Outline application (with all matter reserved) for 4 dwellings. Appeal Reference Number: APP/P0240/W/23/3319182. **DO NOT SUPPORT, unanimous.**

6) To receive a report from the Central Bedfordshire Councillor

Central Bedfordshire Ward Member Blake Stephenson gave a verbal report which included the following;

- Shillington Lower School had a recent OFSTED inspection in which they are waiting upon a response. There is a push back on Administration to keep the school in a 3-tier system although they have to commit to decisions for 2-tier system which they do not support.

- In the meeting with Meppershall and Gravenhurst Councillors it was brought to attention the concern of speeding vehicles through the surrounding villages, Councillor Blake will retrieve a statistics document.
- Councillor Blake informed all Councillors with feedback from residents with reference to The Rights of Way footpath 19 to Hexton. It was suggested the contractor should keep to 1 ½ metres of clear path. This was raised to the attention of Central Bedfordshire Council to which they have put in a plan to reduce the overgrown Willow Tree's which are causing an obstruction.
- Rights of way - footpath 20 is being proposed to be redirected.
- Greenwood Country plan is still in holding which has been withheld since March, but Councillor Blake is still involved in following this closely.
- Enforcement Officer from Central Bedfordshire Council visited Shillington Village Shop in regards to building work, this is still being surveyed.
- There is a Ward Councillor Grant for a community organisation which is a value of £2,000 to be spent.

7) Police & Crime

- a) It was noted that the full month crime statistics for the May 2023 had been received with 8 crimes reported in Shillington.
- b) It was noted that the full month crime statistics for the June 2023 have been received with 8 crimes reported in Shillington and 1 crime reported in Pegsdon.
- c) It was noted the speed watch study statistics showed 67% of vehicles travelling on High Road were speeding (57 out of 85 vehicles). Councillor Blake is to ask the Police and Crime watch panel to see what other Parishes advise to reduce speeding through the village.
- d) It was noted with the street watch statistics that there was a total of 11 x 2 person patrols completed, averaging an hour for each patrol. Councillor Blake is to raise to the Police and Crime Watch panel to see if there is a potential chance of Police Patrolling Shillington, to reassure locals. It was noted that the Shillington Parish should publish street watch statistics in the Village News, Shillington Parish Facebook page and also to ask for more potential volunteers.

8) Finance

- a) **Resolution: It was unanimously agreed for the Clerk to have a prepaid Debit Card for small expenses, with the limit of £200.**
- b) **Resolution: It was unanimously agreed to accept the new hire rates for the Congregational Church with the new cost of main church room increasing to £35.00 per session and the upstairs room increasing to £17.50 per session. It was mentioned to retrieve quotes for hiring Village Hall to show community support.**
- c) **Resolution: It was unanimously agreed for the Clerk to have a Mobile Contract for work purpose only.**
- d) Councillors was updated with regarding change of Authorised User and Signatories with the Parish Banking. The Clerk explained that the bank has not yet set up for online banking and after a phone call with the bank it should take another 10 working days. It was also discussed for Councillor Gavin to be added to signatories for the Parish accounts.

9) Parish Council priorities for discussion / agreement

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

- a) It was agreed that Councillors whom have not responded yet to the Strengths and Weaknesses questionnaire is to do so, which would help when considering working groups for the Parish Council future projects.
- b) It was under agreement for the Councillors to consider any community properties that need to be registered on the Lost of Assets of Community Value, the councillors agreed to add Shillington Village Shop and The View in Pegsdon, as well as renew and update The Crown and The Musgrave Arms as these are coming up for renewal.
- c) Councillors considered methods for the sales of Coronation Mugs, the resolution was to have sales at Shillington Firework Display at stalls, to discuss with Church Teas to sell with price share and those that do not sell to be donated to Village Organisations that would like or need them.

- d) Community Asset Grant Scheme – discussed after agenda item 4 (see above).
- e) Councillors brought to attention of Ward Councillor concerns of road speed in the Village this was discussed in Agenda Item 7C.
- f) There was a discussion for the Councillors to be updated in related to the Clerk being qualified for the job role, the clerk responded by informing the Councillors having to wait until the online banking is set up to make payment before applying to do the course.

10) Shillington Memorial Playing Field

- a) The Clerk informed the Councillors as to why the installation of the Storage container is postponed; this is due to online banking not been set up as discussed on Agenda item 8d). Once payment has been made Clerk will prepare and inform local residents in the area.
- b) The Parish Council agreed in March's meeting to fund up to £5,000 including section 106 money available for the replacement path at the Playing Field. The Parish Council are waiting upon Playing Fields Committee to obtain new quotations.

11) Hornes Pasture.

12) Highways, Footpaths & Street Lighting

- a) There were street light repairs identified – Grand Union Street Light in Marshalls Avenue is not working.
- b) To receive updates on Highway / Footpath issues in the Parish, it was noted there is an overgrown footpath in fields behind Woodmer Close, the resolution was to redirect resident to CBC to report.
- c) *Future Road closures notified by Central Bedfordshire Council (information only):*
 - Outside 103 High Road, Shillington. Carriageway Patching. The closure will be in place from 23rd to 25th August from 08.00-18.00hrs.
 - Handscombe End Road, Shillington. New customer Connections Works/ ducting in footway. The closure will be in place on the 26th September from 09.30-15.30hrs.
 - Apsley End Road, Shillington, approx. 390, north from Mill Lane. Stop tap replacement. The closure will be in place from 25th to 27th September for 24hrs a day.
 - Informed by Councillor Top of Meppershall Hill to be closed from 24th July for 3 days.

13) Correspondence received

- a) Council agreed that the issue raised by a resident regarding concerns of building work being done at Greenfields Road affecting nesting swift colonies, which should be raised and redirected to Grand Union as to whether they have carried out the necessary surveys – it has been forwarded as a matter of emergency.
- b) A Central Bedfordshire parliamentary election reminder to take valid identification when voting.

14) Accounts for payment

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

ACCOUNTS FOR PAYMENT – 18th July 2023

Payable to	Invoice Number	Payment Details	Total (net)	VAT	Total (gross)
A&B Gardening Services	INV-3805	Grass cutting War Memorial june 2023	44.26	8.86	£1,731.77
	INV-3806	Cut verges and amenity grass	1,398.88	279.77	
Reynolds Landscaping Services	SI-1009	Grass cutting & litter picking June 2023	1,065.00	213.00	£1,278.00

C&N Garden Services	INV-506	Container feet and conifer cut	575.00	-	£575.00
Clerk Helen		June Salary, overtime, allowances and expenses	221.93	-	£221.93
Clerk Lauren		June Salary, overtime, allowances and expenses	690.73	-	£690.73
WhiteCherry Solutions	inv-000511	Renewal	21.33	-	£21.33
WhiteCherry Business Solutions	Inv-000506	Shillington Hub site- annual maintenance - plan 1	105.30	-	£105.30
KBS depot	SI-6960	Materials and installation of benches	3,998.00	799.60	£4,797.60
HMRC		PAYE & NI	172.60	-	£172.60
LexisNexis	I0615463L	Local Council Administration 13ed	164.99	-	£164.99

Direct Debit payments made since last meeting (6th June 2023)

<i>Payable to</i>	<i>Invoice Number</i>	<i>Payment Details</i>	<i>Total (net)</i>	<i>VAT</i>	<i>Total (gross)</i>
GH Online		Payroll Service	28.00	5.60	£33.60
OneCom	798716	Telephone to 31/05/2023	32.13	6.43	£38.56
SSE Southern Electric	Acc for May 2023	Electricity (streetlights)	543.11	103.03	£646.14

b) The Bank reconciliation to 31st May 2023 was check by Cllr Richa Mitra.

There being no further business the meeting closed at 22.01pm

..... (Signed) 5th September 2023