

An ordinary meeting of Shillington Parish Council was held on Tuesday 5th September 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	Rev'd Angus McCormick
Mrs Annie Palmer	Mr Mark Thyne	

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

- 1) Apologies for absence were received from Miss Tracey Petrie and Miss Richa Mitra.
- 2) Cllr Hyde and Cllr Jenkins declared an interest in the use of Parish Council reserves to update community buildings within the Parish 9) E). Cllr Turner declared an interest in 5) B) application CB/TCA/23/00102.
- 3) **Resolution: Following amendment to some wording in CBC Cllr Stephenson's report, it was unanimously agreed that the minutes of the ordinary meeting held on 18th July 2023 be signed as a correct record.**
- 4) **There were no matters arising not covered by the agenda.**

The meeting was adjourned to allow four members of the public to make comment. Two members of the public was in attendance for Agenda item 9d) which was brought forward. Treasurer to Shillington Memorial Playing Fields and Secretary to Shillington Social Club was in attendance for Agenda item 9e) which was brought forward.

9d) Councillors to discuss and bring to attention to Ward Councillor concern of road speed in the village and to discuss Highway Improvement Scheme options.

One member of the public whom is on the speed watch team raised a concern of the speeding through the village and fears there will be a major accident if the issue is not solved, with a result of a person's injury or life at risk. There is a solicitude of their behalf that only two people are volunteering in the street-watch team and with voluntary help from fellow parishioners, more statistics can be produced resulting in effect, a programme of operations could be planned to reduce speeding in village. There is 60% on average of vehicles speeding in the village, but there could be higher statistics if there was one more Speed Indicator Device which is more effective.

One member of the public has been in the Parish over 40 years shows a concern of the volume and speed of traffic going through the village. Questions statistics to wonder how many of the people that were caught speeding in the statistics lived in the village.

Statements made by Councillors included:

- With the Parish Council's cooperation there needs to be an effort with gaining more statistics by encouraging more residents in the Parish to volunteer for the Speed Watch team which will then lead to building a body of statistics.
- The Parish Council to advertise for more volunteers in the Parish News, on the Village Hub Page and the Village Facebook Page.
- The Parish Council to produce a formal letter to raise concern and ask for suggestions in how to help reduce speed in the village to Police Commissioner and Crime, Central Bedfordshire Council and Speed Watch Team.
- Cllr McCormick had correspondence with the Principles Highway Officer which stated as there is no fatality recorded the Parish, the Parish need funding to have more measures in place to reduce speed in the village and advised more 30 mph speed restriction signs to be displayed within the Parish.

9e) Councillors to discuss and consider use of Parish Council Reserves to update Community Buildings.

Cllr Jenkins and Cllr Hyde left meeting 20.13pm as Agenda item interest was declared – Cllr Turner (Vice Chair) over took Cllr Hyde (Chair) role.

Treasurer to Shillington Memorial Playing Fields, on behalf of the committee requested for donation towards the proposed renovations for the Social Club Building. As landlords they can see the increased use and events which means that their aging premise is in need of refurbishment and modernisation to make it accessible for all. Which would then have a positive impact for them as landlords as they can look to in the future increase rent and to have additional funds to be put towards maintenance and improve facilities at the playing fields. A structural engineer and a local architect were engaged for the safety of the project and plans drawn. The plans include improvement of the toilet facilities, large bar area to allow safer and more efficient working conditions, a more spacious kitchen area which would result in removal of the centre beam and improving the current roof. The Social Club Committee obtained quotes from 3 different contractors. The project is to be completed in phases for the reason being funding and the safety of work. Playing field committee will be donating £20,000, which represents 58% of available funds. Other funding options include donations and support from money raising events and where possible grant applications.

Secretary to Shillington Social Club, on behalf of the committee requested for donation towards the proposed renovations for the Social Club building. It is the Committees' ambition for the Club to be able to increase support to Village events, widen its user group activity and become a central hub for the Village. Whilst supporting Village wide events such as "Shillfest" and fireworks evening each year, the club is home to football and cricket teams, pigeon and domino clubs. They host many fund-raising events which the chosen charities are selected from club users. The proposed renovation will increase options for events and improve user experience. The bar extension and a larger space in the kitchen will help increase hosting capacity. Improvements to toilet facilities will improve inclusion of the club. The Social Club Committee will be donating £20,000, which represents 66% of available funds.

Questions raised by Councillors included:

- What strategies and ideas on how to raise the outstanding figure of £22,000 to carry out the renovation.
- There were informative statements from Councillors stating that there are outstanding reserves due to Community Building not going ahead.

Cllr Turner thanked the Playing Fields Committee and Social Club Committee representatives for there presentations and the following actions was agreed:

- **Resolution: It was unanimously agreed to donate £20,000 for the renovation of the Social Club.**

21.03pm Cllr Hyde and Cllr Jenkins joined meeting

The meeting was reconvened at 21.06pm, with Cllr Hyde resuming to conduct the meeting.

5) Planning

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

CB/23/01499/FULL – The Old Rectory, Higham Road, Higham Gobion. Erection of workshop outbuilding in the front garden. **REFUSED 21/07/2023**

b) New / Revised Applications to be considered:

- CB/23/02456/FULL** – 10 Wilson Close, Shillington, Hitchin, SG5 3PN. Single storey rear and two-storey side extensions. **SUPPORT, unanimous.**
- CB/23/02615/FULL** – 17A Hanscombe End Road, Shillington, Hitchin, SG5 3NB. Single storey rear/side extension and new rear bi-fold doors. **Discussed in item 5b)iv).**
- CB/TCA/23/00102** – Land at Hanscombe End Road, Shillington. Works to trees in a conservation area: Fell tree labelled as "leaning" on sketch plan. Cut back other two trees. **SUPPORT, unanimous.**
- CB/23/02608/FULL** – 17A Hanscombe End Road, Shillington, Hitchin, SG5 3NB. Single storey and side extension and new bi-folds doors to rear. **SUPPORT, unanimous.**
- CB/23/03536/VOC** - Chiltern View, Higham Road, Higham Gobion, Hitchin, MK45 4RB. Variation of condition number two of planning permission CB/21/04807/FULL (Erection of an agricultural barn) – The approved structure shall only be used for agricultural

purposes and any other use considered appropriate in the countryside. Appeal Reference: APP/P0240/W/23/3320841. **No further comments to objection.**

- vi) **CB/23/02505/FULL** – 31 Bury Road, Shillington, Hitchin, SG5 3NY. Garage roof terrace with external steps. **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;

- Cllr Stephenson informed the Councillors the new leadership are planning to update the Central Bedfordshire Council's strategic plan and issued a survey over the summer. There was widespread concern that insufficient was provided for the Parish Councils to meet and submit a response as it closed on 4th September 2023.
- Cllr Stephenson is anticipating a Parliamentary by-election will take place on 19th October 2023.
- Highways Annual Plan 2023/2024 has been published and Cllr Stephenson spoke with the Highways Department regarding footway resurfacing along High Road – from Hanscombe End Road to Vicarage Close. Cllr Stephenson requested to see plans and drawings but as of yet has not seen them. Cllr Stephenson informed Councillors that Footpath 14 should get a replacement of existing timber off Church Street.
- Central Bedfordshire's current position is that no schools in the area need to be closed due to reinforced autoclaved aerated concrete issues but they are reviewing it closely.
- On 30th June 2023 the Schools for Future programme was pushed back by the Executive whilst they sought to understand the full cost of the programme, an update is expected by Autumn.
- Cllr Stephenson has submitted objection comments to the 55 Upton End Road appeal and circulated to all Councillors through email, and is waiting upon a response from the Planning Inspectorate.
- Cllr Stephenson's update for the residents that travel through Meppershall near School and Bakery, may be pleased to know that a planning appeal for 23 houses was rejected.
- Cllr Stephenson anticipating a Thomas' Meadow application to be consulted upon soon.
- Cllr Stephenson informed no further information on Greenwoods.
- Cllr Stephenson provided written support for the bid by the Village Hall regarding the application for the Community Asset Grant Scheme to replace their roof, this is currently being considered by Central Bedfordshire Council.
- There is a Ward Councillor Grant for a community organisation which is a value of £2,000 to be spent, and Councillor Stephenson encouraged local groups to come forward with ideas on how it could be spent.

7) Police & Crime

- a) It was noted that the full month crime statistics for the July 2023 had been received with 7 crimes reported in Shillington.
- b) It was noted that there is a need to push for police to patrol village as some residents are precarious. The Police Crime Commissioner agenda manifesto has not been challenged for a few years – Cllr Stephenson will address this.

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. Under Shillington Parish Council Financial Regulations 2019 transactions and purchases made will be reported to the Councillors and authority for topping-up shall be at the discretion of the Councillors.**
- b) **Resolution: It was unanimously agreed to grant £350 to CPRE.**
- c) **Resolution: It was unanimously agreed to grant £1000 to All Saints Church, Shillington.**

9) Parish Council priorities for discussion / agreement

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

- a) It was discussed that a possibility of a working group for the Parish Council that specialises in Bio-diversity. It was agreed that Parish Council decisions was not made by working groups, the protocol of the Parish Council would still be in place.
- b) It was under agreement for the Councillors to consider any community properties that need to be registered on the List of Assets of Community Value, the councillors agreed to add Shillington Congregational Church.
- c) It was under agreement with regards to the movement of bench placing at Church View Avenue. The Councillors discussed a potential to move themselves, if unsuccessful they would retrieve quotes.
- d) Councillors brought to attention of Ward Councillor concerns of road speed in the Village this was discussed after Agenda Item 4 (see above)
- e) It as under agreement for the donation of £20,000 for the Social Club to be renovated using the Parish Council Reserves, discussed after Agenda Item 4 (see above).
- f) There was a discussion for the Councillors to be updated in relation to the Clerk being qualified for the job role, the clerk responded by informing the Councillors that she will be starting the course shortly.

10) Shillington Remembrance Service 2023

- a) Councillors was given the overview of Order of Service.
- b) **Resolution: It was unanimously agreed to print the Order of Service (£95.00) and to supply refreshments (£100.00).**

11) Shillington Memorial Playing Field

- a) 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.

12) Hornes Pasture.

13) Highways, Footpaths & Street Lighting

- a) There were street light repairs identified – Top of Vicarage Close.
- b) To receive updates on Highway / Footpath issues in the Parish.
- c) *Future Road closures notified* by Central Bedfordshire Council (information only):
 - 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.
 - High Road, Shillington. Carriageway patching. The closure will be in place 20th to 24th November 2023 from 08.00-18.00hrs.

14) Shillington Parish Council Contracts from April 2024

Council to consider any changes required to the following contracts prior to them being extended/retendered.

- a) **Amenity Grass Cutting and Highway Verge Maintenance, Shillington & Pegsdon**
 - i) It was unanimously agreed to offer the current contractor a one-year extension from 1st April 2024 to 31st March 2025 with the contract rates being able to be increased by the RPI.
- b) **Grass Cutting at Shillington War Memorial Garden** – it was agreed to extend this contract if allowed within the contract process
- c) **It was unanimously agreed to retender the Grounds Maintenance & Litter Cleansing at Shillington Memorial Playing Fields & Hornes Pasture.**

15) Shillington Parish Council acting as Trustees for Shillington Car Park Charity

- a) **Resolution: It was unanimously agreed to accept the annual report for the year ending 31st March 2023.**

16) Shillington Parish Council acting as Trustees for Shillington War Memorial

- a) **Resolution: It was unanimously agreed to accept the annual report for the year ending 31st March 2023.**
- b) The August inspection was received and the comments regarding dealing with caterpillar infestation in the boxed hedging and the foul-smelling odour from bin it was

suggested the weather may have an impact on this issue.

17) Correspondence received

- a) Council agreed that no information needs to be supplied to the Radio Times, due to Nadine Dorries resigned.
- b) Councillors were informed that Grand Union are aware and have taken the right action to make sure they are not disrupting the Swift Colonies at Greenfields whilst carrying out construction work on properties.
- c) Councillors was informed that the damaged trees on Hanscombe End Road have been reported and dealt with.
- d) Anti-social behaviour within the Parish was discussed under agenda item 7a).
- e) The Councillors was informed from the update from the Shillington War Memorial action to get rid of the box hedge caterpillar infestation was they used nematodes.
- f) Councillors was informed with correspondence received from Woods Hardwick regarding application on Thomas' Meadow, Councillors agreed we should be aware and inform CPRE.

18) Accounts for payment

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

ACCOUNTS FOR PAYMENT – 5th Sep 2023

Payable to	Invoice Number	Payment Details	Total (net)	VAT	Total (gross)
A&B Gardening Services	INV3893	Grass cutting War Memorial June 2023	44.26	8.86	£512.79
	INV3894	Cut verges and amenity grass	383.06	76.61	
A&B Gardening Services	INV-3951	Cut verges and amenity grass	1,149.18	229.83	£1,379.01
Reynolds Landscaping Services	SI-1034	Grass cutting & litter picking July 2023	562.00	112.40	£674.40
A&B Gardening Services	INV-3950	Grass cutting War Memorial August 2023	44.26	8.86	£53.12
Reynolds Landscaping Services	SI-1064	Grass Cutting and litter picking August 2023	630.00	126.00	£756.00
Viking	2926642	Printer ink and paper	122.57	24.51	£147.08
Lonsdale Direct Solutions	261255	August Parish News	461.00	-	£461.00
Cloud Next	205857	.gov.uk Domain	110.00	22.00	£132.00
Lonsdale Direct Solutions	Quotation	Order of Service	95.00	19.00	£114.00
Clerk Lauren	-	Aug salary, overtime, allowances and expenses	591.76	-	£591.76
Clerk Helen	-	July and Aug overtime	107.60	-	£107.60
Clerk Lauren	-	July Salary, overtime, allowances and expenses	735.54	-	£735.54
A Complete Cleaning Service	-	Bus shelter clean	80.00	-	£80.00

CBC	-	Uncontested Charges	87.62	-	£87.62
HMRC	-	PAYE & NI	243.99	-	£243.99
HMRC	-	PAYE & NI	179.40	-	£179.40
SLCC	QL203596-1	Qualification Fee ILCA	120.00	24.00	£144.00
SLCC	MEM245521-1	Membership and Joining Fee	120.00	-	£120.00

Direct Debit payments made since last meeting (18th July 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	840022	Telephone to 31/07/2023	23.65	4.73	£28.38
OneCom	817358	Telephone to 30/06/2023	88.76	17.75	£106.51
SSE Southern Electric	acc for June	Electricity (streetlights)	578.68	109.82	£688.50
SSE Southern Electric	acc for July	Electricity (streetlights)	525.17	99.63	£624.80

b) The Bank reconciliation to 30th June 2023 was check by Cllr Palmer.

There being no further business the meeting closed at 22.10m

..... (Signed) 3rd October 2023