



Aspley Guise Parish Council

AGENDA for Council Meeting

I hereby summon you to attend the meeting of Aspley Guise Parish Council on **Monday 2nd December 2019** at **19.30** in the **Village Hall** to consider the following items of business.

Lynne Simons

Parish Clerk & RFO

27 November 2019

* Indicates a supporting paper is available, please contact clerk@aspleyguiseparishcouncil.gov.uk for copies if required.

Item No.	Agenda Item	Proposed by:
1.	To receive apologies for absence:	
2.	To receive declarations of interest in items on the agenda: • Declaration of member's interest of a non-pecuniary nature: (having membership of a club, charity etc. or close relationship) • Declaration of member's interest of a pecuniary nature: (Having a financial bearing on a member or their spouse/partner)	
3.	To consider requests for dispensations:	
4.	To agree the minutes of the meeting held on the 18 th November:	
5.	* Chairman's comments:	
6.	Public Open Session (Max.15 Mins): Residents will have the chance to raise anything relevant to Parish Council business, but they will not be able to discuss the subject more than once. A maximum of 15mins is allowed for this, 3 mins per subject.	
7.	To receive a report from the Ward Councillor (15 Mins):	
8.	To Consider Planning applications: • CB/19/00682/FULL: 10 Larkwood Close. Extension to existing garage. Representations no later than 6th December • CB/19/03671/FULL: 5 The Mount. Demolition of garage, alteration to main dwelling and construction of a 2-storey side and rear extension, and creation of rear patio with associated landscaping. Representations no later than 3rd December. • CB/19/03619/FULL: 43 Burrows Close. Retrospective- Retention of existing detached timber outhouse building to rear garden. Representations no later than 3rd December.	Cllr Bailey Cllr Bailey Cllr Hawley



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		• CB/19/03736/FULL: 4 Church Hill. Proposed two storey side extension, single storey rear extension and detached home office within garden. Representations no later than 6th December. • CB/19/03536/FULL: 88 West Hill. Demolition of existing garage and front, side and back two storey extension. Representations no later than 10th December. • CB/19/03796/FULL: Spinney Corner. Single storey side & rear extension with lantern roof light & demolition of one chimney. Representations no later than 10th December. • CB/19/03723/FULL: 8 Aspley Hill. Remodelling of detached dwelling with demolition of single storey side extension and erection of 2 storey side extension and single storey front extension. Representations no later than 12th December.	Cllr Hawley Cllr Lewis Cllr Bird Cllr Lewis
9.	*	To consider Financial Matters: A motion to approve the following accounts for payment: • Clerks payroll and expenses for Nov 2019 £874.42 ○ Pay £840.61 ○ WFH Allowance £18.00 ○ Mobile £6.82 ○ Stationery £8.99 • HMRC: payment of PAYE for Clerk Nov £35.65 • E.ON: Oct19 £644.14 (DD 18/11) • Google Ireland: Oct19 £41.40 (DD 7/11) • Microsoft: One Drive 25/10-24/11 £9.48 (DD) • LIW Advertising: Hogsty End Dec edition £36.00 • The Royal British Legion: Remembrance Wreath £15.00 • P Hawley: Plants £34.23 • J Owen: Plants £136.21 • Cloud Next: Annual Hosting Fee (new website) £47.98 • Geoffery Leavers: Disbursements for War Memorial £47.50 • Geoffery Leavers: Land Registry (Village Hall, Recreation Field, Browns Way) £2,146.50 • B Kent Electrical: Defibrillator installation £307.20 • A Muskett: streetlight repairs £100.62 • A Muskett: streetlight repairs £88.14 • HM Land Registry: Village Square £6.00 (7/11) • Open Spaces Society: Annual Membership £45.00 • Royal Mail: PO Box renewal £342.00 • GM Outdoor Services: £460.00 • GM Outdoor Services: Townlands/Browns Way £140.00 • GM Outdoor Services: Bench Repairs £930.00 • Total £6,487.47	Cllr Bailey



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		Note: £20,000 was transferred between the tracker account and the community account to cover payments. - At the meeting on the 2/9/2019 minute number 22, the council approved the reallocation of budget from dog poo bins to defibrillator. Subsequently at the following meeting on the 30/9/19 minute number 18, the council approved the purchase of a defibrillator using this money plus money raised through fund raising. It should have been noted that the power to enable the PC to spend this money was S137 of the Local Government Act 1972, as use of this power must be noted in the resolution. Executive Summary of Financial Analysis: As at 26th November, AGPC has a General Reserve balance of £54,559.85, and is forecasted to end with a closing General Reserve of £36,353.34. This is £12,548.56 higher than the closing amount forecasted as at 30th October, as more facts and decisions have come to light since that point in time resulting in updated estimates. Details can be seen in the financial analysis paper. - Bank Balances as at 26/11/19 £104,110.79: - Base Rate Tracker £102,575.20 - Community Account £1,535.59 - Available Reserves (due to un-cleared payments and payments awaiting approval) £98,314.86 Review Financial Analysis showing YT spend vs. budget if required.	
10.		Update from the Committees and Working Groups (Max. 5 Mins each): - Neighbourhood Development Plan Committee: - Traffic Calming Committee: - School Crossing Patrol Officer Working Group: - New Allotment Site Working Group: - VE Day 75 Other updates: - SEMK update * Cllr Lewis has raised a motion to approve the publishing of his full NDP article on our website and social media.	Cllr Lewis Cllr Raper Cllr Raper Cllr Bird Cllr Lee-Woolfe Cllr Bailey Cllr Lewis
11.		Play Areas: Cllr Plasom & Cllr Hawley to confirm the play area at Townlands and the Common have been reviewed weekly throughout the month of November.	Cllr Plasom & Cllr Hawley
12.	*	Annual Plan:	



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		Review council's annual plan for 2019/20 and update accordingly.	
13.		Outstanding Action List: Update on actions carried forward from previous meetings (see end of Agenda for Outstanding Action Schedule)	
14.		Streetlights: Motion to repair the following Streetlights: - A8 Bedford Road - A7/3 Bus Shelter Bulkhead Motion to consider the below: - A resident has complained about the light distribution from LED lamps on West Hill. Brian has reviewed and said that the columns fitted with LED's are set to the correct standard, and believes that most of the light deficiency is being caused by road/pavement contours and obscurity from trees, however he has suggested the PC consider asking the contractor to look at adjusting/increasing the angle (if possible) to improve the distribution of light from columns A3 and A5. For Information Only: - The 10 replacement Iffley's have been fitted, 5 had wonky lanterns, 4 of which have now been fixed. A4 Church Street is still outstanding, and Aylesbury Mains are going to take another look. AGPC withheld 1/10th of the payment until the lantern is straightened. (Chased 23/11) - A10 Salford Road is out again, this has only just been repaired, so have asked contractor to revisit under warranty.	Cllr Bailey
15.		To review representatives needed for Parish Council responsibilities and outside organisations, and appoint additional Cllrs: Village Hall Management Committee: Cllr Hawley + 1TBC Cllr Lee-Woolfe has withdrawn her offer for this role due to other commitments.	
16.		Village Square: Repairs: Three quotes have been received for repairs to the Village Square, but following a question from Cllr Baker, CBC highways are now questioning the ownership of the bus shelter. CBC also state this is on highways land (although they acknowledge it isn't registered, same as any highways land) so permission is needed from them to carry out any work on or near to highways land. They would need risk assessments, method statements, traffic and pedestrian management plans in order to give approval. CBC have recommended we establish ownership of the structure before proceeding. It is expected that this will take some time to	



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	research and its therefore very unlikely the work will be carried out this financial year. Cllr Bailey has proposed a motion to move this budget of £3,000 into a ring-fenced reserve, so it is available to use once ownership is established and to help establish ownership (archive retrieval costs). For Information Only. Advertising on the square: Following the discussion last month, the Clerk has established the Village Square land (i.e. raised paving in the centre of the square where the bus shelter is) is not registered. Richard Willis from Geoffery Leaver has offered to submit an application to register this land free of charge on behalf of AGPC, with the exception of any fees he incurs. Once the PC can prove ownership of the shelter, the PC will be asked to approve this offer.	Cllr Bailey
17.	War Memorial repairs Three quotes have been received for repairs to the War Memorial on Bedford Road. Grants towards restoration works can be applied for from warmemorials.org, and if approved will cover between 25% to 75% of the cost. First step is to complete the pre-application form to see if a grant is possible. It is expected that this application will take time and its therefore very unlikely the work will be carried out this financial year. Cllr Bailey has proposed a motion to move this budget of £1,000 into a ring-fenced reserve, so it is available to use once the decision about a grant is known.	Cllr Bailey
18.	Expressway: Discussion on what the Council wish to do with regards to the Expressway given the proposed route is unknown at this stage.	
19.	Boundary Commission Electoral Review: The Commission is carrying out an electoral review of Central Bedfordshire Council. The aim of the electoral review is to recommend ward boundaries that mean each councillor represents approximately the same number of voters. They aim to ensure that the ward boundaries reflect the interests and identities of local communities, as well as promoting effective local government. To achieve these aims, they need to re-draw ward boundaries across Central Bedfordshire. Due to the election the initial consultation has been extended to close on the 23rd February. CBC have established they require 63 Councillors to represent Wards, this is 4 more than the current number. Councils and the public are invited to comment during the consultation stage. A discussion on how the PC wish to proceed with this.	



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20.	*	Community Right to Bid: Cllr Raper has proposed a motion to approve the application for the Community Right to Bid re The Anchor pub.	Cllr Raper
21.		P3 Group: Cllr Hawley has raised a motion for the following: - to write a letter of thanks to P3 for the work they have carried out voluntarily on behalf of the Council this year - To use the remainder of the Grant budget £192.50 to purchase a tool to support their work.	Cllr Hawley
22.		Willow Weaving: Cllr Hawley has raised a motion to contract GM Outdoors to carry out maintenance (Willow weaving) on the Willow structure at Townlands. In the past this has been maintained by a volunteer, but they have now stepped back from this. Cost £160.00 (ex.vat)	Cllr Hawley
23.	*	Daffodil Planting Certificate: Cllr Hawley has raised a motion for the council to approve the certificate for children who helped plant the bulbs at West Hill.	Cllr Hawley
24.	*	Newsletter: Motion proposed to consider and agree wording for the following based on decisions achieved at today's meeting and to print the newsletter at a cost of c£150.00 Christian News Hogsty End Printed Newsletter	
		Next Meetings: Finance Advisory Committee 11 th December 20.00 Planning 16 th December 2019 19.30 NP Advisory Committee 16 th December 2019 20.00 Extra Ordinary Meeting 18 th December 19.30 (budget discussion)	



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O/S Actions				
Item	Raised	Action	E.C.D	Owner
1.	?	Emergency plan: Current Status: 7/1 Cllr Hawley advised she and Cllr Harbottle had worked on the plan but now needed help from CBC and the residents of the village. It was agreed to place a call for action in the Hogsty End to see if any residents would be willing to participate. In addition, Cllr Owen and the Clerk would meet with Cllr Hawley and Harbottle to review. 4/2 Cllr Owen, Hawley and Harbottle meeting 5th February 4/3 Cllr Hawley advised the 3 councillors had met and it was progressing. 22/3 Cllr Hawley advised no further Update 1/4 Cllr Hawley advised she had received information back in, and that she would hold a follow up meeting with Cllr Owen and Harbottle to update the plan. 19/6 Ongoing, additional information added to plan, nearing completion, going to meet with J Owen and finalise. AGPC to approve at August meeting and then issue to CBC & AGPC to add to website. 5/8 Moved to main agenda for approval Cllr Hawley has proposed a motion to approve the Village Emergency Plan, subject to CBC's review. Proposed by Cllr Hawley seconded by Cllr Bailey: the motion was carried with a unanimous vote. Cllr Clarke asked for the plan to be amended to reflect that J Owen and P Harbottle were no longer Councillors. Clerk to update 2/9 CBC returned comments, ERT to meet and update the plan 30/9 Mtg to be held on 7/10 update the plan.	August 2019	Cllr Hawley
2.	5 th Nov 2018	10a. To consider the Village Hall Lease: Cllr Clarke left the meeting. It was confirmed that originally Cllr Forbes was looking at the situation with Richard Willis Solicitor. Cllr Bailey said he will follow this up as we need confirmation of instruction re payment. We need to know where we stand. Current Status: Chairman Bailey met with Richard Willis mid- December. AGPC to discuss how the lease might be structure going forwards. 7/1 Cllr Clarke left the meeting temporarily. Cllr Bailey updated that Richard Willis has offered to work free of charge on this as he lives in the village (within reason). Cllr Bailey said it is clear that the council own the Village Hall but that the land hasn't been registered. Cllr Bailey and the Clerk to meet with the Village Hall Management Committee on 28/1	Ongoing	Cllr Bailey



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		4/3 Cllr Bailey asked the Clerk to chase up R Willis from Geoffery Leavers. 22/3 R Willis has reviewed the proposed ACRE model for the lease, and advises it is a suitable model for the Village Hall. Next step is to meet with the VH Management Committee to discuss 9/5 Motion was approved for R Willis to help with the lease agreement. 28/5 Meeting to be held on 29th May with the VH. 30/5 R.Willis met with the VH on the 30th May and had a constructive meeting. Next steps are for Richard to draw up a draft lease and trust deed for both parties to consider. 5/8 A draft lease agreement has been drawn up by R Willis, Cllr Bailey to review and then meet again with the VH for further discussions. 2/9 Still waiting for the draft Trust Deed before mtg with the VH. 30/9 Draft Trust Deed is with the VH Mgmt Committee to review, will then be sent to AGPC for review.		
3.	5 th Nov 2018	10f. Defibrillator progress and purchase of BT telephone box by the Anchor: CB Cllr Wells had said we would have to wait until October (2018). It was agreed to contact Marcel Coiffat at CBC to advise that as this box is no longer used, the Parish Council would like to house the defibrillator in it Current Status: 27/11 No response from Marcel Coiffat 17/12 Cllr Hawley to find out who owns the land the box is sited on. 7/1 Cllr Hawley has spoken to The Anchor and they are in contact with their head office to see if they own the land the phone box sits on. 4/2 Cllr Hawley advised she is still waiting to hear back from The Anchor, and was considering other sites. 4/3 It was proposed and agreed that a Land Registry search be carried out to establish who owned the land the phone box is sited on. 22/3 Cllr Hawley advised there was no further update 9/5 It has been established that the phone box sits on land owned by the brewery, next steps are for Clerk to write a letter to BT, advising them, The Anchor give permission to use this for a defibrillator, and for The Anchor to sign it. Then to seek permission from CBC to remove the phone, as this is the last public phone box in the village. 19/6 Clerk Emailed The Anchor for confirmation from the Brewery, once received will forward onto BT and CBC for approval to move forwards. Cllr Hawley looking into cost of boxes and defibrillators.	Ongoing	Cllr Hawley/Clerk



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		5/8 After some negotiating the Brewery are working with us to allow access to their land for the phone box to be used for housing the defibrillator. However, the phone box is not listed on the Brewery land and this is causing some problems. Once this has been sorted, the Clerk will follow up with CBC and BT to arrange removal of phone and for AGPC to adopt the phone box from BT. Cllr Hawley/Clerk are investigating options for the Defibs and sourcing prices. 2/9 WSTC are installing the DefibSafe2 plus the iPad SP1 defibrillator, which has been installed at other nearby villages to. It makes sense to go the same route. The cost of this from Wel Medical Ltd is £1,250 plus £66 for the plate needed to install into the phone box, plus vat. The electrician who is installing the WSTC defib, is coming to provide a quote for installing into the phone box in Mount Pleasant on the 28/8. Once we have his quote, we can bring it to Council for approval. Pauline and her daughter have raised £1,400 to fund this. There is no update from the Brewery on the 2nd location. Cllr Hawley has raised a motion for the Council to re-allocate the budget for dog poo bins of £1,000 towards the purchase of the two defibrillators for the village. Earlier in the year CBC installed additional dog poo bins and replaced two of the older bins at their own cost. Residents were asked via social media for suggestions on where to place another bin if AGPC were to buy one, but there has been very limited response. Together with the £1,400 already raised by Cllr Hawley and her daughter this will total £2,400 and c £3,000 is required depending on install costs. Cllr Hawley will continue to fund raise over the coming weeks for the remainder. Proposed by Cllr Hawley, seconded by Cllr Bailey: the motion was carried with a unanimous vote. Clerk to reallocate the funds 30/9 on main agenda for approval to order 1 for Spinney Lane. 30/9 A motion has been raised to purchase 1 defibrillator and for the installation charge into the old phone box at the junction of Spinney Lane and Mount Pleasant, using the funds raised by Cllr Hawley and her daughter plus money set aside from AGPC for this project, as per the following details: • DefibSafe2 plus the iPad SP1 defibrillator £1,250.00 (plus vat) • External Cabinet Telephone Bracket Plate £66.00 (plus vat) • Electrician £276.00 (plus vat) • Total cost £1,592.00 (plus vat)		
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		Note: this defib is the same as the one installed in Woburn Sands and Bow Brickhill. The electrician although not the cheapest quote (which was an estimate of £170), is the person who installed the defib at Woburn Sands. Proposed by Cllr Hawley, seconded by Cllr Andrews: the motion was carried with a unanimous vote. Clerk to place order 4/11 Defib received, waiting for install dates from electrician and training dates from WelMed. 4/11 Defibrillator Grant: A motion has been raised to approve the grant request of £400 from the Ward Councillor Grant (CBC) towards the two defibrillators. Proposed by Cllr Hawley, seconded by Cllr Davis: the motion was resolved with a unanimous vote. Clerk to submit grant application 2/12 Defib installed in the micro-library at the junction of Spinney Lane and Mount Pleasant. 26/11 Brewery advised they were happy for the phone box to remain on their land and for it to house the defibrillator. Waiting for written confirmation and legal paperwork to complete.		
4.	14 th Jan 2019	Browns Way Pond: A motion was raised to Research, Design and Cost the implementation of an information board, and then to bring back to the council for next stage approval. Current Status: 4/2 Cllr Spurr advised she had contacted the Greensands Trust to ask about the flora and fauna that could be expected. Now awaiting a response. 4/3 Cllr Spurr advised she had met John Baleam from the Greensands Trust and was waiting to hear back from him, and will chase him up. 9/5 Ex Cllr Spurr has been investigating a new Nature Information Board at Browns Way. She has received quotes between £800 and £1200 for the design and Board itself, installation is on top of this. In addition, she has been talking to Maydencroft Ltd about the possibility of funding to widen the project slightly to potentially include seeding a Wild Flower Meadow, Bird Boxes, Picnic tables and Management Plan for the meadow. This would be on a match funding basis. 70% Funding, 30% Match Funding.		Cllr Lee-Woolfe



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		A Motion is proposed to survey the residents by posting letters through the doors of Browns Way and Trunk Furlong, and putting the survey on our website, and writing to both lower schools, to see if this is something the village would like to see/use for nature education. Cllr Lee-Woolfe proposed, Cllr Hawley seconded and the motion was approved with a unanimous vote. Clerk to arrange, along with help from Jenny Spurr. 28/5 Results of survey to be collated ahead of the July meeting 1/7 Discuss and resolve next steps relating to the Browns Way Pond project. Options are as follows: 5. Park it and do nothing 6. Move forwards with Information Board Only (subject to budget) 7. Progress funding option with regards to a wider project plus Information Board (subject to budget) Cllr Bailey proposed item 3, seconded by Cllr Bird: the motion was carried with a unanimous vote. 5/8 Cllr Lee-Woolfe has contacted Maydencroft Ltd for further information on the grant. 2/9 Feedback from Maydencroft is that the funding panel are interested in this project, and we have been sent further documentation and funding application paperwork to review and complete. 30/9 Cllr Lee-Woolfe has raised a motion to select the preferred Information Board for the Browns Way pond, from DAB Graphics at a cost of up to £900.00 (plus vat) plus installation of c £150.00 (plus vat), subject to overall project approval at a later stage. Proposed by Cllr Lee-Woolfe, seconded by Cllr Bird: the motion was carried with a unanimous vote. 4/11 Moved to main agenda A motion has been raised to approve the submission of a grant application towards the Browns Way pond project and to approve the PC's contribution to the project of 30%. The total project cost is expected to be in the region of £2,500 incld. Vat Cllr Lee-Woolfe proposed a motion to amend the total project cost to be £3,000 exld. vat. Seconded by Cllr Bailey: the motion was resolved with a unanimous vote. The amended motion became:		
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		A motion has been raised to approve the submission of a grant application towards the Browns Way pond project and to approve the PC's contribution to the project of 30%. The total project cost is expected to be in the region of £3,000 exclud. Vat Proposed by Cllr Lee-Woolfe, seconded by Cllr Bailey: the motion was resolved with a unanimous vote. Cllr Lee-Woolfe to submit the grant application.		
8.	21 st Jan 2019	New Notice Board: The motion was amended to obtain a cost for purchasing two lockable notice boards and installation, one for Spinney Lane and one for replacing the one in Trunk Furlong, and to obtain a cost for replacing the backing board of the notice board in Trunk Furlong. This would then come back to the council for next stage approval. Current Status: 4/2 Cllr McCullough advised she had started seeking prices for a new notice board and they ranged from £400 to £2,000. She is going to review and bring back to the next meeting. 4/3 Cllr Hawley to pick this up 22/3 Cllr Hawley advised there was no further update but is hoping to bring quotes for the meeting. 1/4 Cllr Hawley advised she now has the quotes, so will discuss with the Clerk before the next meeting. 9/5 NB at Trunk Furlong has fallen over. Clerk to review information from Cllr Hawley 25/6 No update, Clerk will review for next meeting in August. 5/8 Moved to main agenda for approval. - A motion has been raised to approve the purchase of two NB's at a cost of £1,505 + £65 delivery (plus vat) from the Parish Notice Board Company plus installation of either: £350 (plus vat) by Turney Landscapes or - c£50 (materials only) by the P3 group The motion was amended to: approve the purchase of two NB's at a cost of £1,505 + £65 delivery (plus vat) from the Parish Notice Board Company plus install by P3 subject to the survey equipment being available. Proposed by Cllr Hawley seconded by Cllr Lee-Woolfe: the motion was carried with a unanimous vote. Clerk to arrange purchase of NB's and discuss install with P3. 2/9 The noticeboards were ordered on 7/8, 50% Deposit paid on 8/8, awaiting delivery 30/9 Delivery due on 2nd Oct 2019, to be installed end Oct. 4/11 Being installed 4th Nov 2019.	Completed	Clerk



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9.	4 th Feb 2019	Land Registry: Ref agenda item 22, Cllr Bailey requested approval of funds for Geoffrey Leaver to review and register all assets and land owned by AGPC. Approval granted. Current Status: 22/3 R Willis is in the process of drawing up the appropriate documents to register AGPC as the land owners of Browns Way, Village Hall and the Sports Field 9/5 R Willis asked for disbursement fees to be paid, payment was approved on the 9/5. 21/6 Application for land registry for VH and Recreation field have both been submitted by R Willis. Browns Way has been drafted and waiting for comments from the Chairman 5/8 Land Registry for both the VH and the Recreation Field are now complete. Browns Way has been drafted and is waiting for comments from the Chairman. 2/9 Browns Way comments sent back to R Willis. 30/9 To be chased. 4/11 Application submitted 7th Oct.		Cllr Bailey
10.	1 st April 2019	Motion that AGPC should pursue with CBC the installation of a School Crossing Patrol at the build out to the west of the square. Cllr Owen proposed, Cllr Hawley seconded, the motion was passed with a unanimous vote. Cllr Owen to follow up with CBC and take up their offer of a second survey in that location. Current Status: 2/4 Cllr Owen contacted CBC to advise a survey was required. 25/4 Clerk chased CBC, survey scheduled for w/c 29/4 28/5 Survey carried out on the 1st May – see attached 3/6 CBC have completed their survey, and the results showed a SCPO wasn't necessary. The Council discussed briefly, and Cllr Hawley is to get an update from ex Cllr Owen before the next meeting, Cllr Andrews is to ask AGLS for their feedback, Clerk is to ask Fulbrook School for their feedback and to include a motion on the next agenda for the council to approve a SCPO out of the Council budget. 1/7 The Clerk has checked with BATPC, and they have advised "to employ some-one with the power to stop traffic on the highway the Parish Council would have to work with CBC as the Highways Authority. As CBC have said in their view there is no need at present, the Parish Council will need to supply more evidence to change CBC's mind. The PC could not proceed without CBC's consent". Motion for the Council to decide if they wish to continue with this project and convince CBC there is a need for a SCPO. The Council decided they needed to investigate this further.	Closed	Cllr Raper



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		Proposed by Cllr Bailey, seconded by Cllr Andrews: the motion was carried with a unanimous vote. 4/11 Cllr Raper contacting CBC Cllr Raper is to speak to CBC to ask if they will give permission for AGPC to allow a School Crossing Patrol Officer on their highway, if AGPC decided to employ one directly. 2/12 CBC and Ward Councillor Baker have confirmed they are not willing to support a SCPO in the village, and therefore AGPC have no choice but to close this project.		
11.	1 st April 2019	Welcome to Aspley Guise signage: Cllr Bailey has proposed a motion to get quotations for design and installation of "Welcome to Aspley Guise" roadside fences/gates/posts/signs for each of the village boundaries. Cllr Bird proposed, Cllr Clarke seconded, the motion was passed with a unanimous vote. 5/8 moved to main agenda 2/9 Cllr Bailey has raised a motion to ask the residents if they would like Welcome signs. Proposed by Cllr Bailey, seconded by Cllr Bird: the motion was carried with 4 in Favour, 3 Against. Cllr Bailey to write survey, then Clerk to publish on the AGPC website.		Cllr Bailey
12.	1 st April 2019	Community right to bid: Cllr Owen has proposed the following motions: - AGPC take the necessary steps to list the Evangelical Church in the Square as an asset of community value - Cllr Owen proposed, Cllr Hawley seconded, the motion was passed with a unanimous vote. - AGPC take the necessary steps to list The Anchor Public House as an asset of community value - Cllr Owen proposed, Cllr Spurr seconded, the motion was passed with a unanimous vote. - Appoint an individual to take this forward. It was agreed to wait until after the May elections. 1/7 Cllr Raper took ownership for this. 2/9 Cllr Raper to email Clerk with his thoughts. 30/9 Cllr Raper would draft narrative and issue for council approval. 2/12 Moved to main agenda		Cllr Raper
13.	1 st April 2019	Repaint of village benches: Cllr Hawley has proposed a motion to review the state of the village benches and seek quotes to repaint if required. Cllr Hawley proposed, Cllr Owen seconded, the motion was passed with a unanimous vote.	Completed	Cllr Hawley/Clerk



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		9/5 bench audit carried out – see schedule attached 3/6 Review of the bench audit carried out by Cllr Hawley, and to resolve the work needed for quotes to be sought, including the repair of the Townlands bench, which needs some new fasteners to replace rusted bolts that are now loose on two of the seat slats (All the woodwork is basically sound). A motion was proposed to go out to tender to cover all the high & medium items on the bench audit report. Proposed by Cllr Hawley, seconded by Cllr Clarke, the motion was passed unanimously. 23/6 Clerk to produce tender document 5/8 Moved to main agenda for approval of awarding the tender. A motion has been raised to award the tender for the bench repairs to GM Outdoors at a cost of £930, using money left over from the Insurance Budget line. Proposed by Cllr Hawley seconded by Cllr Bailey: the motion was carried with a unanimous vote. Clerk to arrange 30/9 work estimated to be carried out in late September/October 4/11 In progress		
14.	1 st April 2019	Fencing along back of Play Area, The Common: Alistair Scott has asked Cllr Hawley what AGPC intentions are with regards to replacing the broken fence between the Golf Course and the Common, at the back of the play area. Cllr Harbottle advised there was c 100-150m of fencing that needed replacing, and both Cllr Harbottle and Cllr Hawley believed this boundary to be owned by AGPC. The requirement is to use something that will prevent people and bikes using this as a cut through from the Gold Course onto The Common. It was agreed that Cllrs Hawley and Bird would meet with the AG Sports Trust to discuss this requirement. 28/4 Cllr Bird advised the meeting had taken place and there were 2 issues: 1) Gap between the Golf Course and The Common: this has been semi repaired several times over the years. A proper fence needs to be installed. Cllr Bird to talk to the Golf Club Manager initially. 2) Within the play area: fence along the back of the play area is an old metal fence and is broken and twisted. It needs removing and replacing. Need to establish who owns the fence.		Cllr Hawley/Clerk



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		6/5 Email from R.Willis: I have checked the old title deeds for the Sports Field. They are silent as to boundary responsibilities. In the absence of any indicating features, they will be treated as a joint expense with the appropriate neighbour. 19/6 Cllr Hawley has spoken to C Gator, he has agreed to remove the old fence (free of charge). 1/7 Cllr Hawley has proposed a motion for the Council to decide next steps on replacing the broken fence behind the Play Area in the Recreation field. The motion was raised to obtain quotes for replacing the fence: Proposed by Cllr Hawley, seconded by Cllr Andrews: the motion was carried with a unanimous vote. 5/8 Clerk to source quotes 30/9 Waiting for quotes from Dycol and Turneys. GM Outdoors quotes already received. 4/11 Moved to main agenda for approval of contractor. Replacement Fence at Recreation Field behind Play Area: A motion has been raised to replace the stretch of fencing behind the play area at the Recreation field, choosing one of the options listed in the quote table. Cllr Hawley proposed selecting GM Outdoors quote for £2,221.25. Proposed by Cllr Hawley, seconded by Cllr Lee-Woolfe: the motion was resolved with a unanimous vote. Clerk has advised contractor		
15.	9 th May 2019	Planned Preventative Maintenance programme (PPM): Cllr Bailey has proposed a motion to ask Council for approval to research the possibility of a PPM for items around the village such as benches, noticeboards, finger posts and play equipment. The research will determine if one contractor would be qualified for maintaining all items, and propose the annual maintenance required (e.g. repaint all benches once per year). If the research shows this is a viable option, the Council will then be asked to approve the tender document before it is issued. Cllr Bailey proposed, Cllr Clarke seconded and the motion was approved with a unanimous vote. 23/6 Once the Asset list is complete, Clerk will extract items that could be included in the PPM and research. 5/8 Street furniture PPM moved to main agenda for approval 5/8 Play Equipment, moved to main agenda for approval. 5/8 Street Furniture: Cllr Bailey has raised a motion to approve the proposed PPM for Street furniture and to go out for		Clerk



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		tender. Proposed by Cllr Bailey seconded by Cllr Lee-Woolfe: the motion was carried with a unanimous vote. Clerk to issue tender document. Play Equipment: Professional play companies can offer Operational Inspections monthly, bi-monthly or quarterly. These are not as detailed as annual inspections but check for loose fixings and major issues. Typically, the cost of repair is not included in the inspection cost and will be quoted for after inspection. An example cost is £270 for 3 Quarterly inspections or £100 per inspection per play area (the 4th being the Annual Inspection via RoSPA). Cllr Bailey has raised a motion to obtain 2 quotes for quarterly Operational Inspections (3 pa). Proposed by Cllr Bailey seconded by Cllr Hawley: the motion was carried with a unanimous vote. Clerk to source quotes. 2/9 PPM tender sent out for the Street Furniture, responses required by the 6th September. PPM for Play Equipment on hold until repairs are carried out. 30/9 PPM Tender for Street Furniture was issued to GM Outdoors and Turneys and published on social media for local businesses to Quote. Tender closed mid Sept, only 1 quote received from GM Outdoors. Turneys declined to quote. Due to expected value of tender, 3 quotes are required, so need to push out again to alternative suppliers. 30/9 Clerk advised to ask CBC who their contractor is. 28/10 Tender issued to 3 more suppliers, MJ Contractors and Kings Landscapes have declined, waiting for quotes from Reynolds Landscapes. 2/12 No quote received from Reynolds Landscapes – chased.		
16.	1 st July 2019	Repairs to Village Square: 1/7 Cllr Bailey has raised a motion to proceed with investigating the work required to repair/spruce up the village square and decide Councillors to take this forward. Proposed by Cllr Bailey, seconded by Cllr Andrews: the motion was carried with a unanimous vote. It was agreed Cllr Hawley would take ownership. 25/7 Clerk has asked Turneys to look and advise what work they think needs doing in their expert opinion – hopefully w/c 29/7. 2/9 Turneys have said that the Village Square needs a repaint of the wooden structure, a clean of the stone base, repair of tiling on roof, in addition to a Stone Mason checking the centre column to assess the large crack. Clerk in contact with		Cllr Hawley/Clerk



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		Corinthian Stone and waiting for them to arrange a time to meet on site. 30/9 Met with Corinthian Stone on the 11/9, awaiting quote for stone work. Have asked Turneys for quote on rest of structure. Note the rest of the structure is also included in the PPM for Street Furniture. 2/12 CB Cllr Baker asked CBC if AGPC needed permission to carry out any repair work on the shelter. CBC advised given it was on highways land that permission was needed, but asked AGPC to establish ownership first.		
17.	1 st July 2019	Repairs to the War Memorial: 1/7 Cllr Bailey has raised a motion to proceed with investigating the work required to repair/spruce up the War Memorial and decide Councillors to take this forward. Proposed by Cllr Bailey, seconded by Cllr Andrews: the motion was carried with a unanimous vote. It was agreed Cllr Hawley would take ownership. 5/8 Cllr Hawley asked a local contractor to review the memorial, his verdict was that it is beyond economical repair, the main support is now rotten and the left hand horizontal is loose and has a bad case of wood worm. Clerk has emailed two specialist memorial restoration companies to ask if they can give their professional opinion. The War Memorial Restoration Co. has responded and asked for photos to provide a desktop quote (alternatively the charge would have been £350 for them to come out and review). Photos sent 26/7. 2/9 Clerk has chased War Memorial restoration company. 30/9 Quote from War Memorial restoration company has been received. Met with Corinthian Stone on the 11/9 and awaiting quote for stone work. Have asked Turneys for a quote also. 2/12 Quotes have been received, but PC can apply for a grant though warmemorials.org.		Cllr Hawley/Clerk
18.	5 th August 2019	Ownership of Meadow View: The 1st July minutes show Cllr Baker stating that CBC own the land at Meadow View. Cllr Clarke asked for ownership to be established as he believes it is part owned by Aldwyck Housing Group.		Clerk
19.	2 nd Sept 2019	Register War Memorial: A motion has been raised to instruct Geoffery Leavers to apply for ownership of the War Memorial based on adverse possession at a cost of £750 plus vat. See briefing paper for background details.		Clerk



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		Proposed by Cllr Bailey, seconded by Cllr Lewis: the motion was carried with a unanimous vote. Clerk to instruct Geoffery Leavers 3/9 Geoffery Leavers instructed. 19/11 Declaration submitted to HM Land Registry		
20.	2 nd Sept 2019	Laurel bushes, West Hill: Cllr Hawley has raised a motion to obtain quotes for having the laurel bushes cut back hard on the West Hill bank. Proposed by Cllr Hawley, seconded by Cllr Lewis: the motion was carried with a unanimous vote. Cllr Hawley to establish work required, Clerk to source quotes. 30/9 Met with GM Outdoors to assess the work required on the 10/9. Awaiting info and quote. 4/11 Quote received. Need to source additional quotes.		Cllr Hawley/Clerk
21.	2 nd Sept 2019	WS Business Association: The WS Business Association have asked if a representative of AGPC would like to attend their monthly meetings that takes place at 8am for 1 hour at the Station Tavern. AHPC and WSTC already send representatives. Motion for AGPC to decide if they wish to send along a representative and to nominate that person. Motion was deferred, as the Council would like to understand more about the purpose of the Association. 30/9 Information sent to Councillors, waiting for response. Council asked Clerk to advise they would endeavour to attend when possible.	Completed	ALL/Clerk
22.	2 nd Sept 2019	Memorial Church Village Square: Cllr Hawley has raised a motion for the council to approve writing a letter to the owners of the church, asking what their intentions are with the building as its been standing empty for a long time now. Proposed by Cllr Hawley, seconded by Cllr Raper: the motion was carried with a unanimous vote. Cllr Hawley to draft the letter, Clerk to complete and send.		Cllr Hawley/Clerk



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23.	30 th Sept 2019	Cllr Bailey, asked CB Cllr Baker to summarise the position with parking in Dene close and email it to AGPC, so it could be published on the council website and social media and shared with residents. CB Cllr Baker agreed. 4/11 Summary not received from CB Cllr Baker. 4/11 Cllr Bailey asked for a written update. CB Cllr Baker advised he would send one.		CB Cllr Baker
24.	30 th Sept 2019	Re Parking bays on Aspley Hill: The Chairman advised residents to complain to CBC if they were not happy, and to send evidence of safety concerns. He asked CB Cllr Baker to come back to the next meeting and update the PC and residents with CBC's views on the resident's concerns. CB Cllr Baker confirmed he would do this. 4/11 CB Cllr Baker advised the trial was still ongoing.	Closed	CB Cllr Baker
25.	30 th Sept 2019	Food Bank Collection: A motion has been raised for the Council to approve an activity to organise a community collection for a local food bank in the run up to Christmas. Proposed by Cllr Hawley, seconded by Cllr Raper: the motion was carried with a unanimous vote. Cllr Hawley to advise Council on proposal at the next meeting. 4/11 Moved to main agenda for approval of proposal. 2/12 Approved.	Completed	Cllr Hawley
26.	4 th Nov 2019	Resident 2: CB/19/03444/Full Tanglewood, Mentone Avenue The resident queried why there were no public notices put up in Mentone Avenue to advise residents of this planning application. The Clerk was tasked with asking CBC why this was. The resident raised concerns about the size of the proposed building and the % increase to the overall buildings on site. 6/11 CBC advised the notices hadn't been put up, as they hadn't yet visited the site. It was pointed out that given the application closed on the 18/11 this didn't give residents much time to respond. CBC advised there would be 21 days to respond and the application was not closing until the 13/12.	Completed	Clerk
27.	4 th Nov 2019	New Allotment site:		Clerk



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		A motion has been raised to approve the list of landowners to contact regarding proposed new allotment sites, and to approve the wording of the letter. The following amendments were proposed to the motion: 1. For the motion to also include the following “...and to approve land searches to establish ownership of land where needed”. Proposed by Cllr Lee-Woolfe, seconded by Cllr Bird: the motion was carried with a unanimous vote. 2. To change the word “proposed” to “potential”. Proposed by Cllr Bailey, seconded by Cllr Bird: the motion was carried with a unanimous vote. 3. To insert the word “adjusted” before “list of landowners”, and insert “(replacing Townlands with Meadow View)” Proposed by Cllr Bird, seconded by Cllr Bailey: the motion was carried with a unanimous vote. The amended motion became: A motion has been raised to approve the adjusted list of landowners (replacing Townlands with Meadow View) to contact regarding potential new allotment sites, and to approve the wording of the letter, and to approve land searches to establish ownership of land where needed. Proposed by Cllr Bird, seconded by Cllr Lewis: the motion was resolved with a unanimous vote. Clerk to carry out land searches and issue letters.		
28.	4 th Nov 2019	Tender process: Cllr Lewis said the council should have a consistent process for awarding tenders. Cllr Bailey asked him to propose best practise. 2/12 Cllr Lewis produced a draft document, but it needs reviewing and amending before being shared with Council.		Cllr Lewis
29.	4 th Nov 2019	Website As at the 31st March 2020, Cambridge Open Systems will no longer be providing the Project Involve website, and therefore we must find a replacement. A motion has been raised to choose the Eyelid Productions Ltd/CloudNext solution at a discounted set up fee of £320 plus £100 annual support and £40 hosting. Total initial cost £460.		



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		This cost must be paid at point of order before the 20th November to secure the discount on the set-up fee. Proposed by Cllr Bailey, seconded by Cllr Bird: the motion was resolved with a unanimous vote. Clerk to place the order 18/11 Website Order was placed, and is in the process of being developed.		
30.	4 th Nov 2019	Land at Gypsey Lane: A motion has been raised to write to CBC and the landowner to formally complain about the misuse of land, formally the old allotment site, which is currently being used to dump building materials and general waste and storage of heavy plant vehicles. An enforcement notice has been issued by CBC against this misuse. Proposed by Cllr Bird, seconded by Cllr Bailey: the motion was resolved with a unanimous vote. Cllr Bird to draft the letter and Clerk to finalise and issue		Cllr Bird/Clerk