



Aspley Guise Parish Council

Minutes of the meeting of Aspley Guise Parish Council held on Monday 5th July 2021 in Aspley Guise Village Hall starting at 7.30pm.

Present: Cllr Bailey - Chairman, T Raper, B Plasom, T Lee-Woolfe (from 8pm), R Davis, S Andrews

In attendance: Lynne Simons – Clerk, 1 resident

Item No.	Agenda Item	Proposed by:
1.	To receive apologies for absence: Cllr Bird	
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) None - Declaration of member's interest of a pecuniary nature: (Having a financial bearing on a member or their spouse/partner) None	
3.	To consider requests for dispensations: n/a	
4.	Proposed by Cllr Andrews, seconded by Cllr Plasom, the minutes of the Full Council meeting from the 7 th June 2021 were agreed unanimously.	
5.	Chairman's comments: Taken as read	
6.	Public Open Session (Max.15 Mins): No questions	
7.	To receive a report from the Ward Councillor (15 Mins): Ward Councillor Baker sent his apologies	
8.	To Consider Planning applications: a) CB/21/02468/VOC: Land adjacent Telephone Exchange, Woburn Road. Proposal: Variation of condition number(s) 13 of planning permission CB/19/00468/FULL (Erection of single detached dwelling) Alterations to fenestration on all elevations and change from hip to gable on front roof. Representations by 5th July. Proposed by Cllr Bailey, seconded by Cllr Davis, the motion of No Objections was agreed unanimously. b) CB/21/02475/FULL: 16 Hutton Way. Proposal: Single storey side and front extension. Representations by 6th July.	



Aspley Guise Parish Council

	Cllr Davis has proposed a motion for No Objections as the application copies what others have successfully done on Hutton Way and, save for normal planning considerations of privacy, can see no reasons to object. Proposed by Cllr Davis, seconded by Cllr Bailey, the motion of No Objections was agreed unanimously. c) CB/21/02655/FULL: 26 Browns Way. Proposal: Two story front and side extension. Representations by 13th July. Cllr Plasom has raised a motion to object to this planning application on the grounds of the following Material Planning Considerations: 1. Layout and density of building design: The size of the proposed development is large at least 50% of original house 2. Loss of Sunlight and Overshadowing for neighbours 3. Highways Issues for construction traffic and disruption to the neighbours: this is point of access to houses further back #30 onwards and directly opposite site of pond, reversing of HGV's would be awkward and no doubt some of the grass verging will be destroyed. Cllr Plasom raised a motion to amend the wording from “is large at least 50% of original house” to “is extremely large, and we query if it is within the 60% allowed”, seconded by Cllr Bailey, the amendment was agreed unanimously. The amended full motion was therefore proposed by Cllr Plasom, seconded by Cllr Andrews and agreed unanimously d) CB/21/02010/FULL: Wood Place, Woodside. Proposal: Demolition of existing dwelling and erection of new dwelling. Representations by 15th July. Proposed by Cllr Andrews, seconded by Cllr Davis, the motion of No Objections was agreed unanimously. e) CB/21/02533/FULL: Hilmer, 25 Weathercock Lane. Proposal: Single storey side garage extension and rear elevational amendments. Representations by 20th July. Cllr Bailey has proposed a motion of No Objections due to the following: It is a single storey, garage attached to the side of the existing house. It appears to be only a single car garage and will have no visible impact on the neighbours. Proposed by Cllr Bailey, seconded by Cllr Raper, the motion of No Objections was agreed unanimously. f) CB/TRE/21/0030: 10 St Vincents. Proposal: Works to a tree protected by a Tree Preservation Order: Sweet Chestnut (T1) - Crown reduce by approx 2m to suitable lateral growth. Remove all epicormic growth from within the crown and lower trunk to alleviate excessive shading, remove dead wood to MB/TPO/05/00006 (T10). Representations by 15th July.	
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Aspley Guise Parish Council

	Proposed by Cllr Davis, seconded by Cllr Raper, the motion to defer this application to the tree officer was agreed unanimously. g) CB/TRE/21/00302: The Beeches, Woodside. Proposal: Works to trees protected by a Tree Preservation Order: (MB/05/00003/T6 & G11) Large multi stem Beech tree, in the centre of front garden, reduce by 20-25% approx 2.5-3 meters all round. Western Red Cedar remove to ground level. Representations by 20th July. Proposed by Cllr Lee-Woolfe, seconded by Cllr Davis, the motion to defer this application to the tree officer was agreed unanimously. h) CB/21/02901/FULL: Radwell Farm, Mill Lane. Proposal: Retrospective conversion of an agricultural workshop and general store to a two-bedroom single-storey dwelling [Use Class C3(a)]. Representations by 28th July. Proposed by Cllr Plasom, seconded by Cllr Raper, the motion to object to this planning application on the grounds it is inappropriate use for greenbelt was agreed unanimously. Clerk to advise CBC	Clerk
9.	To consider Financial Matters: a) A motion to approve the following accounts for payment: • Clerks payroll and expenses for Jun2021 £838.44 ○ Pay £813.92 ○ WFH Allowance £18.00 ○ Mobile £6.52 • Bedfordshire Pension Fund £272.51 (EE's & ER's contributions) • HMRC: PAYE £27.28 • E.ON: May21 £641.11 (DD 17/6) • Google Ireland £41.40 (DD 08/06) • Microsoft: Office 365 Jun21 £9.48 (DD 28/06) • ICO: Annual Fee £35.00 (DD 7/8) • R&S Barnwell's: Plants £28.00 • R&S Barnwell's: Plants £107.00 • HCI Data: 2yr subscription .gov.uk domain £102.00 • NALC: Leaders Talk 18th Sept 2020 (Cllr Bailey) £38.93 • NALC: Future Communities 2nd Dec 2021 (Cllr Bailey) £77.27 • M Granger: Monthly Grass Cutting £566.28 • LIW Advertising: July Hogsty article and EWR flyer delivery £84.00 • Aviva Insurance: Refund difference for A2 The Mount Invoice vs quote £170.00 • Turneys: Tree work £3,672.00 • Total £6,710.70 Proposed by Cllr Bailey, seconded by Cllr Plasom the motion to approve the payments was agreed unanimously.	Clerk



Aspley Guise Parish Council

	Notes: £5,000 was transferred from the Business Account to the Community Account on the 08/06. Executive Summary of Financial Analysis: General Reserves AGPC has a closing General Reserve (GR) balance as at 29th June of £45,085.62 and is forecast to end the year at the 31st March 2022 with £28,068.39 This has reduced since last month's estimate by (£1,867.79) due to the following: • VAT (£34.62) • Browns Way Pond £43.40 funding • Interest (£84.57) change in estimate • Total (£75.79) Charges relating to FY20-21 now received (offset against carried forward General Reserves): • Streetlighting Repairs (£1,792.00) A2 The Mount, Insurance claim received last financial year • Total (£1,867.79) There is a further (£640.00) outstanding for streetlights for FY20-21 which has not yet been charged.	
10.	Update from the Committees and Working Groups (Max. 5 Mins each, for information only): • Neighbourhood Development Plan Advisory Committee: Cllr Raper has sent a draft tender to the Clerk to review and top and tail. Clerk to re-issue email relating to NP funding. • Traffic Calming Committee: Cllr Raper has contacted CBC with a view to re-energise this project. • Play Area Advisory Committee: the tender was approved by the Play Committee on the 1st July. Cllr Raper now in discussion with CBC on next steps. • New Allotment Site Working Group: no update Other updates: • MK SUE, EWR: no update • Browns Way: unable to use remaining funding for a duck platform as the funding can only be used for items in the original plan. Cllr Lee-Woolfe to talk to contractor to see what else can be incorporated. Cllr Bailey advised a resident has requested the crown of the Willow tree by the pond is raised, so Cllr Lee-Woolfe will ask if that's possible. All remaining funding must be used by the end of September.	Clerk Cllr Lee-Woolfe
11.	Play Areas: Cllr Plasom and Cllr Davis confirmed the play areas at Townlands and the Common have been reviewed weekly throughout the month.	



Aspley Guise Parish Council

12.		Defibrillator: Cllr Davis confirmed the Defibrillator at the junction of Spinney Lane/Mount Pleasant has been checked on a weekly basis throughout the month and that the Clerk has registered it on the new national database.	
13.	*	Annual Plan: (attached for Information Only) Council's annual plan for 2021/22 (work in progress)	
14.	*	Outstanding Action List: (attached for Information Only) Update on actions carried forward from previous meetings	
15.		Event Invites: (PC to decide if they wish to attend and who will be the PC representative for each event) 1. PCC meets Town and Parish Councils: 9 th November @ 18.30 via Microsoft Teams. Cllr Bailey will attend.	Clerk
16.		Ward Councillor: a) The Ward Councillor has asked for their slot on the agenda to be removed, as they are happy to give their update under the public session and will attend only when they have something to share. Proposed by Cllr Andrews, seconded by Cllr Raper, the motion for the PC to continue inviting the Ward Councillor to the monthly PC meetings and to leave the Ward Councillor slot on the agenda, was agreed unanimously. b) The Ward Councillor has instructed the Clerk to stop copying in his CBC email address to all correspondence when he contacts the PC from a personal email address. Proposed by Cllr Bailey, seconded by Cllr Andrews, the motion for the PC to approve that all replies to the Ward Councillors emails are sent to his CBC email address (from both the Clerk and Councillors) regardless of where the originating email was sent from i.e. a personal email address or CBC email address unless the email specifically states the question is being asked as a resident, was agreed unanimously. Clerk to advise	Clerk
17.		Response to resident's communications: A motion is raised to agree the response to a resident with regards to their concerns about the PC EWR flyer. Deferred until next month.	Clerk
18.		Village Hall Risk Assessment Proposed by Cllr Bailey, seconded by Cllr Davis, the motion to retrospectively approve the signing of the risk assessment by the Clerk for use of the Village Hall during the C19 pandemic was agreed unanimously.	



Aspley Guise Parish Council

19.	HULA Footpaths: A motion has been raised to agree on comments back to P3, as requested on the gate closure by NAWT where it passes through HULA. NAWT have closed the gate due to concerns over the safety of their animals and staff follow an increase in animal thefts, which effectively blocks access to footpaths. Proposed by Cllr Raper, seconded by Cllr Andrews, a motion was raised to support P3's comments and for the gate to remain open.	Clerk
20.	Map Design for Village A motion has been raised for the Clerk to investigate the cost involved for a new illustrated map design for the village. Initial research would be with Lovell Johns who contacted the PC to gauge interest. https://www.lovelljohns.com/services/illustrated-maps/ Proposed by Cllr Bailey, seconded by Cllr Raper, the motion was agreed unanimously.	Clerk
	Cllr Lee-Woolfe joined the meeting	
21.	Survey Monkey Subscription Renewal: Cllr Bailey has raised a motion to continue the subscription to Survey Monkey at an annual cost of £320 plus vat (this will automatically renew on the 8th July unless cancelled prior to this). This item was included in the budget at £326.40. Proposed by Cllr Bailey, seconded by Cllr Davis, the motion was agreed with 5 in favour and 1 against.	Clerk
22.	Queens Platinum Jubilee Celebration a) A motion has been raised to agree the PC should organise a village activity as part of the long weekend celebrations for the Queen's Platinum Jubilee (choose either the Saturday 4th June or Sunday 5th June). Proposed by Cllr Bailey, seconded by Cllr Raper, the motion was agreed unanimously. b) If (a) is agreed a further motion is raised to agree whether an advisory committee is required for this activity which will include Councillors and Residents. Proposed by Cllr Bailey, seconded by Cllr Raper, the motion was agreed unanimously, with Cllr Lee-Woolfe and Cllr Andrews representing the PC plus a number of volunteers.	Clerk
23.	Play Areas (RoSPA Annual Reports): 1. Proposed by Cllr Bailey, seconded by Cllr Raper, the motion to seek quotes for re-adjusting the surface for the Carousel at Townlands was agreed unanimously.	Clerk



Aspley Guise Parish Council

	2. Proposed by Cllr Bailey, seconded by Cllr Davis, the motion to ask Play Safety RoSPA to carry out penetration testing on the Toddler Swing 1 Bay 2 Seat, and all other timber equipment at Townlands and the Balance Beams at the Recreation Ground at a cost of £450 plus vat was agreed unanimously. 3. Proposed by Cllr Bailey, seconded by Cllr Andrews, the motion to agree to not carry out any further work on the Swing – Toddler – 1 Bay 2 Seat at the Recreation Ground as this item is due for replacement as part of the Play Area Redevelopment project, was agreed unanimously. 4. Proposed by Cllr Davis, seconded by Cllr Bailey, the motion for Cllr Davis to tighten bolts for the Multi-play Junior at Townlands and the Rocker Seesaw and Rocker Dog at the Recreation Ground (BHIB said this was acceptable in 2020), was agreed unanimously. 5. Proposed by Cllr Bailey, seconded by Cllr Raper, a motion to not trim protruding branches in the Willow tunnel was agreed unanimously, this is because the branches need to grow in order to be weaved. Cllr Andrews said she would like to learn how to weave and could then take this activity on. Clerk to seek courses/speak to Woburn Estates.	Clerk Cllr Davis Clerk
24.	Aspley Guise Sports Trust: AGST asked the PC to propose options that would allow them to continue running the sporting activities at the recreation ground, whilst removing themselves as trustees of the charity and removing maintenance of the facility from the lease agreement. Proposed by Cllr Bailey, seconded by Cllr Plasom, the motion for the PC to approve the 3 proposals in the briefing paper provided and to issue the paper to the Sports Committee was agreed unanimously.	Clerk
25.	Awarding of Grants: Cllr Lee-Woolfe has raised a motion for the PC to award the following grants: a) P3 £240.46 (Brush Cutter repairs) b) Helping Hands AG £250.00 (Insurance and part rental of VH for Xmas party) c) Parochial Church Council AG £400.00 (Towards grass cutting) d) WS Town Council £500.00 (Towards new windows) e) AG Village Hall £4,281.25 (Towards new kitchen) f) Swallowfields Lower School PTFA £5,000.00 (Towards MUGA Play Area, Memorial) g) Aspley Guise Sports Trust £3,000.00 (towards tree work and grass cutting) Total requested £13,671.71 Proposed by Cllr Lee-Woolfe, seconded by Cllr Raper, the motion to approve the full value of grants was agreed unanimously. (Note, total budget set at £10,500.00, overspend will need to come out of General Reserves)	Clerk
26.	Streetlights A2 The Mount:	

Page | 8