



Aspley Guise Parish Council

Minutes of the meeting of Aspley Guise Parish Council held on Monday 2nd August 2021 in Aspley Guise Village Hall starting at 7.30pm.

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

In attendance: Lynne Simons – Clerk

Item No.	Agenda Item	Actions
1.	To receive apologies for absence: Cllr Bird & Cllr Raper	
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) Cllr Bailey declared an interest in agenda item 23 as he knows the contractor 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 Bailey, seconded by Cllr Davis, the minutes of the Full Council meeting from the 5 th July 2021 were agreed unanimously.	Clerk
5.	Chairman's comments: A quick thank you to everyone for all their efforts again this month. It was good to see the rapid response we delivered to the Brown's Way green space challenge, and the positive feedback we received from residents. It was a great team effort.	
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. None present	
7.	To receive a report from the Ward Councillor (15 Mins): Ward Cllr Baker sent his apologies Questions for Ward Councillor: - Please can the overhanging roots opposite St Bolttophs church be cut back as they are sticking out 2ft into the road. - We have received a complaint from a resident with regards to the state of the triangle at Woodside/West Hill junction, including overhanging foliage and litter. Please can you ask CBC if they can do anything to improve the look of this area. - We have received a request to cut back trees overhanging 65 Salford Road, but the PC do not own this land. Please can you find out if CBC own it.	Clerk



Aspley Guise Parish Council

8.	To Consider Planning applications: a) CB/21/03082/FULL Peers Lodge, Woburn Lane. Proposal: Single storey rear extension to existing garage building, creating a gym and swimming pool. New first floor dormers to existing annexe to create a further bedroom and new ground floor windows. Representation by 9th August. Cllr Bailey's comments: the site can easily accommodate the proposals, there are no neighbours being impacted and it seems to be a sympathetic design. Cllr Bailey proposed, Cllr Davis seconded and the motion for No Objections was resolved unanimously. b) CB/21/03157/FULL Finchwood, Wood Lane. Proposal: Single storey rear extension. Representation by 10th August. Comments by Cllr Plasom: in Greenbelt and settlement area, but outside conservation area, no noticeable neighbour issues. Cllr Plasom proposed, Cllr Andrews seconded and the motion for No Objections was resolved unanimously, in addition to asking that there is no construction traffic prior to 8am. c) CB/21/02773/FULL Radwell Farm, Mill Lane. Proposal: Conversion of a farmhouse to a mixed-use 4 bed HMO and a one-bedroom studio flat, annex to one-bedroom dwelling with porch. Representation by 12th August. Cllr Lee-Woolfe proposed, Cllr Davis seconded and the motion for No Objections was resolved unanimously. d) CB/21/03176/FULL Finnistere, Mentone Avenue. Proposal: Replacement of conservatory with single storey extension and single storey rear infill extension. Representation by 13th August. Comments by Cllr Plasom: Area of planning is under 60%, it's in settlement area but not in conservation area, the extensions would not infringe on neighbour's light and privacy. Cllr Plasom proposed, Cllr Davis seconded and the motion for No Objections was resolved unanimously, in addition to asking that there is no construction traffic prior to 8am. e) CB/21/03066/ADV Glebe Farm, Salford Road. Proposal: Advertisement: Replacement of an existing and erection of a new, white powder coated steel with spray painted lettering, aluminium post mounted signs relating to charitable operations. Signs to be erected at the entrance to the site. Representation by 16th August. Cllr Andrews proposed, Cllr Davis seconded and the motion for No Objections was resolved unanimously. f) CB/21/03216/FULL Crossingland Farm, Salford Road. Proposal: Erection of new commercial building - Use Class E(g. Representation by 17th August. Cllr Bailey proposed, Cllr Davis seconded and the motion for No Objections was resolved unanimously, with an added note that this development may increase traffic.	
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Aspley Guise Parish Council

		g) CB/21/03234/FULL. 43 Trunk Furlong. Proposal: Single storey side extension and front extension. Representation by 17th August. Cllr Lee-Woolfe proposed, Cllr Davis seconded and the motion for No Objections was resolved unanimously with the following notes added: - It is thought the extensions add near to 73% growth - No construction traffic before 8am. h) CB/TRE/21/00323 19 The Mount: Works to Trees Protected by Tree Preservation Order MB/05/00024/T12: Raise lower limbs of Sweet Chestnut Tree to give a clearance of 4-5m. Representation by 11th August. Cllr Davis proposed, Cllr Bailey seconded and the motion to defer to the tree officer was resolved unanimously. i) CB/TRE/21/00325 The Cedars, Woodside. Proposal: Works to Trees Protected by Tree Preservation Order MB/06/00001: Reduce 2 large Cedar Trees located at the front of the house in height by 4-5m and prune the sides in by 2m to match. Representation by 11th August. Cllr Bailey proposed, Cllr Davis seconded and the motion to defer to the tree officer was resolved unanimously. j) CB/21/00294/FULL Land to the rear of Dingly Dell & Peers Lodge. Proposal: 3 No. detached dwellings with garages. Revised proposal. Representation by 5th August. Cllr Bailey proposed, Cllr Davis seconded and the motion to object on the following grounds was resolved unanimously: Highway Issues – concern of safely accessing Woburn Lane Adverse impact on nature conservation – impact the development would have on the wildlife Loss or effect on trees – and defers to the CBC Tree Officers expertise And in addition, would like to draw CBC's attention to the following: Greenbelt washover to respect the integrity of the conservation area k) CB/21/03297/LDCE Flaxbourne Farm, Salford Road. Proposal: Lawful Development Certificate Existing: The use of part of the building as a dwelling house. Representation by 23rd August. Cllr Davis proposed, Cllr Bailey seconded and the following motion to object to the planning application was resolved unanimously: The PC are displeased to see another retrospective planning application and wish to note that it is not appropriate to bypass planning laws. Clerk to advise the outcomes to CBC	Clerk
9.	*	To consider Financial Matters:	



Aspley Guise Parish Council

	a) A motion to approve the following accounts for payment: • Clerks payroll and expenses for Ju12021 £809.46 ○ Pay £784.54 ○ WFH Allowance £18.00 ○ Mobile £6.92 • Bedfordshire Pension Fund £261.37 (EE's & ER's contributions) • HMRC: PAYE £18.09 • E.ON: Jun21 £620.44 (DD 19/7) • Google Ireland £39.25 (DD 08/07) • Microsoft: Office 365 Jul21 £9.48 (DD 26/07) • GM Outdoors: PPM £250.00 • LIW Advertising: Aug21 £36.00 • M Granger: Monthly Grass Cutting £566.28 • Turneys: Browns Way Info Board £312.00 • Total £2,922.37 Proposed by Cllr Bailey, seconded by Cllr Davis, the motion to approve the payments was resolved unanimously. Notes: £3,000 and £3,750 were transferred from the Business Account to the Community Account on the 06/07 and 13/07 respectively. Grass Cutting: The Clerk and Chairman have agreed an additional cost of £15 per cut at Browns Way to ensure the area around the logs is tidied and strimmed and an additional cost of £6.60 per cut to increase the cutting at Dene's Close. Executive Summary of Financial Analysis: AGPC has a closing General Reserve (GR) balance as at 27th July of £38,993.83 and is forecast to end the year at the 31st March 2022 with £25,299.14 This has reduced since last month's estimate by (£2,769.25) due to the following: • Grants (£3,171.71) – PC approved the overspend for FY21/22 Grants • VAT £317.46 • EWR £150.00 – receipt for Land Access • General Village Repairs (£60) – Tree work in excess of overall budget • Expenses (£5) – excess of annual budget, actuals include £170 repayment to Aviva Insurance re A2 The Mount, actual charge lower than estimate, and £102 for 2yr domain renewal. There is a further (£640.00) outstanding for streetlights for FY20-21 which has not yet been charged.	Clerk
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Aspley Guise Parish Council

10.	Update from the Committees and Working Groups (Max. 5 Mins each, for information only): • Neighbourhood Development Plan Advisory Committee – Cllr Raper not present • Traffic Calming Committee – Cllr Raper not present • Play Area Advisory Committee - Cllr Raper not present • New Allotment Site Working Group – Cllr Bird not present Other updates: • MK SUE, EWR – Cllr Bailey advised there had been 9000+ responses to the EWR consultation • Browns Way – Cllr Lee-Woolfe advised she had asked the contractor for a quote to lift the canopy of the Willow by the pond.	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.	
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.	
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) None	
16.	Consultations: A00140 San Remo Road, southern side, from a point in line with the property boundary between No. 3 and No. 4 San Remo Road and extending in a north-easterly direction, covering an area of approximately 6.6 metres in length and 2.2 metres in width. Representation by the 18th August. Cllr Andrews has spoken to residents in San Remo and proposed a motion to ask CBC the following: 1) To carry out a site visit post 5pm to see how busy the road is 2) To move the parking bay up the hill towards the junction with Mount Pleasant nr the double yellow lines. 3) To reduce the length of the parking bay 4) To create an indent into the pavement or reduce the width of the pavement to help facilitate the parking bay as there are concerns that emergency vehicles will struggle to access the road. Seconded by Cllr Plasom, the motion was resolved unanimously.	Clerk



Aspley Guise Parish Council

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. Proposed by Cllr Bailey, seconded by Cllr Davis, the motion was resolved unanimously.	Clerk
18.	Queens Platinum Jubilee Celebration a) A motion has been raised to agree a budget of £2,000 plus vat for the Platinum Jubilee celebrations in 2022 (note some of this maybe required in FY21/22 so would have to come from General Reserves). Cllr Lee-Woolfe amended the motion to a budget of £5,000. Proposed by Cllr-Lee-Woolfe, seconded by Cllr Andrews, the motion was resolved unanimously. b) A motion has been raised to agree the Terms of reference for the Platinum Jubilee Advisory Committee. Proposed by Cllr-Lee-Woolfe, seconded by Cllr Andrews, the motion was resolved unanimously.	Cllr Lee-Woolfe Clerk
19.	Play Areas: Repairs to Carousel surfacing at Townlands: A motion has been proposed by Cllr Davis and Cllr Plasom to select Contractor C to carry out the following works: Supply and lay new rubber mulch band around existing roundabout to levels suggested by the inspector at a cost of £1,286.00 plus vat. Proposed by Cllr Davis, seconded by Cllr Bailey, the motion was resolved unanimously.	Clerk
20.	Streetlights. A6 Woburn Lane: At the meeting on the 26/4/21 the PC voted in favour of the following: A6 Woburn Lane Tender: A motion has been raised to accept the quote of £2,750 for reinstalling A6 Woburn Lane, but subject to a response from CBC regards permissions required. CBC have since advised the following is required for this work: • A Section 50 agreement is required. This is a legally binding document which gives you ownership in perpetuity. The cost of the Section 50 is £304 (non-refundable) • Road Opening Permit. • The cost of the permission to dig is £515.90 (non-refundable) • All excavation work needs to be undertaken by a competent contractor who is qualified to work on the highway under a NRSWA Accreditation. There must be a qualified NRSWA Supervisor within the contractors, responsible for supervision and NRSWA qualified Operatives undertaking the work. The reinstatement works will have a two-year warranty, meaning that if at any time during that two years the reinstatement fails then you and your contractor will be responsible for remedial works at your expense.	



Aspley Guise Parish Council

	- For street lighting the people need to have HEA (Highways Electrical Association) accreditation and be registered with them they will also have a portfolio of competence 10m Public Liability Insurance - The lead in time is approximately 4- 6 weeks. The contractor previously selected has £5m Public liability Insurance and is not willing to increase it to £10m for this one small job. <i>As more information has come to light since the original decision, a quote has been sought from an alternate Contractor and the Council are therefore asked to approve a motion to replace A6 Woburn Lane at the revised cost.</i> This motion was deferred as the quote has not been received. A9 Woodside: This streetlight was reported to Cllr Bailey as being on the ground on Saturday 24th July. It is suspected it was hit by a vehicle on Friday 23rd July. It was broken in 3 places. Cllr Bailey reported it to UKPN on Saturday and it is thought they made it safe that day. a) A resident removed the pieces of streetlight for safe keeping and has now asked the PC if they can purchase the broken column from the PC for £30.00 <i>"Please would the Council consider an offer of £30.00 from me to purchase the remains for salvage. Its scrap metal value would be £20.00 based on its weight of 95.5 kg and the current scrap value of cast iron being an average of £200.00 per tonne, or 20 pence per kilo."</i> Cllr Davis has proposed a motion to accept this offer, subject to the resident retaining the pieces of the streetlight in their existing condition until the Insurance claim has been settled. Proposed by Cllr Davis, seconded by Cllr Bailey, the motion was resolved unanimously. b) The Insurance company have asked for a like for like replacement quote from 2 contractors if possible. It was explained as this was an antique cast iron column like for like was unlikely, they therefore asked for like for like if possible, plus an alternative quote for the PC's preferred replacement. Once quotes are received, they will be sent to the Insurers for assessment and decision. Cllr Bailey has proposed a motion for the Council to replace this streetlight with the following: A new 5m tubular steel column painted in black and numbered, fitted with a Windsor Iffley Swan neck bracket and LED Windsor Iffley Lantern on electronic photo electric time control with a 3000 Kelvin lamp. Proposed by Cllr Bailey, seconded by Cllr Davis, the motion was resolved unanimously.	Clerk Clerk Clerk
21.	Bank Mandate: A motion has been raised to add Richard Davis to the Barclays bank mandate and remove Matt Bird once Tim Raper has set up online banking (so not to disrupt payments). Proposed by Cllr Bailey, seconded by Cllr Plasom, the motion was resolved unanimously.	Clerk



Aspley Guise Parish Council

22.	Old Noticeboard: Several months ago, the old wooden white noticeboard (NB) was removed from the gate in the village square and left sitting on the side of the pavement. We were unable to find out who had removed it. As I understand it an informal agreement was made with one of the land owners from a property either side of the gate to install the NB here. Again, as I understand it, the gate was paid for by the PC and sits on our asset register at a cost of £623.00. The NB is on the asset register at cost of £204. Proposed by Cllr Bailey, seconded by Cllr Davis, a motion was resolved unanimously to dispose of the noticeboard.	Clerk
23.	Browns Way: On the 5th July, the PC responded promptly to the threat of people taking up residence on the field at Browns Way by installing logs to block access. The logs were kindly installed by Woburn Estates fee of charge and the Council would like to publicly thank them for their help. a) Cllr Bailey has proposed a motion for the PC to approve a quote from Contractor B option 2 @ £1,320.72 plus vat, for staking the logs to secure them both sides to prevent them from rolling and causing injury (note there is no money left in the General Village Repairs budget, so this will have to come out of carried forward General Reserves). Seconded by Cllr Plasom, the motion was resolved unanimously. b) Proposed by Cllr Bailey, seconded by Cllr Andrews a motion to keep the logs in situ permanently was resolved unanimously.	Clerk
24.	MHCLGL: launch Oxcam ARC consultation (Discussion only) People across the Arc – taking in Oxfordshire, Buckinghamshire, Northamptonshire, Bedfordshire and Cambridgeshire – and those with an interest in the area have been invited through a digital platform to express their views on the plan, which the Ministry of Housing, Communities and Local Government (MHCLG) said would have sustainability “at its core”. Cllr Bailey has asked for the Councillors to consider whether a Parish Council response is required. Cllr Andrews said she would talk to a resident about supporting the PC with this.	
25.	Neighbourhood Plan: a) As the quote received is in excess of £5,000 Cllr Bailey has proposed a motion to suspend Finance Regulation 11.1fiii in this instance “Where the value is £5,001 and above the Clerk, RFO or Councillor shall obtain 3 quotations (priced descriptions of the proposed supply) and the minimum requirement for contractors Employers Liability and Public Liability Insurance (where applicable) is £5m” as the PC have sought 3 quotes but 2 declined. Seconded by Cllr Davis, the motion was resolved unanimously.	



Aspley Guise Parish Council

	b) Cllr Bailey has proposed a motion to appoint a consultant to assist with moving the Neighbourhood Plan forwards, at the following cost: • Completion of NP £10,000 plus vat and expenses • Developer liaison £3,000 plus vat and expenses plus £200 plus vat and expenses for each meeting attended. Seconded by Cllr Lee-Woolfe the motion was resolved unanimously. (Note the budget for FY21/22 is £5,000.00 and further grants may also be available, it is extremely unlikely all the contracted costs will be billed in this financial year)	Clerk
26.	Play Area redevelopment: Cllr Bailey has proposed a motion to agree a fee payable to CBC for their help with the Play Area tender, up to a cost of £500, seconded by Cllr Davis, the motion was resolved unanimously.	
27.	Newsletter: The following amendments were asked to be included in both Hogsty and the printed newsletter: • Request for more Councillors • Issue with dog poo at Trunk Furlong • Request for volunteers for the Jubilee celebration • Change the wording in the Browns way article to "...residence being taken up on the field at Browns Way" • Amend a mistake from altered to alerted in Hogsty 1. Proposed by Cllr Bailey, seconded by Cllr Andrews, the motion to approve the Hogsty article with the above amendments was resolved unanimously. 2. Proposed by Cllr Bailey, seconded by Cllr Plasom, the motion to approve the wording in the printed newsletter with the above amendments and to approve printing at a cost of up to £200 and delivery at a cost of £40 plus vat, was resolved unanimously.	Clerk Clerk
28.	Correspondence: A motion has been raised to agree the letter to be sent to the Ward Councillor Deferred as Cllr Raper was not present.	
	Meeting closed at 20.35	
	Next meeting: 6 th September 2021	