



Aspley Guise Parish Council

Minutes of the meeting of Aspley Guise Parish Council held on Monday 11th October 2021 in Aspley Guise Village Hall starting at 7.30pm.

Present: Cllr Bailey - Chairman, B Plasom, T Raper, S Andrews

In attendance: Lynne Simons – Clerk

Item No.	Agenda Item	Action:
1.	To receive apologies for absence: Local Government Act 1972 s85 (1) Cllr Davis and Cllr Lee-Woolfe	
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: Localism Act 2011 C7 s31 (Having a financial bearing on a member or their spouse/partner) None	
3.	To consider requests for dispensations: Localism Act 2011 C7 s33 n/a	
4.	To agree the following minutes: Local Government Act 1972 Sch12, part V1 41 (1) Proposed by Cllr Bailey, seconded by Cllr Plasom, the minutes of the Full Council meeting from the 6 th September 2021 were agreed unanimously.	Clerk
5.	Chairman's comments: None	
	The meeting will be temporarily suspended to hear from members of the Public and the Ward Councillor	
6.	To receive a report from the Ward Councillor (15 Mins): Apologies received Questions for Ward Councillor: Previous Questions (and answers): 3 rd August 2021 Please can the overhanging roots opposite St Bolttophs church be cut back as they are sticking out 2ft into the road (Cllr Plasom believes CBC has already cut back the foliage but left the roots). 4/8 Ward Cllr Baker advised he would pick up with CBC 5/10 awaiting timeline given current issues with highways struggling with demand.	



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		2. 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. 4/8 Ward Cllr Baker asked if the resident could raise this via fix my street, Clerk advised the resident to do this. 5/10 Invited resident to join me for a meeting on site 3. 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. 4/8 Ward Cllr Baker advised he would pick up with CBC 5/10 CBC Officers assured me some of the trees will be cut back - timeline tbc.	
7.		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. No members of the public were present	
		Formal meeting will be resumed.	
8.		To Consider Planning applications: Town and Country Planning Act 1990 Sch1 p8 1. CB/21/03918/FULL The Grain Stores, Crabtree Farm. Proposal: Extensions to existing building for the provision of new workshop and offices. Representations by 30th September 2021 (extension granted to the 12th October 2021) Cllr Bailey proposed, Cllr Plasom seconded and the motion for No Objections was resolved unanimously. 2. CB/TCA/21/00481 Moore Place Hotel. Proposal: Works to trees in a Conservation Area: Sever Ivy at base, strip foliage from crown, re-pollard to old pruning points to Poplar Tree T1, T2 and T3. Reduce overall crown by 4m to Silver Birch Tree T4 and reduce overall crown by 3m to Gleditsia T5. Representations by the 13th October 2021. Cllr Bailey proposed, Cllr Andrews seconded and the motion to defer to the tree officer was resolved unanimously. 3. CB/21/04208/VOC Courtney Memorial Church. Proposal: Variation (or removal) of condition numbers 14,15 & 16 of planning permission CB/21/00172/FULL (Conversion of a chapel to a 3 bedroom residential property, ground floor extension, additional windows and doors and garden room). 14 Addition of dormer window on southerly elevation, 15 Addition of lean-to canopy on rear elevation, 16 – Reduction in front garden wall length to allow for visibility splay condition. Representations by the 20th October 2021. Cllr Bailey proposed, Cllr Raper seconded and a motion for No Objections was resolved unanimously.	



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	4. CB/21/03896/FULL Tylers, Wood Lane. Proposal: Erection of detached garden room (amendments to planning application). Representations by the 20th October 2021. Cllr Andrews proposed, Cllr Plasom seconded and a motion for No Objections was resolved unanimously. 5. CB/21/03061/LB Orchard Cottage, 4 Bedford Road. Proposal: Listed Building: Removal of pebbledash render to exterior of property and replace with a lime render. Representations by the 28th October 2021. Cllr Plasom proposed, Cllr Andrews seconded and a motion for No Objections was resolved unanimously subject to listed building compliance. 6. CB/21/04325/REG3 Fulbrook Middle School, Weathercock Lane. Proposal: Erection of a detached teaching block and new sports hall, remodelling works to the existing school, car parking, landscaping and associated infrastructure. Representations by the 29th October 2021. Cllr Bailey proposed, Cllr Plasom seconded and the motion for No Objections was resolved unanimously, subject to 2 concerns: • We'd like to see sight of a traffic plan - ingress/egress concerns • We'd need assurances that sufficient parking will be made available/calculated to avoid on-street parking Clerk to advise the outcomes to CBC For Information Only: Land to the West of Gypsy Lane Aspley Guise: 17/9/21: An appeal has been raised for CB/20/01472/FULL Land to the West of Gypsy Lane Aspley Guise Appeal Number: APP/P0240/W/21/3271040 28/9/21 The Planning Inspectorate have confirmed that the above appeal has been withdrawn and the file is closed.	Clerk
9.	To consider Financial Matters: a) A motion to approve the following accounts for payment: • Clerks payroll and expenses for Sep2021 £860.71 ○ Pay £835.48 ○ WFH Allowance £18.00 ○ Mobile £7.23 • Bedfordshire Pension Fund £280.69 (EE's & ER's contributions) • HMRC: PAYE £34.02 • LIW Advertising: Oct Hogsty End £36.00 • M Granger: Grass Cutting Aug £588.24 • Playsource: roundabout resurfacing £1,543.20 • Village Hall: rental £431.25 • L Lyman: Locum services for Sept £379.92 • A.Muskett Ltd: A3 Spinney Lane repair £91.68	



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	• GM Outdoor Svcs Ltd: PPM July21 £250.00 • GM Outdoor Svcs Ltd: PPM Aug21 £250.00 • Total £4,745.71 Proposed by Cllr Bailey, seconded by Cllr Raper, the motion to approve the payments was resolved unanimously. b) A motion is proposed for the Clerk to raise the payments and Cllr Raper to authorise the payments via online banking. Proposed by Cllr Bailey, seconded by Cllr Andrews, the motion for the Clerk to raise the payments and Cllr Raper to authorise the payments via online banking was approved unanimously. Notes: • £2,000 was transferred from the Business Account to the Community Account on the 01/09 to cover the monthly payments. • The following were paid/due to be paid by Direct Debit: ○ E.ON £641.11 (Aug21) ○ Google Ireland £32.20 (Aug21) ○ Google Ireland £32.20 (Sep21) ○ Microsoft £9.48 (Aug21) • It is acknowledged that as Cllr Davis is away for work, this will be delayed until later in October: For Cllr Davis to take on the role of reviewing the cashbook entries, signing bank statements against reconciliations and initialling invoices against the payment schedule on a monthly basis, ahead of the monthly Full Council meeting, effective from October 2021. Cllr Bailey proposed, seconded by Cllr Lee-Woolfe the motion was resolved unanimously. Executive Summary of Financial Analysis: AGPC has a closing General Reserve (GR) balance as at 4th October 2021 of £81,082.40 and is forecast to end the year at the 31st March 2022 with £25,083.68. This has increased since last month's estimate by £260.64 due to the following: • VAT £10.64 • Browns Way £210.00 funding received • EWR Access £40.00 Note, CBC paid the 2nd instalment of the Precept in the month @ £47,000 The bank balance as at 4th October 2021 is as follows: £178,258.73, split between the Business Account £176,149.09 and the Community Account £2,109.64	Clerk/Cllr Raper
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10.	Update from the Committees and Working Groups (Max. 5 Mins each, for information only): Neighbourhood Development Plan Advisory Committee: Planning consultants have been appointed and a meeting is being arranged. Traffic Calming Committee: Started dialogue with CBC, hope to meet on site soon. Play Area Advisory Committee: No contractors came forward via the CBC tender and none responded direct to CBC on contact to advise why not. Cllr Raper is now in direct contact with 3 suppliers, 1 has met on site and all 3 are expected to submit tenders. New Allotment Site Working Group: Cllr Andrews will take over from Cllr Bird and needs to reassess the situation. Other updates: MK SUE: the plans go before Council on Wednesday and are likely to be approved. V11 is the biggest concern for Aspley Guise. EWR: there has been no further feedback since the consultation. Browns Way: Project very nearly complete, the crown of the Willow by the pond will be lifted within the next 2/3 weeks and the last piece of work is to organise the positioning of the bird and bat boxes.	
11.	Play Areas: Cllr Plasom confirmed the play area at Townlands has been reviewed weekly throughout the month. Cllr Davis was not in attendance. Cllr Plasom advised he would check the Common this week and look at the 3-seater roundabout that didn't appear to be working, as reported by Cllr Raper. For Information: PlaySource have completed the replacement of the matting at the roundabout.	
12.	Defibrillator: Cllr Davis to confirm the Defibrillator at the junction of Spinney Lane/Mount Pleasant has been checked on a weekly basis throughout the month. Cllr Davis was not in attendance.	
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) a) BATPC AGM 27th October Henlow Park Pavilion 19.30 – no one came forward	



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16.	Consultations: For Information Only: AGPC were asked to respond to this consultation but it closed on the 24th September 2021: Houghton Regis Neighbourhood Plan Consultation	
17.	Streetlights. Parish Councils Act 1957 s3 A motion is raised for the clerk to ask the landowners to clear overhanging trees from A1 and A3 Woburn Lane. Proposed by Cllr Bailey, seconded by Cllr Raper the motion was approved unanimously.	Clerk
18.	Correspondence: 1. A motion has been raised to agree the response to a resident about the use of the Planning Reserve. Proposed by Cllr Bailey, seconded by Cllr Andrews the motion was approved unanimously. 2. A motion has been raised to discuss and agree the response to a resident about the decisions reached on Tylers, Wood Lane planning applications. Proposed by Cllr Bailey, seconded by Cllr Andrews the motion was approved unanimously along with adding the following words to the response "Royal Town Planning Institute material planning matters, which are the only matters we can have regards to."	Clerk Clerk
19.	Volunteers required: With Matt Bird's departure, we need replacements on the following committees: a) Staffing Committee (also consists of Cllr Bailey and Davis) – Cllr Raper volunteered b) Finance Committee (also consists of Cllr Raper and Bailey) – Cllr Davis was volunteered Proposed by Cllr Bailey, seconded by Cllr Andrews the motion to approve these Councillors as members of the committees was agreed unanimously. c) Representative on AG Sports Trust (also consists of Cllr Davis) – Clerk to check numbers required.	Clerk Clerk
20.	Browns Way filming: Greensand Country Landscape Partnership have asked if they can film some activity (?) at Browns Way (they have been supporting the project there), as part of their evaluation video with Cllr Lee-Woolfe providing some commentary about the project. Proposed by Cllr Bailey, seconded by Cllr Andrews the motion to allow the filming was approved unanimously.	Cllr Lee-Woolfe/Clerk



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21.	Christmas Lights Charitable Foundation: The foundation has contacted the PC and advised it is to be wound up. They have proposed to transfer the money left in the bank to the PC to carry on the mantle of organising the annual Christmas tree and village square lights and have advised the money will last 10 to 20 years depending on requirements. <i>They have advised the money is purely to cover the cost of the tree and lights and this activity entails sourcing and collection of the Xmas tree (Jakins Xmas Trees are currently used), organising the installation of the tree and hanging of lights and ensuring lights around the village square are working and ready to be switched on at the appropriate time. it has been suggested that possibly one or two of the current volunteers may still be willing to help but that the annual project would need to be organised by the PC. The cost of any annual event has to be funded by other means.</i> The PC have the power to accept monetary gifts under The Local Government Act 1972 s139 and have the power to take on this activity under The Local Government Act 1972 s144: Power to encourage visitors and provide conference and other facilities. If the PC agree to this, the money would need to be ringfenced and held in an earmarked reserve so it is identifiable. It can only be used for the Xmas Tee and Lights. Proposed by Cllr Bailey, seconded by Cllr Raper the motion to accept the proposal was approved unanimously, subject to the existing foundation supporting the transition this year. The Council discussed looking into new/additional lights for the Xmas tree. Cllr Davis with Cllr Lee-Woolfe in support, have offered to run this annual project Clerk to contact BHIB Insurance and to draft the risk assessment and to contact WSTC to see how they manage their Xmas lights.	Clerk Clerk
22.	Land to the West of Gypsy Lane: Following the appeal over planning application CB/20/01472/FULL being withdrawn, Cllr Lee-Woolfe has asked for the PC to discuss this piece of land and a motion is raised for a decision, if reached as part of the discussion. Proposed by Cllr Bailey, seconded by Cllr Plasom, the motion to write to the land owner asking if they are interested in selling the land to the PC for allotment use was resolved unanimously.	Clerk
23.	Newsletter: Local Government Act 1972 s142 Proposed by Cllr Bailey, seconded by Cllr Andrews, the motion to approve the latest article for Hogsty End was approved unanimously. Cllr Andrews asked that a request to keep trees and hedges cut back from footpaths/highways and streetlights and to consider the impact of trees within your boundary when overhanging/overshadowing neighbours gardens be included within the next article.	Clerk
	Meeting closed 20.45	
	Next meeting: 1st November 2021	