

Aspley Guise Parish Council

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, ASPLEY GUISE ON MONDAY 2nd October 2023



: **Councillors:** T Raper (Vice Chair), A Clarke, P Dillon, L Gaunt, A Sayers, L Nagle,
B Plasom.

The Clerk: A Hayes

Others: 5 members of the public

The Vice Chair declared the meeting open at 7:00pm

23/056. Apologies for absence

- a. Cllr Bailey

23/057. Chairmans Announcements

- a. Notice regarding openness and transparency of meeting.
- b. Civility and Respect pledge. *Clerk shared the pledge to all new Councillors which was signed in February.*
- c. Other information. *None*

23/058. Members of Interest*

- a. To receive declarations of interest from councillors on items on the agenda. If, at any time during the meeting, a Councillor feels they have an interest in an item being discussed they should declare it at that point. *none*
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any). *none*
- c. To grant any requests for dispensation as appropriate. *none*

23/059. Public Session

The Vice Chair will suspend Standing Orders for a period of up to 15 minutes to receive community reports from:

- a. Ward Councillor; *no report*
- b. Village organisations; *no report*
- c. to receive questions from the public sent to the Clerk; and *none-received.*
- d. to allow members of the public to address the Council in relation to items on the agenda or request matters to be discussed at a subsequent meeting with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting and should indicate a request to speak by raising their hand.

Resident 1 – previously emailed the Clerk and awaiting response with relation to the Parish not being made aware of new Councillors. It was sent out in the Hogsty End but the resident feels that announced it to Woburn Sands not the Parish. *Cllr Raper confirmed that the Hogsty is distributed to AGPC so an effective way for us to communicate. Clerk to email in more detail.*

Resident 2 – applied for a grant for Helping Hands, when will the PC be announcing successful applicants? *Clerk confirmed the scoring is in process and grants to be agreed at the next Full Meeting.*

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Resident 3 – A3 lamp is covered by a tree so no light. Zip wire at the Common remains a trip hazard. Townslands wood splits need addressing and the Willow Structure. *Clerk to look into all enquiries.*

23/060. Minutes

To receive and approve distributed minutes of the Ordinary Meeting of Aspley Guise Parish Council held on Monday, 4th September. Proposed Cllr Clarke/Seconded Cllr Nagle, Unanimous. Resolved that the minutes of the Ordinary Meeting of Aspley Guise Parish Council held on Monday 4th September 2023 are an accurate record of the proceedings and that they be signed by Cllr Clarke Carried.

23/061. Procedures, Consultations & Legal

a. Co-option

- i. To consider and co-option requests - *none*
- ii. Newly co-opted councillors to sign a Declaration of Acceptance of Office before the Proper Officer and Clerk of the Council. (Then asked to join the meeting by the Chairman). *Declaration of acceptance of office signed by –Shafiq Munami. They were then asked to join the meeting from this point. (ROI previously completed).*

b. Procedures

- i. Review and approve policy schedule.
- ii. To re-approve
 1. AGPC Standing Orders
Proposed Cllr Clarke/Seconded Cllr Nagle. Resolved to re-approve AGPC Standing Orders. Carried
 2. AGPC Financial Regulation Policy
Proposed Cllr Clarke/Seconded Cllr Sayers. Resolved re-approve AGPC Financial Regulation Policy. Carried.

c. Sheep Field application (Cllr Raper)

Application not yet received but highly likely to be imminent. We have no information so cannot discuss further at this point.

d. Invitations

- i. Topic Session - 20/09/23 - Outdoor Sport & Open Spaces and Community Hall Schedules (Cllr Gaunt). *Raised the need to look at what funding we could apply for, the VH could have the opportunity to get funding for improvements and others. Cllr Gaunt will continue to look at grants that are appropriate and feedback.*
- ii. Topic Session – 07/09/23 – Precept (Cllr Gaunt). *Session explained the calculations and a good insight across Central Beds.*

23/062. Finance

a. Purchase Orders

- i. To approve purchase order requests.
 1. ACM Business Services Ltd. Quote for conducting internal audits, 3 year long agreement term fee @£195 per audit = £585 sign off.
Proposed Cllr Clarke/ Seconded Cllr Nagle, Unanimous. Resolved to pay for audits next 3 years. Carried.

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2. ACM Business Services Ltd. Quote for interim audit as recommended in audit £150. *Proposed Cllr Clarke/ Seconded Cllr Nagle, Unanimous. Resolved to pay for interim audit. Carried.*
3. CRP quote for HNS £7,530. *Agreed this will not be carried as more work needs to be done as we have no planning consultant.*
4. CNB Housing Insights quote for HNS £5,014. *Agreed this will not be carried as more work needs to be done as we have no planning consultant.*

b. Orders for the payment of money

- i. A schedule of payments will be distributed at the meeting for approval and authorisation. *Proposed Cllr Clarke/Seconded Cllr Nagle, Unanimous. Resolved that the schedules of payments as presented be approved and authorised for payment by Councillor Raper and The Clerk. Carried*

c. Banking Mandate

- i. To approve Barclays Debit card paperwork. *Proposed Cllr Clarke/Seconded Cllr Nagle, Unanimous. Resolved that the Clerk will file paperwork. Carried*

d. Consider Grant Request

- i. To consider grant requests for 2023. *To be agreed at the next full meeting of the council in November.*

23/063. Planning and Housing

a. Applications since last Council meeting for consideration

- i. CB/23/02949/FULL – 63A Salford Road - Proposal: Two storey front extension. Feedback 06/10/23. Cllr Clarke. *Proposed Cllr Dillon/Seconded Cllr Gaunt, Unanimous. Resolved that the Council has no objections to planning application 23/02949. Carried.*
- ii. CB/23/01384/FULL – Mulberry House, Woburn Lane, Aspley Guise - Proposal: Single storey side extension including attached garage. I have received amendments to this application in respect of the above property. Revised Proposal Received. Revised Plans: 2021/1009/112F, 2021/1009/123, 2021/1009/124A, 2021/1009/125A. Feedback 13/10/23. Cllr Sayers. *Proposed Cllr Dillon/Seconded Cllr Gaunt, Unanimous. Resolved that the Council has no objections to planning application 23/01384. Carried.*
- iii. CB/23/02666/FULL – Finnistere, Mentone Avenue, Aspley Guise - Proposal: Single storey rear extension with hipped roof and three conservation roof lights. Feedback 20/10/23. Cllr Dillon. *Proposed Cllr Nagle/Seconded Cllr Gaunt, Unanimous. Resolved that the Council has no objections to planning application 23/02666. Carried.*

23/064. Working Groups, Committees and PC Responsibilities

a. Updated schedule, to appoint members to working groups and committees –

- i. Neighbourhood Plan Development Committee – Cllr Nagle, Cllr Mumani, Cllr Sayers, Cllr Raper.
- ii. Neighbourhood Plan Development Working Group - ALL
- iii. Play Area Advisory Working Group - ALL
- iv. Staffing Committee – Cllr Nagle, Cllr Clarke, Cllr Mumani, Cllr Raper.
- v. Finance Advisory Committee – Cllr Raper, Cllr Nagle, Cllr Mumani, Cllr Gaunt.
- vi. Finance Advisory Working Group – ALL.

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Proposed Cllr Sayers/Seconded Cllr Dillon. Resolved to appoint members as above. Carried.

b. Updates from responsible Councillor -

- i. Streetlighting - Cllr Clarke. *Nothing to report, Clerk advised ongoing issue with A2 Wood Lane awaiting UKPN to visit and could the column on Woodside be assessed as unsure if this is secure in the ground.*
- ii. Emergency Plan Coordinator – Cllr Bailey. *No update.*
- iii. Soft scaping: grass cutting/flower planters – Cllr Dillon. *Report sent to Clerk, we are aware that the cutting seems to be behind. Discussion to be had with Grangers to ensure they are delivering the cuts as per contract.*
- iv. Hard scaping: benches/notice boards/salt bins/bins - *No update.*
- v. Emptying bins at Common play area – Cllr Nagle. *Dog poo remains an issue.*
- vi. Playgrounds - Cllr Plasom. *Wood splits at Townslands and matting at Common need escalating. Cllr Raper to find out what Proludic can do.*
- vii. Defibrillator – Cllr Nagle / Cllr Sayers. *No issues to report.*
- viii. Village Hall – Cllr Bailey. *No update.*
- ix. Sports Trust – Cllr Gaunt. *No update.*

Traffic calming was removed last month due to being inactive and no sign of anything happening. However Cllr Raper has been contacted for a meeting next week so will feed back next month with any findings.

23/065. AGPC Christmas Event

Cllr Dillon, Cllr Sayers and Cllr Gaunt will work together and communicate to the Councillors via email. To announce date in Hogsty End.

23/066. CLOSE OF THE MEETING

The Vice Chair closed the meeting at 8:30pm and reminded everyone that the next meeting would be 6th November 2023, starting at 7.30pm in the Village Hall.

*Notes on declarations of interest. Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered. National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

NEXT PARISH COUNCIL MEETINGS - The next two Parish Council meetings will be Ordinary meetings on 6th November 2023 and 4th December 2023. The cut-off time for the receipt of papers for the October meeting agenda is 5 p.m. on Monday 30th October 2023.