

Aspley Guise Parish Council

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

HELD IN THE LINK ROOM, ASPLEY GUISE ON WEDNESDAY 15th MAY 2024



Councillors: L Gaunt, S Mumani, B Plasom, L Nagle, P Dillon, P Hawley.

The Clerk: A Hayes.

Others: 6 members of the public
Ward Councillor Baker

The Chair declared the meeting open at 7:03pm

24/010. Election of Chair for the ensuing Council year.

- To elect the Chair and the Chair to sign a 'Declaration of Office' form. Councillor *Gaunt* was proposed and seconded to be elected as Chair. There were no other nominations and therefore, with a unanimous vote it was **RESOLVED** That Councillor *Gaunt* be appointed the Chair for the ensuing Council year. Councillor *Gaunt* signed the Declaration of Acceptance of Office of Chair which was countersigned by the Clerk as Proper Officer of the Council.

24/011. Election of Vice Chair for the ensuing Council year.

- To elect the Vice Chair and the Vice Chair to sign a 'Declaration of Office' form. Councillor *Mumani* was proposed and seconded to be elected as Vice Chair. There were no other nominations and therefore, with a unanimous vote it was **RESOLVED** That Councillor *Mumani* be appointed the Vice Chair for the ensuing Council year. Councillor *Mumani* signed the Declaration of Acceptance of Office of Vice Chair which was countersigned by the Clerk as Proper Officer of the Council.

24/012. Apologies for Absence.

- Apologies for absence were received from T Raper and P Green.

24/013. Chairmans Announcements

- A reminder regarding openness and transparency of the meeting.*
- Councillors agreed to extend the meeting duration beyond 2 hours to complete necessary business of the Council.*

24/014. Members of Interest*

- 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.*
- To receive written requests for dispensations for disclosable pecuniary interests (if any). *None.*
- To grant any requests for dispensation as appropriate. *None.*

24/015. Public Session

The Chair suspended Standing Orders at 19:10hrs to receive a report from the Ward Councillor and to allow members of the public to address the Council in relation to items on the agenda:

- Ward Councillor;

Aspley Guise Parish Council

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

HELD IN THE LINK ROOM, ASPLEY GUISE ON WEDNESDAY 15th MAY 2024



- a. *No report provided.*
- b. Village organisations;
 - a. Pickleball Group – a member of the pickleball group provided an insight into the sport and how it is a growing sport within the community. There is however a lack of facilities within a reasonable cost. *Council made some recommendations in and around the Parish that could be suitable for the group to use.*
- c. to receive questions from the public sent to the Clerk:
 - a. Resident email – remains to be an issue with dog walkers letting dogs off leads on the footpath which runs alongside the graveyard. There is also an issue with dog mess. *Clerk is looking into installing a new dog waste bin at the bottom of the path near the Church and will also look into signs to keep dogs on a lead.*
- d. Questions and issues raised by the public:
 - a. Resident 1 – Woodside ditch is being used by a resident to dispose of garden waste on a rather large scale. *Resident to email Clerk details and resident to be sent a letter.*
 - b. Resident 2 – Sheep field application, huge amount of impact on their new home. They noted that Historic England have provided a report (available on CBC portal) and it does not support the development.
 - c. Resident 3 – Petition and objection that were previously submitted on the Bedford Rd Sheep field development, could we find out if these still stand or do they need resubmitting? *Clerk to find out and contact resident.*

24/016. Minutes

- a. To receive and approve distributed minutes of the Full meeting of AGPC held on Monday 8th April 2024. *Resolved that these minutes be agreed as a true and accurate record of the proceedings and be duly signed by the chair.*

24/017. PROCEDURES, CONSULTATIONS & LEGAL

- a. **Other Business**
 - i. To review recent quotes and agree works required to Townlands play area. Clerk. *Agreed that Terry Brooks to clean and repaint the goal posts and basketball net & backboard.*
 - ii. Review Code of Conduct - in relation to liaising with third parties. *Council agreed no changes need to be made to the Code of Conduct, but it was noted that all are must ensure that no agreements are to be made in private.*

24/018. Finance

- a. To receive 2023-2024 financial summary. *This was reviewed and agreed.*
- b. To review Asset Register. *The asset register was reviewed and agreed.*
- c. To receive Internal Auditor Report – *The internal auditors report was circulated prior to the meeting for review, there were no questions arising from it. The Clerk will ensure the IA action plan is on the agenda monthly to review progress.*
- d. *The Chair read all the statements of That Section 1 (page 4), The Annual Governance Statement 2022/23, of the Accounting Governance and Annual Return 2022/23 and statements one to eight were all agreed. It was agreed that statements 4, 5, 7 and 9*

Aspley Guise Parish Council

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

HELD IN THE LINK ROOM, ASPLEY GUISE ON WEDNESDAY 15th MAY 2024



are answered 'no'. It was RESOLVED That Section 1 (page 4), The Annual Governance Statement 2023/24, of the Accounting Governance and Annual Return 2023/24 be completed as above and signed by the Chair and Clerk. The clerk to display this on the website and to send to the external auditor.

- e. *The draft completed Section 2 (page 5), The Accounting Statements, of the Accounting Governance and Annual Return 2023/24 was received and approved. It was RESOLVED That Section 2 (page 5), The Accounting Statements 2023/24, of the Accounting Governance and Annual Return 2023/24 be signed by the Chair. This will be displayed on the website. The Clerk to send to the external auditor.*
- f. *It was agreed the period for the exercise of public rights for the accounts ended 31st March 2024 will be between Monday 3rd June 2024 and Friday 12th July 2024. The clerk to display the notice on the website and noticeboards.*
- g. *To consider AGPC insurance renewal due on 1st June 2024. Insurance quotes were compared, and it was agreed unanimously to renew with Zurich. Resolved that the Clerk to renew on a 3-year LTA with Zurich and authorised for payment by Councillor Raper and The Clerk for £1,972.31. Carried.*
- h. *To approve standing orders and direct debit payments for financial year 2024-2025. The following direct debits that are set up were reviewed and agreed.*
 - i. *Drax Energy*
 - ii. *Google Workspace*
 - iii. *LB Tech to be set up as a new DD.*
 - iv. *LB Tech (Microsoft app 365) to be set up as a new DD.*
 - v. *Clerks monthly pay to be set up as a monthly Standing Order.*
 - vi. *HMRC payments to be set up as a monthly DD.*
 - vii. *Bedfordshire Pension to be set up as a monthly SO.*
- i. *The bank statements were received and approved. The Vice Chair authorised and signed them.*
- j. *To receive and approve bank reconciliation. There are no issues to report, approved by Vice Chair.*
- k. *Orders for the payment of money*
 - i. *A schedule of payments will be distributed at the meeting for approval and authorisation. Proposed Cllr Mumani/ Seconded Cllr Nagle, resolved the schedule of payments as presented be approved and authorised for payment by Councillor Raper and The Clerk. Carried*

Aspley Guise Parish Council

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

HELD IN THE LINK ROOM, ASPLEY GUISE ON WEDNESDAY 15th MAY 2024



May-24		
Payee	Purpose	Amount
Payments made prior to meeting date		
Amberol Ltd	2 hanging baskets	£93.60
Direct debit payments		
Drax	Electricity supply	£955.88
Google Workspace	Monthly subscription - December	£60.00
Clerk Pay	April	
Payments for authorisation		
HMRC	April contributions	
Beds Pensions	April pension contributions	
Clerk Expenses	April	£12.44
LB Tech	Microsoft 365 apps for business	£10.32
LB Tech	IT Support - April	£42.00
Rose Tree Surgeons	April - 1 cut	£162.00
M Granger	February payment	£600.36
M Granger	March payment	£634.40
total:		£4,383.10

24/019. Planning and Housing

a. Applications since last Council meeting for consideration

- i. **CB/24/00974/FULL**– Wheatsheaf Barn, Mount Pleasant. - Proposal: Conversion of Coach House to a one-bedroom dwelling. Cllr Nagle. Proposed Cllr Nagle/Seconded Cllr Hawley, Unanimous. *Rejection due to the lack of parking. Unanimous. Resolved for the Clerk to send letter of objection on behalf of AGPC. Carried.*
- ii. **CB/23/02951/FULL** – Land to the South Bedford Road – Proposal: Erection of Pre-school building, including woodland school area, outdoor play and learning facilities, new adoptable access from Bedford Road to serve the new Pre-School and the existing Lower School, including new circulation space, coach drop off and car park, community public open space and community orchard and erection of 6 detached dwellings. ALL. *Councils objection still stands, there will be an EOM arranged to propose councils response.*

24/020. Working Groups, Committees and PC Responsibilities

a. Updates from responsible Councillor –

- i. Play Area Advisory Working Group – *lots has been happening, Townlands is now almost complete, the repaint and replacement of damaged boards have given the park a new life. It would be nice to look into a picnic bench by the play area. Common mats still need fixing, still chasing contractor for date.*
- ii. Staffing Committee - *none.*
- iii. Finance Advisory Working Group – *none.*
- iv. Asset Management Working Group – *asset register now up to date and will continue to monitor the village assets.*

Signed:

Dated:

Aspley Guise Parish Council

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL

HELD IN THE LINK ROOM, ASPLEY GUISE ON WEDNESDAY 15th MAY 2024



- v. Community Events Working Group – *date for the Christmas event, WS 24 Nov. It was agreed to talk to the Village establishments and WS band with the date in mind being 30th Nov.*
- b. **Appointment of responsible Councillor for the following -**
 - i. Streetlighting. It was agreed to appoint Councillor Dillon.
 - ii. Emergency Plan Coordinator. It was agreed to appoint Councillor Hawley & the Clerk.
 - iii. Soft scaping: grass cutting/flower planters. It was agreed to appoint Councillors Dillon and Hawley.
 - iv. Hard scaping: benches/notice boards/salt bins/bins. It was agreed to appoint Councillors Dillon & Hawley.
 - v. Emptying bins at Common play area. It was agreed to appoint All Councillors, A rota will be drawn up by Councillor Hawley.
 - vi. Playgrounds. It was agreed to appoint Councillors Hawley & Plasom.
 - vii. Defibrillator. It was agreed to appoint Councillors Hawley & Nagel.
 - viii. Sports Trust. It was agreed to appoint Councillors Gaunt & Hawley.

24/021. CLOSE OF THE MEETING

*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 Full Parish Council meetings will be on 3rd June 2024 and 1st July 2024. The cut-off time for the receipt of papers for the April meeting agenda is 5 p.m. on Friday 24th May 2024.