The Minutes for the meeting of Clophill Parish Council on **Tuesday, 23rd April 2024** commencing at **7.45 pm** at **Clophill Village Hall**

Minutes

1. **Present**: Cllr Rodell, Cllr Elcome, Cllr Braugh, Cllr Wright, Cllr Patrick, Cllr Hutton, Cllr Carpenter, Cllr Walford, Cllr Clinch, The Clerk and RFO H Myott

2. **Apologies**: Cllr Tivers, Cllr Moffatt, Cllr Summerfield, Cllr Smith

3. To receive declarations of interest from councillors on items on the agenda and provide outcome to requests for granting dispensation**. None**

4. **Chairman's Announcements**

   The Cllr Rodell, Cllr Elcome, Cllr Patrick, Cllr Walford, and the Clerk attended an informal meeting at Readshill Quarry with the landowners to discuss possible development o the site. The developer consultation policy was followed, and Cllr Rodell sent an email post meeting advising of the need to follow CBC Planning regulations. The council await a reply.

5. Standing Orders will be suspended for a period of up to 10 minutes to allow members of the public to address the Council in relation to the business on the agenda or request matters to be discussed at a subsequent meeting.

   See Highways

6. Resolution to approve the minutes of Clophill Parish Council meeting held on 25th March 2024. **CPC resolved to approve the minutes.**

7. Central Bedfordshire Council Community Action Log and Briefing - CBC Ward Councillors **See attached documents.**

8. **Planning Applications**

   Decisions Prior to Meeting
   a.Application No: CB/TRE/24/00141
   Proposal: Works to trees protected by a Tree Preservation Order - MB/94/0003/G1: T1 Oak and T2 Ash - reduce overall crowns by 3m
   Location: 1 Hawthorne Close, Clophill, Bedford, MK45 4BH
   CPC resolved No Comment

   Decisions At Meeting
   b.Application No: CB/24/00946/VOC

Signed ……

Location: The Boat House, 12 Little Lane, Clophill, MK45 4BG
Proposal: Variation of condition number 2 of planning appeal ref. APP/P0240/D/23/3331732 and planning permission ref CB/23/01922/FULL (To demolish existing outbuilding and replace with new outbuilding for use as garage and storage of maintenance equipment.) Variation sought to amend the approved drawings.

CPC resolved no comment.

9. Correspondence

a. Townshott Allotments Break ins – refer tenants to agreement terms.
b. Salt Bin The Causeway - CBC decision
c. Flittabus Services- to be publicised

10. Finance Resolutions

a. Payments and reconciliations
   CPC Resolved to approve
b. Annual Payment Review
   CPC resolved to agree the payments schedule.
c. Yearend position to budget
d. AGAR
e. New Internal Auditor – Ms L Dahani has been appointed and is currently undertaking the 23/24 audit.

11. Standing Items for consideration:

a. Highways – Cllr Brough/Cllr Rodell
   i. 20 MPH Petition – nomination of representative for 06/06/2023 TMC.
      Cllr Rodell and Cllr Braugh will attend.
   ii. Warren Lane
      Consistency is required and needs specifying via a map. No right turns into and out of warren lane need to be consistent.
      CPC resolved to bring to next meeting.
   iii. Roundabout
      Snagging issues include, no 40 MPH buffer in place, no repeaters on exit arms. Slow down Its working but in effective. From time to time it just goes off.
      CPC resolved to get another meeting with S Hughes CBC ASAP.

b. The Clophill nature reserve – Cllr Patrick/ Cllr Walford
   Report attached.
   The current timetable is, Guided open days in June, soft opening July.
   Some issues with visitor facilities, due flooding and drainage.

Date of Next Meeting 28th May 2024 19:45 at Clophill Village Hall

Signed ……

Notes.

CBC Ward Councillors Report to Clophill Annual Town Meeting and to Clophill Parish Council on 23rd April 2024
Cllrs Susan Clinch, Mark Smith and Gary Summerfield
CBC News
CBC has of significant engagements underway currently which Clophill PC should engage with. The first priority is the response to the engagement on the full revision of the **Local Plan** – a local survey of existing village facilities should be with the parish clerk for response by 31st May. This is a long process with a target for completion by Dec 2028, but the initial engagement with communities is scheduled for April - July 2024.
The Local Transport Plan is also set to be revised – there is opportunity to identify problems and aspirations on local transport issues on the Commonplace format (pin "notes" to the map online) . Deadline for this is end of June.
Have Your Say Today - CBC Local Transport Plan - Commonplace
The same format is being used for consultation about the Local Nature Recovery Strategy - this is looking at areas where investment could be made to support nature and biodiversity. Deadline – end of May
Have Your Say Today - Bedfordshire Local Nature Recovery Strategy - Commonplace
These are all at Consultations | Central Bedfordshire Council
Other updates
Clophill PC may also wish to respond to the Universal Studios Public Engagement Survey – Deadline 8th May
Universal UK Project |
Further news on Hayfield 2 – Ward Cllrs have received an update from the CBC Planning Officer:
I can confirm the Council has received 2 letters from the developer one in response to Historic England's representation and one in response to comments from the Highway Authority (with a minor amendment to the shared surface detail within the site), Landscape Officer and Drainage Officer comments. We have sent these to Historic England and Council Officers for their review and response.
Unfortunately at this time I cannot provide a determination date, however I can confirm:

- ***if the application is recommended for approval by Officers the application will be determined by the Development Management Committee (such a recommendation would require agreement between the Council and the developer regarding infrastructure requirements).***
- ***If the application is recommended for refusal the application will be determined by Officers under delegated powers.***

Your Ward Councillors Working for Clophill
Since May 2023, as your Ward Councillors, we have been engaged with a wide range of issues affecting the village. We very much respect Clophill's priorities as presented via the parish council, associated groups and residents and we hope you feel that we have done what we can in trying to move forward the things you bring to our attention. We work together, sometimes "passing the baton" dependent on time, experience, committee membership, contacts – but we are always trying to get the best results for the village.
These are some of the issues we've engaged with this year:
Impacts of Roundabout works and following up on incomplete works
Traffic and speed limits on Warren Lane
20mph Zone for the village
Flooding incidents
Bus Services
Planning Issues, including the current situation with the Hayfield 2 application
Footpath issues
Progress and engagement with Clophill Lakes
Supporting local causes via Ward Cllr Grants (Christmas Lights, Clophill Heritage Trust, St. Mary's Church)
School Transport
We do try to get along to village events when we can and support initiatives through advice and linking with other groups and contacts. We will always attend Clophill PC meetings when we are able. Looking ahead, we would like to try to set up a regular Councillor's Surgery in the village.
If you want our help or advice it is best to email all 3 of us:
susan.clinch@centralbedfordshire.gov.uk
mark.smith@centralbedfordshire.gov.uk
gary.summerfield@centralbedfordshire.gov.uk

Signed ……

Whoever is best placed with time/contacts/expertise will follow up and keep the others informed. The exception would be if you have a private matter you need taken forward as casework.
We hope you see us as approachable. We hope we are effective. There are limitations to what we can achieve, but we will always do our best for Clophill.

Payments Schedule and Review

Month of expense	Item	Invoice date	Date Pymt Issued	Payable to	Payment Details	Total (gross)	Invoice Number	VAT Number	Date Approved
April	Clerks Salary (includes TAX/NI/Pension)	04 Apr 24		Clerk	Salary	[redacted]			
April	Subscriptions/Memberships	05 Apr 24		Microsoft (Clerk)	MS Subscription	(12.36)	G042430286	GB724594615	
April	Running Costs (Refunds, Repairs, non stationary items)	16 Mar 24	03 Apr 24	3Mobile	Mobile Phone Direct Debit	(9.00)	986041155029	GB 760 7292 22	
April	Subscriptions/Memberships	05 Apr 24		SimplyDocs	Property legal agreement templates	(42.00)	1072714	778 4373 79	
April	Insurance including Play Parks and Village Hall	06 Apr 24		Zurich Insurance	Annual Insurance	(980.84)	532364959		
April	Other Software/Hardware costs	29 Mar 24		EyeLid Productions Ltd	Website Support	(100.00)	INV-3565		
April	Grant Aid (Section S137)	04 Apr 24		Clophill St Mary's Church	Grant towards stone work	(1,500.00)	260424		
April	Street Lighting electric/running cost	30 Mar 24	03 Apr 24	SSE/SWALEC	Electricity Direct Debit	(140.99)	IV00535372	553 7696 03	
April	Clerks Salary (includes TAX/NI/Pension)	22 Apr 24		HMRC	NI Direct Debit	(44.10)			
April	Repairs and Improvements (Allotments)	10 Apr 24		DJG Grounds Maintenance Ltd	Cut perimeter	(108.00)	INV-024685	426523462	
April	Grass cutting & repairs - Others	08 Apr 24		DJG Grounds Maintenance Ltd	Village Grass	(370.92)	INV-024677	426523462	
April	Grass cutting & repairs - Others	05 Apr 24		DJG Grounds Maintenance Ltd	Recreation ground	(140.48)	INV-024672	426523462	
April	Grass cutting & repairs - Others	05 Apr 24		DJG Grounds Maintenance Ltd	Shelters	(84.00)	INV-024670	426523462	
April	Grass cutting & repairs - Others	03 Apr 23		DJG Grounds Maintenance Ltd	Old Church and Cemetry	(388.95)	INV-024660	426523462	
April	Grass cutting & repairs - Others	26 Mar 24		DJG Grounds Maintenance Ltd	Tractor Flail vergesq	(370.44)	INV-024633	426523462	
April	Grass cutting & repairs - Others	26 Mar 24		DJG Grounds Maintenance Ltd	Village Grass	(370.92)	INV-024624	426523462	
April	Grass cutting & repairs - Others	22 Feb 24		DJG Grounds Maintenance Ltd	Recreation ground	(140.48)	INV-024515	426523462	
April	Grass cutting & repairs - Others	17 Jan 24		DJG Grounds Maintenance Ltd	Shelters	(84.00)	INV-024450	426523462	

The Parish Council – by resolution herby authorise the following Standing Orders, Direct Debits and regular payments to be made, as required. Approved as of the Annual Parish meeting on **23 April 2024.** All these payments are in connection to an existing or on-going contract with the suppliers listed. These payments are often approximations.

Transaction	Type	Frequency	Payee	Amount
Salary payment	Variable payment-BACS	Monthly	Clerk	[redacted]
PAYE	Variable Direct Debit	Quarterly	HMRC	£300
Mobile Phone	Variable Direct Debit	Monthly	3	£10
Payment of fees for Land searches	Variable Direct debt	As required	Land Registry	£3 to £10 -as required
Payment of registration fees	Variable Direct debt	Annually - Nov	ICO	£40
Payment of land drainage fees	Variable Direct debt	Annually – April	Environment Agency	£21
Unmetered supply	Variable Direct Debt	Monthly	SSE	£145
Membership	Variable Direct Debt	Annual - Feb	CPRE	£80

Other regular payments on an annual basis (all numbers are approximations)

Transaction	Type	Frequency	Payee	Amount
Insurance	BACS	Annually –April	Zurich	£980
Website Hosting fees	Variable - Card	Annually – Dec/Jan	CloudNext	£100
Website Hosting fees	Variable - Card	Biennial – Dec/Jan	CloudNext	£100
Affiliation Fees	BACS	Annually -April	BATPC	£450
Play Ground inspections	BACS	Annually -May/June	Playsafety	£120
Internal Audit fees	BACS	Annually –April	Internal Auditor	£150
External Audit fees	BACS	Annually -Sept	Mazars	£400
Membership Fees	BACS	Annually –Oct	SLCC	£200
Website Support	BACS	Annually – Sept	Eyelid Productions	£100

Other payments paid in relation to a contract with a supplier

Transaction	Type	Frequency	Payee	Amount
Grass cutting and Grounds maintenance	Invoice/BACS	As required	DJ Granger	Variable
Street Light Maintenance	Invoice/BACS	Quarterly	A Musket	£132

Dated 23/04/24

FlittaBus Correspondence
https://clophill-my.sharepoint.com/personal/clerk_clophill_onmicrosoft_com/Documents/Documents/CPC%20Meetings/2024/Apr%2023/Flitter%20bus.pdf

Signed ……

Clophill Lakes Update 19/04/24
Attended: PH - Paul Hirst / GS - Gillie Sharp / GW - Grant Walford / HP - Hannah Patrick

- Pathways and car parks are completed, they need to have some dry weather to bake in. We did have some people who were coming on site on bikes and motorbikes and damaged some of the pathways. It seems that access was coming from the Hayfield development direction. We have put temporary fencing to make more secure. Discussion about people accessing on bikes, PH confirmed that Heras fencing had been put into place where we think people are getting in. PH confirmed that some pathways had to be redone near the school because of flooding.
- Infrastructure of power and services has been put in and laid down the drive from the entrance.
- Problems with foundations for the visitor facilities. We are now having to have a look at different options so there is a delay on the facilities. PH explained that GST were looking at options of facilities that didn't need foundations so looking at containers as a possibility. HP asked if the site would be able to open up without facilities, like a soft opening for local people to gain access, possibly pedestrian access only. PH stated that the preference would be to have toilet facilities. GS stated that it would be beneficial to have the car park open so we can start receiving some revenues for the site. PH confirmed that the facility issues is very recent and that he will come back to the group once GST have formulated a plan. He confirmed that GST need to open up the site this Summer and reassured the group that GST will do their best to facilitate that.
- Water flooding in area of school. We allowed CBC access to site to try measures to help alleviate the flooding. The problem is with drains in the local area and in particular broken drains from previous work carried out by neighboring property. We will work with CBC to help where we can. PH confirmed that the flooding is a result of bad drainage in the street as well as drainage issued caused by neighbours in the past. GST will work with CBC as much as they can whilst CBC find a fix.
- Play area, waiting for an independent assessment to be arranged by Hayfield before in can be transferred to GST. Discussion over this, PH confirmed that GST are waiting for Hayfield to get an independent assessment done on the play equipment before GST can entertain transferring ownership.
- Rights of way have replaced one of the damaged foot bridges, there is still one more to repair or replace. PH showed photograph
- Greensand Trust staff and volunteers working to clear areas on site and define areas through fences or land management work. Ongoing
- Greensand Trust currently working on all risk assessments and documentations required to enable public access to site. We are working on relevant signage and interpretations.
- We are hoping to be able to allow some guided access to the site in June (subject to confirmation) where we will look to get Clophill Parish Council, the local school. Our own staff to have a look around the site.
- We do not have a date for Public opening but are still aiming towards the Summer. As soon as we can , we will confirm a date. – Discussed in previous item

Signed ……

- We will have a stall at Clophill Summer Fete on Saturday 11th May
- Any other Business.

HP asked about if the bird hides will have security cameras as other sites regularly get vandalism. PH confirmed that although there will be cctv at the facilities and there will in the future be some wildlife cameras that there is not a plan to put CCTV at the Bird Hydes. PH confirmed that the hides will not contain glass and will be shelters rather than buildings. HP asked if GST had considered involving the local teenagers (schools) to engage them to have a part in decorating or installing the hides so they feel part of the project as this can help with vandalism. PH stated that he would speak to the education team to see thoughts. PH confirmed that the Education team were engaging with the local primary school on the site but would discuss if there were plans for older children.
GW asked if the situation was the same for fishermen and other activities. PH confirmed that GST needed a few years from opening to assess the site, ecology and wildlife before they could consider anything beyond the management plan.
GW asked if PH would be attending the CPC meeting on Tuesday 23rd at 7.30pm. GS confirmed that she will attend on behalf of GST to answer any questions. PH confirmed that he will be at the Clophill Summer Fete on 11th May accompanied by Dan Doyle, Land & Ranger Services Manager.
PH stated that out of the 21 nesting boxes checked earlier in the week that 19 were in use.
HP asked what was being done with the arable land. PH confirmed that this will continue as it currently is leaving wildflowers to grow and supporting wildlife, in particular, Skylarks. GST will cut it yearly and manage and will consider options in the future. GW asked about the large sheds, PH stated that there were no plans at present to do anything with them, they can be used to stored things but not secure enough for equipment.
GW asked about the land that is being kept for the school and asked for clarification of how long the school has to take the land and for clarification on what happens to the land if it is not taken. PH stated that he would seek clarification and inform group as soon as possible. Clarification after the meeting sent to group via email:
The title of the 5096m2 land earmarked for educational purposes has been transferred to GST by the developer.
CBC has 10 years from the date of the last reserved matters to serve notice to require the transfer of the land from GST to them.
If it is not claimed it remains managed as part of the Reserve.

Signed ……