

## GRAVENHURST PARISH COUNCIL

At an Ordinary Meeting of Gravenhurst Parish Council held at the Village Hall, Gravenhurst on Monday, 20<sup>th</sup> September 2021.

Present: Councillors: N Lockey (Chair), R Brewer and Robertson  
Ward Councillor: A Graham  
Clerk: A Marabese  
Public: 0 members of the public

Meeting commenced at 19:47hrs

7422. Apologies for absence

Cllrs Sibley, Tearle and Thaneja provided apologies for absence that were received and accepted.

7423. Chair's announcements

- a. Resolution to extend the meeting duration beyond 2 hours to complete necessary business of the Council.

Having reviewed agenda items councillors agreed that a resolution to extend the meeting duration was not required.

- b. Reminder of COVID safe meeting guidance.

The Chair and Clerk reminded all those present of the need to follow GPC's COVID Safe meeting guidelines and read through these as a reminder to all.

7424. Members interests

- a. To receive declarations of interest from councillors on items on the agenda and report on dispensations approved.

None received or granted.

### PUBLIC SESSION

7425. The Chair suspended Standing Orders at 19:49hrs 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 or request matters to be discussed at a subsequent meeting.

- a. Ward Councillor Report

- i. Oakridge site – An enforcement notice has been issued to developers of the Oakridge site due to the unkept nature of the access area to the site.
- ii. Greenwood's petition – The petition was presented to CBC Full Council, who will now pass it on to The Development Management Committee.
- iii. Village Halls – CBC has completed research into state and use of local village halls. CBC has now made it possible for s106 money to go towards village halls.
- iv. Ward Councillor Grants – Cllr Graham still has grant funds available for local organisations to apply for.
- v. New bus strategy – The Government has requested a new bus strategy from local authorities. One positive thing to come from this is that there is a proposal that young people's tickets should be heavily discounted. It is hoped that this becomes a reality.

- b. Questions and issues raised by the public:

- i. None

Standing orders were reinstated at 19:05hrs

### MINUTES

7426. Adoption of minutes of the Statutory Meeting of Gravenhurst Parish Council held on Monday, 26<sup>th</sup> July 2021.

*Proposed Cllr Lockey/Seconded Cllr Robertson. Resolved that the minutes of the Parish Council Meeting held on 26<sup>th</sup> July 2021 having been previously circulated, were taken as read and signed as a correct record by the Chair. Carried*

#### **CLERKS REPORT AND MATTERS ARISING**

7427. The Clerk provided an update on the month's activities. Points to note were:

- a. Oakridge development - Settle advised 20/09/21 that they have completed their tender process and the build contract has been awarded to ARJ Construction. A few residents of Orchard Close have spoken with them during their site visits, but it would be beneficial to all parties for a more formal introduction. Olly Crotch, the Contracts Manager from ARJ Construction will be in contact shortly to discuss next steps.
- b. RMF Clophill Road. New date for installation still pending however CBC Principal Highways Officer despite confirmed that these works are in the annual works planned for this financial year.
- c. ROW encroachment - FP 4 adjacent to 1 The Glebe Gravenhurst – Cllr Tearle advised of this issue at the beginning of August. CBC ROW Officer Chris Dorow advised on 3rd September that he has sent a letter to the landowner Grand Union Housng instructing the fence will need to be either removed or moved back to give a 1.5m footpath width. They have until 8 October to comply at which point CBC would need to take legal action.
- d. Anglian Water Ref: 20459790 – Leak - High Street, In the road adjacent to the wall Of St Giles. Anglian Water have reported that they do not believe that the water is due to a leak. There is no chlorine in the water and new water mains were installed in this area. They believe the water comes from a natural spring and not mains water (no leak noise). The water smells quite rancid and therefore they believe it to be ground water. Anglian Water suggested the Clerk speaks to CBC and request installation of a gully to direct water away from the road (Email sent 16/09). Anglian Water also said the water at St Marys is ground water.

#### **PLANNING AND HOUSING**

7428. Planning applications to consider

- a. CB/21/03869/FULL - The Old Rectory, Barton Road - Part demolition and extension of existing garage, single storey side extension to house boiler and window alterations to outbuilding.

*Proposed Cllr Robertson/Seconded Cllr Lockey. Resolved that the Council has no comment on planning application 21/03869. Carried*

7429. To receive update regarding development on land to rear of 7-37 Barton Road, MK45 4JP.

The Clerk reported that a few houses have sold on the above site and occupiers moved in. It is not completely clear if this is permitted as permission states that occupation should not commence until the junction is completed in line with drawings submitted. Although the road has been completed, the footway has not. Regarding landscaping on site, the CBC Landscape Officer states it is unacceptable to allow residents to maintain the trees, stating it should be the management company due to the skilled management needed. The application has been discharged, so we are not sure to whom the responsibility of ongoing maintenance has been given to and what measures have been put in place to ensure that residents do not simply incorporate areas into their own gardens and then slowly remove trees for a better view?

*The Clerk and Cllr Graham were asked to contact CBC Planning Enforcement about the issues above.*

7430. To approve any actions requested via the Neighbourhood Plan Steering Group  
Mr Blackwell provided the Clerk with the following update on the GNP:

- The Steering Group have now received the Inspection report, which is quite favourable, and have scheduled a call with Sally Chapman next Monday (27/09) to discuss the next steps. The team are aiming for the referendum in November.

#### **ENVIRONMENT AND LEISURE**

7431. Recreation Ground - To receive update on all matters concerning the Recreation Ground and consider any actions.

a. To review Recreation Ground Inspection Reports.

Cllr Brewer has continued with fortnightly Recreation Ground inspections with the last on w/e 18/09 and has been reporting issues to the Clerk as and when found. To note:

- Litter has been removed from site however the bins are brimming with rubbish and dog mess. *Clerk to contact CBC.*
- Basket ball hoop removed.
- Football nets are currently supported by cable ties and a long-term solution is required.
- The noticeboard Perspex glass has been broken again.
- The tennis court net wire has been reattached.

Cllr Brewer will complete another inspection at the end of September and then Cllr Lockey will take over inspections until the end of December.

b. To consider cost to replace tennis net with headline loop, winch and any other associated items.

Council agreed to remove the tennis posts and net during October for the winter months on a trial basis so that the MUGA can be used for clean play. The Clerk was asked to publish an article on social media and in the Grapevine.

*Proposed Cllr Sibley/Seconded Cllr Brewer. Resolved to purchase replacement tennis net with headline loop and winch. Carried*

c. To consider cost to replace basketball backboards and hoops.

Council agreed that the Clerk, Cllr Robertson and Cllr Brewer should inspect the MUGA site to review replacement basketball play options and present options at the next meeting. It may also be possible to apply for a Ward Councillor grant to cover some of the cost.

d. To consider cost to remove 6 Poplar Trees at Recreation Ground or to leave in situ.

Subsequent to inspection reports from contractors Council agreed to leave the 6 Poplar Trees in situ but to organise a working group to remove ivy.

e. To consider costs to trim all hedges and trees away from paths.

The Clerk reported that pathways are becoming narrow as trees and hedges are encroaching walking space. Contractors have suggested that we complete a hedge cut every other year. The last time we did this was in March 2019.

Quotations were received from 2 contractors. Frank Redman & Sons have quoted £45p/hr, and would hope that in 3/4hours we could cut the hedges around the main area. The woodland walkways will be much harder to cut as again they have been left too long really and will require another 1/2 hour (although additional cutting by hand by a working group will be required). Cost to cut will be circa £180 - £270 plus VAT.

*Proposed Cllr Lockey/Seconded Cllr Robertson. Resolved to request that Frank Redman cut back hedges at the Recreation ground at an hourly rate of £45phr up to £270+VAT. Carried*

- f. To consider costs to remove all brambles and black thorn around the climbing frames, tennis court and play area.

The Clerk has received quotations to remove brambles from around the play area, climbing frame and tennis courts and to remove bushes and the mound near the climbing frame. Contractor A quoted to remove brambles, spray and blackthorn bush - £560 / remove mound £375. Contractor B quoted to dig out brambles and blackthorn £250.

*Proposed Cllr Lockey/Seconded Cllr Robertson. Resolved to request that Village Trees dig out all the brambles and black thorn around the climbing frame and courts at a cost of £250. Carried*

- g. All other items including update from meeting with Mr Swain.

Members of GPC met with Mr Watson, Mr Swain and Village Hall representatives on 9<sup>th</sup> September. Mr Swain and Mr Watson are still working on the status of the Recreation Ground Charity but will submit the amendments required to Land Registry. They are also hoping to assist the Village Hall in resolving issues concerning legal title of the Village Hall.

7432. To receive update on allotments and consider any actions required for maintenance and communication to tenants.

- a. To consider cost to reinstate fence in-between allotments and High Street properties

Item deferred to next meeting.

- b. All other items

The Clerk reported that an allotment inspection will be conducted on 4<sup>th</sup> October.

#### **HIGHWAYS AND LIGHTING**

None

#### **CEMETERY**

None

#### **PROCEDURES AND POLICIES**

7433. To approve GC Use of Recreation Ground Policy v1.0, terms and conditions and costs.

Item deferred to next meeting.

7434. To consider attendance at BATPC Finance Training

None requested.

7435. To consider formation of a CERT as requested by CBC

CBC are requesting that all villages form a CERT. In essence this is a WhatsApp group with local people that would like to be involved. The CERT WhatsApp Group will link directly with BLEVEC (CBC's Emergency Volunteers Partnership) and CBC Emergency Planning Team and provide important information, intelligence and a quick form of communication should an incident occur in our area.

**Action: Clerk to proceed with the creation of a CERT.**

7436. To adopt:

- a. GPC Asset Register Policy v1.0
- b. GPC Freedom of Information and Publication Scheme Policy v1.0
- c. GPC Dealing with Complaints Policy v1.0
- d. GPC Dealing with Habitual or Vexatious Complainants Policy v1.0
- e. GPC Equality and Diversity Policy v1.0

*Proposed Cllr Lockey/Seconded Cllr Robertson. Resolved to adopt GPC Asset Register Policy v1.0, Freedom of Information and Publication Scheme Policy v1.0,*

## OTHER MATTERS

7437. To consider participation in HM The Queen's Platinum Jubilee celebrations and The Queen's Green Canopy: Plant a Tree for the Jubilee.

The Clerk advised that the Queen's Green Canopy (QGC) is a tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022. Everyone across the UK is being invited to plant trees from October 2021, when the tree planting season begins, through to the end of the Jubilee year in 2022.

**Action: Clerk to obtain prices for oak tree and benches and present to Council.**

7438. To consider attendance at PCC's Annual Parish Council Conference Invitation – 5th October starting at 6pm via MS Teams.

*It was agreed that Cllr Lockey would attend the PCC Annual Conference.*

7439. To consider response to Central Bedfordshire Council consultation on parking fees and charges.

*It was agreed that all councillors would respond as individuals.*

7440. To consider location and costs for erection of Tommy figures.

*Proposed Cllr Lockey/Seconded Cllr Robertson. Resolved to erect Tommy figures on grass outside the village hall and near the triangle of the High Street and Shillington Road. Carried*

## FINANCE MATTERS

7441. To receive the External Auditor Report and any actions from the 2020-2021 Audit.

The Clerk presented to Council the External Auditor Report and Certificate 2021-2022 and letter confirming completion of audit, noting that no issues were identified. The website has been updated.

*Council noted the Report and that no actions were required.*

7442. To approve bank reconciliations to 31st July and 31st August 2021

*Proposed Cllr Lockey/Seconded Cllr Sibley. Resolved to approve bank statements and bank reconciliations to 31<sup>st</sup> July and 31<sup>st</sup> August 2021 and that they be signed by councillors at the meeting. Carried*

7443. To approve payments to be made

*Proposed Cllr Lockey/Seconded Cllr Brewer. Resolved that payments as presented to Council be approved for payment. Carried*

| Payment No:                                     | Payee                                 | Purpose                              | Amount  | Posted |
|-------------------------------------------------|---------------------------------------|--------------------------------------|---------|--------|
| Payments authorised prior to agenda and meeting |                                       |                                      |         |        |
| 464                                             | A Marabese                            | Salary (Paid 7/08/21)                |         |        |
| 465                                             | Anglian Water Business (National) Ltd | Cemetery Water (pay before 14/08/21) | £14.90  |        |
| 469                                             | Un Paid Cheque                        |                                      | £12.00  |        |
| 470                                             | Unity Trust Bank                      | UnPaid Cheque Inward Fee             | £6.00   |        |
| 472                                             | A Marabese                            | Salary (Paid 10/09/21)               |         |        |
| Direct Debits                                   |                                       |                                      |         |        |
| DD35A                                           | SSE                                   | Street Lighting                      | £5.79   |        |
| DD35B                                           | SSE                                   | Street Lighting                      | £56.41  |        |
| DD35C                                           | SSE                                   | Street Lighting                      | £3.64   |        |
| DD36A                                           | SSE                                   | Street Lighting                      | £5.64   |        |
| DD36B                                           | SSE                                   | Street Lighting                      | £52.40  |        |
| DD36C                                           | SSE                                   | Street Lighting                      | £3.63   |        |
| Payments requested with distribution of agenda  |                                       |                                      |         |        |
| 459                                             | A & B Gardening Ltd                   | Recreation Ground Tree Pollarding    | £660.00 |        |
| 466                                             | Mazars LLP                            | External Audit Fee                   | £240.00 |        |
| 467                                             | Chapman Planning                      | Neighbourhood Plan consultant fees   | £350.00 |        |
| 468                                             | A & B Gardening Ltd                   | July Grass Cutting                   | £534.00 |        |
| 471                                             | C Tearle                              | Zoom Subscription reimbursement      | £20.14  |        |
| 473                                             | A & B Gardening Ltd                   | August Grass Cutting                 | £756.00 |        |
| Payments requested after distribution of agenda |                                       |                                      |         |        |
| 474                                             | HMRC                                  | Q2 PAYE due before 22nd October 2021 | £123.60 |        |

## MEETING CLOSE

7444. Close of meeting

There being no further business the meeting was declared closed at 21:505pm  
Certified a true copy of the Minutes of the Parish Council Meeting held on 20<sup>th</sup>  
September 2021

Signed .....  
(Chairperson)

Date .....