

Minutes of **BROGBOROUGH PARISH ELECTORS MEETING** held on Wednesday 29th May 2024 at the Village Hall, Ridgeway Road, Brogborough starting at 7.30pm.

PRESENT:- Parish Councillors, Denise Tuitt (Chair), Jeannette Newbery, Claire Westerman, Alison Moss, Neil Wright, Unitary Councillors Saverio Bongo, Sue Clark, the Clerk Lizzie Barnicoat, and no members of the public.

1. WELCOME BY CHAIR AND APOLOGIES FOR ABSENCE TO BE RECEIVED:- Parish Council Chair welcomed all to the meeting, there had been apologies for absence received from Parish Councillor Tom Elsdon, these were accepted.

The Council took some time to reflect on the recent sad passing of the former Clerk Lyn Lyman.

2. MINUTES OF THE PREVIOUS ANNUAL PARISH MEETING:

It was noted that the Annual Parish Meeting was not held in 2023 so no minutes for review.

3. CHAIR REPORT:-

Firstly I would like to thank my fellow Parish Councillors who have supported me in my first ever tenure as Chair for Brogborough Parish Council and to recognise their continued hard work and dedication in ensuring that Brogborough is a better place to live and a strong community.

I would also like to thank our Ward Councillors Sue Clerk, Robert Morris, Saveiro Bongo for their support and advise throughout my tenure which has been so valuable.

I would also like to thank Lyn Lyman for her time with us as our Parish clerk which she served as since 1984 and sadly we have had to bid her farewell In October 2023 when she resigned her post due to ongoing health issues.

Lizzie Barnicoat have supported Brogborough Parish Council as our interim Clerk since July 2023 through a difficult time in the Parish and as she transitions into a more permanent role with the council, we welcome her and look forward to a collaborative relationship.

Parish Councillor Vacancy - We welcome Claire Westerman who is the newest member of the Parish Council and look forward to a rewarding partnership.

I would also like to extend my deepest sympathies to the families of residents we have lost throughout my tenure.

I also welcome the new families that have made Brogborough their home and hoping we can all work together to make our village a harmonious one.

Traffic issues in Brogborough - In January 2024 the Parishioners of Brogborough faced another tragedy on our roads which had affected all the residents within the Parish. This again has highlighted the dangers associated with the current speed limits along the C94 and the importance of ensuring that the resident's of Brogborough and other road users can safely navigate their way around our roads.

The Parish Council, Ward Councillors and Parishioner's in a joint effort have been lobbying the MP Alistair Strathern for Mid Bedfordshire and Central Bedfordshire Council so that a review of the existing speed limit can be undertaken with other traffic calming measures to be considered. A petition has since been completed and would be sent to the relevant department.

The 7.5 tonne weight limit along the C94 has been an ongoing issue within the Parish but we are now pleased to say that this is now enforceable. The Priority setting meeting that took place 10/4/24 saw HGV and Speeding as the main Priorities for Brogborough.

Verges and Parking - Brogborough has seen an increase in vehicles parking on the verges and footpaths within the village envelope and this has caused irreparable damage to our verges and have also caused obstruction to pedestrians who regularly use the paths and has impacted on the grass cut within the village . As our main services are also located beneath the verges within Brogborough continued parking can potentially cause damage and thus lead to a disruption in the

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service supplies. As a council we do understand the need for further parking and we strongly advise residents to use the village hall car park, their garages for parking, using their driveways and apply for drop a curve through Central Bedfordshire Council. At present the council is seeking advice from Central Bedfordshire Parking Enforcement Team on how best to manage this situation.

Planning in the Parish - The Parish Council has been addressing major planning issues locally and have continued to make our objections to those developments that are impacting on our community as well as support any planning that is in keeping with the character of the community. The residents of Brogborough are also encouraged to object or support any Planning applications and I do thank those who have shared their thoughts verbally and in writing and who have also attended meetings in support of any planning applications.

We have supported other Parish Councils (Ridgemont) with their objections to major developments and Ridgemont School closure which have impacted both communities and the wider public.

Some of the planning applications that the Parish council has been actively making their objections and support of:

- CB/23/02038/OUT -Residential Development up to 120 Dwellings (land off Bedford Road, Brogborough MK43 0XY
- CB/24/00148/SCN land at Salford Road, West of junction 13 of the M1 Construction of mixed employment over 2 sites
- CB/24/00833/PASP Prologis Marston Gate DC4 installation of solar panels on roof space
- CB/22/02213/OUT Land to South East of Prologis Park,Ridgmont as I write this I am aware that this application would be going to the Development Management Committee on the 29/05/2024
- CB/22/00548/MW (Installation of Solar PV Park) Planning appeal for Brogborough Landfill Site, Woburn Road,Lidlington.

I must extend my many thanks to our Ward councillors who have given of their time, advice and knowledge to help propel the objections to applications and support applications as needed for the Parish.

To all the Parish councillors who have worked tirelessly in the background, canvassing, attending meetings, engaging with the community,preparing documents a heartfelt thank you.

Denise Tuitt

Chair of Brogborough Parish Council 2023/24

4. REPORTS FROM COUNCILLORS:-

No items to be received.

5. OPEN FORUM:-

No public statements received.

The meeting was closed at 7.35pm.

s of **BROGBOROUGH ANNUAL GENERAL PARISH COUNCIL MEETING** held on **Wednesday 29th May 2024** at 7.35pm at the Village Hall, Ridgeway Road, Brogborough.

PRESENT:- Parish Councillors, Denise Tuitt (Chair), Jeannette Newbery, Claire Westerman, Alison Moss, Neil Wright, Unitary Councillors Saverio Bongo, Sue Clark, the Clerk Lizzie Barnicoat, and no members of the public.

1. ELECTION OF CHAIR:-

Cllr Tuitt was proposed by Cllr Moss. This was seconded by Cllr Westerman with all present in agreement, resolution passed. Cllr Tuitt signed a Declaration of Acceptance of Office

2. DECLARATION OF PERSONAL AND PREJUDICIAL INTEREST TO BE DECLARED:- There were no declarations received for the meeting. Councillors were reminded of the ability to update Register of Interest forms if needed and reminded of the Code of Conduct document.

The Chair adjourned the meeting at this point

3. OPEN FORUM:-

No public statements received.

The Chair reconvened the meeting at this point

4. ELECTION OF VICE CHAIR, WELCOME BY CHAIR AND APOLOGIES FOR ABSENCE TO BE RECEIVED:-

It was unanimously agreed to elect Cllr. Newbery as Vice Chair, resolution passed. Cllr Newbury signed a Declaration of Acceptance of Office

Parish Council Chair welcomed all to the meeting, there had been apologies for absence received from Parish Councillor Tom Elsdon, these were accepted.

TO APPOINT PORTFOLIO HOLDERS:

Open Spaces including Badgers Meadow - Cllr Moss

Play Equipment Inspection - Cllr Tuitt and Elsdon

Grass cutting - Cllr Tuitt

Newsletter - Cllr Elsdon

Footpaths – all Councillors support with this.

5. PARISH COUNCILLOR VACANCY:-

One vacancy remains it was noted.

6. PLANNING AND DEVELOPMENT MATTERS:-

a) Ridgmont Parish Council representative in attendance to highlight latest regarding Prologis application at Marston Gate and to give update on Ridgmont Lower School next steps

Prologis response had been submitted and Cllr Moss spoke at the Planning Committee meeting on behalf of the Parish Council, feeding back that several strong representations were made by local parishes in objection to the application. Cllr Clark had arranged for each local parish to have an individual 3 minutes to speak, rather than a combined 3 minutes allocation. The application was approved with a condition review of the landscaping plan for the application, which was disappointing Councillor discussed.

It was raised that the push button crossing at the traffic lights does not work functionally, it is wrapped/taped up and there remains missing cycle paths as well, Cllr. Clark offered to follow this up with Prologis.

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- b) CB/24/00833/PASP Prior Approval of the Installation or replacement of other Solar Photovoltaics Equipment: Installation of roof mounted solar panels at Prologis Marston Gate – Councillor attendance at planning appeal hearing discussed from 24th June, restoration scheme has not been agreed so the baseline test is on lower grade conditions it was noted. Councillors encouraged to attend and will be coordinated nearer the time with Cllrs. Wright, Moss, Westerman, offering support alongside from the Clerk.
- c) Local Plan Settlement audit document review – Cllr. Tuitt had completed and this had been submitted.
- d) Planning applications received after the publication of the agenda – none received. There was no planning decision notices in the parish to note.

7. UNITARY WARD COUNCILLOR REPORTS: -

Councillors thanked Cllr Clark for work done on Prologis application.

Cllr. Bongo updated that the concerns over the verges in the village looking unsightly, the soil has sunk and the utilities are showing had offered to follow up, which had been done, it cannot be enforced unless yellow lines parking restrictions in place. Cllr. Bongo had pursued this with local authority Officers, trying to get a parking survey undertaken in the local area before looking to spend on a scheme.

Clerk had followed up with the parking clarity from the local authority as well, from the last meeting, regarding parking on verges concerns raised again, possible implementation by the Parish Council in regards to parking restrictions so Clerk asked to follow up with the local authority over the authority wide restriction and how this could be implemented. Feedback shared, where encouragement to send in via FixMyStreet was made by the Officer. Information on the local authority and police action was detailed as well, Clerk to follow up and ask for a no parking on verge/footway sign for Hill Crescent, Highfield Crescent.

Ward Fund request had been made for help with funds for the Parish Council speed indicator devices, Clerk had followed up and fed back on contribution with Clerk to make application with the local authority.

8. VILLAGE MATTERS:-

Open Spaces – following site meeting to look at additional signage regarding dogs, these have been received from the Officer, Cllr. Tuitt reported installation is ongoing.

Village Amenities – no items to discuss.

Play Equipment Inspection – different format of play inspection sheet had been shared, Cllr. Elsdon kindly offered to carry these out, not present to give update. Annual external inspection expected to take place in May, awaiting report to be received.

Grass cutting – the Clerk had followed up what would happen if the Parish Council passed back the grass cutting responsibility to the local authority, meeting being arranged to discuss this. Recent contractor communications were outlined, Councillors discussed economy of scale and how best to manage cutting at present.

Newsletter – the newsletter had been collated and shared amongst Councillors, Cllr. Eldson thanked for work on this. Awaiting update.

Footpaths – no update to report on the issue of the alleyway, along the rear of the shops remaining overgrown and establishing ownership.

9. **FINANCE MATTERS:-** Latest transaction report provided to all Councillors as of 29th May including copy of the Council bank balances. Still to date no correspondence has been received from Metro Bank to the Clerk. HMRC VAT reclaim to be processed via the Metro Bank it was agreed, Clerk to action. The latest with Barclays access was that Cllr. Moss to follow up and seek for the closure of the accounts with the remaining balances of £437.25 and £0.18 to be

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actioned as per the previous closure notice letter that clearly stated these accounts are to be closed with monies to be transferred to Metro Bank. It was noted Cllr. Moss had followed up and certification is likely to be required for progressing any banking arrangement changes with Barclays.

a) Quotations for consideration

Tree work quotations received, reviewed and considered. The quote for £1,850.00 it was unanimously agreed to accept this as good value give the previous quote received for this tree work, resolution passed to accept Firwood Tree quote.

Insurance renewal quotation work will be ongoing as the renewal is not quite due yet, so Clerk will continue to pursue. BATPC membership renewal expected for the next meeting.

b) Payments for approval

Julie Betts internal audit £155.00

Markus Louw Landscaping - £2160 minus £1452 less over payment noted £708 as detailed at last meeting so needs to be taken into account for calculating the outstanding amount.

It was unanimously agreed to approve and resolve to make the above payments, resolution passed.

The following payments made between meetings via direct debit were ratified by the Parish Council, unanimously agreed:

Npower street lighting energy April and May £50.38 and £45.28

Remaining outstanding payment item previous minute reflected: it was noted that the PAYE April to September 2023 cost had thought to have been paid, however, this appeared to be outstanding, along with payments for associated PAYE costs dating back to the last paid 22/23 1st quarter.

Approximate calculations had been made and shared with Councillors being built into the budget consideration for 2024/25. The Clerk had followed up and liaised with HMRC regarding the best way to resolve the outstanding PAYE submissions and payments. This has been actioned with debt collection put on hold with BPO, however further debt collection letters continued to be received. Challenges with HMRC updating new contact details for the Parish Council prevented this progressing, however, following letter sent to HMRC the Parish Council now have confirmation in writing that updated contact details have been accepted by HMRC which will enable PAYE debt management communications to be pursued now.

Advanced Turf have been asked to mow the Badgers Meadow it was noted.

c) Quotations and funding considerations to secure Speed Indicator Device update – this had been covered during Ward Councillor update.

d) Year end accounts, internal audit report feedback – Clerk had uploaded the finance documents for year to the website as well as sharing all appropriate documents with the internal auditor. Report from internal auditor received, new updated status of the website had been reflected, with all minutes and associated finance items shared online now, no items to action it was noted.

e) Annual Return review ahead of submission to external auditor - all Councillors had received the full transaction information for the financial year, bank reconciliation, copy of bank statements, completed Annual Return, financial analysis, and asset register also circulated. It was unanimously agreed by all present, resolution made to approve Section 1 and Section 2 of the Annual Return, form to be signed by Chair and Clerk. Clerk to make external audit submission and to arrange for the audited items to be placed on Council website.

f) Policy documents consideration – new NALC Financial Regulations document based on updated model circulated as well as latest Code of Conduct model reviewed. It was unanimously agreed to approve them with appropriate Brogborough inserts to be made including the badger logo, Clerk to arrange.

10. MINUTES OF THE LAST MEETING:-

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Draft minutes from 17th April had been shared with all Councillors, it was unanimously agreed to approve the meeting minutes as a true and accurate record unanimously agreed, resolution passed. Chair to sign.

TO CONSIDER MATTERS ARISING: -

Clerk had continued to progress Council website updates. Ongoing arrangement of training session with Jed Gibson being arranged.

Register of Interest forms Cllr Wright recently completed but still not showing online yet. Cllr Elsdon form not online, even though completed, follow up actioned had been taken directly with local authority to help resolve.

Clerk contract had been updated as agreed at the last meeting, to reflect to engage with Backlight Light for the short term with support welcomed to assist the Parish Council with the associated administrative and financial matters. Hours to be recorded of work done as and when required in the short term. Document to be signed by both parties, Clerk and Chair to action.

VAT reclaim work had commenced a VAT reclaim for 1st April 2020 onwards is ready and as agreed would be actioned with Metro Bank details to be used. Attempts have continued to electronically register Parish Council for Government Gateway online account.

Cllr Clark item to be followed up to check on progress regarding the concern raised at the last meeting relating to the northbound slip road of Junction 13 coming off the motorway, the traffic lights appear to have been removed. New white lines have been painted at the junction but the removal of the traffic lights is now making the junction dangerous, with there being no poles in situ it was noted. Cllr Clark to follow up with contact at National Highways, awaiting update.

CBC Leisure Parish Schedule for Brogborough, to be collated and submitted alongside the Recreational Open Space Strategy (ROSS) Survey, ongoing.

The asset register document collation work remained ongoing.

Street lighting – Clerk had contacted broker to instigate agreed move from Npower to SSE for a fixed rate three year contract expecting a saving of £150.00 per year awaiting feedback, had been chased.

Speed indicator devices - Clerk shared information on speed indicator device units and possible funding sources, it was unanimously agreed that the Parish Council contribute £500 financially in principle and Clerk to obtain funding for two units expected to be in the region of £6,000 funding in total required for two devices. Marston Vale Turbine and Wixams Tree Trust, Unitary Councillor Ward Fund are being explored. Noted this had been covered during the meeting.

Clerk had contacted local authority Officer Jack Bowers copying in Unitary Councillors to the communication to chase what steps were being taken in improve highways safety after the recent fatality on Bedford Road, awaiting response still, has been chased and Unitary Councillors copied in.

No follow up communication received following the representation made at previous meeting regarding East West Rail information from a member of the public from Husborne Crawley.

11. CORRESPONDENCE RECEIVED:-

Local Transport Plan communications – circulated, to be filled in so can be submitted

Workplace Health Bulletin: May 2024

Workplace Health Bulletin: June 2024

M1 junction 10 to 13 - Traffic Management update – circulated

Parish Council website communications with JG

Unmetered Supply Renewal - Street Lighting quotation communications – ongoing

Unitary Councillor SB Brogborough - STOPPING Residents parking on grass verges FMS – 403858

Planning application Land to the south east of Prologis Park, Marston Gate, Ridgmont
CB/22/02213/OUT communications
Unitary Councillor communications regarding ward funding application

12. DATE OF NEXT MEETING: - Wednesday xxx 2024 at 7.30pm, meeting closed x.xxpm.

Signed

Dated