

NORTH CRAWLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 4 May 2021 at 7.30 pm

(Under the Local Authorities (Coronavirus) Regulations 2020, this meeting was held using video conferencing)

Present:	Parish Councillors: Steve Garner (in the Chair), G Baxter (after Item 02/05/2021), Sue Garner, D Harpur, M Hold, T Smith and J Weatherley Clerk/RFO S M Bushnell Ward Councillor D Hosking; PCSO Arlene Ormston	ACTION
01/05/2021	Apologies for Absence Ward Councillors P Geary and K McLean	
02/05/2021	Membership of Parish Council: As an election had not been called for by ten electors as a result of the Casual Vacancy Notice, a new resident, Gary Baxter was co-opted on to the Parish Council. Proposed by Cllr Weatherley and seconded by Cllr M Hold. Mr Baxter was welcomed to the meeting.	
03/05/2021	Declarations of Interests: None	
04/05/2021	Approval of Minutes: The Minutes of the Parish Council meeting held on 6 April 2021 were approved.	
05/05/2021	Items from members of the public: There were three members of the public present at the meeting. One resident wished to discuss the archery activity at Broadmead and two were representatives from the Play Park Committee.	
	Matters Arising from the minutes	
06/05/2021	Minute 06/04/2021 Review of North Crawley Conservation Area: The Clerk reported that no further news had been received on this matter but she had received confirmation that it would be received soon.	Clerk
07/05/2021	Minute 08/04/2021 Crime Correspondent: The Clerk reported that she had received an email from Thames Valley Police about setting up a Neighbourhood Watch Scheme which she had passed on to Roz Hatton. It had been agreed that the Clerk would put a notice in Scan to request residents to volunteer to become part of a Scheme. Roz Hatton had confirmed she would be prepared to co-ordinate a Scheme if sufficient volunteers came forward to make it viable.	
08/05/2021	Planning Applications: Application no: 21/00611/FUL - Proposal: Conversion of existing stables block to form 3-bedroom bungalow including the construction of a new detached car-port and store at 4B Brook End, North Crawley, Newport Pagnell, MK16 9HH: Post meeting note: This application has been rejected by MKC. Application no: 21/00712/FUL - Proposal: Retrospective application for replacement fence, vehicular access with wooden gates and brick pillars and part enclosing of existing carport at Ivy House, 31 High Street,	

Signed: Chair Clerk Date

	<p>North Crawley, Newport Pagnell, MK16 9HN – Ward Cllr Hosking reported that he had discussed this retrospective application with Paul Thomas at MKC and that there were some significant concerns surrounding it. These included the height of the fence to which Highways had raised objections due to lack of visibility and other work which might have taken place without permission. He was awaiting feedback from MKC and would keep the Parish Council informed of progress.</p> <p>Application no: 21/00692/TCA - Proposal: Notification of intention to reduce the crown on Sycamore Tree (T1) by 5 meters in height and a total of 3 meters to the sides at St Firmin’s Church, High Street, North Crawley, Newport Pagnell, MK16 9LH – The Clerk reported that this application had been approved by MKC.</p>	
09/05/2021	<p>Minute 10/04/2021 Bryans Crescent Car Park: Milton Keynes Council had not yet placed the sign in the car park but it was expected that this would soon be carried out.</p>	
10/05/2021	<p>Minute 11/04/2021 The Cock Inn: The Chair reported that he had looked further into the process to be followed in order to apply for The Cock Inn, or any other village amenity, to be listed as an Asset of Community Value and that it was not straight forward. It would therefore be necessary for one of the councillors to take this on as a piece of work. Following discussion, it was agreed not to pursue this at the present time.</p>	
11/05/2021	<p>Minute 19/04/2021 Operation London/Forth Bridge: Cllr Weatherley reported that the Book of Condolence had been purchased and that it would be available for physical signatures to be added once current COVID restrictions were eased.</p>	
12/05/2021	<p>Ward Councillor’s Report: Ward Cllr Hosking did not have anything specific to report. The Chair enquired as to whether it would be possible for one of the three Olney Ward councillors to be connected with particular parish councils in order for more continuity, etc. Cllr Hosking responded that this was not really practicable due to the flexibility needed to respond to other meetings and issues and also so that councils could take advantage of their different specialisms.</p>	
13/05/2021	<p>Planning Applications: Application no: 21/01223/TCA - Proposal: Notification of intention to reduce crown heights by 1-2m back to secondary growth points and balance sides for 2x Himalayan Birch (group ID#8, 9m), Plum (ID#9, 5m) and Ash (#7, 9m) including clearing low branches & remove 1m section of Ivy from main Ash trunk at Ivy House, 31 High Street, North Crawley, Newport Pagnell, MK16 9HN. At first sight of this application, Cllr Harpur could not see that there were any objections but he would report further if he subsequently felt there were any concerns.</p>	
14/05/2021	<p>Councillors’ Reports: Highways: Cllr Harpur had reported to MKC the damage that had recently occurred to the island at the High Street/Chicheley Road junction.</p>	

Signed: Chair Clerk Date

	<p>The Chair reported that some traffic signs had recently blown down which Cllr Harpur agreed to report. A Kill Your Speed sign had also fallen down and it was agreed that the Village Warden would be asked to replace this in due course.</p> <p>Streetscape: Cllr Sue Garner reported that the bus shelter had been re-stained and she thanked Mick Chilton for carrying out this work.</p> <p>Nixeys Walk Wild Flower Project: The Chair reported that it had been suggested that there could be two areas of grass within Nixeys Walk which would remain unmown in order to encourage the growth of wild flowers. He agreed to look into this further and also to discuss the practicalities of this with RTM Landscapes as far as grass cutting was concerned.</p> <p>August Bank Holiday Fun Day: The Chair reported that a day of activities was being planned and that publicity was being organised. It was also intended that this would coincide with the celebrations for the 100th birthday of the village shop.</p> <p>Footpaths: Cllr Smith reported that investigations were still continuing with MKC Rights of Way about the path by the Grange. He had also been asked to give ROW priorities for three new kissing gates and these were at the Slipe, Pinfold Lane and also one in reserve possibly for the Grange footpath. He had also received Footway signs to put up where necessary.</p> <p>Cemetery: It was reported that the Chair, Cllr Hold and the Clerk had recently carried out an inspection from a health and safety perspective of the memorials in part of the cemetery. It was intended that the whole of the cemetery would be inspected in due course and a report on the findings would be produced by the Clerk. However, one of the memorials had been found to be extremely unstable and had been laid down. Efforts were being made to try to contact the family concerned.</p>	
15/05/2021	<p>Archery Club at Broadmead: Concern was again expressed about this activity, including by a member of the public. She was concerned that on a recent walk she had seen an archer firing parallel to the public right of way at the ford and felt that this was extremely hazardous. The archer also appeared to be under instruction at the time and so may not have been proficient. She was asked to email the Clerk about her concerns.</p> <p>Following the previous meeting, the Clerk had sought clarification from MKC about the planning requirements for such activities and it appeared that planning permission was required if an activity took place for more than 28 cumulative days in a year and if permanent structures were installed. It was agreed that this number of days had been exceeded. It was agreed to email MKC Planning Enforcement with further evidence and concerns. It was noted that the Chair of the Archery Club had not attended this meeting in order to give more details despite being sent a meeting invitation.</p>	Clerk
16/05/2021	<p>Update from PCSO Arlene Ormston: Arlene reported:</p> <ul style="list-style-type: none"> • that there had been no crime reported in North or Little Crawley since 1 April. • useful statistics and information could be found at www.police.uk. 	

Signed: Chair Clerk Date

	<ul style="list-style-type: none"> • If any vehicles were parked in such a way as to cause an obstruction then this should be reported to 101 so that it could be logged. • Community Speed Watch was to begin again soon and would initially be carried out by PCSOs and then requests would be made for volunteers to help. • It was possible for food parcels to be distributed to vulnerable residents and she asked for information to be passed on to her of anyone who might benefit from this. 	
17/05/2021	<p>Play Park project: Emily Thody, a representative from the Play Park Committee, reported that successful fund raising and grant applications had resulted in a fund of approximately £45,000 so far. It was intended that these funds would be used for three projects: the cricket net protection system; a trim trail at the rear end of the playing field and a zip wire; and improvements to the existing play area. The councillors unanimously congratulated the Committee on having raised such an amount in a comparatively short space of time and supported all the intended projects. It was however noted that the approval of the IMC would be required for these projects and that residents also needed to be informed of them. There was a slight concern raised about noise levels connected with the zip wire and it was agreed that the Committee would check further into this to ascertain whether this was likely to be a problem. Cllr Baxter raised the issue of the cost of maintaining the new equipment and it was acknowledged that this would need to be investigated and reviewed along with the maintenance of the existing play equipment as MKC was considering passing this cost on to the parish councils.</p> <p>It was agreed, in order to fully support the Play Park project, that a Play Park Working Group would be set up by the Parish Council with the following responsibilities (Proposed by Cllr Smith and seconded by Cllr Sue Garner):</p> <ul style="list-style-type: none"> • Fund Management and Accounting • Project decision making • Grants and Fund Raising • Procurement <p>Two members of the Parish Council would sit on the Working Group alongside members of the Play Park Committee who responsibilities would be:</p> <ul style="list-style-type: none"> • Fund Raising • Research • Recommendations to Parish Council on suggested projects and solutions, potential suppliers, potential costs and installation process. • Installation management 	

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	<p>Cllrs Steve Garner and Jan Weatherley were appointed to be the Parish Council representatives on this Working Group.</p> <p>It was also agreed that the Parish Council would make an application for a grant from WREN towards the cost of updating the main play area.</p>																																																													
18/05/2021	<p>Neighbourhood Plan update: The Chair reported that the Steering Group had been using the feedback from residents to challenge the recommendations of AECOM, where there appeared to be inconsistencies, to establish if more sites could be added so residents had more choice. It transpired after that discussion that planning regulations and protocol meant that any changes to the current sites would likely be unacceptable to the Examiner who ultimately had to approve the validity of the Plan. There were four sites which were considered to be acceptable plus another in Folly Lane which was doubtful. It was intended to hold a public meeting in June/July to explain the issues involved in the assessment of the sites.</p>																																																													
19/05/2021	<p>General Power of Competence (GPC): It was reported that the Clerk had attained the CiLCA (Certificate in Local Council Administration) which was one of the criteria for being able to exercise the GPC. The other criteria was that the number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number of councillors. At the last ordinary election in May 2019, all seven councillors were elected unopposed. It was explained that the GPC enabled councils to do anything that it was possible for an individual to do, for instance to make donations. It was resolved (proposed by Cllr Smith and seconded by Cllr Baxter) to exercise the GPC.</p> <p>It was also decided to award the Clerk an extra increment in recognition of attaining CiLCA which was in accordance with her contract of employment.</p>																																																													
20/05/2021	<p>Finance Matters:</p> <table border="1"> <thead> <tr> <th></th> <th>AMOUNT</th> <th>METHOD</th> <th>DETAILS</th> </tr> </thead> <tbody> <tr> <td colspan="4">RECEIPTS:</td> </tr> <tr> <td>Milton Keynes Council</td> <td>£10,211.50</td> <td>D Credit</td> <td>First instalment of Precept</td> </tr> <tr> <td colspan="4">PAYMENTS:</td> </tr> <tr> <td>Sage UK Ltd</td> <td>£8.40*</td> <td>D Debit</td> <td>Payroll software – May 2021</td> </tr> <tr> <td>Zoom</td> <td>£14.39 *</td> <td>Charge card</td> <td>Monthly video conferencing fee</td> </tr> <tr> <td>Flagmakers</td> <td>£117.36 *</td> <td>Charge card</td> <td>Union flag</td> </tr> <tr> <td>Screwfix</td> <td>£56.88 *</td> <td>Charge card</td> <td>Bin liners (Pk 50 x 8)</td> </tr> <tr> <td>Barclaycard</td> <td>188.63</td> <td>D Debit</td> <td>Charge card transactions (as above)</td> </tr> <tr> <td>K Bates</td> <td>£38.52 *</td> <td>102145</td> <td>Materials for notice board refurbishment</td> </tr> <tr> <td>M Chilton</td> <td>£36.99 *</td> <td>102146</td> <td>Cost of re-staining bus shelter</td> </tr> <tr> <td>BALC</td> <td>£133.03</td> <td>102147</td> <td>Annual BALC/NALC subscription</td> </tr> <tr> <td>Rialtas Business Solutions</td> <td>£148.80 *</td> <td>102148</td> <td>Alpha finance software annual support and maintenance</td> </tr> <tr> <td>RTM Landscapes Ltd</td> <td>£924.30 *</td> <td>102149</td> <td>Grass cutting – April 2021</td> </tr> <tr> <td>Came and Company</td> <td>£732.67</td> <td>102150</td> <td>Insurance premium to 31.5.2022</td> </tr> </tbody> </table>		AMOUNT	METHOD	DETAILS	RECEIPTS:				Milton Keynes Council	£10,211.50	D Credit	First instalment of Precept	PAYMENTS:				Sage UK Ltd	£8.40*	D Debit	Payroll software – May 2021	Zoom	£14.39 *	Charge card	Monthly video conferencing fee	Flagmakers	£117.36 *	Charge card	Union flag	Screwfix	£56.88 *	Charge card	Bin liners (Pk 50 x 8)	Barclaycard	188.63	D Debit	Charge card transactions (as above)	K Bates	£38.52 *	102145	Materials for notice board refurbishment	M Chilton	£36.99 *	102146	Cost of re-staining bus shelter	BALC	£133.03	102147	Annual BALC/NALC subscription	Rialtas Business Solutions	£148.80 *	102148	Alpha finance software annual support and maintenance	RTM Landscapes Ltd	£924.30 *	102149	Grass cutting – April 2021	Came and Company	£732.67	102150	Insurance premium to 31.5.2022	
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	* Payment includes VAT	
21/05/2021	<p>Correspondence and Information Matters:</p> <p>North Crawley United Charities: The Clerk reported that an email had been received from the Secretary of NCUC querying the re- positioning of a resident’s laurel hedge and whether it was encroaching on charity land. It was agreed that as the land belonged to NCUC, that this was a matter for it to consider rather than the Parish Council. It had also transpired that no document appeared to exist which laid out the respective responsibilities of the PC as tenant and NCUC as landowner as far as Peter’s Path was concerned. It was agreed that this was something that should be addressed.</p> <p>As the original bench which had been identified as suitable for Peter’s Path was now in stock, it was agreed that it would be purchased. Cllr Harpur had agreed to install it.</p>	
22/05/2021	<p>Annual Parish Meeting: This meeting for electors traditionally took place prior to the May Parish Council meeting. The date had been missed in 2020 due to COVID-19 restrictions and again in 2021 for the same reason. As many of the groups who reported to the meeting had been inactive during the year and would consequently have little to report, it was decided to arrange the next meeting for 2022 and to endeavour to change its format to make it more relevant and interesting for residents to attend.</p>	
23/05/2021	<p>Receipt of Inappropriate email: The Chair reported that an inappropriate email had been sent to the Chairwoman of the Steering Group by a resident concerning aspects of the Neighbourhood Plan. It was agreed that it was unacceptable for such emails to be sent and the Chair agreed to write to the resident about this incident.</p>	
24/05/2021	<p>Date of Next Meeting: Tuesday 1 June 2021 at 7.30 pm in the Institute</p>	

Signed: Chair Clerk Date