

**ANNUAL GENERAL MEETING MINUTES**

For: Steppingley Parish Council  
 Held on: Tuesday, 23 May 2023

**PRESENT**

Pauline Henninger  
 Hugh Jackson (Chair)  
 Melissa Jordan  
 Chris Wood  
 Lionel Yarde  
 Julie Todd (Clerk)

**IN ATTENDANCE**

Cllr Ian Adams - CBC  
 Cllr Gareth Mackey – CBC  
 3 Members of the Public

**APOLOGIES**

Marcus Webb  
 Cllr Heather Townsend

<b>Agenda Item</b>		<b>ACTION</b>
<b>1.</b>	<b>Election of Chair</b> Cllr Yarde proposed Cllr Jackson to be chair. This was seconded by Cllr Jordan and passed unanimously.	
<b>2.</b>	<b>Election of Vice Chair</b> Cllr Yarde proposed Cllr Henninger to be vice chair. This was seconded by Cllr Jordan and passed unanimously.	
<b>3.</b>	<b>Declaration of Acceptance of Office</b> The councillors present signed the Declaration which was duly witnessed by the Clerk. Cllr Webb to sign Declaration at July's meeting.	<b>MW</b>
<b>4.</b>	<b>Co-option of New Councillor</b> The position remains unfilled.	
<b>5.</b>	<b>Acceptance of Apologies for Absence</b> Apologies were received from Cllr Webb and Ward Councillor Heather Townsend.	
<b>6.</b>	<b>Declaration of Pecuniary Interest</b> None.	
<b>7.</b>	<b>Designation of Portfolios</b> - Planning – Cllr Jackson - Highways – Cllr Wood - Footpaths, P3, Hedges, Tree Warden and Conservation – Cllr Yarde - SVA Liaison – Cllr Jordan - Recreation Ground – Cllr Webb - Steppingley Profile – Cllr Jordan - Communications – Cllr Henninger - Finance – Clerk	
<b>8.</b>	<b>Public Question Time</b> No questions.	
<b>9.</b>	<b>CBC Councillors' Reports</b> Cllr Jackson welcomed new Ward Cllr Adams and welcomed back Ward Cllr Mackey after the recent elections. Cllr Adams: - <u>B/g</u> – lived in Flitwick since 1966; currently attending CBC induction sessions. New Council – 27 independents, 20 Conservative, 10 Liberal Democrats, 5 Labour, 1 Green Party, 1 independent not in independent network.	

	<p>- <u>Warren Farm Licence Application</u> – 2 objections (Police and Environmental Health) received, will be reviewed at Licensing Sub-Committee after 05/06/23. Objections on grounds of past issues with site: nuisance and disruption; transport links. Application is for an annual licence which could be supplemented with TENS to extend the hours. Discussion re siting of notices @ Warren Farm (not in prominent positions); notice in local press is the Times &amp; Citizen?, CBC notifying PCs</p> <p>- Cllr Jackson and Clerk to sign up for CBC email notifications. SPC agreed that whilst not wanting to take the NIMBY stand, caution was expressed re events “growing” with subsequent TENS applications.</p> <p>Cllr Mackey:</p> <p>- <u>Election</u> – thank you for re-electing and looking forward to a productive working relationship with 2 fellow ward councillors.</p> <p>- <u>CBC Structure</u> – Executive posts to be held by Independents councillors and scrutiny committees to be chaired by opposition parties. Looking forward to building consensus, improving communications; cross party working with voting issue by issue.</p> <p>Cllr Jackson:</p> <p>- <u>Working with/Communications with CBC</u> – hopes that new Council will bring improvements in these areas. Open discussion with CBC would be welcomed by SPC.</p> <p>- <u>Crematorium</u> – possibility of using gas cremators. Cllr Mackey said contracts had been signed and this would unlikely in the short term.</p> <p>- <u>Crematorium Lighting</u> – SPC have a dark skies policy and concern was expressed re the footpath lighting and whether this was included in the planning application.</p>	
<b>10.</b>	<p><b>Minutes Of 14 April 2023 Meeting</b></p> <p>Cllr Wood proposed that the minutes be accepted as a true and accurate record of the meeting. Cllr Yarde seconded and it was unanimously agreed. Cllr Jackson signed the minutes.</p>	
<b>11.</b>	<p><b>Matters Arising</b></p> <p>To be covered in reports.</p>	
<b>12.</b>	<p><b>Reports</b></p> <p><u>a. Planning</u></p> <p>- CB/20/02325/FULL The Drovers – this application is nearly 3 years old and there is no decision registered on the CBC Planning Portal. Clerk to ascertain status.</p> <p><u>b. Highways</u></p> <p>Cllr Wood reported:</p> <p>- Rectory Road is scheduled for resurfacing.</p> <p>- Eversholt Road bend – it was agreed coloured road surface would draw attention/improve this sharp bend.</p> <p>- Peakes End – mirror for those turning out of Peakes End. CBC to be approached.</p>	<p><b>Clerk</b></p> <p><b>CW</b></p> <p><b>CW</b></p>

	<p><u>c. Footpaths, P3, Hedges, Tree Warden &amp; Conservation</u>                  - Cricket Pitch Hedges – quote of £950 received from Richard Harris to cut back hedges behind pavilion and along long side; remove dead tree and brambles, raise the canopy on lime trees. It was agreed two further quotes would be needed.                  - Reservoir - bridge over stream – still awaiting response from Michelle Flynn, RoW, CBC. Cllr Yarde to send Ward Cllr Mackey pictures to follow up.                  - FP1 –exit onto Fordfield Road is dangerous, it is proposed to move this entrance to a kissing gate alongside the gate used by the anglers.</p> <p><u>d. SVA Liaison</u>                  Cllr Jordan reported:                  - Village Hall – windows are to be replaced and hall decorated.                  - Sausage and Beer festival in September tbc.</p> <p>Ainsley Jones from Steppingley Cricket Club (SCC):                  - Historically have been undertaking more tasks than in the licence. Resources are stretched therefore:                  - Grass cutting – SCC will gang mow pitch and accessible areas around pavilion. Cllr Yarde has had a quote for remaining areas 4-6 hours initial cut/work followed by 3 hours maintenance. It was agreed that as SPC are responsible the costs for the Children’s Play ground maintenance the grass cutting costs would be split 50/50 with the SVA.                  - Rabbit Fencing – this needs renewing. It was agreed that once the hedges are cut (see c above) the rabbit fencing would be inspected. This would now be autumn 2023.                  - Pavilion Maintenance – SVA to carry out works identified.</p> <p><u>e. Recreation Ground</u>                  Play equipment safety report to be discussed at July meeting.</p> <p><u>f. Steppingley Profile</u>                  Village sign in the triangle outside The French Horn needs repairing/replacing.</p> <p><u>g. Communications</u>                  Village WhatsApp group continues to thrive.</p> <p><u>h. Finance</u>                  The financial spreadsheet was circulated prior to the meeting.</p> <p>Accounts – as of 04.05.23</p> <table border="1" data-bbox="454 1825 1284 1899"> <tr> <td>Current Account</td> <td>£14,874.26</td> </tr> <tr> <td>Reserve Account</td> <td>£9,245.46</td> </tr> </table> <p>Invoice for Payment</p> <table border="1" data-bbox="454 1960 1284 2004"> <tr> <td>Barbara Osborne</td> <td>Payroll</td> <td>£30.00</td> </tr> </table>	Current Account	£14,874.26	Reserve Account	£9,245.46	Barbara Osborne	Payroll	£30.00	<p><b>Clerk/LY</b></p> <p><b>LY/GM</b></p> <p><b>LY/GM</b></p> <p><b>SVA</b></p> <p><b>CW/LY</b></p> <p><b>SVA</b></p> <p><b>MJ</b></p>
Current Account	£14,874.26								
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Barbara Osborne	Payroll	£30.00							

	Payroll (Barbara Osborne) increase to £32 (from £30) for 22/23.	
<b>13.</b>	<p><b>2022/23 Annual Return</b>                  All paperwork was circulated to councillors prior to the meeting.</p> <ol style="list-style-type: none"> <li>1. Internal Audit Report – received and noted.</li> <li>2. Annual Governance Statement – was approved – proposed by Cllr Wood and seconded by Cllr Yarde and unanimously agreed. Cllr Jackson and the Clerk duly signed.</li> <li>3. Accounting Statements – were approved - proposed by Cllr Wood and seconded by Cllr Yarde and unanimously agreed. Cllr Jackson duly signed.</li> <li>4. Certificate of Exemption – was approved - proposed by Cllr Wood and seconded by Cllr Yarde and unanimously agreed. Cllr Jackson duly signed.</li> </ol>	
<b>14.</b>	<p><b>Correspondence</b>                  Distributed by email.</p>	
<b>15.</b>	<p><b>Matters to be Brought Forward to Next Meeting</b>                  Pavilion WiFi</p>	
<b>16.</b>	<p><b>Date and Time of Next Meeting</b>                  Tuesday, 11 July 2023 @ 7.30 pm in the village hall.</p>	

The above are considered a true and accurate account of the meeting.

Signed .....

Date .....