

ANNUAL GENERAL MEETING MINUTES

For: Steppingley Parish Council
 Held on: Wednesday, 18 May 2022

PRESENT

Hugh Jackson (Chair)
 Marcus Webb
 Chris Wood
 Lionel Yarde
 Julie Todd (Clerk)

IN ATTENDANCE

Cllr Charles Gomm - CBC
 Cllr Gareth Mackey – CBC
 1 Member of the Public

APOLOGIES

Pauline Henninger
 Melissa Jordan
 Cllr Neil Bunyan - CBC

Agenda Item		ACTION
1.	Election of Chair Cllr Yarde proposed Cllr Jackson to be chair. This was seconded by Cllr Wood and passed unanimously.	
2.	Election of Vice Chair As Cllr Henninger was absent, it was proposed and unanimously agreed to hold over the election of the Vice Chair to the next meeting in July.	
3.	Apologies Apologies were received from Cllrs Henninger and Jordan and Ward Councillor Neil Bunyan.	
4.	Designation of Portfolios - 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	
5.	CBC Councillors’ Reports <u>Highways</u> – it was agreed Cllr Wood would email Jack Bowers, CBC Highways and Cllr Ian Dalgarno on behalf of SPC. <u>Waste Services</u> – Cllr Jackson expressed again his disappointment that fly tipping is not part of the FixMyStreet system. It was agreed SPC would contact Craig Siddle, Head of Waste Services with John Chandler the Area Custodian. <u>Electric Charging Points</u> – it was agreed to invite Steve Dixon, CBC to next meeting to discuss charging points and CBC plan.	CW HJ Clerk
6.	2021/22 Audit <u>Annual Return y/e 31st March 2022</u> – passed by the internal auditor and circulated prior to the meeting. 2021/22	

	Certificate of Exemption, Annual Governance and Accounting Statements were circulated prior to the meeting and agreed unanimously and duly signed.	
7.	Members' Interests None	
8.	Minutes Of 10 March 2022 Meeting Approved and duly signed.	
9.	Matters Arising To be covered in reports.	
10.	<p>Reports</p> <p><u>i. Planning</u> Steppingley Crematorium – Cllr Jackson reported that he spoke against the proposed planning objection at the March DMC meeting. The application was subsequently approved at the meeting. Cllr Jackson expressed his dissatisfaction with how the meeting was conducted (Crematorium application was not heard until the afternoon).</p> <p><u>ii. Highways</u> Flitwick Road/Anglian Water – all four roads are open with a traffic lights system. Flitwick Mill/Greenfield – road closure for 7 weeks in July. SIDS – SPC have secured a grant of £10,000 from the PCC. CBC are conducting a week long traffic survey on Flitwick and Eversholt Roads. The results will be used to inform the location of the proposed SIDS. Clophill Roundabout - £7m project currently at consultation stage. Peakes End Bend – with the overgrown vegetation the sight line on this bend is severely restricted. SPC councillors have endeavoured to get CBC to cut back the vegetation a number of times however no action to date. Ward Cllrs Gomm and Mackie agreed to look into this. Village Approach Gate – Cllrs Jordan and Wood looking at options. According to manufacturers white plastic is unstable and deteriorates faster than coloured, therefore looking at a pale grey – awaiting samples – approx. £50 per post.</p> <p><u>iii. Footpaths, P3, Hedges, Tree Warden & Conservation</u> Recreation ground trees – the Cricket Club have cut the grass and Cllr Yarde has sprayed weeds. Cllr Yarde emailed the Cricket Club expressing concern at the nets being stored by the trees. Cllrs Yard and Wood are planning to plant 2 more trees. Hedges – Richard Harris has cut the hedge on Rectory Road. Bridleway 13 – a resident reported that they had been told by an employee of Childerley Sporting who rent the land</p>	CG/GM

	<p>that it was not a right of way. CBC RoW officer to write to landowner. Bridleway 13 – gates have been erected by landowner. Cllr Yarde to monitor situation and ensure there is access. Reservoir Bridge – awaiting for CBC to replace. Cllr Yarde to remind CBC and agreed to keep Cllrs Gomm and Mackie in the picture.</p> <p>iv. SVA Liaison Cllr Jordan sent in the following report: Defibrillator - checked and batteries are still in good condition Village Get Together – well attended. Next event will be picnic on the Rec for the jubilee - times etc tba Quiz and wine tasting planned for later in the year. The hall needs quite a few repairs and we are starting with two new metal fire doors, which will be very secure and will last a long while. Window frames need restoring and painting. Utility meters have been updated and Smart meters installed.</p> <p>v. Recreation Ground Nothing to report.</p> <p>vi. Steppingley Profile No report.</p> <p>vii. Communications Notification of annual meetings were posted on village Whatsapp group.</p> <p>viii. Finance The financial spreadsheet was circulated prior to the meeting. Payments made since March 2022 meeting:</p> <table border="1" data-bbox="357 1435 1118 1682"> <tr> <td>08.04.22</td> <td>Fire + Security Solutions</td> <td>New fire extinguisher + emergency light</td> <td>£198.00</td> </tr> <tr> <td>07.04.22</td> <td>Julie Todd</td> <td>Oct '21-Mar '22 Salary</td> <td>£508.80</td> </tr> <tr> <td>26.04.22</td> <td>Barbara Osborne</td> <td>Payroll</td> <td>£30.00</td> </tr> <tr> <td>26.04.22</td> <td>HMRC</td> <td>Clerk's Tax</td> <td>£127.20</td> </tr> </table> <p>Upcoming payments: Richard Harris – hedge cutting</p>	08.04.22	Fire + Security Solutions	New fire extinguisher + emergency light	£198.00	07.04.22	Julie Todd	Oct '21-Mar '22 Salary	£508.80	26.04.22	Barbara Osborne	Payroll	£30.00	26.04.22	HMRC	Clerk's Tax	£127.20	
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<p>11.</p>	<p>Correspondence Distributed by email.</p>																	
<p>12.</p>	<p>Matters to be Brought Forward to Next Meeting None</p>																	

13.	Dates of Meetings Thursday, 14 July 2022 Thursday, 8 September 2022 Thursday, 10 November 2022 Thursday, 12 January 2023 Thursday, 9 March 2023	
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The above are considered a true and accurate account of the meeting.

Signed
Hugh Jackson (Chairman)

Date