

Minutes of the Annual Meeting held in Village Hall, The Lane, Wyboston on Monday, 10 May 2010

Present at the Meeting:

Councillors: Cllr R Brown, Cllr J Holdaway, Cllr N Willoughby, Cllr G Woodman, Cllr M Yemm

In Attendance: Mr R Grasmeder (Clerk), Borough Councillor T Wootton

1. **Election of the Chair and Vice Chair:**

On a proposal from Cllr Willoughby seconded by Cllr Holdaway **it was resolved** to elect Cllr G Woodman as the Chairman. Cllr Woodman completed the declaration of acceptance of office in the prescribed form and assumed the Chair.

On a proposal from Cllr Brown seconded by Cllr Holdaway **it was resolved** to elect Cllr Willoughby as the Vice Chairman.

2. **Apologies for Absence:**

No apologies were received.

3. **Disclosures of interest by members (and employees) in items on the agenda:**

Councillors Holdaway and Willoughby declared a personal interest in item 10b.

4. **Appointment of Clerk:**

The Appointment of Mr R Grasmeder as Clerk and Responsible Financial Officer was approved and confirmed.

5. **Co-Option to the Vacancy on the Parish Council:**

A letter and CV had been received from Mr D Graves. On a proposal from Cllr Yemm seconded by Cllr Brown **it was resolved** to elect Mr Graves subject to completion of the declaration of acceptance and register of interests.

6. **Appointment of a Representative to the Village Hall Committee:**

On a proposal from Cllr Willoughby seconded by Cllr Yemm **it was resolved** that Cllr Holdaway be appointed to represent the Parish Council at the Village Hall Committee meetings.

7. **Appointment of a Highways Representative:**

On a proposal from Cllr Brown seconded by Cllr Holdaway **it was resolved** that Cllr Willoughby be appointed as Highways Representative.

8. **Appoint a Representative to the Milton Park Liaison Group**

On a proposal from Cllr Yemm seconded by Cllr Willoughby **it was resolved** that Cllr Woodman be appointed to represent the Parish Council at the Milton Park Group.

Standing Orders were suspended for Requests for Information

- a) Questions from the public concerning the entry in the Allocation and Designations Plan of a site in the Parish of Roxton and its identification as a potential Gypsy and Traveller site were raised. Would the Parish Council support Roxton Council in its objection. Would the Parish Council ensure that the views of the parishioners are transmitted to the Borough Council. Cllr Wootton spoke about this and the Allocations Plan. He suggested that Planning Consultants be engaged to put forward a joint view of both Roxton and WCC Councils. It was decided that an Open Parish Meeting

would be held and publicised around the Parish and that this would be organized initially by Mr C Thorne.

- b) A statement was made regarding Planning Application No 10/00932/FUL that the proposed fencing and gate would partially cover a private roadway that was not wholly owned by the applicant and the Parish Council was requested to pass this information to the Planning Department.
- c) The Parish Council was asked to enquire about Planning Applications for the Gravel Pits.

Standing Orders were Re-instated

9. Minutes of Meeting 1 March 2010:

With the agreement of all those present the above minutes were confirmed as a correct record and signed by the Chairman.

10. Planning:

a) Planning Application No: 10/00932/FUL

Two storey extension and alterations at 16 Homefield Road, Chawston. It was resolved that there were no objections to the alterations but that the Clerk should advise Planning of the statements made as to the ownership of the road.

b) Planning Application No: 10/00766/M73

This application had been dealt with previously.

c) Inclusion of land off Bedford Road, Roxton in the Allocations and Designations Plan

The Clerk was asked to write to Bedford Borough pointing out that:

- i.* That this proposal would now link the two parishes which had previously been separate.
- ii.* That the site had previously been a Greenfield and it was understood that it was to have been returned to this state at the end of the construction work.
- iii.* That the site was isolated with a lack of amenities and infrastructure.

d) An Exceptions Site for Affordable Housing

A parish survey had identified a need for 12 properties and a site had been identified. Discussions with the landowner were ongoing and subsequent developments would be advised.

11. Reports:

A report on Highways was read and tabled by Cllr Willoughby.

A report on the Sustainable Community Plan Steering Group was read and tabled by Cllr Yemm.

12. Finance:

a) **Annual Accounts** The annual accounts had been audited by the Internal Auditor. The accounts were approved by those present and signed by the Chair and Responsible Financial Officer

b) **The Annual Return for the Year Ended 31 March 2010** was considered and with the approval of those present the Annual Statement (Section 1) and the Annual Governance Statement (Section 2) were signed by the Chair and Responsible Financial Officer.

c) **An Application for Donation from Wyboston & Chawston Womens Institute** was considered and **it was resolved** that the Parish council would undertake to pay the rent of the Village Hall to a maximum of £120 and the Clerk was asked to write to W&CWI to advise of this. (LGA1972 s133)

- d) **An Application from St Mary Magdalene Church at Roxton for a grant of £500 for Grass Cutting** was considered and **it was resolved** to defer a decision until the Clerk had ascertained how much had been paid in previous years.
- e) **Discussion of Funding to Roxton Parish Council was deferred**
- f) **Accounts for Payment:**
The payment of the following accounts was approved by all those present:
- i.* D J Granger – grass cutting £128.24 (*Highways Act 1980 s96*)
 - ii.* J R Sumner – Internal Audit fee £80.00 (*LGA 1972 s111*)
 - iii.* The renewal of the Local Council Insurance Policy was discussed and two quotations (AON & Aviva) examined and it was resolved that the quotation from Aviva would be accepted rather than that from AON - £664.91 (*LGA1972 s111&114*)
13. **Correspondence:**
- a) **Letter from Bedford Borough Council regarding the Allocations and Designations Plan** – The contents were noted.
 - b) **The Urban Grass Cutting Agreement – It was resolved** that the Parish Council wished to continue to be responsible for grass cutting and the Clerk was asked to complete and return the Agreement.
14. **Items for Information: None**
15. **Date of Next Meeting:**
- a) 7 June 2010 at the Village Hall commencing at 7.30 p.m.
 - b) The Chairman closed the meeting at 9.18 p.m.

Signed by Cllr G Woodman (Chair)

at the meeting held on

2010