

MINUTES OF THE VIRTUAL MEETING OF CLIFTON PARISH COUNCIL HELD ON THURSDAY 11th MARCH 2021 AT 7.30pm.

Councillors Present: Mr R. Dart (Chair), Mr. B Livesey (Vice Chair), Mr Hugh Maisey Mrs. P Livesey, Mrs J Lanham, Mr M Talbot, Mr S Langton, Mrs E. Smith, Dr R. Puritz, Mr I. Pacey, Mr Deryck Cheyne and Mr A. Cree.

Also Present: Residents Diana Talbot, Mr Peter Williams, Mrs Philippa Whittington (Chair of All Saints Academy Governors) and Mr Dillon Crawford.

Minutes taken by Mrs Kerri Kilby (Clerk)

1579 Apologies for Absence - CBC Cllrs Mr R. Wenham, Mr I. Dalgarno and Mr D. Shelvey

1580 Declarations of Interest

The Chair reminded the members of their obligation to declare any matters of interest now or if they arise, during the meeting.

1581 Co-Option of Mr Deryck Cheyne & Signing of Declaration of Office

Cllr Langton **PROPOSED** Mr Deryck Cheyne be co-opted Councillor for Clifton Parish Council this was **SECONDED** by Cllr Mr Livesey and **UNANIMOUSLY CARRIED**. The newly co-opted Councillor Cheyne signed the Declaration of Office which was witnessed by the Clerk. Cllr Cheyne then joined the meeting.

1582 Public Forum –

Mr Peter Williams enquired whether there was any update regarding the unlit street light number 3. He was advised that the Council was awaiting an update from Cllr Dalgarno, but had been advised that parts were required to repair the light.

Mrs Philippa Whittington advised the Council that a letter had been sent to CBC raising questions as to why Schools for the Future funding of £750,000 was being offered for two temporary classrooms and a toilet sited on the playing field, and not the £1.8 million that had been awarded to Raynsford. She believed it was partly due to Raynsford incorporating green designs in their plans. All Saints had reluctantly reduced the number of green credentials they would have liked to incorporate into their plans due to the pressure of funding and had received a number of designs for increasing the size of the school to accommodate the extra classrooms, one quote being £1.2 million. Cllr Wenham has been contacted to arrange a meeting to discuss the All Saints needs.

She asked for the Parish Council's support in their bid for a £1.2 million build. Councillors agreed the school had the support of the Parish Council.

Philippa advised that due to the funding, a number of schools were considering pulling out of the project to become primary schools, although this would be a difficult process. She had hoped that CBC would have learnt from Bedford Borough with regards to the problems they encountered when changing to Primary and Secondary Schools.

Provision for SEND children is to be taken away from All Saints Academy.

BEST are to build a new primary school on the site of Samuel Whitbread, giving reception to year 13 provision.

Interviews for a new Head are to commence week commencing 15th March and the school were very committed to becoming a Primary School, but would require the support of CBC.

1583 Crime/Police Report

Crime Statistics for February for Clifton were disseminated to all Councillors prior to the meeting.

The Council acknowledged that only one crime had been reported on the Crime Statistics for February.

Acknowledgement of receipt of the March Bedfordshire PCC Newsletter. – No action required.

1584 CBC Report. - None

1585 Approval of the Minutes of the Annual Parish Council meeting held on 11th February 2021.

RESOLVED: The minutes of the Parish Council meeting held on 11th February 2021 were **APPROVED** and signed by the Chairman as a true record of proceedings.

1586 Matters arising from those minutes.

- Cllr Langton has cleared the car park of mud and moss and Bob Anderson is to continue to sweep the car park regularly.
- The resident in Shefford Road has now cleared the site of rubbish. Situation to be monitored.
- Footpath on Stanford Lane to the Cricket Club. Rural Match Funding has been suspended during Covid. New RMF provision to commence 2022. Cllr Dalgarno has agreed to support the Parish Council's application for a footpath on Stanford Lane. New RMF for 2022 to be announced soon. Cllr Dalgarno to request CBC Highways reverse their decision regarding the footpath.
- Locations for planters to be sited on verges around village. No update has been received. Defer to next meeting.
- Planning application letters sent.
- Clifton House – Cllr Dalgarno to contact Tracey Horner with regards to monitoring the state of the house. Work cannot start on the house until conditions are met. The Council is concerned that no maintenance is being carried out on the building to stop further decay. Enquired as to whether to seek CPRE's involvement. Council to continue to monitor the site and work being carried out on Clifton House.
- Cllr Mrs Livesey contacted James Coggins with regards to replanting trees in Fairfax Close, still awaiting a response. She proposed the Council the purchase a tree to plant in Fairfax Close, although it is a little late in the year to plant so will require watering. James Coggins has agreed that a few trees are to be planted in the village.
- Bilberry Estate – Grand Union Housing have confirmed they are to replace the entire path and not just patch it. Date to be confirmed.
- Grass seed has been received from Central Bedfordshire Council.

1587 Neighbourhood Plan Report

Report was disseminated to all members prior to the meeting. See Appendix 1.

1588 Projects Committee.

Report was disseminated to all members prior to the meeting. See Appendix 2.

1589 Correspondence – None

Peter Williams and Dillon Crawford left the meeting.

1590 Community Centre Matters –

Approval of the opening of Clifton Community Centre after lockdown. – The Clerk advised the Council that current advice received was that from 12th April, Children's Dance Classes can return. From 17th May, controlled indoor events can take place with up to 50% capacity, indoor sports including Badminton and exercise classes can re-start. After 21st June all legal limits on social contact are removed and parties, weddings and funeral restrictions are abolished. The Clerk advised that she had taken provisional bookings for two dates after the 21st June, dependant on all restrictions being lifted. **ACTION: The Council agreed that the Community Centre would be opened in accordance to government regulations.**

Approval of the application for S106 funding for sound proofing and enhancing main hall in Community Centre. – Cllr Langton advised that quotations had been received to carry out the plaster boarding in the main hall, and an application would be submitted to CBC for S106 funding. Cllr Talbot PROPOSED the application for S106 funding for sound proofing and enhancement of the main hall, SECONDED by Cllr Pacey and UNANIMOUSLY CARRIED. **ACTION: Cllr Langton to submit application.**

Cllr Langton advised that once the application had been approved and work commenced on the plaster boarding, a colour scheme for the painting could be discussed.

Cllr Cree advised that curtains could be purchased for between £200 and £250 to help with soundproofing the door to the Committee Room. **ACTION: Defer to next Committee meeting after colour scheme agreed.**

Cllr Dart advised the following:

A quotation for £4,500 had been received for CCTV, 4 cameras and recording capability. **ACTION: Additional quotations to be sought and deferred to a later meeting.**

A quotation for replacement rear doors had been received of £2,250 for plastic doors. Supplier needs to visit site to confirm correct doors are supplied.

Quotation received from The Shutter Repair Company for installing a new shutter on the front door at a cost of £1,075. Company supplied and maintains other shutters on the building.

Solar Panels – One quotation has been received and two other companies not yet responded. Cllr Dart to continue seeking quotations.

The minutes of the Playing Field and Community Centre Committee meeting held on Thursday 18th February 2021 were UNANIMOUSLY RATIFIED by the Council

1591 Highways and Environment Matters –

Cllr Langton advised the following:

Fairfax Close – The damage to the verge was thought to be a Tesco delivery van. However, after the Tesco Express Manager viewed the CCTV footage of the road, it appeared to be a white van of a similar size, but without any markings on the side. This had been parked outside the shop and turned in Fairfax Close. No registration was seen. Tesco have now closed the Council's complaint.

Crossing point outside Tesco Express, Shefford Road – Lisa Wright has been asked to supply approximate costs and advice on how the Council can apply. Depending on infrastructure around the site a Zebra crossing would cost approximately £30,000. A pedestrian study and feasibility study would be required before CBC would consider a crossing.

The hatched lines outside the Tesco carpark on the correct side, have now been approved and awaiting confirmation of date to be marked out.

Traffic Calming on either side of the new development in Broad Street. CBC have been asked to incorporate as reserved matters. Suggestions of a chicane to slow traffic or two raised tables.

Rubbish around the recycling bins has been reported to CBC. Cllr Langton requested a solution for depositing containers the public are using to carry the glass.

Rural Match Funding – Safer Route to School work has still not been completed – road markings on Grange Street and crossing by the duck pond. May be possible to put in the Zebra crossing on Shefford road instead of outstanding SRtoS work.

Lack of gates on the play area on the Taylor Wimpey site, has been reported to Taylor Wimpey and Cllr Dalgarno. CBC will not adopt the site without gates. **ACTION: Cllr Dart advised he would contact Taylor Wimpey again to request gates are fitted.**

A quotation has been requested for the repairs to the bus shelter roof.

Retrospective approval for the planting of roses in memory of Sir Tom in Garden of Remembrance

– The Council **APPROVED UNANIMOUSLY** for the roses in memory of Captain Sir Tom Moore to be purchased at a cost of £60.00 and planted in the Garden of Remembrance.

1592 Planning Matters –

Consideration of responses to planning applications – The Council approved responses to the planning applications below.

- **CB/21/00162/FULL: 58 Broad Street, Clifton** – Raising the roof and installing a front dormer window together with a small ground floor infill to rear of the property. The installation of roof lights to the new roof. – Description amended. **No Objection.**
- **CB/21/00651/OUT: Land at rear of 83 & 85 Broad Street, Clifton** – Outline Application: Demolition of rear outbuildings & erection of two single storey dwellings with associated parking. – Similar development to adjacent properties – **No Objection.**
- **CB/21/00505/FULL: Land off Broad Street, Clifton** – Temporary construction of vehicular access from Broad Street and associated ancillary works. – **No Objection.**
- **CB/21/00874/VOC: Land Adjacent to 34 Hitchin Lane, Clifton** – Section 73 application pursuant to Outline Planning Permission ref CB/15/02733/OUT & Reserved Matters CB/18/02637/RM, seeking a Variation to Condition 1 of Reserved Matters CB/18/02637/RM as a Minor Material Amendment: To amend the floor plan & elevation of Plot 93, provide it with a stand-alone garage, revised parking arrangement & driveway position & associated layout & landscaping amendments. – **No Objection.**

ACTION: Cllr Talbot to respond to the above planning applications.

Development of 22 houses off Broad Street – Land has started to be cleared, but building work has not yet commenced.

1593 Finance Matters –

PAYEE	DESCRIPTION	NETT AMOUNT	VAT DUE	TOTAL	MULTIPLE INV. TOTAL	CHQ NO
R. Anderson	February Salary	0.00	0.00	0.00		B.Trans
K.Kilby	February Salary	0.00	0.00	0.00		B.Trans
	Total February Salaries	1868.40	0.00	1868.40		
HMRC	PAYE Tax Feb	3.80	0.00	3.80		
HMRC	Employee NIC Feb	3.84	0.00	3.84		
HMRC	Employer NIC Feb	56.86	0.00	56.86		
HMRC	NIC Employment Allowance Feb	-56.86	0.00	-56.86	7.64	B.Trans
Adrian Crawley	Grass Cutting February	347.50	0.00	347.50		B.Trans
C. Wischhusen	Litter Picking February	70.00	0.00	70.00		B.Trans
D.J. Granger	Cemetery Grass Cut 21206	183.42	36.68	220.10		B.Trans
Grasshopper Gdners	GoR Gardening February	137.00	0.00	137.00		B.Trans
Courtland Services	Annual subscription for Microsoft 365 Clerks Laptop	115.20	23.04	138.24		B.Trans
G & M Growers	Ornamental Bark	110.00	0.00	110.00		B.Trans
K.Kilby	February Expenses	50.33	3.27	53.60		B.Trans
Tesco Mobile	Clerks phone	9.00	0.00	9.00		DD
Total February 2021 Payments		2898.49	62.99	2961.48		

The Council **UNANIMOUSLY APPROVED** payment of outstanding invoices produced by the Clerk.

Balance Sheets as of 28th February 2021.

Copies of the balance sheets of 28th February 2021 were disseminated to all members. No questions were raised.

Approval of amount of funds to transfer from Councils Business Account to Savings Account. –
The Council discussed the transfer to funds from the Council Business Account to the Savings Account before the end of the financial year, to help fund large scale projects in the village. After discussion, Cllr Puritz PROPOSED the transfer of £15,000, SECONDED by Cllr Smith and UNANIMOUSLY APPROVED. **ACTION:** Clerk to transfer funds on proviso that no large invoice is received prior to 31st March 2021.

1594 Items for Future Agendas (for information only). – None**1595 Next meeting dates –**

Full Council - Thursday 8th April 2021 7.30pm.

Annual Parish Meeting to be held on Thursday 13th May 2021 if possible.

Meeting closed at 9.10pm

Signed _____ Date: _____

Appendix 1

Neighbourhood Plan – Update for Parish Council

8th March 2021

The current position of Clifton Neighbourhood Plan is as follows:-

- **Draft Plan** – Work is being finalised on the actual writing of the plan. The status of each section is:-

Vision Statement – Subject to final review by the Steering Committee
Community and Leisure Infrastructure – Revised and subject to review by Jacqueline Veater
Housing – Site allocation section being rewritten prior to review by Jacqueline Veater
Transport - Revised and subject to review by Jacqueline Veater
Business – At final draft stage
Green Infrastructure Plan – Being reviewed
Heritage, Community and Environment – Being reviewed
Socio Economic – At final draft stage
Character Assessment – Almost complete, subject to enhancing the Conservation Area description.
Viewpoints – being compiled
Basic Condition Statement – Being drafted by CBC
Regulation 14 pre-submission consultation summary – written. Now with Jacqueline Veater who will add our policies and objectives.
Consultation statement – being written by CBC
Consultation letter – Started
Appendices – Not yet started
Screening report – Being worked on by CBC
Strategic Environmental Statement – Almost certainly not required, but will be confirmed when the screening report is received.
Mapping – Being worked on by CBC
- We are reviewing all the sections several times to ensure we submit a Neighbourhood Plan which best reflects our vision of Clifton and is most likely to pass the scrutiny of the Inspector.
- We are undertaking an assessment of “Viewpoints” around the village. This is an important aspect of the Neighbourhood Plan because it will provide yet another characteristic which must be taken into consideration when planning applications are considered. However, we do need to be sensible in our approach and must be able to justify why a particular viewpoint is important to the village.
- Our consultant, Jacqueline Veater, is now in regular contact and providing us with the support we require.
- CBC are now involved and we are taking advantage of the services they offer as part of their, (free), support to communities involved in creating a Neighbourhood Plan.
- We plan to provide the PC with a draft plan in time for the May 8th meeting.
- We hope to go to pre-submission consultation in May. This will involve providing every home in Clifton with a pack containing a summary of the Plan and inviting them to provide their views on it and also possibly having an open day at the Community Centre, (subject to COVID19 restrictions), with steering group members available to answer questions directly.

Projects Committee – Update for Parish Council

8th March 2021

Progress on the following projects is as follows:-

- **Lamppost flower baskets.** The old baskets were collected by Savins. Orders have been placed for the new S106 funded baskets to be installed in May.
- **Adopt a Clifton Pathway.** Agreement has now been reached with CBC of the design of a round sign to designate the path each volunteer(s) is responsible for. The signs will be manufactured from di-bond. (This is a hard wearing material which has no value if stolen) and fixed to lamp posts with a metal strap. They have provided quantities of pick up sticks, hi-vis vests, gloves and bin bags. Risk assessments and instructions will be provided to all volunteers. WE expect to publicise this more widely in the next couple of weeks. Initial responses when this was first mooted last year were encouraging.
- **Soundproofing in the Community Centre.** Quotes have been obtained to plaster some of the walls in the Community Centre with the aim of reducing noise levels. The CCPF sub-committee have approved the referral of the project to full PC to ask for confirmation that an application for funding from Section 106 can be made. The project will entail fixing sound reduction skimmed plasterboard to three walls of the main Community Centre hall to a height level with the bar/kitchen wall. This project has the dual aim of reducing sound, both in the main hall and also in the committee room and also of improving the ambience of the main hall.
- **Provision of electric vehicle charging points.** We have been contacted by Cllr. Stephen Dixon who is the CBC councillor with responsibility for policy on electric vehicles and who is very keen for us to spearhead this as a rural community. He will be leading a green taskforce at CBC and EV charging points are a priority. He will make further contact in the next few weeks to help establish the best route forward.
- **Netball Court.** Following discussions with Henlow Netball Club it has become apparent the car park surface no longer meets the higher standards now required. The alternative proposal is to consider a combined netball/tennis court located on the playing field. This would have the advantage of being used for both winter and summer activities. It is expected the revenue generated by charging for the use of these courts would pay for the upkeep and maintenance with any surplus used to repay the initial capital expenditure.
- **Petanque Court.** We are currently in the process of obtaining more quotes from companies specialising in building these courts.
- **Tidy Stanford Lock.** We will shortly be looking at the lock again to work out how many of the 22 people who have volunteered to help will be needed, when they will be needed, what equipment will be required, exactly what we are going to ask them to do and how we are going to do it safely.
- **Health Hub.** Some slight progress has been made, but is unlikely to continue until the current pandemic is over. We have been made aware of a health hub in Putnoe which may help our cause.

Other projects.

- **Cycle paths(s).** No further update.
- **Clifton Green Walk.** No further update.
- **Solar Panels for the Community Centre.** Initial investigations have commenced and quotations requested.
- **Skatepark.** Following an eloquent request from an 11-year-old resident we have agreed to look at this. Funding may prove to be an issue.
- **All weather pathway around the playing field.** Investigations have commenced. We now have a comprehensive list of suitable surfaces. Costs are being requested.

Other projects on the horizon include a 3G, five a side football pitch. More suggestions welcome.