

NORTH CRAWLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 1 June 2021 at 7.30 pm in the Institute

Present:	Parish Councillors: Steve Garner (in the Chair), G Baxter, Sue Garner, D Harpur, T Smith and J Weatherley Clerk/RFO S M Bushnell Ward Councillor D Hosking Mr Allison Morrow (Eagle Bowmen Archery Club) Two members of the public	ACTION
01/06/2021	Apologies for Absence Parish Councillor M Hold, Ward Councillors P Geary and K McLean and PCSO Arlene Ormston	
02/06/2021	Declarations of Interests: None	
03/06/2021	Approval of Minutes: The Minutes of the Parish Council meeting held on 4 May 2021 were approved.	
04/06/2021	Items from members of the public: There were two members of the public present at the meeting but no issues were raised for discussion.	
	Matters Arising from the minutes	
05/06/2021	Minute 06/05/2021 Review of North Crawley Conservation Area: There was no further news on this and the Clerk agreed to contact MKC again for a further update.	Clerk
06/06/2021	Minute 07/05/2021 Crime Correspondent: The Clerk reported neither she nor Roz Hatton had received any responses from residents as to the setting up of a Neighbourhood Watch Scheme. The Chair agreed to mention this in his next parish bulletin.	Chair
07/06/2021	Minute 21/05/2020 North Crawley United Charities: The Chair reported that it was important that the respective responsibilities of the charity and the parish council were set out in a document in regard to the payment for access to "Peter's Path". He understood that a search was being carried out for any documentation on this matter and that a further report would be made at a later meeting.	
08/06/2021	Planning Applications: Application no: 21/01457/PANOTH - Prior notification for the erection of an extension to existing agricultural building for agricultural or forestry use at Dollars Grove Farm, East End, North Crawley, Newport Pagnell, MK16 9HW It was agreed that there were no objections to this application. Application no: 21/01515/PANAGC - Application to determine if prior approval is required for a proposed conversion of the building to residential use and associated alterations to facilitate this at Horncastle Barn, Gog Lane, Little Crawley, Newport Pagnell, MK16 9LT It was agreed, in order to be consistent with responses to similar applications, that this should not be supported as it was in open countryside.	

Signed: Chair Clerk Date

	<p>Application no: 21/01530/PNHSE - Prior notification for the proposed single storey rear extension with a flat roof and centrally positioned glazed lantern. The extension will extend out by 6.78m and will have a maximum height of 3.94m at 47 High Street, North Crawley, Newport Pagnell, MK16 9HN</p> <p>It was agreed that there were no objections to this application.</p> <p>Application no 21/01569/FUL – rear balcony at Long Acre, Gog Lane, Little Crawley, Newport Pagnell, MK16 9JW</p> <p>It was agreed that there were no objections to this application as the balcony was on the rear of the property and therefore not in view.</p>	
09/06/2021	<p>Councillors’ Reports:</p> <p>Landscape and Streetscape: Cllr Sue Garner enquired about the new bench for Peter’s Path. It was confirmed that this had been ordered and would be delivered to Cllr Harpur’s address in due course who would then install it.</p> <p>Cllr Sue Garner enquired about the plant trough in the High Street as it needed to be replanted. The Chair confirmed that he had sent an email to Cllr Hold to ask for her thoughts on this matter.</p> <p>Recreation: The Chair reported that arrangements for the August Bank Holiday Fun Day were progressing well.</p> <p>Institute Management Committee: The Chair reported that a meeting had recently been held. A new Treasurer had been appointed and there was now a representative from the Play Park Committee as a user group. The IMC felt that residents should be made aware of the proposals for the play park and the Play Park Committee had therefore organised an Open Morning on 5 June where the plans would be on display. The next meeting of the IMC would be held on 26 July.</p> <p>It was also reported that Cllr Baxter had indicated that he would be willing to be the Parish Council representative on the IMC and this was approved with thanks. The Chair agreed to arrange a handover with him.</p> <p>Neighbourhood Plan Update: The Chair reported that approval had been reached between two landowners which meant that Site 4 was now much more acceptable as road access was possible without crossing the Orchard Way verge. A Steering Group meeting would be held on 3 June and the next steps would be a leaflet to residents and also an Open Day at the end of July.</p> <p>Footpaths: MKC ROW had confirmed that they would be in touch with the resident of 47 High Street concerning the leaning fence on the footpath. Cllr Smith would be monitoring this situation. The possibility of diverting the Crawley Grange path was also still being investigated.</p> <p>Cemetery: The Chair reported that he and the Clerk would be carrying out a second inspection of the cemetery the following week which would concentrate on a further area. It was intended that these inspections would be carried out on an annual basis.</p>	
10/06/2021	<p>Ward Councillor’s Report: Ward Councillor Hosking reported:</p>	

Signed: Chair Clerk Date

	<ul style="list-style-type: none"> • Keith McLean had been re-elected as a Ward Councillor at the recent local elections for the next three years and he was congratulated on this success. • Retrospective Planning application at Ivy House. This application had been refused on highway safety grounds and also for unauthorised work in a conservation area. 	
11/06/2021	<p>Archery Club at Broadmead:</p> <p>Al Morrow was in attendance at the meeting. He began by summarising the letter he had sent to the Parish Councillors a few days before which explained the sport of archery and also the background of the use of the land at Broadmead by the Club. It had originally started due to lack of facilities being available for use due to COVID but it was now being considered to become a permanent satellite site for the club. A lengthy discussion then ensued on this matter with no agreement being reached between the Parish Council and the Archery Club on a way forward that would solve the problem. Mr Morrow was asked to respond to the following points of concern, if possible before the next Parish Council meeting on 6 July:</p> <ul style="list-style-type: none"> • The Parish Council had been advised by MKC that planning permission would be required if the activity took place on more than 28 days in a year. Applying and obtaining planning permission would have the effect of addressing the Parish Council's concerns over the safety of residents. Planning Permission should therefore be sought for this activity. • The parking of cars was a concern, both the number of cars and the damage that would be caused by parking cars on the grass verges which were part of the highway. The entrance and exit to the public right of way should also not be obstructed. A satisfactory solution to this needed to be found. • Although the likelihood of arrows going off course and causing injury was perhaps small, the perception of those using the public right of way was that the activity was potentially dangerous. A suitable way to screen the area from the right of way was therefore needed. • A risk assessment for the site and a copy of the Club's Public Liability Insurance had been requested on at least two occasions. It now appeared that the Club had been advised not to make the Public Liability document available due to confidentiality reasons. The Council could not understand why this would be and therefore sight of this document was still requested. <p>Mr Morrow then left the meeting.</p> <p>Ward Councillor Geary advised, rather than wait for a response to the above, that Planning Enforcement should be consulted about this and the Clerk agreed to do this and emphasise that this was on the advice of the Ward Councillors.</p>	Clerk

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12/06/2021	Update from PCSO Arlene Ormston: As Arlene was not present there was no report although she had confirmed by email that no crime had been reported in North/Little Crawley since the previous meeting.																																																											
13/06/2021	Play Park project: The Chair reported that the Committee has just submitted an application for an FCC grant and that, if approved, would amount to nearly £80,000 for the project. Thanks were expressed for the outstanding fund raising carried out in a comparatively short amount of time.																																																											
14/06/2021	Review of Policies: The following policies were reviewed and approved (Proposed by the Chair and Seconded by Cllr Baxter): <ul style="list-style-type: none"> • Financial Regulations • Risk Assessment • Standing orders • Members' Code of Conduct • Complaints policy • Equality and Diversity policy • Freedom of Information policy • Publication Scheme 																																																											
15/06/2021	Finance Matters: Annual Accounts 2020/21: The Clerk had previously circulated the AGAR (Annual Governance and Accountability Return) for 2020/21 which had been approved by the Internal Auditor, along with a copy of the Internal Auditor's Annual Report. The Internal Auditor had found all to be satisfactory and no actions had been recommended. It was agreed to approve the Annual Governance Statement, The Certificate of Exemption and the Accounting Statement (Proposed by Cllr Smith and Seconded by Cllr Sue Garner) which was signed by the Chair and Clerk/RFO as required. The Clerk would arrange for the information to be publicised on the Parish Council website and for the period of the Exercise of Public Rights to be advertised.			Clerk																																																								
16/06/2021	<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>H W Mason and Sons</td> <td>£1,040.00</td> <td>D Credit</td> <td>Interment fee (£520) and Exclusive Rights fee (£520) re Joseph Payne</td> </tr> <tr> <td>NC Play Park Committee</td> <td>£10,000.00</td> <td>D Credit</td> <td>Funds raised for Play Park project</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 – June 2021</td> </tr> <tr> <td>Zoom</td> <td>£14.39 *</td> <td>Charge card</td> <td>Monthly video conferencing fee</td> </tr> <tr> <td>Amazon UK</td> <td>£3.13*</td> <td>Charge card</td> <td>Stationery</td> </tr> <tr> <td>McAfee</td> <td>£94.99*</td> <td>Charge card</td> <td>Laptop Virus Protection to 19.4.2023</td> </tr> <tr> <td>Dell Products</td> <td>£119.30*</td> <td>Charge card</td> <td>3 Premium Support for laptop</td> </tr> <tr> <td>Barclaycard</td> <td>£231.81</td> <td>D Debit</td> <td>Charge card transactions (as above)</td> </tr> <tr> <td>ICO</td> <td>£35.00</td> <td>D Debit</td> <td>Annual Data Protection charge</td> </tr> <tr> <td>RTM Landscapes Ltd</td> <td>£616.20 *</td> <td>102151</td> <td>Grass cutting – May 2021</td> </tr> <tr> <td>North Crawley PC</td> <td>£500.00</td> <td>102152</td> <td>Opening balance for new bank account with Unity Trust bank</td> </tr> </tbody> </table>				AMOUNT	METHOD	DETAILS	RECEIPTS:				H W Mason and Sons	£1,040.00	D Credit	Interment fee (£520) and Exclusive Rights fee (£520) re Joseph Payne	NC Play Park Committee	£10,000.00	D Credit	Funds raised for Play Park project	PAYMENTS:				Sage UK Ltd	£8.40*	D Debit	Payroll software – June 2021	Zoom	£14.39 *	Charge card	Monthly video conferencing fee	Amazon UK	£3.13*	Charge card	Stationery	McAfee	£94.99*	Charge card	Laptop Virus Protection to 19.4.2023	Dell Products	£119.30*	Charge card	3 Premium Support for laptop	Barclaycard	£231.81	D Debit	Charge card transactions (as above)	ICO	£35.00	D Debit	Annual Data Protection charge	RTM Landscapes Ltd	£616.20 *	102151	Grass cutting – May 2021	North Crawley PC	£500.00	102152	Opening balance for new bank account with Unity Trust bank	
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	* Payment includes VAT	
17/06/2021	Bank Account: Following the circulation of email correspondence between councillors as to the problems being experienced by the Clerk with Barclays Bank over the last few months, it was decided to change banks to the Unity Trust Bank with the signatories remaining as Cllrs Harpur, Steve Garner and Smith (Proposed by Cllr Baxter and Seconded by Cllr Sue Garner). The Clerk would take this matter forward to the next stage. As part of the account opening process, it was necessary to send a £500 cheque made payable to North Crawley Parish Council to Unity Trust Bank which would form the opening balance of the new bank account (see above).	Clerk
18/06/2021	Churchyard matters: The late Joseph Payne – Interment Fee (£520) and Exclusive Right of Burial Fee (£520) received for Plot 3/194 - Exclusive Right Certificate No 199.	
19/06/2021	Correspondence and information matters: Community Infrastructure Fund: Details had been circulated to councillors about this MKC Fund which was open for applications for projects which provided a permanent benefit to the community. It was noted that the closing date of 27 August 2021 represented a tight timescale for preparing a detailed application for funding. The Chair suggested that the Parish Council could consider appointing a councillor who would be responsible for ascertaining any relevant grants that might be available in the future and preparing draft applications ready to be submitted at an appropriate time. He asked for councillors to consider this idea for the next meeting. Sign for rear of bus shelter: The Clerk had circulated the proof of a sign for the rear of the bus shelter as previously agreed. This proof was approved and the Clerk would order the sign at a cost of £23.09 (including VAT). Planters at entrances to village: The Clerk reported that she had received an email from a resident who had suggested wooden planters being placed at the four entrances to the village. It was agreed that this would be an attractive addition to the village; however, the maintenance of such planters had to be at a very high standard to ensure that they did not inadvertently become an unattractive feature. The email had indicated that there might be some volunteers available who would be able to help with the project. The Clerk was asked to reply to give support in principle to the idea but to ask whether a sustainable volunteer group could be available to look after such planters on a long term basis as the Parish Council did not currently have the resources to do this itself. It was also possible that a grant application could be made under the Community Infrastructure Fund for the planters themselves if there was sufficient time to take this forward before the closing date. Parishes Forum: An email had been received from MKC requesting the names of the Parish Council representatives on the Parishes Forum. Cllr Weatherley agreed to represent the Parish Council, along with the Clerk.	All Cllrs Clerk Clerk

Signed: Chair Clerk Date

20/06/2021	Date of Next Meeting: Tuesday 6 July 2021 at 7.30 pm in the Institute	
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Signed: Chair Clerk Date