

**Emberton Parish Council**  
**Minutes of Meeting held in The Pavilion**  
**Tuesday 8<sup>th</sup> June 2021 at 7pm**

**Present:**

Cllr Melanie Duncan - Chairman  
 Cllr Steve Gibson – Vice Chairman  
 Cllr Colin Jamieson  
 Cllr Fred Markland  
 Cllr Harry White

Mrs A Cooper (resident)  
 Mr G Ridgley (resident – part meeting)

Ward Cllr David Hosking (part meeting)

Mrs Karen Goss – Clerk and RFO

**Apologies for Absence** – Apologies for absence were received from Cllr Paul Flowers, Cllr Richard Logsdail and Ward Councillors Peter Geary and Keith McLean.

**Declarations of Interest in items on the Agenda** – Cllr Duncan Declared an Interest in item 2.1.17.

**MINUTES OF THE MEETING** held on the 4<sup>th</sup> May 2021. The Minutes of the Meeting held on the 4<sup>th</sup> May were confirmed as correct and signed by the Chairman.

- 1.2 **Public questions** – Mrs Cooper stated that she had re-submitted a planning application for West Lane House which would include a sewing room. Mrs Cooper explained that she did not employ anyone nor was it intended that the sewing room would be a show room or open to visitors. Mrs Cooper stated that there would not be any impact on the current parking. Mrs Cooper stated that with regard to the design, the conservation officer's comments on the previous withdrawn application had stated that the roof of the existing building was not in keeping with its village surroundings.

Mr Ridgeley stated that he had recently moved into one of the houses at the top of Gravel Walk and wanted to ascertain whether his property and his neighbouring property could be included in the conservation area. Mr Ridgeley felt that the properties could be classed as unlisted heritage assets due to the architecture of the windows.

Mr Ridgeley also commented that paddock land at 34 Gravel Walk might possibly have been changed to garden use, by the erection of decking.

Cllr Duncan responded that planning enforcement was a matter for Milton Keynes Council as the parish council were merely consultees with regard to planning applications. Cllr Duncan advised Mr Ridgeley to look at the planning permission that was granted for 34 Gravel Walk in September 2015 to look at what was consented garden.

With regard to Mr Ridgeley's property forming part of the conservation area, the advice from MKC was that it was very unlikely that the cottages at 15 and 17 Gravel Walk could form a separate conservation area. However, if the residents wished the cottages to become undesignated heritage assets, this would be something the residents would need to take forward to MKC themselves, bearing in mind this designation could potentially have consequences for the residents (eg when seeking future planning consents for these properties, insurance, possible mortgagees' consents needed). EPC's role would be as a potential consultee on these matters, if MKC were willing to proceed. Cllr Markland asked whether Mr Ridgeley had researched the history of the properties. Mr Ridgeley stated that he had been in touch with the History Society who had sent some background history and old maps. Cllr Markland asked Mr Ridgeley if he found out any further information to lodge this with the History Society.

1.3 **Risk – Covid 19 update** – Nothing to report.

## 2. TO RECEIVE REPORTS AND AGREE ANY DECISIONS/ACTIONS

### 2.1 Ward Cllrs' Report

**Elections** – Ward Cllr Hosking reported that Keith McLean had been re-elected as a Ward Councillor for three more years.

**DRT** - Ward Cllr Hosking stated that there were daily issues of failures in this service and residents should report these to the Ward Councillors.

**Green bins** – Ward Cllr Hosking reported that in some areas the green bins were not being collected on the day they were supposed to be.

**MK East** – Ward Cllr Hosking urged the parish council to comment on the consultation for MK East for the outline planning application (21/00999/OUTEIS).

2.2 **Dates for Diaries** – these were noted.

### 2.3 Clerk's Report

2.1.17 **Bridleway claim at Petsoe End** – It was noted that MKC had appointed an expert witness to assist them with submitting the case to the Planning Inspectorate. The Expert Witness was a nationally recognised Rights of Way professional and would be helping MKC with the process going forward including the setting out of all the evidence to the Planning Inspectorate, representing MKC at the Public Inquiry, and helping with the members of the public that would be giving their evidence at the inquiry.

2.1.82 **Resident's parking – Hulton Drive** – Response to proposals sent to MKC on the 6<sup>th</sup> May stating that the resident parking scheme was acceptable but the parish council wished it to be in force for the whole of the year. Yellow line scheme needed further investigation with the possibility of an additional resident parking scheme for the remainder of the properties in Olney Road (north). Awaiting MKC to confirm site visit by one of their officers.

2.1.95 **Milestone (A509 north)** – The clerk to look at this.

2.1.109 (January 2021) – **Ash tree (junction of Petsoe End)** – It was noted that the ash tree was still alive, although there were some overhanging dead branches.

- 2.1.110 (March 2021) - **Anglian Water pumping station, Harvey Drive** – Nothing further to report.
- 2.1.111 (May 2021) – **Harvey Drive nameplate** – Cllr Markland reported that Harvey Drive was a no through private road and this was not shown on the street nameplate. Vehicles often used the private road to try and access the park. The clerk reported this to MKC; response received on 7<sup>th</sup> May stating that this was not a priority. The clerk sent an email to request details of cost of new name plate.
- 3.6.15 **Rat running and restricted access** – nothing to report.
- 3.6.28 **Parking restrictions (Olney Road)** – See update under item 2.1.82.
- 3.6.50 **Dog fouling in playing field** – It was agreed to remove this item from the agenda as the action was now with the Sports & Recreation Committee.
- 3.6.68 **Well at Petsoe End** – Cllr Markland reported that the Well at Petsoe had now been listed as a heritage asset and solutions needed to be looked into for finding contractors to remove the tree and repair the well as well as sources of funding.
- 3.6.109 **Newton Road** – Awaiting assessment by MKC.
- 3.6.110 (March 2021) – **Gritting at Petsoe End** – Nothing to report.
- 3.6.111 **Street light at junction with High Street and A509** – nothing to report.
- 3.6.112 (March 2021) – **Dead trees Newton Road (to right of triangle)** – It was noted that a further dead tree had fallen down and had to be removed from the road.
- 3. SPECIFIC AGENDA ITEMS**
- 3.1 **Emberton Park** – Cllr White reported that there was no update as there hadn't been a PLUG meeting with the next one due to take place in July. The Draft Vision 2021-2030 for the park was discussed. It was noted that the vision of short-term parking had been on the agenda for 30 years. The question was raised whether the vision was supported by a management plan and what were the timescales? It was noted that there had been schemes put in place previously but they lacked a maintenance plan. Cllr Hosking asked councillors their view on the ownership of the park. Cllr White commented that the parish council had supported the view of the Parks Trust taking over ownership.
- 3.23 **Bell & Bear Public House** – Nothing to report.
- 3.74 **Emberton Neighbourhood Plan** – Cllr Markland reported that a meeting was held with Emberton United Charities who had now withdrawn their interest in putting forward The Institute for potential development or for change of use and wanted it to be a community facility. The consultant would now contact MKC for further advice.
- 3.85 **Emberton School** – School House Fund – Cllr Duncan reported that she had prepared a draft letter to the Trustees of the School House Fund about the direction they were suggesting for the fund. Cllrs to look at this and comment. **Action: ALL**

- 3.851 **Acorn Early Years proposal** – Update from Acorn Early Years that advice given that the decision was going to the strategic property board on 11<sup>th</sup> May, but nothing heard back yet.

In the interim, the VSF were very keen for Acorn Early Years to progress with the plans for the summer playscheme, with the hope that the lease for the building would get sorted in time for the nursery to open in September. It was likely that there would be a temporary arrangement with the school to cover the summer holidays, so that the playscheme could start. Ward Cllr Hosking suggested that the clerk contacted Stuart Proffitt for an update.

**Action: KG**

- 3.97 **Sports & Recreation Committee** – Meeting to be held on the 15<sup>th</sup> June 2021
- 3.99 **Conservation area – review of 1997 Conservation Area Statement by MKC** – Nothing to report.

#### 4. **PLANNING APPLICATIONS AND ENFORCEMENT ISSUES**

- 4.1 **Wind Farm Community Benefit Fund** – Cllr White reported that there had not been any further meetings. Cllr Duncan to draft a letter to Mr J Palmer, Head of Planning at MKC regarding the S106 agreement **Action: MD**
- 4.2 **Solar Farm Community Benefit Fund** – Nothing to report.
- 4.3 **Planning enforcement – parish council’s remit** – Cllr Duncan reported that the parish council were receiving enquiries from residents regarding potential breach of planning regulations. It was noted that the parish council was merely a consultee with regard to the planning application process and that residents could report breaches in planning regulations direct to MKC.

#### **previous applications status**

- 4.308 **21/00642/TCA** - Notification of intention to two Beech Trees (1 and 2) - reduce the height by 2m and circumference by 2.5m and 1 No Sorbus - reduce crown by 4m and sides by 2m back to previous pruning point at 4 Gravel Walk – **no objections**
- 4.309 **21/01130/FUL** – Erection of one dwelling with attached single garage (re-submission of 20/00483/FUL) at 34 Gravel Walk – **pending**
- 4.310 **21/01213/TCA** – Notification of intention to T1 – Western Red Cedar – Crown Thin by 20%, Reduce by 1-2 metres from the house, and then Crown Lift to around 4 metres (leaving the primary branches in place) at West Farm House, 6 West Farm Way – **no objections**
- 4.311 **21/01252/NMA** – Non material amendment to application reference 20/00077/FUL for slate roof finish throughout to replace concrete tiles, reduction in size to one window on NW elevation, garage door replaced with single door and side window, single door with glazed side panel replaced with window to match others, additional roof light over G9bed5, replace glazing & Larch brise-soleil to gable with timber infill & Cedar cladding, additional thin glazed panels in G17 family room. Large glazed panels, sliding doors & sliding larch louvred screens with 2no single doors one with side window at Springside Pasture, Petsoe End – **refused**

#### **New applications**

- 4.312 **21/01373/FUL and 21/01374/LBC** (Listed Building Consent) New attic floor & roof to existing outbuilding including re-building of boundary wall (excluding garage) to provide ancillary habitable space/sewing room & gym. Existing window adapted to form a new doorway to kitchen (rear elevation). Replacement timber cart shed doors to south elevation (partly glazed), new services in connection. Alterations to garage including alterations to wall plate for new roof, internal division & new door at West Lane House, West Lane. This application was discussed following the guidelines for material considerations:

Parking - Cllr Markland commented that the application needed looking at by highways to make sure there was adequate parking.

Design & appearance – Cllr Markland stated that this could be taken into consideration as the property was in a conservation area and listed buildings were close by.

Layout & density – It was noted that the application only sought to build upwards.

Effect on listed building & conservation area – Cllr Markland reported that there were points put forward before on the previous application which had been objected to by the conservation officer and these had appeared in the current application. These related to the replacement of the window with a door and the removal of the timber garage door. Cllr Markland stated that he was disappointed that the parish council could not support the view that this was a loss of the fabric of the building. Cllr Markland stated that the boundary wall was an important feature in the conservation area. A discussion took place regarding the merit of the application and a vote taken. It was **agreed** by 4 votes to 1 that the application be supported. The clerk to draft a response with the above comments. **Action: KG**

- 4.313 **21/01441/ADV** – Advertisement consent for installation of new freestanding church noticeboard inside main entrance to the churchyard, on south side of church path, and removal of existing wooden notice board opposite at All Saints Church, Church Lane. It was noted that there were no objections to this application as the proposed noticeboard was close to the existing one, but on the other side of the Church path, beside no 1 Church Lane.
- 4.314 **21/01095/FUL** – Install of new freestanding church noticeboard inside main entrance to the churchyard on south side of church path and removal of existing wooden notice board opposite at All Saints Church, Church Lane. It was noted that there were no objections to this application as the proposed noticeboard was close to the existing one, but on the other side of the Church path, beside no 1 Church Lane.
- 4.315 **21/01672/FUL** – Single storey rear extension and new rear dormer window at 24 Olney Road. No objections.

## 5. ACCOUNTS

- 5.1 **To receive the RFO's Report for the 8<sup>th</sup> June 2021** and approve payments. It was proposed by Cllr White and seconded by Cllr Gibson that the payments be approved as per the RFO's Report. Cllr White to approve the payments online. **Action: HW**
- 5.2 **Precept and payment of community grants** – The clerk reported that currently the precept was received in two stages but community grants were paid in May. It was proposed by Cllr

Jamieson, seconded by Cllr White and unanimously agreed that community grants should be paid in two stages in line with receiving the precept.

- 5.3 **Approval of accounts** – It was proposed by Cllr Markland, seconded by Cllr Gibson and unanimously agreed that the accounts be accepted.
- 5.4 **Approval of Risk Assessment** – It was proposed by Cllr White, seconded by Cllr Gibson and unanimously agreed that the Risk Assessment be accepted.
- 5.5 **Approval of Fixed Asset Register** – It was noted that the fixed asset register needed updating to reflect the rebuild cost of the clock tower and bus shelter and that the well at Petsoe End needed to be included in the register. It was proposed by Cllr Gibson, seconded by Cllr White and unanimously agreed that the Fixed Asset Register be accepted with the above recommendation.
- 5.6 **Approval of Annual Governance Statement** – It was proposed by Cllr Gibson, seconded by Cllr White and unanimously agreed that the Annual Governance Statement be approved.
- 5.7 **Approval of Accounting Statements** – It was proposed by Cllr Gibson, seconded by Cllr White and unanimously agreed that the Accounting Statements be approved.
- 5.8 **Confirmation of Internal Auditor’s Report (with suggested proposals) and Appointment for 2021/2022** – It was proposed by Cllr Markland, seconded by Cllr Jamieson and unanimously agreed that the internal auditor’s report be accepted and his appointment for 2021/2022 confirmed.
- 5.9 **Approval of PKF Littlejohn as external auditors and adoption of Notice of Public Rights** – It was proposed by Cllr Markland, seconded by Cllr Jamieson and unanimously agreed that PKF Littlejohn be approved as external auditors and the suggested dates for the Notice of Public Rights be adopted.
- 5.10 **Approval of Standing Orders** – These were approved.
- 5.11 **Approve of Financial Regulations** – These were approved.
- 5.12 **Approval of Information and Data Protection Policy** – This was approved.
- 5.13 **Approval of Internet Banking Policy** – This was approved.
- 5.14 **Co-operative Bank – change of signatories** – The application was completed to remove Cllr Victoria McLean from the mandate and include Cllr Colin Jamieson.
- 6. CORRESPONDENCE**
- 6.1 **Email regarding memorial for Dan Wheldon** – An email had been received from a member of the public regarding a memorial for Dan Wheldon. It was agreed that the clerk should ask Cllr Flowers to approach the family. **Action: KG/PF**
- 7. PARISH RELATED MATTERS**
- 7.1 **Village publicity** – Parish council meetings and covid.

7.2 **Cllrs' concerns**

**Cllr White** – stated that the mower used to cut the grass at the allotments was in need of a service. The clerk to look at income and expenditure for the allotment. **Action: KG**

8. **DATE OF NEXT MEETING** – confirmed as Tuesday 6<sup>th</sup> July 2021 at 7pm to be held at the Pavilion and via zoom for residents wishing to attend.

The meeting closed at 9.25pm

APPROVED