

Wing Parish Council

Agenda

You are hereby notified of the Wing Parish Council meeting being held on
Tuesday 24th November 2020 commencing at 8pm via Zoom

Claire Power

Claire Power
Clerk of the Parish Council

Dated 19th November 2020

The Press and Public are welcome to attend the meeting via Zoom.

Zoom Link: <https://us02web.zoom.us/j/87970942078?pwd=ZEFqZVdteTh6VU9UbC9lSEtPdHNpQT09>

Meeting ID: 879 7094 2078

Password: 266204

Telephone access is also available, and details maybe requested from the Clerk until Tuesday midday.

You will be requested to provide your name.

On joining the meeting, you will be placed into the waiting room pending attendance.

Your microphone will be automatically muted on entry to the meeting.

The waiting room for the meeting will be opened at 7.30pm. After 8pm, new requests to join may not be processed.

During the public participation time, members of the public may ask questions or make comments upon items on the Agenda at the invitation of the Chairman. Please raise your hand to indicate you would like to speak so that your microphone can be unmuted. There is no public participation during the rest of the meeting, unless invited to speak by the Chairman.

Business To Be Transacted At The Meeting

1 Chairman's Welcoming Statement

2 Governance

To affirm the reapplication of the Procedures and protocols for dealing with the Coronavirus (COVID-19) crisis to include without limitations amendments to Standing Orders, Financial Regulations, Scheduled meeting timetable changes and the dissemination of information to the public as resolved under resolution 2003.2.6 20th March 20.

2.1 To apply in the event of technical difficulties restricting the attendance of members of the Council such that this meeting becomes inquorate, or otherwise disrupted, such that the business of the Council cannot be completed.

2.2 To apply in the event that the next meeting of the Council cannot take place either for technical reasons or is suspended in accordance with any emergency legislation or official guidance.

3 Apologies for Absence

To receive apologies for absence from Members.

4 Public Question Time

Public participation will be permitted for a period of 15 Minutes.

Members of the public are able to

- a) make representations
- b) ask questions
- c) give evidence

relating to the business to be transacted.

A maximum of 3 minutes will be allowed for a member of the public to speak.

Supplementary comments or questions are solely at the discretion of the Chairman.

A person wishing to speak should gain the attention of the Chairman by raising their hand.

(For further information please refer to the Wing Parish Council Public Participation Policy.)

5 Declaration of Acceptance of Office

5.1 To accept a signed Declaration of Acceptance of Office Form from Councillor Mortain-Cogar.

6 Unitary Councillor's Report

To receive a report from Cllr Glover and Cllr Cooper.

7 Clerks' Report

To receive a report from the Clerks on updates and activity on items since the last meeting and discuss any action required, these items will include, but not limited to the following:

Clerk

- Land transfer from Martin Grant
- Land transfer from Taylor Wimpey
- Transfer of the Youth Club lease to the Parish Council
- New Accessibility compliant website
- Government Pavement Parking Consultation
- Jubilee Green play equipment maintenance
- Correspondence received via email

Deputy Clerk

- Street lighting faults and claims.
- Enquiries from the website, Facebook and phone calls.
- Tree works

8 Councillor Reports

To receive a report from Councillors on activity since the last meeting.

9 Declaration of Interests from Members on Agenda Items

To receive declarations of personal and/or prejudicial interests from Members in matters on the Agenda.

10 Dispensations

To receive dispensations for Members to speak and/or vote on items on the agenda in which they hold a declared personal and/or prejudicial interest(s).

11 Previous Minutes

- 11.1 To resolve a material amendment to the minutes of the Parish Council meeting held on 29th September 2020 and for them to be resigned as correct. The amendment is as follows
Item 13.2 currently reads 'All Councillors confirmed receipt of the August bank reconciliations.' Which is the same as the minutes for 13.1. The proposed amendment for Item 13.2 is 'All Councillors approved the list of payments for September.'
- 11.2 To resolve that the minutes of the Parish Council meeting held on 27th October 2020 be signed as a correct record of proceedings.

12 Planning Applications

To consider submitting a consultee comment for the following planning applications:

- 12.1 20/03546/APP – Ivy Cottage, 43 High Street, Burcott
Change of use of Annex 1 from B and B to residential dwelling (for long term tenancy lets)
- 12.2 20/03806-AGN – Burcott Lodge Farm, Soulbury Road, Wing
Erection of agricultural building

13 Recreation Ground Project

- 13.1 To receive an update on the projects progress
- 13.2 To consider any actions required at this stage, this will include, but is not limited to
- To consider the appointment of a consultant to write the landscape maintenance plan.
 - To consider the quotes for the installation of an irrigation system to the bowling green and for the re-levelling of the bowling green

14 Roles and Responsibilities

- 14.1 To review the Council's structure of Committees and Working Parties.
- 14.2 To review the appointment of members to the Committees and Working Parties.
- 14.3 To consider appointing at least one additional Councillor on the bank mandate.
- 14.4 To consider appointing a play equipment warden.
- 14.5 To consider appointing a tree warden.

15 Financial Guidelines

To receive and consider a recommendation for updates to the current Financial Guidelines following the annual review. The updates include new guidelines included in the latest NALC Model Financial Guidelines.

16 Emergency Plan

To consider a review of the current emergency plan.

17 Stewkley Neighbourhood Plan

To consider submitting a response to the Stewkley Neighbourhood Plan.

18 London Luton Airport Arrival Flightpaths Consultation

To consider appointing a small team of Councillors to draft a response to the London Luton Airport Arrival Flightpaths consultation for review at the end of January 2021 meeting.

19 Community Grants

To resolve to open the Community Grant funding to community groups in the Parish.

20 Food Bank and Wing – Healthy or Need Help Community Group

To consider funding opportunities for the Wing – Healthy or Need Help community group, which includes the community food bank.

21 Wing Village Sign

To consider quotes to replace the damaged Wing Village Sign.

22 Christmas Tree

To receive an update on the progress of sourcing a Christmas tree.

23 Street Lighting

To nominate a preferred contractor for non-warranty maintenance work.

24 Tree Assessment

To consider quotes received from Arboriculturist's to carry out a risk assessment on four trees on Jubilee Green.

25 2020 Charity Commission Return

To resolve to submit a zero return for 2019/20 to the Charity Commission for Wing Recreation Ground Charity.

26 Bin on the High Street, Burcott

To consider repairing the bin located on the High Street, Burcott and the action required.

27 Meeting Dates 2021

27.1 To consider the dates for the Wing Parish Council meetings in 2021.

27.2 To consider the date for the Annual Parish Meeting in 2021.

28 Account Balances and Payments

28.1 To confirm receipt of the October bank reconciliations.

28.2 To receive and confirm the list of payment transactions for November.

29 Training

To consider any training requests and/or requirements for the Clerks and Councillors.

30 Staff Job Descriptions

To consider BMKALC's recommendations following their independent assessment of the Clerk and Deputy Clerk roles.

31 Date of Next Meeting

Finance, HR and Legal Committee meeting – Thursday 17th December 2020 to commence at 8pm on Zoom.

Parish Council meeting - Tuesday 5th January 2021 (Urgent Business Only) to commence at 8pm on Zoom.