



Toddington Parish Council

The Clerk to the Council
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Toddington Parish Council
Toddington Parish Office
Toddington Village Hall
Leighton Road
Toddington
Bedfordshire
LU5 6AN

Dear Councillor,

You are hereby summonsed to attend the Annual Meeting of the Council to be held on Tuesday **13th May 2025 at 7.30pm** in Village Hall, Leighton Road for the purpose of transacting the following business. Press and Public are welcome to attend, but may be required to leave the meeting if a special or confidential matter is to be discussed.

Nicola Evans Clerk to the Council. Date: 06/05/2024

Prior to meeting Councillors completed Declaration of Acceptance of Office. Councillors to complete register of interest forms with Central Bedfordshire within 28 days documentation provided.

- 1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- 2 To appoint Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.
- 3 To receive apologies for absence.
- 4 To appoint working groups/portfolio holders, finance and personnel group and representatives to outside bodies.
- 5 To receive declarations of interest concerning items on the agenda.
- 6 To Approve the Minutes of the Ordinary Meeting held on 8th April 2025 and note draft Annual Parish Meeting Minutes.
- 7 Matters Arising from the Ordinary Meeting held on 8th April 2025 *for information only*.

The meeting will be adjourned for 10 min for members of the public to ask questions or comment.

- 8 To discuss items raised in public question time and refer to relevant organisations/committees.
- 9 To comment on Planning Application(s) received from Central Bedfordshire:

Application	Location	Proposal
CB/25/01158/FULL	2 Bradford Way Toddington, LU5 6EE	First floor side extension and single storey side extensions, addition of hipped roof to existing integral garage, alterations to fenestration and replacement of hanging tiles with Cedral Weatherboarding.
CB/25/01115/LB	Tanners End Barn Station Road Toddington, LU5 6BN	Listed Building: First floor extension with a balcony, roof lights and associated works to ancillary wing of Tanners End Barn.
CB/25/00478/FULL	The Byre, Feoffee Farm Stockwell Farm Road Toddington, LU5 6HT	Construction of a Pickleball Court for domestic use.
CB/25/00931/VOC	Land to the West of the Mainline Railway Line and North of Toddington Road Harlington	Variation of condition numbers 7 and 8 of planning permission CB/21/05416/OUT (Outline application: for up to 400 dwellings including land for a Primary School, open space and associated infrastructure. New main access, plus minor access to serve units to south east of site, off Toddington Road – all matters reserved except access) Reason for variation: Discussions with the Planning Officer and Highways, it has been agreed that approval to details relating to Westoning Road and the junction of Westoning Road/A5120 would delay the the approval of other highways works. Hence, it was agreed that details relating to Westoning Road could be detached from Condition 8 and added to Condition 7 as a prior to 25% occupations requirement.

CB/25/01206/FULL	44 Luton Road, Toddington LU5 6DF	Construction of a dropped kerb
CB/25/01175/PIP	Land adjoining Carib, Harlington Road, Toddington Permission in Principle	Erection of two detached dwellings

Tree Works

CB/TCA/25/00169 Works to trees in a conservation area 26 Station Road

CB/TCA/25/00176 Works to trees in a conservation area 4 Wentworth Gardens (On Parish Council Land)

CB/TCA/25/00163 Works to trees in a conservation area 6 Wentworth Gardens (On Parish Council Land)

CB/TCA/25/00158 Works to trees in a conservation area 5 Wentworth Gardens (On Parish Council Land)

- 10 To consider the adoption of the Internal Audit Review for 2025 and the Internal Audit effectiveness.
- 11 Finance
 - To agree payments for authorisation
 - To agree Bank Reconciliations for 2024-2025.
- 12 To complete Annual Return for the year ending 31st March 2025 and approve the Annual Governance Statement (Section 1) and Statement of Accounts (section 2). To receive information from the Internal Auditor and their signed part of the AGAR.
- 13 To consider the adoption of the Financial Risk Assessments 2025.
- 14 To appoint Internal Auditor for 2025.
- 15 To review Fidelity Guarantee.
- 16 To review Code of Conduct Policy.
- 17 To review Code of Practice for Handling Complaints.
- 18 To review Equal Opportunities Policy.
- 19 To review Standing Orders.
- 20 To review Financial Regulations.
- 21 To review the Councils Asset Register.
- 22 To review appointment of Data Protection Officer.
- 23 To Review Data Protection Policy and other related Policies.
- 24 To review Privacy Notice.
- 25 Flexible Working Policy – To agree to use ACAS guidelines for any requests for Flexible Working.
- 26 To review Freedom of Information Act – Model Publication Scheme.
- 27 To review Grievance Policy.
- 28 To review Sickness Policy.
- 29 To review Planning Policy.
- 30 To confirm that Parish Council are no longer eligible for General Power of Competence following the uncontested Election as do not meet criteria.
- 31 To receive Clerks Report.
 - Look to review Annual Football Licence and Fees.
 - To agree to continue to use Central Beds approved contractor for Tree Surgery Michael Bellamy, Auckland Manufacturing for Signage, Swift Skips, Mr Darlow Pest Control, MW Agri Grass. BBB Group.
 - To agree Payments to be authorised and to appoint signatories for bank authorisation and agree to continue with various Direct Debits, Agree bank signatories to read only authorisation on SAGE.
 - To Apply for a temporary road closure to Central Bedfordshire for Saturday 29th November to close road from Church Square to Conger Lane, for Community Christmas Event.
 - BBB Group ~ awaiting quote for this year's Christmas Event.
 - To agree Request for Fire station to use The Glebe Car Park on Saturday 5th July. Car park to be marshalled.
 - To agree Mission Statement.

- Request from allotment plot holder to open her allotment on Open Garden in the Village. Supervision will take place at all times.
- 32 To discuss event to be held on 26th July 2025 or August bank holiday at Luton Road Recreation Ground. Information circulated to Councillors prior to meeting. To agree budget £7,000 from reserves.
- 33 To agree, Supply and install new 2.0m high security mesh panels and posts at a total cost of £2,150.51 excluding VAT at Russell Road Play park to extend the panels to complete the security of the park following the park redevelopment. Map of area supplied.
- 34 To agree for TPC to propose to CBC to have Double Yellow Lines from the top of Manor Road (on the residents side, Leighton Road end), all the way down to where the school boundary ends, which should reduce issues for residents and enable the traffic to flow freely. To obtain agreement from Manor Road residents.
- 35 Police Update.
- 36 Correspondence received: (circulated to Cllrs prior to meeting).
- Central Bedfordshire Bulletins and partnership emails
 - Crime Statistics.
 - Thank you letters from Grants.
 - Resident Letter regarding concerns of Ward Cllr Purcer.