ASPLEY HEATH PARISH COUNCIL

Clerk: Denise Batchelor
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To: All Councillors

19th November 2026

The Next Meeting of the Aspley Heath Parish Council will take place on Wednesday 25th November 2026 at the **Woburn Sands Town Council Offices, to the side of the Ellen Pettit Memorial Hall, High Street, Woburn Sands at 8pm**

Signed: D. Batchelor

3007 To Receive Apologies for Absence

3008 To Note Declarations of Interest relating to Items on the Agenda

3009 To Agree the Minutes of the Previous Meeting

3010 Open Forum – Members of the Public are Invited to Speak to the Parish Council

3011 Central Bedfordshire Councillor Report

3012 Chairman's Report

Actions carried forward:

2938 Poppies were now being crocheted and would be displayed on the entrance arch and church wall. The crocheters were meeting on weekdays in the Garden Room at the Fir Tree Inn from 10am-4pm and residents were invited to join in. The poppy display would go up on 31st October.
PCllrs Sandys Wood and Jones would add the large poppies to the streetlights at the beginning of November.

Action: ASW/LJ

2997 PCllrs Clough and McKay and the Clerk had gone to the recent BATPC AGM. A stall offering Parish websites was visited and the Chair was impressed by the Parish Online websites that had a .gov address. A price had been obtained for a new website to include migration from the old website and 20 emails at a cost of £360 per annum plus mapping for the website at £80 per annum. Exemplar websites were provided for Councillors to look at. It was thought that using .gov emails and website would be more professional and secure. Members **Agreed** that this could be investigated further. PCllr Clough would contact the company for a quote.

Action: GC

2997a There had been three burglaries in the last week. Police had not given a crime reference number when they visited but one had been given to residents once the Forensics team had been. It was felt that gaining the crime reference numbers from these residents would be helpful so the Council could check they were shown on the Police's database. The Police allocated resources based on crime so it was necessary to ensure that all crimes were logged correctly and the Parish Council could check this.

Action: SS/DB/LJ

3013 Roads and Footpaths

Actions carried forward:

2370b To Discuss New Signage for Sandy Lane to Restrict Unnecessary Access
The Clerk had asked for the sign to be moved. Zaria Bettles had stated there was little money to remove or replace the sign as broken signs were a priority. She would make a site visit and let the Council know if anything would be done. Still no response from CBC; the email was sent in early May. The Clerk would email Zaria Bettles to chase again.

Action: DB/CBC

2859 The black paint was coming off of the road where it had been painted over the yellow (unofficial) lines close to Narrow Path and 25 Church Road. CBC would either need to re-paint them or burn off the yellow lines. This had been reported numerous times on FixMyStreet but nothing had been done. CBCllr Baker had contacted CBC and they had agreed to either remove the lines or paint over them. Nothing had been done. The Clerk would email CBCllr Baker to chase this again.

Action: CBC/JB/DB

2891 Residents complained of ongoing issues on BOAT 33 including fly tipping, increased parking at the top of Church Road including overnight campers and noise from 4x4s accessing the BOAT and damaging the surface as well as the erosion of trees in the car park area which was a Bedford Estate issue. PCllr Harris had emailed Dominic Smith but no response had been received yet. The Clerk had asked CBC for a copy of the detailed map of the BOAT but the ROW Officer had not provided one. The Clerk would ask Zaria Bettles for the map.

Action: CBC/DB

2687 CBC had rejected the Parish Council's request for a 20mph Speed Limit on Church Road. Residents were overwhelmingly in support of reducing the speed limit. PCllr Wilson had checked the legislation and a plan of action was made which included categorising the pedestrians using the road as the footpath was not accessible. PCllrs Clough, McKay and Wilson had looked through the legislation on 20mph speed limits. The only footpath on this stretch of road did not meet the legislation for a minimum width. Three or four places on Church Road had been identified to carry out the survey which would be accredited by a Highways Research Group using the methodology required by CBC and the government.

Action: PCllrs

2953 The spring on the gate into the Sandpit was broken. PCllr Jones had purchased a new spring which would be fitted in the next few weeks.

Action: LJ

3014 Lighting

Actions carried forward:

2999 A resident had reported a street light being covered by tree branches on Church Road. The

Clerk and Councillors would check this and then ask the resident if the branches could be cut back.

Action: PCllrs

3015 To Receive an Update on CCTV

3015a To Receive the CCTV Access logs

Actions carried forward:

2877 The CCTV had been installed and connected and was recording.
A resident asked if a meeting could be set up for a small group of residents in the camera's view to meet and look at still photos to see how their houses were presented. This was agreed.
A sign had been put up; this showed the maintenance contractors' phone number so any issues could be reported; they would then email the Clerk. The Clerk and PCllr Clough had received training on the CCTV. The remaining Councillors would be trained the following week. The Clerk had added the policies and all relevant documents to the website. PCllr McKay was producing a User Guide for all users. Once all training had been completed the Clerk would then become the Official in charge of the CCTV system.

Action: AM

3016 Planning

Actions carried forward:

2911 Land between Brogborough, Lidlington and Marston Moretaine – Outline planning application for 5000 homes. The Outline Planning Application had been approved by CBC. The Clerk had requested the full decision notice and had contacted the relevant Planning Officer at CBC for this. The publication of the full notice was still being awaited. The Clerk would ask for this again.

Action: CBC/DB

2942 Steetley Quarry, Aspley Woods – temporary car parking for 3 years (27/5)
The Parish Council had responded to the application and asked that the two applications; one for parking and one for a ranger's office be combined. A decision was awaited from CBC. It was asked why parking was only scheduled for three years. PCllr Harris had contacted Bedford Estate with the result that the Bike Jump address had been changed to Woburn Road on Google Maps but had not been changed on Apple Maps. She would contact the Estate again.

Action: GH/Bedford Estate

New Planning Applications

Trees – 62 Church Road
Trees – 34 Church Road
Trees – 86 Church Road
Trees – 7 Narrow Path

Recent Planning Applications

Land adjacent to 10 Silverbirches - VOC

3017 Village Matters

Actions carried forward:

2762 PCllr Wilson was continuing to gather residents' views. She had designed a residents' questionnaire. These would be sent to Councillors to view before being given to residents. A newsletter had also been produced but more information on the new CCTV cameras was needed.

Action: JW

3002 The low fence separating the Sandpit from Sandy Lane had rotted away and people were accessing the Sandpit though this section. Councillors agreed to get some wood to re-fence the area as well as moving some of the vegetation back to cover the area. It was hoped this would also stop water pooling in the area as it washed down Sandy Lane.

Action: PCllrs

3002a It was reported that the hedges outside 45 and 47, and potentially 49 Church Road were overhanging the pavement and needed cutting back. The residents would be contacted. A reminder would also be added to the noticeboard.

Action: PCllrs

3017a To Agree a New Residents Pack and Funding for their Printing

3018 To Agree the Printing Costs for the Neighbourhood Plan Documents

Actions carried forward:

2850 It was agreed that ten copies of each Neighbourhood Plan document would be printed so that hard copies would be available to the group's members, the Clerk and a small number to be held in the Parish for residents to access. PCllr Clough would set up an account with the printers. A link to the documents would be added to the residents' pack.

Action: GC

3019 Finance

Actions carried forward:

2974c To Consider a Request from the Clerk to Purchase a Small Printer

The request was agreed and PCllr McKay would send details of printers to the Clerk. An approximate budget of £150 was agreed. The Clerk would purchase in the next few weeks.

Action: AM/DB

2989c The Risk Register had been circulated before the meeting. The defibrillator was to be added to the Risk Register. With this amendment made, the Risk Register was **APPROVED.** The Clerk would also add the CCTV units and the defibrillator to the Insurance schedule and the Asset Register. The Clerk would forward the updated Risk Register. It was noted the defibrillator had been taken off the wall due to recent building works. PCllr Smith would check it was re-attached.

Action: DB/SS

2989 PCllr Smith had the mandate forms to add the two new signatories**;** PCllr Lynn Jones and the Clerk Denise Batchelor to the bank account. The Parish Council had **APPROVED** the use of online banking and PCllr Smith would not start this process.

Acton: SS

3005a The payments for September were **APPROVED.** The Clerk advised that the cheque book no longer had an order form and asked that PCllr Smith request a new chequebook from

the bank.

Action: SS

3005c To Agree the Amounts for Grants in 2026/27 and to Consider a New Grant Request

Information had been received from Mr Ballard from the Poor's Coal Charity. 8 people from Aspley Heath had applied for help from the charity. It was felt that the grant for 2026/27 should be increased in light of this. It was therefore agreed that the grant for 2026/27 would be £500. The clerk would get a cheque written for the new amount. £300 was also agreed for St Michael's Church for the current year. The Clerk would get the letter and cheque ready.

Action: DB

a. To approve payments to be made in November

Payee	Chq No	Amount	Description
D Batchelor	1448	£243.49	Clerk's Salary - November
D Batchelor	1449	£243.49	Clerk's Salary - December
HMRC	1450	£182.40	Clerk's PAYE – Oct-Dec
D Batchelor	1451	£32.28	Clerk's Allowance Oct – Dec + stamps (£7.28)
S Smith	1452	£15.50	Thank you gift for Rev Young
G Clough		£339.96	Hello Print – NP documents x 20
Information Commissioner's Office	DD	£47.00	Data protection fee for CCTV

b. To Agree the financial statements for October

c. To Agree the Precept for 2027-2028

d. To Agree the Signing Arrangements for Online Banking

e. To Consider a Donation for the Poppy Displays

3020 To Note Correspondence Received Since the Last Meeting

	From	Subject	Action
2548	NatWest	Bank Statements	
2559	Central Beds Watch	Crime Stats – October – 3 crimes	
2550	Central Beds Council	Town and Parish Council Forum – invite to meeting 2/11/26	
2551	Central Beds Council	Town and Parish Charter	
2552	Central Beds Council	Precept Request 2027-28 – due 20th January 2027	DB
2553	Charity Commission	Annual Return due for Sandpit Charity by 31st January 2027	DB
2554	Keep Britain Tidy	Great British Spring Clean - 12-28 March	
2555	CPRE	October newsletter	
2556	Central Beds Council	Public Health & Adult Social Care update	
2557	Bedfordshire Fire & Rescue Service	Consultation on Community Risk Management Plan – closes 12th January	

		2027	
2558	Central Beds Council	Town and Parish Council Update - November	
		ONGOING CONSULTATIONS AND EVENTS	
2540	Central Beds Council	Bedfordshire Minerals and Waste Plan – scoping consultation starts 12/10/26	