# MINUTES

## 1: Meeting Header
Meeting Name: Parish Council
Date: Thursday 21st January, 2021
Time: 7:15 pm - 8:15 pm
Venue: Dave Law Sports Pavilion, Park Crescent, Stewartby
Chair: [Chair Name]

## 2: Apologies
Apologies for absence were received from Cllr Hill.

## 3: Declarations of Interest
No declarations of interest were declared.

## 4: Public Participation
No members of the public were present.

## 5: Minutes of the previous meeting
The Council RESOLVED that Cllr Symonds should sign the minutes of the last meeting of the Parish Council held on 17th December 2020 as a true and accurate record.

## 6: Matters arising from previous minutes
12. E-mail Accounts
The Council RESOLVED that Councillors should use the .gov e-mail accounts with immediate effect (with the exception of Cllr Burnage who is experiencing technical difficulties that need to be remedied).

19. Co-op Grants
Cllr Banks has invited the manager of the Co-op to the February meeting of the Parish Council

## 7: Chairman’s Report
Cllr Symonds advised the he had attended five virtual and one in person meeting.

He gave an update on a meeting he had with Covanta. He advised how fly ash would be removed from the site. Concerns were raised at the meeting about a contract that has been agreed with Norfolk County Council to take their waste at the site.

A meeting had also taken place with Cloudwing. Phase 1 will be 150 houses at the opposite end of Park Crescent with a one-way system. Central Bedfordshire Council has approved Phases 4 and 5.

## 8: Report from Bedford Borough Council
The Council considered Cllr Hill’s report in his absence.

Cllr Burnage raised her ongoing concerns about the potholes in Green Lane.

## 9: Clerk’s Financial Report
8.1 Authorise payments for BACS transfer
The Clerk advised the Council of concerns regarding the timing of the receipt of monthly payroll reports. The Council RESOLVED that basic pay should be paid each month and overtime paid a month in arrears.

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The Clerk advised the Council of concerns regarding the timing of the receipt of monthly payroll reports. The Council RESOLVED that basic pay should be paid each month and overtime paid a month in arrears.

The Clerk advised that going forward Onecom would be paid by direct debit to eliminate the monthly late payment fee.

The Clerk also due attention to the reminder that had been received for the non-domestic rates for the flat at the Village Hall. It was RESOLVED that this should be paid by the Village Hall.

The Chair and the Clerk alerted the meeting to some issues with outstanding invoices from ACE Fire and Security. It was RESOLVED that no further payments should be made to ACE until the situation has been remedied.

A grant of £6,600 has been received for loss of income as a result of the pandemic. It was RESOLVED that £2k would be transferred to the Village Hall.

8.2 Precept 2021/22
The Clerk presented the draft budget that had been agreed at the Finance Meeting on the 7
th
January 2021. The Council RESOLVED that the Parish Precept for 2021/22 should be set at £112,000

8.3 Sports Pavilion Budget
The Clerk presented the draft budget for the Sports Pavilion for 2021/22. The Council RESOLVED to set the budget as presented.

Cllr Symonds advised that in addition to the budget that had been set, the Parish Council would need to obtain quotes for the following one-off expenditure items:
• Replacement paths; and
• Winter feed and works to football pitches.

## 10: Quotations for authorisation

9.1 Sports Pavilion Signage
The Council RESOLVED to accept the quote from Source Graphics of £1,056.62.

9.2 White Line Painter
It was RESOLVED that the Parish Council should purchase a white line painter up to a maximum of £479.99 plus paint.

9.3 Training Resource
The Council RESOLVED to purchase the Arnold Baker publication on Local Council Administration (12th Edition). The cost is £149.99 however a further discount should be applied as the Council is a NALC member.

9.4 Other
The Council RESOLVED to purchase an additional twenty Cherry Trees at a cost of £102 each.

The Council RESOLVED to hire a baby changing unit and nappy bin for the Sports Pavilion from Citron Hygiene at a cost of £130 per annum. This will not be installed until after lockdown.

## 11: Planning Applications

Planning reference 20/00403/M73 – relates to a variation of the play area. This application is to be considered by the Planning Committee on the 25th January 2021.

Planning Reference (20/03049/FUL – 159 Montgomery Close

Cllr Burnage has reviewed the plans and updated the Council. It was RESOLVED that the Council would submit their objections to this application on the following grounds:
• Development not permitted in the Conservation Area;
• Essentially a two-storey extension (single storey with a room in the roof).

Cllr Melville has asked the developer of Wixams Park to attend a future Parish Council meeting to review their major planning application.

## 12: Amenities

11.1 Highways/Lighting
Cllr Symonds referred to some complaints from residents and a letter he had received from Andrew Pridmore in response to people parking cars on The Green.

Cllr Symonds advised that if new signage was in place then the Borough Council could issue fixed penalty notices.

Cllr Melville raised concerns that we could spend the money however it was unlikely that Enforcement Officers would have capacity to monitor the area.

The Council RESOLVED to consider quotes at the next meeting.

11.2 Recreation Area
Cllr Symonds advised that the play equipment has been repaired. Warners will need to weed and rotavate the mulch.

11.3 Newsletter
A requested has been received from J Hepton for additional renumeration to distribute the Parish Council Newsletters.

The Council RESOLVED that it should be increased to £100 per edition.

11.4 Sports Field
None

11.5 Village Hall
Cllr Symonds advised that proposals for a replacement balcony had been received for £11,237 (+ VAT). This needs to be discussed with Planning and Ian Thompson, Conservation Area.

11.6. Policing
Cllr Melville advised that there were no specific concerns to report.

A meeting has been held regarding the Travellers Site with all relevant parties. Amendments will be made to the grass verges to help alleviate some of the issues.

## 13: Website
It was RESOLVED that a sub-committee would meet to discuss how to improve the current website. Contact will also be made with Kimberley College to see if they have any students that could work on this project.

It was RESOLVED that Cllr Melville, Cllr Birch and the Clerk would form the sub-committee and report back to the full Council.

## 14: Parish Council Surgery
Deferred to the meeting on the 18th February 2021.

## 15: Community Events 2021
It was RESOLVED that the Summerfest would not take place as a result of the pandemic.

The Council will look at holding other events as and when they are able to. It was RESOLVED that this item should be tabled at the April meeting of the Parish Council.

## 16: Funding – change of speed on B530 Kempston Hardwick
Cllr Melville advised that he has been working with Cllr Hill and Central Bedfordshire Council to reduce the speed limit from 40 to 30.

There is insufficient 106 monies, Cllr Hill is prepared to support however a contribution of £500 is being sought from the Parish Council. Houghton Conquest Parish Council also to consider funding as the road is in shared boundaries.

The Council RESOLVED to contribute £500.

## 17: Hearing Loop
Deferred to meeting on the 18th February 2021.

## 18: Covid-19 Pandemic

It was RESOLVED that a separate meeting of the Parish Council should be convened on Thursday 4th February 2021 at 7.15 pm to discuss this issue.

## 19: Items of an URGENT nature for inclusion on the next/future Agendas

None

## 20: Close of Meeting and items for the next Agenda

- Hearing Loop
- Co-op Grants
- Parish Council Surgery
- Sports Pavilion Footpaths
- Covid-19 Pandemic

Meeting closed at 10.05 pm.

## 21: Date and Time of Next Meeting

Covid-19 Pandemic: Thursday 4
th February 2021 @ 7.15 pm
Parish Council Meeting: Thursday 18th February 2021 @7.15 pm