MINUTES

1: Meeting Header
Meeting Name: Parish Council
Date: Thurday, 19th May 2022
Time: 7:15pm - 9:49pm
Venue: Dave Law Sports Pavilion, Park Crescent, Stewartby
Chair: [Chair Name]

2: Attendance
Present:
Cllr Melville (Chair), Cllr Banks (Vice-Chair), Cllrs Law, Serino, Burnage, Barrett, Banks and Tilly Bartens (Clerk).

3: Declarations of Interest
None

4: Applications
To consider any applications for dispensation

None

5: Public Participation
[Record any public questions, statements, or petitions. Include the name of the speaker (if they consent), a summary of their statement/question, and any response given.]

6: Confirmation of Minutes
The Council RESOLVED that Cllr Melville should sign the minutes of the last meeting of the Parish Council held on the 21st April 2022 and those of the Extraordinary Meeting on the 12th May 2022 as a true and accurate records

7: Matters arising from previous minutes
Village Hall Drains

Cllr Law advised that, following the recent survey that was undertaken, the drains were overall in good condition. A quote is being sought to insert a sleeve into the drain to prevent any future issues.

8: Chairman's Report
Cllr Melville advised that he will be attending the Town and Parish Council Meeting with Cllr Law on the 26th May 2022. The following issues will be raised:
• Highways – road conditions and the procedure for logging issues
• Travellers Sites
• Brickworks site

Cllr Melville expressed his thanks to the Clerk for completing the end of year accounts. Cllr Melville attended a meeting with the developers of the proposed TV and Film Studio development at Quest Pit. He advised that much of the lake area will be kept and that it will recreate many jobs for local people. They also want to work with the local college. This will provide an excellent opportunity for young people. There will also be a community facility onsite. Whilst the Council RESOLVED that it agreed in principle with the development there are concerns about the surrounding infrastructure and, in particular, the vehicular access and the traffic calming measures that will need to be in place to ensure safety.

9: Report from Bedford Borough Council
Cllr Hill was unable to provide a report for this meeting. Cllr Melville will liaise with him about any issues that arise from this meeting.

10: Clerk's Financial Report
9.1 Authorise payments for BACS transfer
The Clerk advised the meeting of the invoices that were due to be paid and talked them through the report. It was RESOLVED to authorise all of the payments as per the BACS Report with the exception of the invoices from Citron and ICP Hygiene as these will be paid by the Village Hall.

The Clerk expressed concern about an invoice that had been received from Richard Thornton dating back to 2020. It was RESOLVED that this invoice should be paid however he should be advised to submit invoices on a monthly basis going forward. It was also RESOLVED that quotes from an alterative contractor should be sought for the works in the Memorial Gardens.

9.2 Accounts
Members were advised that as at the 30th April 2022, the balances of the Parish Council and Sports Fields accounts were as follows:
£71,885.46
£22,419.93
£50,852.48
£536,707.12

9.4 Bank Reconciliation
The Clerk advised that the bank reconciliation has been completed up to the end of April 2022 and that this has been reviewed by Cllr Law. The Bank reconciliation up to the end of March 2022 has also been reviewed by Cllr Law and the Internal Auditor.

9.5 Internal Audit Report
The Clerk read through the Internal Auditor's Report. The main recommendations were noted as follows:
• Next Review Date to be added to the Risk Assessment
• That the last five year's AGARs should be published on the website

9.6 Annual Return 2021-22
The 2021-22 Accounts and Annual Governance and Accountability Return (AGAR) was presented by the Clerk.

It was RESOLVED that the AGAR should be approved and signed by the Chair.

11: Quotations for authorisation

10.1 Replacement Bins
The Council RESOLVED to purchase four 240 litre bins at an approximate cost of £700 each. One will be funded from the Sports Field Capital account and three from the Parish Council account

10.2 Village Hall Path
It was RESOLVED that a total of £5,000 should be allocated from the Parish Council account for the repair of the path outside the Village Hall.

10.3 Fire Testing
It was RESOLVED to accept the quote from Firelec.

10.4 Parish Council Insurance Renewal
The Clerk is in the process of trying to find alternative quotes for the insurance renewal on the 1st June. It was RESOLVED to accept the current quote of £6,100 however if a lower quote is obtained for the same level of cover then the Clerk should renew on this basis.

10.5 Tree Maintenance
It was RESOLVED to accept the quote for £495 from Marston Vale Tree Care for pruning the Willow Tree that is overhanging the road.

10.6 Wooden Bollards at the Village Hall
It was RESOLVED to accept the quote from Warners for £3,322.00. Cllr Melville will liaise with Cllr Hill regarding the 50% contribution from the Ward Fund.
Cllr Law will find speak to the landowner who owns part of the land where the bollards will go to seek their permission.

10.7 Replacement Hammer
The Council was advised that the Caretaker uses many of his own tools for his work. Unfortunately, a specialist hammer to the value of £180 has been stolen whilst he was working in the village.
The Council RESOLVED to reimburse the Caretaker for a replacement on presentation of a receipt.

10.8 Repairs to Village Hall Roof
Cllr Law presented a quote from Lee Moore & Sons for repairs to the Village Hall roof as a result of storm damage.

The Council RESOLVED to accept the quote for £580 for the works

12: Planning Applications

11.1 Ref: 22/01033/FULWM Full Minerals and Waster Application for erection of covered bays to existing waste storage areas @ Shanks Waste Solutions, Green Lane, Stewartby, Bedford, Bedfordshire MK43 9LY

It was RESOLVED that Cllr Law would advise the Clerk of any objections.

11.2 Ref: 22/01055/ADV Advertisement Application for new internally illuminated brand signage and non-illuminated mini totem @ Mazda UK Training Centre, Unit 2 Stewartby Business Park, Broadmead Road, Stewartby, Bedford

It was RESOLVED that the Council had no objections to this application.

13: Amenities

12.1 Highways/Lighting

Cllr Melville to speak to the Police regarding an issue raised by a local resident.

12.2 Recreation Area
The Clerk advised that the annual inspection is due late May or in June 2022.

12.3 Newsletter
Copy deadline for the Summer edition is the 22nd July 2022.

12.4 Sports Field/Pavilion
The Clerk advised that Wave Utilities is the water provider for the Sports Pavilion. The Council is currently waiting for them to setup an account in their name and issue the outstanding invoice that is approximately £2,800.

It was RESOLVED that Cllr Law should approach the Bowls Club to agree an 80/20% split (80% to be paid by the Bowls Club) of this and future water bills. Permissions has advised that Clerk that Npower maybe the energy supplier. The Clerk will
investigate and report back at the next meeting.

The Council were advised that there are issues with the toilets in the Sports Pavilion getting blocked. It was RESOLVED that a drain survey should be requested.

12.5 Village Hall
Cllr Law represented the Asbestos Management Survey.

It was RESOLVED that the Clerk should attend the next Village Hall Committee meeting to ensure that the relevant procedures are put in place.

12.6 Policing
None

12.7 Covanta
Cllr Law advised that she attended a meeting at Covanta. They are at full capacity however their emissions have decreased. The traffic management plans that they have in place are effective. They are looking at building sidings. This would reduce the number of lorries coming into Stewartby. Covanta has agreed to fund a monthly litter pick for a year down Green Lane. Warners will undertake this work.

Cllr Law advised that the Grantscape funding had been oversubscribed.

14: Parish Council Surgeries – Matters Arising

Cllr Melville advised that the Parish Council Surgeries were positive. The main concerns are speeding, bins and the bridge under Stewartby Way.
There are also some concerns about the safety of the Co-op car park junction.

15: Community Events

Cllr Melville advised that all the arrangements were in place for the Jubilee Event. The bunting will go up on Friday 27th May 2022 and the Events Committee will meet on the 24th May to make any final arrangements.

16: Report from Sports Pavilion Sub-Committee

It was RESOLVED to defer this item to the next meeting.

17: Close of Meeting and items for the next Agenda

Meeting closed at 9.49 pm.

Items for the next Agenda:

• Refer to Minutes

18: Date and Time of Next Meeting

Thursday 16th June 2022 @ 6.30 pm.