MINUTES

1: Meeting Header
Meeting Name: Parish Council
Date: Thursday 22nd September 2022
Time: 6:30pm - 8:33pm
Venue: Sports Pavilion, Park Crescent, Stewartby
Chair: Lee Melville

2: Apologies
Present:
Cllr Melville (Chair), Cllr Banks (Vice-Chair), Serino, Law and Tilly Bartens (Clerk)

Apologies:
Apologies for absence were received from Cllrs Barrett (sabbatical) and Burnage (maternity leave)

Absent:
Cllr Birch was absent.

3: Declarations of Interest
None

4: To consider any applications for dispensation
[For each agenda item, record:
- Item number and title
- Summary of discussion
- Any amendments proposed
- Voting results (if applicable)
- RESOLUTION/DECISION in bold or capitals]

5: Public Participation
One member of the public attended the meeting who has expressed an interest in becoming a Parish Councillor

6: Minutes of the Previous Meeting
The Council RESOLVED that Cllr Melville should sign the minutes of the last meeting of the Parish Council held on the 21st July 2022 and the minutes of the meeting held on the 20th August 2022 as true and accurate records.

7: Matters arising from Previous Minutes
Six-Month Job Reviews

Cllr Melville advised that the postponed six-month job review meetings with the caretakers will take place on Monday 3rd October 2022.

8: Chairman’s Report
Cllr Melville thanked everyone for their help with the Queen’s Memorial event. Particular thanks were expressed to Cllr Serino for his efforts in creating the display and the table for the Book of Condolences.

Cllr Melville advised that the planning application for Quest Pit had been withdrawn. He is awaiting a response about the reasons for this.

He also advised that Stewartby had been voted the best village in Bedfordshire.

Cllr Melville raised his concerns that the football pitches were not fit to be played on and the loss in revenue as a result of this.

The company who did the paths in the Sports Field will be on site on the 3rd October 2022 to make the necessary repairs. Cllr Melville advised that he will be present to ensure that the repairs are satisfactory.

9: Report from Bedford Borough Council

None received.

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.

9.2 Accounts
Members were advised that as at the 31st August 2022, the balances of the Parish Council and Sports Fields accounts were as follows:
£15,135.07
£22,421.59
£40,980.67
£526,187.61

9.3 Budget Monitoring
The budget monitoring reports were considered. The Clerk advised that the Sports Pavilion budget was on track however there were some areas of concern for the main Parish Council as follows:
• Open Spaces – the expenditure in this area has increases due to the new paths in the Memorial Garden. These works had not been budgeted for in the 2022-23 financial year.
• Village Hall – the Parish Council has incurred significant expenditure in this area due to the balcony works.
• Misc – this includes expenditure for the Jubilee event and the outdoor cinema. The Council is expecting some revenue from the outdoor cinema event from ticket sales and stallholder fees.

It was RESOLVED that the Council will continue to monitor and review expenditure and take remedial action where necessary.

9.4 Outcome of External Audit of 2021-22 Accounts
The Clerk advised that there had been some challenges with the external audit however these had now been resolved. The Council is awaiting the Audited Accounts for publication.

The Auditor's had requested the Minute Reference when the Council resolved that they would be the trustees for the Village Hall. Cllr Law advised that this decision was made in 2005/06 and therefore the records were no longer available.

Cllr Melville thanked the Clerk on behalf of the Parish Council for their work in completing the accounts and working with the auditors.

11: Quotations for authorisation

10.1 Maintenance of Memorial Garden
It was RESOLVED that the works would be carried out by Warners. The current contractor will be given four weeks' notice.

10.2 Football Pitches – Remedial Works
It was RESOLVED to accept the quote from Warners at a cost of £716 + VAT for top soil. The pitches will not be available until November 2022.

10.3 Redecoration od the Village Hall
An additional quote is still being sought therefore this matter will be deferred until the next meeting.

10.4 AV System for the Sports Pavilion
It was RESOLVED to accept the quote from Interactive Installs for £1,929.60. The Parish Council also RESOLVED that it would like to seek a quote for a protective frame before going ahead with the installation.

10.5 Fire Door for the Village Hall
It was RESOLVED that Cllr Serino would obtain an alternative quote for the next meeting.

10.6 The Peoples Pension
It was RESOLVED that the Clerk should proceed with setting up The Peoples Pension for autoenrolment and the one-off setup fee of £500.

10.7 Anti-virus Software

It was RESOLVED that the Clerk should purchase a new laptop as agreed last year and organise the anti-virus software as part of this.

10.8 Bus Shelter Repair
It was RESOLVED to accept the quote for £500 + VAT for the repair.

10.9 Village Hall Drains
This matter has been resolved.

10.10 Village Green Bollards
It was RESOLVED to accept the quote from Warners to replace the bollards on the Village Green at a cost of £780.

10.11 Replacement Pond Signs
Cllr Law was asked to obtain quotes for replacement signs for the next meeting.

12: Planning Applications

11.1 Ref: 22/01954/MDC3 Major District Council Reg 3 Application for: Construction of two railway platforms, footbridge and pedestrian lifts associated with a new railway station. Construction of facilities ancillary to the station including lighting, drainage, utilities and other services, boundary treatment and other associated works. (PLEASE REFER to planning application 22/01933/MAR for details relating to the proposal for a new railway station building, car parking facilities associated with the station, EV charging units and other associated works and infrastructure pursuant to outline planning permission 11/01380/M73 (99/01645/OUT as amended)). Land For Railway Station Meadow Road Wixams Bedfordshire.

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

11.2 Ref: 22/01933/MAR Major Reserved Matters Application: Approval of reserved matters (access, appearance, landscaping, layout and scale) for the construction of a new railway station building, car parking facilities associated with the station, EV charging units and other associated works and infrastructure pursuant to outline planning permission 11/01380/M73 (99/01645/OUT as amended). (PLEASE REFER to planning application 22/01954/MDC3 for details relating to the construction of two railway platforms, footbridge and pedestrian lifts associated with a new railway station; and construction of facilities ancillary to the station including lighting, drainage, utilities and other services,
boundary treatment and other associated works). Land For Railway Station Meadow Road Wixams Bedfordshire.

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

11.3 Ref: 22/01969/FUL Full Planning Application for: Single storey rear extension at 176 Wavell Close Stewartby Bedford Bedfordshire MK43 9LW.

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

11.4 22/01943/S73MW S73 Waste / Minerals Application PROPOSAL: Section 73: Variation of Conditions 3 (Working Programme), 4 (Restoration, Landscaping, Aftercare) and 11 (Surface Water Management Plan): To amend the approved interim final. Shanks Waste Solutions Green Lane Stewartby Bedford Bedfordshire MK43 9LY.

It was RESOLVED that the Council had no objections to this application however road sweeping should be a condition together with wheel washing for the lorries.

13: Amenities

12.1 Highways/Lighting
None

12.2 Recreation Area
Clerk to chase information from Timberplay and quote from Miracle Design and Play regarding the teen shelter.

12.3 Newsletter
Copy deadline for the next edition is the 4th November 2022.

12.4 Sports Field/Pavilion
It was noted that the Dog signage needed to be replaced. The Clerk advised that the Council should hear from the Borough Council about this soon.

Cllr Melville advised that the BMX track was in a dreadful state and would need a considerable amount of investment.

Cllr Law was tasked with continuing to source a grant for the irrigation system.

12.5 Village Hall

It was RESOLVED that the Council would fund the outstanding balance of £2,800 for the new heating. The Village Hall Clerk will be asked to raise an invoice to the Parish Council.

12.6 Policing
Cllr Melville advised that a new community policing team is in place. He hopes to meet them in the coming weeks. He also advised that there had been an incident at the Traveller's Site on Tuesday.

12.7 Covanta
Cllr Law advised that she had submitted the grant application for the Sports Field irrigation system.

14: Parish Council Surgeries

The following issues were raised at the last Parish Council Surgery:
• Gullies at Stewartby Way – these have since been cleared by Bedford Borough Council
• Hedge Cutting – Bidwells due to carry out Autumn works shortly
• Speeding Park Crescent

The next Parish Council Surgery is on Saturday 1st October 2022.

15: Community Events

14.1 Remembrance Service
It was RESOLVED that Cllr Law would speak to the Church about the Remembrance Service on the 13th November 2022 and the piper. Cllr Melville will read out the names as part of the service.

A budget of up to £150 was RESOLVED for the decoration of the Village.

14.2 Request for Car Show
It was RESOLVED that Cllr Melville would make contact about this.

14.3 Christmas Fair
It was RESOLVED that the Council would allocate a budget of £900 for Santa's Grotto, children's gifts and raffle prizes.

A meeting of the Events Committee will be arranged in the next few weeks.

16: Report from Sports Pavilion Sub-Committee

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

17: Memorial Gardens

It was RESOLVED that the plaques should be 8" x 6" and gold in colour. The fees will be as follows:
• £235 for a plaque
• £2,000 for a bench plus ongoing maintenance
• £800 for a Rose bush plus ongoing maintenance

Plaques should include the name, dates in the format DD/MM/YYYY and a sentence of no more than 30 characters.

Clerk will arrange for information to be posted on the website. Cllr Law to draft article for the next newsletter.

18: Neighbourhood Plan

It was RESOLVED that the Council would not proceed with this.

19: Parish Council Facebook Page

It was RESOLVED that Cllr Banks should meet with Cllr Burnage to progress this issue.

20: Training for Councillors

20.1 Finance Training Programme
It was RESOLVED that the Clerk should recirculate this information in advance of the next meeting for Councillors to consider.

20.2 Understanding Planning Workshop
It was RESOLVED that Cllr Law would attend this workshop at a cost of £50.

21: Option to Opt Out of SAAA Central External Auditor Appointment Arrangements

It was RESOLVED that the Council did not wish to pursue this option.

22: Close of Meeting and items for the next Agenda

Meeting closed at 8.33 pm.
Items for the next Agenda: See above

23: Date and Time of Next Meeting

Thursday 20th October 2022 @ 6.30 pm.