MINUTES

1: Meeting Header
Meeting Name: Parish Council
Date: Thursday 16th February 2023
Time: 6:30pm - 8:30pm
Venue: Sports Pavilion, Park Crescent, Stewartby
Chair: Terri Banks

2: Attendance
Present:
Cllr Banks (Chair), Cllrs Law, Serino, Nelsey, Fraser, Burnage and Tilly Bartens (Clerk).

Apologies:
- Apologies were received from Cllr Melville.

3: Declarations on Interest in items on the Agenda
None

4: Applications
To consider any applications for dispensation
None

5: Public Participation
Lloyd attended the meeting and has expressed an interest in joining the Parish Council

6: Minutes of the Previous Meeting
The Council RESOLVED that Cllr Banks should sign the minutes of the meeting of the Parish Council held on the 19th January 2023 as a true and accurate record.

7: Matters arising from Previous Minutes
There were no matters arising.

8: Chairman's Report
Cllr Banks advised that Cllr Hill has cancelled the meeting that was due to be held to discuss facilities for youths in the village as the Parish Council is now engaged with developing the BMX track.

She also advised on behalf of Cllr Melville that he had attended a productive meeting about the Traveller's Site however he is unable to disclose any further information at this time.

The Council sends condolences to Cllr Melville following the recent loss of this Mum.

9: Report from Bedford Borough Council
The report from Cllr Hill was noted.

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 and an additional invoice from Source Graphics that was presented by Cllr Law.

It was RESOLVED not to pay an invoice from ACE Fire & Security pending further investigation by Cllr Fraser.

9.2 Accounts
Members were advised that as at the 31st January 2023, the balances of the Parish Council and Sports Fields accounts were as follows:
£18,212.94
£36,453.80*
£23,349.01

£524,713.42
*The balance of this account has increased as the VAT Return monies have been received.

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 Internal Auditor's Report
The Clerk talked through the report from the Internal Auditor which confirmed that the recommendations from the last report had been implemented.

The Auditor raised some concerns about lapse of time between the Clerk completing the bank reconciliation at the end of each month and the internal check by the Parish Council.

It was RESOLVED that this should be completed within seven days of it being sent to Cllr Law.

9.5 Notification of Warner's Price Increase
The Clerk advised that Warner's have advised that the price of emptying bins will rise from £3.40 to £4.00.

It was RESOLVED that the Clerk should request more details about why this increase is necessary and also ask for a full schedule of works being undertaken.

11: Quotations for authorisation

10.1 Finance Training
The new programme was noted however no members of the Parish Council wished to attend at the current time.

10.2 Hanging Baskets
It was RESOLVED to accept the quote from Warners based on the baskets being the same as last year and watered three to four times a week.

10.3 Ladder
It was RESOLVED to purchase a ladder for the caretaker at a cost of £117. Cllr Fraser look into the necessary risk assessments, routine checking schedule and ladder training.

10.4 Village Hall Health & Safety Risk Assessment
It was RESOLVED that Adam Schwalm should be used as the consultant to carry out this work. Cllr Fraser will liaise with him to arrange a suitable date and time.

It was further RESOLVED that the cost of this should be met by the Village Hall. Cllr Banks to advise the Clerk to the Village Hall.

12: Planning Applications

11.1 Ref: 23/00135/MAF Major Full and Change of Use Application proposal for temporary change of use (up to five years) of land for the storage of prefabricated building componets. The siting of ancillary security, welfare and office buildings. Creation of a new access and the erection of fence with hedging and trees along Manor Road following removal of boundary wall and hedge @ Hanson Brick Manor Road Kempston Hardwick Bedford Bedfordshire MK43 9NR

It was RESOLVED that the Council did not have any objections to this application provided that vehicular access was via the C94.

11.2 Ref: 23/00341/FUL Full Planning Application for proposed demolition of existing outbuilding and erection of new singe storey side/rear extension @ 4 Stewartby Way Stewartby Bedford Bedfordshire MK43 9LJ

It was RESOLVED that the Council would have no objections to this application provided that it was in accordance with Section 4. The bricks that are removed should be used to rebuild the front elevation and the window should be smaller and positioned where the door currently is.

13: Amenities

12.1 Highways/Lighting
It was RESOLVED that Cllr Law should undertake a review of the roads and street lighting and report any defects to Bedford Borough Council.

12.2 Recreation Area
It was noted that the Deep Water signs are now in place and the play bark has been installed.

12.3 Newsletter
The copy deadline for the next newsletter is the 17th March 2023.

12.4 Sports Field/Pavilion
It was RESOLVED that the Clerk should contact Dan Lewis to find out about the pitch size and goalposts for youth football and then obtain a quote from Warners for marking this out.

12.5 Village Hall
It was RESOLVED that Cllr Law would tidy up the internal noticeboard.

It was noted that the clock times are incorrect. It was RESOLVED that the Clerk should ask Smith of Derby to come and look at the clock (up to a value of £500).

12.6 Policing
None

12.7 Covanta
Cllr Law waiting for an update on the grant application.

14: Sports Pavilion Committee

The meeting was advised that the Sports Pavilion Committee had met immediate actions identified.

It was RESOLVED that the Sports Pavilion Committee would provide a full update at the next meeting of the Parish Council.

15: Community Events

Councillors were advised that the Parish Council would not be purchasing commemorative mugs for the King's Coronation.

Cllr Law advised that she felt that an event should be held on 2026 to make 100 years of Stewartby.

16: Village Hall Flat Lease Review

It was RESOLVED that the Clerk should contact the current tenants to see if they wished to renew the lease.

Cllr Fraser to look at the fire risk assessment for this area.

17: Close of Meeting and items for the next Agenda

Meeting closed at 8.00 pm.

18: Date and Time of Next Meeting

Thursday 16th March 2023 @ 6.30 pm.