Parish Council
Thursday 20-Jul-2023 @ 18:30
Dave Law Sports Pavilion, Park Crescent, Stewartby

MINUTES

1: Apologies
Apologies were received from Cllr Burnage however she joined the meeting later on.

2: Declarations on Interest in items on the Agenda
Cllrs Fraser and Banks declared an interest in Agenda Item 15 as they both live on the road.

3: To consider any applications for dispensation

4: Public Participation
The meeting was attended by Cllrs Andrea Spice and Graham Coombes from Bedford Borough Council.

5: Good Neighbour Scheme
Debra Aitken from BRCC attended that meeting to talk to the Parish Council about setting up a Good Neighbour Scheme in the village. It involves setting up a group of volunteers who help residents with low level jobs. It takes about three to six months to setup and the DBS checks are done by BRCC. There are minimal setup costs however the BRCC offers grants.

6: Minutes of the previous meeting

7: Matters arising from previous minutes
The meeting was advised that an e-mail has been sent to Ben Purdy, Persimmon Homes, requesting an irrigation system for the Sports Field. Cllr Law will chase this up.
Cllr Nelsey advised that he was been liaising with Anglian Water about the replacement mains however he is likely to have to approach Wave as our provider.
The Meeting was advised that the new benches had arrived and that the caretakers would need to find a time to work together to install them.

8: Chairman's Report
Cllr Melville advised the meeting that the Premises Licence to hold three events per year with up to 1,500 people has been granted subject to a professional Event Management Plan being produced. This will also involve some members of the Events Committee getting their own personal licences.
He provided an update on the meeting that was held with the residents of Montgomery. The road has been re-opened without traffic calming measures. Persimmon Homes needs to apply for a Section 278 Order however this will not be a priority. There will be issues with the residents being able to park. Cllr Melville has arranged to meet Andy Prigmore to discuss.
Cllr Melville advised that he has met with the Bowls Club and referred to an e-mail he had circulated. This matter will be discussed at the meeting on the 17th August 2023.
The BMX track continues to be a success however the Council needs to be mindful that this does not lead to anti-social behaviour.
Cllr Melville congratulated the DLP Committee for their excellent work.

9: Report from Bedford Borough Council
Cllr Melville welcomed Cllrs Andrea Spice and Graham Coombes to the meeting. They spoke about some of the work they are involved in for example, trying to secure capital funding for a GP Surgery at Wixams, Wixams/Kempston Hardwick stations and the Local Plan 2040.
The meeting was advised that Cllr Mark Frost has been involved in liaising with Highways following an accident that occurred by Kempston Hardwick Station because of a pothole.
They acknowledged that they have not communicated well with the community and this is currently being addressed. The Parish Council should send any communication through to all three and this will then ensure that they are all aware of any issues.

Going forward, the Parish Council will receive a monthly report and one of the Councillors will attend. They would also like to attend community events and have a stand. They will also be offered space in the newsletter, free of charge, to update the community.
The Parish Council can make a request for Ward Fund monies and also to ask where the money has been spent.
The Borough Councillors are happy for their details to be included on the Parish Council's website and in the newsletter.
Cllr Banks asked if they could look into the derelict bungalow on Park Crecent and the area outside the Brickworks.

10: Clerk's Financial Report

10.1 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.
10.2 Balances of Accounts
Members were advised that as at the 30th June 2023, the balances of the Parish Council and Sports Fields accounts were as follows:
£37,254.52
£31,557.31
£8,073.86
£487,900.91
10.3 Budget Monitoring April – June 2023
The Parish Council considered the Budget Monitoring Reports for the period April – June 2023.
Expenditure is currently in line with the budgets however Miscellaneous is showing an overspend as the Council purchased Scribe which it had not budgeted for and also Insurance and Legal Fees will be overspent once the invoice for the legal fees connected to the Premises Licence has been paid.
The Clerk highlighted concerns about ensuring that the Caretakers hours are recharged appropriately. It was RESOLVED that a new system should be put in place to ensure that expenditure is apportioned correctly.
10.4 Scribe Accounts Update
The Clerk and Cllr Nelsey provided an update on the progress with setting up Scribe Accounts. An account has also been setup with Stripe so that the Council can accept online payments.
It is anticipated that Scribe Accounts will be operation by the September meeting.
10.5 Internal Auditor's Report
The Internal Auditor's Report in relation to the Quarter 1 Bank Reconciliation Review has not yet been received. The Clerk will add this to the next Agenda.
10.6 Arrangements for Invoices to be Approved in August
10.7 Pensions Update
The Clerk advised the meeting that the issues with the Pension had been resolved and that members would shortly be receiving their welcome packs.
10.8 Approved List of Signatories
The Clerk advised that they had been asked by Palmers Solicitors for an approved list of signatories before completing the new lease for the Village Hall office.

11: Quotations for authorisation

11.1 Village Hall Floor & Buffing Machine
Councillors are awaiting a demonstration in order to purchase a new buffing machine
11.2 Internet at the Sports Pavilion & Village Hall
The Clerk presented a quote from Onecom, the current provider, as there are some outstanding issues with the address not having been registered for the Sports Pavilion. This means that it is difficult to identify a new provider.
11.3 Replacement Toilet Lights for the Sports Pavilion & Electrical Connection for the Defibrillator
11.4 Replacement Hanging Baskets
11.5 Newsletter Quotes
Cllr Nelsey presented details of a quote that he had received for a newspaper style publication which the Council was not in favour of.
11.6 Electricity for Defibrillator

Please see 11.3 above.
11.7 Replacement D-Shackles for the Play Equipment
11.8 Memorial Garden
The quote from Warners to enhance the Memorial Garden was considered.
The Caretaker will be asked to stain the wood and it was RESOLVED that Cllr Law would approach Covanta for a grant to meet the costs of trees. Cllr Haley will also apply to the Woodland Trust.
11.9 Village Green Play Area Works

12: Review of Minutes from the Meeting of the Sports Pavilion Committee

The following points were noted:
- Soccer School has sold out
- Youth Team are extremely happy
- Cllr Law to follow up with Ben Purdy about funding for the irrigation system
- Pitch Assessment Grant of £5,900 has been awarded – Cllr Nelsey to liaise with Warners about the works
- £4,000 of potential income generated to date
- Payments can now be made online
- Contract approved for hire of football pitches
- Contract needs to be place for room hire – Cllr Melville to share contract
- The DLP will apply for youth pitch funding

13: Update on Community Events

The next events in the diary are Remembrance and the Christmas Fair.
Cllr Melville advised that the Premises Licence had been approved and that the committee were looking to plan the next big event on the 6th July 2023.

14: Kempston Hardwick

Cllr Melville advised the meeting that the general upkeep of this area was poor.

15: Park Crescent Traffic

Cllr Banks and Fraser declared an interest in this Agenda item however it was agreed that they could participate in the discussion.

16: Planning Applications & Decisions

16.1 Ref: 22/02544/S106A and 22/01833/DOC @ Wixams Settlement Land formerly at Elstow Storage Depot, Bedford Road, Wixams, Bedfordshire
16.2 CB/22/03616/FULL Quest Pit, Ampthill Road, Bedfordshire

17: Amenities

17.1 Highways/Lighting
Cllr Law to carry out a survey.
Clerk to contact Houghton Conquest regarding land by Quest Pit. The trees/bushes need to be cut as they are covering the street lights.
17.2 Recreation Area
17.3 Newsletter
The copy deadline for the next newsletter is the 31st August 2023. The following articles will be included:
- General Update – Cllr Melville
- Planning – Cllr Melville
- Covanta – Cllr Law
- Events Poster – Cllr Fraser
- What's on – Clerk
- Good Neighbour Scheme – Cllr Banks
- Stewartby Home Team – Cllr Nelsey
- Feedback (back page)
- Police – Cllr Melville
- Family Fun Day – Cllr Banks
- Marston Vale Community Rail Partnership – Clerk
- Borough Councillors Contact Details

17.4 Sports Field/Pavilion
The Key Management Policy will be deferred to the meeting in August.
17.5 Village Hall

17.6 Policing
Cllr Melville advised that the theft of the hanging baskets had been reported however no further action was taken.
17.7 Covanta
Cllrs Law and Nelsey to attend meeting on the 24th July 2023. Cllr Law will also request funds for trees for the Memorial Garden.

18: Training

18.1 Safeguarding
18.2 Social Media
18.3 Grounds Maintenance

19: Contracts Register

20: Website & Councillor's Details

21: Items of an urgent nature or for inclusion on the next agenda

None

22: Close of Meeting and items for the next Agenda.

Meeting closed at 9.56 pm. Please see above for items for the next Agenda.

23: Date and Time of Next Meeting

Date and Time of Next Meeting
The next meeting of the Parish Council will be held on Thursday 17th August 2023 @ 6.30 pm for specific items. The subsequent meeting will be held on Thursday 21st September 2023 @ 6.30 pm.