Parish Council
Thursday 21-Sep-2023 @ 18:30
Dave Law Sports Pavilion, Park Crescent, Stewartby

MINUTES

1: Apologies
Apologies were received from Cllrs Burnage and Law.

2: Declarations on Interest in items on the Agenda
None

3: To consider any applications for dispensation
None

4: Public Participation
None

5: Minutes of the previous meeting

6: Matters arising from previous minutes

7: Chairman's Report
Cllr Melville advised that he had attended the Local Plan Hearing with Cllr Banks. It was encouraging to see a significant number of people in attendance and objections to the Local Plan.
Central Bedfordshire Council has appointed a lawyer to oppose the plan. National Highways has also objected as any improvements to the A421 and Junction 13 of the M1 are not planned for the next 10 – 20 years.
The outcome of the Local Plan Hearing should be known in January 2024.
Cllr Melville also advised that he and Cllr Banks had a very positive meeting with members of the Bowls Club. The details will be shared under the relevant Agenda Item.
Councillors were also advised that the street lights in Stewartby Way will be replaced by Bedford Borough Council in the New Year. This has implications for the hanging baskets, Christmas lights and CCTV equipment. In future the Parish Council will have to seek permission to hang anything from the street lights and, it may not be possible to have the hanging baskets unless the Council pays the difference for reinforced lamp posts (quote awaited)
Cllr Melville noted that the Borough Councillors were not in attendance. It is disappointing that there has been no communication as promised to the residents and no report proved.

8: Report from Bedford Borough Council
None

9: 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.
9.2 Balances of Accounts
Members were advised that as at the 31
st August 2023, the balances of the Parish
Council and Sports Fields accounts were as follows:
£34,959.33
£31,557.31
£8,422.36
£443,696.86
9.3 Budget Monitoring April – August 2023
The Parish Council considered the Budget Monitoring Reports for the period April – August 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 is showing an overspend because of the Premises Licence expenditure.
The Clerk advised that salaries on the main Parish Council account would be over the original budget due to the Pension costs that had not been paid in the last financial year. It was RESOLVED that if the Caretaker accrues overtime due to the Sports Pavilion and Field then this should be recharged to the Sports Pavilion accounts.
9.4 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.
9.5 External Auditor's Report
The Clerk advised the Council that the AGAR 2022-23 had been successfully audited by Mazars.
9.6 Scribe Update
The Clerk advised that progress had been hindered with regards to the full implementation of Scribe because of the findings of the External Audit
The Council needs to move to the Income and Expenditure model of accounting due to the level of expenditure for the last three consecutive years

10: Quotations for authorisation

10.1 Fire & Security for the Sports Pavilion & Village Hall
Cllr Fraser will ensure that there is a comparative quote for consideration.
10.2 Card Readers for Stripe
10.3 Internet for Sports Pavilion
10.4 Village Hall Roof
10.5 Village Hall Memorial Cleaning
10.6 Road Closed Signs
10.7 Christmas Tree
10.8 Post box/Letterbox for the Sports Pavilion
10.9 Roundabout Repairs (Sports Field Play Area)
10.10 Outdoor Bench Installation
10.11 Legal Agreement
10.12 Repair of Benches
10.13 Two Pop-up Goalposts
10.14 Refuse Collection at the Sports Pavilion
10.15 Storage Boxes
10.16 Timperplay Quote for Annual Inspection
10.17 Other

11: Planning Applications & Decisions received after the despatch of the Agenda

Ref: 23/02029/FUL Full Planning Application for a single storey rear extension @ 198 Wavell Close Stewartby Bedford Bedfordshire MK43 9LW

12: Amenities

12.1 Highways/Lighting
Cllr Melville and Nelsey to follow up with Andy Muskett regarding lights for the Sports Field.
12.2 Recreation Area
The Cherry Trees from Covanta will be planted in the Memorial Garden. The additional trees from The Woodlands Trust will be planted by the Caretakers.
12.3 Newsletter
The next newsletter will go out in January 2024.
12.4 Sports Field/Pavilion
The minutes of the last meeting of the DLP Committee were circulated to all Councillors in advance of this meeting.
The Soccer School has booked for the October half-term and is also looking to book next year. Cllr Banks asked for volunteers to help with the setup in October on the Sunday and Thursday/Friday.
Cllr Melville suggested that maybe the Sports Pavilion/Field should seek charity status in the future.
12.5 Village Hall
None

12.6 Policing
Cllr Melville advised that the crime rate was low. He also advised that the investigation into the incident at Quest Pit was ongoing.
12.7 Covanta
Cllr Nelsey advised that he had attended a meeting at Covanta with Cllr Law. There were no issues to report. The circular path and signage have now been completed and they have welcomed 236 visitors. Cllr Nelsey will arrange for the Councillors to go on a tour of the site on the 12th October 2023.

13: Training

14: Speedwatch
Cllr Serino has expressed an interest in setting up Speedwatch in the village

15: Community Events including Quotes
The minutes of the meeting of the Events Committee were circulated to all Councillors.

16: Stewartby Bowls Club
Cllr Melville updated the Parish Council on the recent meeting held with representatives from the Bowls Club. The Bowl Club will endeavour to ratify these recommendations at their committee meeting on Wednesday 27th September 2023:
• Pay 50% of the previous water bill (invoice would need to be reissued or a credit note raised)
• Submit monthly water meter readings to the Clerk and pay for usage + 15% of other costs
• Pay 15% of electricity costs
• Comply with a more robust key management system
• Lease agreement for 10 years at a cost of £1
• Pre-book use of main kitchen three months in advance and have specified cupboards with locks
• Not sure about installing a kitchen area in the Bowls Club due to space
• To comply with all Health & Safety requirements
• To clear storage areas
• Meet with Parish Council representative every three months
• Liaise directly with Clerk

17: Key Management Policy for the Sports Pavilion & Village Hall
Cllr Melville to liaise with the Caretaker to arrange for quotes for internal and external locks for the Sports Pavilion.
Cllr Fraser to draft Key Management Policy for approval at the next meeting.

18: Items of an urgent nature or for inclusion on the next agenda
None

19: Close of Meeting and items for the next Agenda.
Close of Meeting and items for the next Agenda.
Meeting closed at 8.56 pm. Please see above for items for the next Agenda.

20: Date and Time of Next Meeting
The next meeting of the Parish Council will be held on Thursday 19th October 2023 @ 6.30 pm.