Parish Council
Thursday 18-Sep-2025 @ 18:30
Dave Law Sports Pavilion, Park Crescent, Stewartby

MINUTES

1: Apologies
Apologies were received from Cllrs Law, Burnage and Borough Councillor Andrea Spice.

2: Declarations on Interest in items on the Agenda
None

3: To consider any applications for dispensation
None

4: Public Participation
None

5: Consider whether to Co-opt a Member of the Public to the Council
The RESOLVED to co-opt Donna Sartain on to the Parish Council.

6: Update from Harworths about the Brickworks Site
Gareth and James from Harworths attended the meeting to provide Councillors with an update.

There is still insufficient information about the road layout and concerns about the Design Guide. The use of the proposed Heritage Centre also needs careful consideration.

The potential issue of the school being removed from the plans was discussed. There are ongoing discussions with Bedford Borough Council. The Parish Council will also speak to them regarding their concerns about this.

Harworths acknowledged that the appearance of the site is unacceptable and will seek to address this. The Council asked whether the site could have timber fencing.

Lorry drivers are still using the area for stopovers. Harworths will organise signage to precent this,

Current works will come to an end on the 1st October 2025 and then they will leave site whilst

Reserved Matters are dealt with. There is likely to be a pause of six-months before they are able to return to site. The Parish Council raised concerns about this and will speak to Bedford Borough Council.

The site will also include some small industrial units/offices at the entrance to the site and Harworths want to include a roundabout so that traffic can be separated (traffic for the industrial units does not need to accessing the housing area).

Cllr Melville will arrange a meeting with the Planning Department at Bedford Borough Council and Harworths to try and move some of the issues and the Design Code forward.

The Council was advised that the surveys to look at the fountain would commence on the 1st October. A report will follow within 10 working days.

7: Minutes of the previous meeting
The Council RESOLVED that Cllr Melville should sign the minutes of the meeting of the Parish Council held on Thursday 17th July 2025 and the Extraordinary meeting held on the 24th July 2025 as true and accurate records.

8: Matters arising from previous minutes
The Chair advised that the planning application for the tree outside of the Village Hall had been submitted.

It was noted that the date for the Parish Council Surgery had been missed. It was RESOLVED that this be part of the Christmas Fair on the 29th November 2025.

9: Chairman’s Report
The Chair advised that the Police had shown interest again in utilising the Committee Room in the Village Hall. A further meeting is due to be arranged.

Cllr Melville also advised that he had met with the owner of the Marquee to address concerns about anti-social behaviour. He noted that the owner had been pro-active and that the behaviour had ceased.

The Parish Council objected to the development at the Interchange. The Chair advised that Highways had not yet commented and the Borough Council is still considering the application.

The risk assessments for the Village Hall and Sports Pavilion are due. It was RESOLVED that the Clerk would contact the Health & Safety Consultant to arrange these.

Cllr Melville raised concerns about the low number of Parish Councillors. IT was RESOLVED that the Parish Council would actively try to recruit new members.

The Council has yet to find a tenant for the Village Hall Flat. It was RESOLVED that this would be considered at the next meeting.

10: Report from Bedford Borough Council

None.

11: Clerk's Financial Report

11.1 Authorise payments for BACS Transfer

The Council RESOLVED to authorise the BACS Reports for the Parish Council and the Sports Pavilion.

11.2 Balances of Accounts

Members were advised that as at the 31st August 2025, the balances of the Parish Council and Sports Fields accounts were as follows:

£9,794.02
£82,805.36 (includes part of the grant for the play area)
£27,375.35
£359,121.02

11.3 Internal Auditor's 1st Quarter Bank Reconciliation Review

The Clerk shared the report with the Council and advised that there were no issues of concern or discrepancies.

11.4 Annual Return 2023-24 External Audit Report

The Clerk advised that the External Audit Report had not just been received however they have verbally advised that there are no issues of concern.

The Chair thanked that Clerk for this and the improvements that have been made.

11.5 2025-26 Pay Award

The Clerk advised that Council that the pay award for staff had been received and that the backpay from April 2025 would be paid in the October payroll.

It was RESOLVED that the Clerk should write to staff about the pay award.

12: Quotations for authorisation

12.1 Christmas Lights

The Council RESOLVED to accept the quote from Andy Muskett for putting up the Christmas lights and also the quote for replacement lights for the Village Hall.

12.2 Christmas Tree

The Council RESOLVED to accept the quote for from Badger Hill Christmas Trees.

12.3 Hedge Cutting

The Council RESOLVED to accept the two quotes from Countrywide for hedge cutting works.

12.4 Replacement Carousel for Sports Pavilion Play Area

The Council RESOLVED to accept the quote from Miracle Design & Play however the grant funding needs to be resolved.

13: Planning Applications & Decisions

13.1 Planning Applications & Decisions received before the despatch of the Agenda

None

13.2 Planning Applications & Planning Decisions received after the despatch of the Agenda

Ref: 25/01496/FUL Full Planning Application proposal for extension of dropped kerb and parking area to provide additional parking space, and resurfacing of existing parking space with surface dressed concrete with aggregate finish @ 206 Stewartby Way Stewartby Bedford Bedfordshire MK43 9LN

The Council RESOLVED to object to this planning application on the same grounds as before.

13.3 Update on Universal Studios

None

14: Amenities

14.1 Highways/Lighting

Cllr Banks advised that a survey had been carried out and that Cllr Law was reporting the faults.

Concerns were raised about the lack of working streetlights on George Close/Kiln Drive.

It was RESOLVED that Cllr Melville would write to Persimmon Homes.

14.2 Recreation Area

Councillors were reminded that works would commence on the 29th September 2025.

14.3 Social Engagement

It was RESOLVED that Cllr Banks would put together the next newsletter.

14.4 Sports Field/Pavilion

Cllr Banks gave an update on the teams that are using the pitches and the revenue from this.

Teams are positive about the condition of the pitches.

Eat Feast has confirmed bookings for May, July and September 2026.

14.5 Village Hall

None

14.6 Policing

Cllr Melville raised concerns about drug trafficking on Hansons Reach and the implications of this on the community.

14.7 Encyclis

None

15: Community Events 2025/2026
None.

16: Grants
None.

17: Council Surgery / Community Engagement
This matter was dealt with in the Chair's Report and Social Engagement above.

18: Policies
It was RESOLVED that the policies should be adopted however the Clerk will liaise with the Caretaker about the Lone Working Policy and obtain a quote for a sharps bin.

19: Training Courses available through BATPC
Information about available training courses was circulated.

20: Exclusion of the Press & Public
HR – please see confidential notes.

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

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

Sanitizer for Village Hall

Meeting closed at 8.59 pm.

23: Date and Time of Next Meeting
The next meeting will be held on the 16th October 2025 @ 6.30 pm.