MINUTES

1: Meeting Header
Meeting Name: Parish Council
Date: Thursday 18th June 2026
Time: 6:30pm - 8:15pm
Venue: Dave Law Sports Pavilion, Park Crescent, Stewartby
Chair: Cllr Banks

2: Attendance
Present:
- Cllr Banks (Chair), Cllrs Law, Burnage, Sartain, Birch (after he was co-opted) and Tilly Bartens (Clerk).

Apologies:
- Apologies were received from Cllr Haley, who is currently working away, and Cllrs Melville and Serino, who are both unwell. Apologies were also received from Bedford Borough Councillor Andrea Spice.

Absent:
n/a

Officers/Advisers:
n/a

3: Declarations of Interest in Items on the Agenda
None

4: To consider any applications for dispensation
None

5: Public Participation
Matthew Birch was in attendance. He is interested in returning as a Parish Councillor.

6: To consider co-opting a member of the public to become a Parish Councillor
Matthew Birch was asked to leave the room whilst the Council considered this Agenda item.

Cllr Banks proposed and Cllr Law seconded that Matthew Birch should be co-opted to the Parish Council.

The Council RESOLVED to co-opt Matthew Birth as a Parish Councillor.

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 the 21st May 2026 as a true and accurate record.

8: Matters arising from previous minutes
The Parish Council reviewed the updated information and proposal for youth provision.

The Council RESOLVED to accept the new proposal for the Summer activities.

9: Chairman’s Report
Cllr Banks read out a report from Cllr Melville in his absence as follows:
Broadmead Road will reopen again on the 4th July 2026, later than anticipated, as there have been some unforeseen utility issues.

Manor Road will close on the 22nd July 2026 in rolling three-month blocks.

No Universal traffic signs have gone up in some locations. Cllr Melville has asked for there to be signs at the top and bottom of Stewartby Way and this has been agreed.

Rosie Kavanagh has been appointed as the Universal Community Liaison Director. Cllr Melville has had a positive

meeting with her and she will be attending the event on the 4th July 2026.

Cllr Melville has had another meeting with Bedford Borough Council regarding the G & T site. He has pushed for more robust action and this is being looked into.

There have been some issues with grass cutting in the village. Cllr Law has spoken to Harworths and Encyclis about these. It was RESOLVED that the Council would write to the homeowner of 40 Churchill Close asking them to clear the pathway.

Cllr Melville reminded Cllrs that there was an Events Meeting on Thursday 25th June 2026.

Cllr Melville and Law had a meeting with Planning to discuss the design code for the Brickworks site. Cllr Law provided an update at the meeting. Cllr Law advised that she was going to speak to the Conservation Officer regarding the designs that are intended on the site.

Cllr Melville asked the Council to consider the roundabout planting. The Council agreed that it was poor and RESOLVED to withhold payment until a resolution can be found.

Cllr Burnage requested that Cllr Melville make a further request for the speed limit on the old A421 to be reduced to 30 mph up to Green Lane whilst Broadmead Road is closed. She also requested that he speak to Houghton Conquest Parish Council again about cutting back the bushes on the B530.

10: Report from Bedford Borough Council

None

11: Clerk's Financial Report

10.1 Authorise payments for BACS Transfer
The Council RESOLVED to authorise the BACS Reports with the exception of the invoice relating to the roundabout planting.

10.2 Balances of Accounts
Members were advised that as at the 31st May 2026, the balances of the Parish Council and Sports Fields accounts were as follows:
£49,675.49
£38,601.79
£26,280.95
£307,411.70

10.3 Review of Pitch & Sports Pavilion Hire Rates
Cllr Birch declared an interest and took no part in the discussion. It was RESOLVED to increase the rates as follows:
? Home Teams to increase from £50 to £60

? Non-Home Teams to increase from £60 to £70
? Youth Teams £15 per hour
? Sports Pavilion room hire will remain unchanged
All football teams to be informed before September. Cllr Banks to provide the Clerk with a list of teams.

10.4 Bank Reconciliation Review Quarters 3 & 4
The Clerk advised that the report has not yet been received from the Internal Auditor. The Council RESOLVED to defer this matter to the next meeting.

10.5 Annual Return 2025-26
The Clerk advised that issues have been encountered transition to income ad expenditure from receipts and payments because of the VAT issues. The Council will recall that it was unable to reclaim VAT for a few years whilst this has been remedied there have been some issues reconciling this in Scribe so that the base figures are correct for the Annual Return.

This issue has now been resolved however this has prevented the Clerk from finalising the Annual Return.

The Council supported the Clerk and the difficulties and RESOLVED to write to the Auditors to explain the delay and request an extension.

12: Quotations for authorisation

11.1 Noise Monitoring for 100 Year Event
The Council RESOLVED to accept the quote from Event Noise.

11.2 Bowls Club Fencing
The Council RESOLVED to paint the fence with anti-climb paint however they did not agree to the planting.

11.3 Replacement Bollards
The Council RESOLVED to defer this matter tot the next meeting as they needed further information.

11.4 Premises Licence Costs
This item was agreed with the BACS Reports. The Council previously agreed for a premises licence application to be made.

11.5 Fire Extinguisher Replacements
The Council RESOLVED to accept the quote from ACE Fire & Security for replacement fire extinguishers for the Village Hall.

11.6 Signs for 100 Year Event
The Council RESOLVED to accept the quote from Source Graphics Ltd for £130.98.

13: Planning Applications & Decisions

12.1 Planning Applications & Decisions received before the despatch of the Agenda
Ref: 26/00807/MAR Major Reserved Matters Application proposed Reserved matters application relating to access, appearance, landscaping, layout and scale for earthworks and drainage pursuant to outline planning permission 18/03022/EIA Former Stewartby Brickworks, Broadmead Road, Stewartby, Bedfordshire

The Council RESOLVED that Cllr Melville should review this application and advise.
Ref: 26/00374/FUL Full Planning Application proposed Demolition of existing annexe building to the rear of church hall @ Stewartby Church Hall, Park Crescent, Stewartby, Bedford, Bedfordshire MK43 9NL

The Council RESOLVED that it had no objections.

12.2 Planning Applications & Planning Decisions received after the despatch of the Agenda
Ref: 26/00127/FUL Full Planning Application Construction of temporary highway crossover for construction vehicle access and site compound @ Marston Vale Middle School, The Crescent, Stewartby, Bedford, Bedfordshire MK43 9NH - REFUSED

11.3 Update on Universal Studios
None

11.4 Planning Appeal
Ref: 6003946 Land adjacent to Sheffield House, South-West of Ampthill Road (B530), Houghton Conquest.

14: Amenities

13.1 Highways/Lighting
Cllr Law and Banks will carry out a street lighting inspection when they can.

13.2 Recreation Area – ROSPA Report
It was RESOLVED to defer this matter to the next meeting.

13.3 Social Engagement
None

13.4 Sports Field/Pavilion
The Clerk advised that there was an issue with the emergency lighting that had been raised by the Caretaker.

The Council RESOLVED to accept the quote from Rushton Electrical to investigate and remedy this.

13.5 Village Hall

The Clerk provided an update on the insurance claim. Councillors will receive further updates at the Village Hall

Committee meetings.

13.6 Policing
None

15: Proposal for Foodbank

Cllr Sartain advised that this would need to be set up as a Community Larder in the first instance to gauge interest.

Cllr Sartain will progress to the next steps.

16: Community Events 2026

It was RESOLVED that Cllr Burnage would purchase milk, biscuits and bottles of water for staff, volunteers and contractors on the 4th July 2026. This will be reimbursed by the Council.

17: Grants

Cllrs Law and Burnage will provide an update at the next meeting.

18: Council Surgery / Community Engagement

None

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

None

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

Meeting closed at 8.15 pm.

21: Date and Time of Next Meeting

The next meeting will be held on the 16th July 2026 @ 6.30 pm. Cllr Law tendered her apologies.