MINUTES

1: Meeting Header
Meeting Name: Parish Council
Date: Thursday 16th July 2026
Time: 6:30pm - 8:28pm
Venue: Dave Law Sports Pavilion, Park Crescent, Stewartby
Chair: Cllr Banks

2: Attendance
Present:
- Cllr Melville (Chair), Cllrs Haley, Burnage, Sartain, Serino, Birch and Tilly Bartens (Clerk). Borough Councillor Spice

Apologies:
- Apologies were received Cllrs Law and Banks.

Absent:
n/a

Officers/Advisers:
n/a

3: Declarations of Interest
None

4: To consider any applications for dispensation
None

5: Public Participation
None

6: 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 18th June 2026 as a true and accurate record.

7: Matters arising from Previous Minutes
Cllr Melville advised that the youth sessions with 4YP UK had been advertised. A grant would need to be secured for a regular youth club in the village.

The Chair reported that the Universal signs had been put up preventing traffic from coming into the village.

There has been a further meeting with officers at Bedford Borough Council regarding the Traveller's site.

Cllr Melville raised the invoice that had not been paid to Countrywide as the Council is dissatisfied with the works on the roundabout. It was RESOLVED to propose a reduction of 25% and for the works to be rectified before the Autum planting.

Cllr Melville advised that there was no need to request that the 30 mph zone on the C94 be extended, as per Cllr Burnage's request, as the road closure is due to end tomorrow.

8: Chairman's Report
Cllr Melville thanked everyone for their part in the event on the 4th July 2026 which was a great success. Over 4,000 people attended throughout the day. Positive feedback was received from all stallholders, and they commented on how well the event had been run. There were some things that could be improved if the Council organises an event like this in the future.

Cllr Melville thanked Cllr Sartain and her husband, Cllr Spice and the Clerk.

9: Report from Bedford Borough Council

Cllr Spice advised that information has gone out regarding the closure of Manor Road.

There are ongoing issues with Montgomery. Paul Pace met with Ben Purdy from Persimmon Homes earlier today so there should be an update tomorrow.

The drain cover in Green Lane has been fixed temporarily whilst parts are awaited.

Cllr Melville asked for the roads to be swept and for the weeds to be removed.

Cllr Spice reminded Councillors that it is the River Festival this weekend.

10: Clerk's Financial Report

9.1 Authorise payments for BACS Transfer
The Council RESOLVED to authorise the BACS Reports.

9.2 Balances of Accounts
Members were advised that as at the 30th June 2026, the balances of the Parish Council and Sports Fields accounts were as follows:
£37,699.41
£15,016.68
£22,230.02
£308,328.54

9.3 Bank Reconciliation Review
The Parish Council considered the Internal Audit Bank Reconciliation Review Report. The Clerk advised that, as in previous years, there can be a delay in completing the monthly reconciliations in November/December due to the bookings for Santa's Grotto that go through Scribe and the work associated with reconciling each payment of £5.

9.4 Annual Return 2025-26
The Clerk shared the Internal Audit Report with the Council. The Council noted the comments about invoices being kept in a central record. The Clerk advised that they are kept in ring binders however the Clerk had forwarded emails direct to the Internal Auditor when she asked for Sample invoices. This was more efficient than scanning and emailing.

The Council noted the comments about policies and the absence of an IT Policy and RESOLVED to add this to the September meeting Agenda (the Council does not formally meet in August).

The Council has now moved to income and expenditure accounts as recommended in previous external audits and the outstanding VAT claims have been completed.

The Council RESOLVED to approve the figures on the Annual Return

11: Quotations for authorisation

10.1 Glasdon Bin
The Council RESOLVED to purchase a smaller bin from Glasdon for £200 as opposed to £800.

10.2 Paths on the Sports Field
The Council RESOLVED to accept the quote from NMF Surfacing to resolve ongoing issues with the paths. The quote of £8,750 represents 50% of the total cost. The contractor is meeting the rest.

Cllr Burnage voted against this and wanted this noted as she felt the issues will reoccur.

10.3 Replacement Bollards
The Council RESOLVED to defer this matter to the next meeting.

12: Planning Applications & Decisions

11.1 Planning Applications & Decisions received before the despatch of the Agenda
None

11.2 Planning Applications & Planning Decisions received after the despatch of the Agenda
None

11.3 Update on Universal Studios

None

11.4 Planning Appeal
Appeal Ref: 6002675 206 Stewartby Way, Stewartby, Bedfordshire MK43 9LN – permission granted to drop kerb.

13: Amenities

12.1 Highways/Lighting
Cllr Birch to assist Cllrs Law and Banks with this going forward.

Cllr Melville advised that Councillors needs to be more proactive and report issues when they see then rather than raising them at the next Parish Council meeting.

12.2 Recreation Area
Cllr Melville advised that the zip wire would be repaired next week. A meeting willbe held to discuss the concerns raised in the ROSPA Report.

12.3 Social Engagement
It was RESOLVED that a one-off printed newsletter would be done in September to all residents.

12.4 Sports Field/Pavilion
The Council considered the booking request for the Sports Pavilion on a regular basis out of hours. The Parish Council is unable to staff this and it RESOLVED that it did not wish to issue keys given the previous issues and the work that was done to remedy the situation.

The Council considered the request from Craig Fox regarding the use of the sports field. It was RESOLVED that the fee would be £15 per hour in line with youth football.

12.5 Village Hall
Cllr Melville advised that emergency works needed to be completed to the Village Hall bathroom. The tenants have highlighted this on several occasions. It was RESOLVED to accept the quote for £300 from Sigma Plumbing & Heating for the works to be completed.

12.6 Policing
None

14: Proposal for Foodbank

It was RESOLVED that Cllr Sartain would circulate the information on social media requesting volunteers and also register it as a food business with Bedford Borough Council.

15: Community Events 2026

Cllr Melville advised that Cllr Law is leading on the event on the 5th September 2026 however details have yet to be circulated. The Council RESOLVED to purchase three banners for this event.

The Council RESOLVED that stalls at the Christmas Fair would be £30 and food vendors £50. The Christmas Fair will run from 2 – 7 pm.
Cllr Melville advised that were some learning points from the event on the 4th July
as follows:
? Access for the elderly and those with a disability;
? Location of toilets;
? Free water should have been available given the temperature; and
? Stage was too close to the houses

16: Grants

Cllrs Law and Burnage will provide an update at the next meeting. Grants need to be identified for the youth club, replacement quarry tiles, floor and memorial wall at the Village Hall.

17: Council Surgery / Community Engagement

None

18: Request for Double Yellow Lines

The Council RESOLVED to support the request for double yellow lines opposite the ones on the corner of Park Crescent/Rousbury Way.

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

None

20: Close of Meeting and items for the next Agenda

? Quotes for tree works
? Request for Yellow lines @ Alexander
Meeting closed at 8.28 pm.

21: Date and Time of Next Meeting

The next meeting will be held on the 17th September 2026 @ 6.30 pm.