MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held at Marston Moreteyne Community Centre, Great Linns, Marston Moreteyne on Tuesday 6th December 2022, commencing 8.00pm.

Present: Parish Councillors: Peter Neale (Chairman), Carol Carter, Janice Green, Robert Morris & Ted Pilbeam.
1 member of public

Officer: Mrs Hazel Trustam – Parish Clerk

22/12/474 **Apologies for absence**
Apologies for absence were received from Cllr Hugh Roberts. Reason noted.

22/12/475 **Declarations of interest**
No declarations of interest made.

22/12/476 **Dispensation Requests**
No requests had been submitted.

22/12/477 **Public Participation**
No matters were raised.

22/12/478 **Minutes of meetings**
Resolved to approve as an accurate record of proceedings, the minutes of Marston Moreteyne Finance & General Purposes Committee held on Tuesday 1st November 2022. Proposed Cllr Green, seconded Cllr Morris. Agreed.

22/12/479 **Matters arising from the minutes.**
17/04/167 Community Emergency Plan: It was agreed that the list of community buildings & contacts is still relevant and required in the event of an emergency. Cllr Neale and parish clerk to action.
22/06/243.2 Cricket at Community Centre: Ongoing.
22/08/328 Christmas Lighting: All lights have now been installed and are turned on.
Street signage: Ongoing.
Queen's Jubilee Garden sign: Ongoing.
22/09/347 Table Tennis Tables: These are scheduled to arrive later in the week.
22/10/393.1 Community Centre tables: The tables have been delivered.
22/10/393.3 New allotment site: Central Bedfordshire Council are liaising with Bovis Homes in respect to the Section 106 agreement and issue of flood preventative works.
22/11/442.2 Cricket Pitch: The parish clerk is currently awaiting further information on BDW's plans for rabbit netting
22/11/442.3: Queen Elisabeth II Roses: These have been ordered. Delivery is expected this week.
22/11/443 Play/Skate Park Area: IDB and costs for soil analysis to be obtained.

22/12/480 **Invoices for payment**
A list of receipts and payments was circulated.
Resolved to approve invoices for payment per Appendix 1 (attached). Proposed Cllr Morris, seconded Cllr Pilbeam. Agreed.

22/12/481 **Community Centre**
Thanks were expressed to the Parish Clerk and Administration & Bookings Officer for the Christmas Fayre held at the community centre on Saturday 3rd December. Members felt that all vendors and residents attending enjoyed themselves and that the event was well organised and run.

Chairman Signature …….

Date …….

481.1 Latent Defects

An up-to-date verbal report regarding all latent defects reported to BDW and subsequent action taken was received.

481.2 Community Centre Land Transfer

Members considered and discussed the amended Transfer Plan showing the areas to be transferred from BDW to the parish council. It was resolved to obtain further information in regard to access to the substation, boundary fence responsibilities and maintenance of adjacent ditch.

481.3 Car Park gritting

The parish clerk had obtained quotations for the gritting of the car park and footpaths and snow clearance. After due consideration, it was resolved to award the contract to Mark Petty.

22/12/482 **Cemetery**

An application had been received for a flower vase following interment of ashes on a burial plot which has an existing headstone. The matter was brought before the committee as this is outside the approved cemetery guidance and as such outside the authorisation of the parish clerk.

After due consideration, **it was resolved** to approve the application for the flower vase, on the agreement that it was placed on the plinth of the existing headstone. It was noted that this decision would not constitute a precedence.

22/12/483 **Budget 2023/24**

The parish clerk provided draft budget figures for discussion. It was noted that Band D figure had increased by 29 to 2527, enabling a precept of £171,230 without any increase on Band D which was currently £67.76 per year.

Members were conscious that residents were under financial pressures given the rise in the cost of living and utilities. It was requested that the parish clerk provide a draft budget based on 0% rise in Band D.

Members briefly discussed the following matters:

- Reinstating the printing and delivery of the village newsletters to all households. It was felt that this could be costly and not environmentally sustainable. It was resolved to place the matter for consideration by full council in January.
- It was acknowledged that the coronation of King Charles III will take place in May 2023. It was agreed that the matter be placed on the January agenda to discuss options for acknowledging this important occasion.

22/12/484 **Finance Correspondence**

A request from a councillor had been received to use the outside storeroom at the community centre for a time limited restoration project. It was agreed that this was possible subject to a hire charge being agreed and the council's insurance being unaffected. It was also suggested that pupils at Forest / Church End school might benefit from the video being made of the restoration project in terms of a teaching experience.

There being no further business to transact, the meeting was closed at 9.50pm.

Chairman Signature …….

Date …….

Appendix 1.
Invoices approved for payment:

Payee	Invoice No.	Description	Net £	VAT £	Total £
HMRC		PAYE & NIC contributions for Nov	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for Nov	**	0.00	**
Bedford Borough Council	19040093	Commercial bin rental and emptying Charges from 26.09.22 to 30.10.22	63.18	12.62	75.80
Warners of Bedford	16113 16047 16153	Grounds maintenance to Community centre (incl grass cutting & bin emptying). Nov. Grass cutting, bins, litter picking Grass cutting, bins, litter picking Total	320.00 1,268.00 1,490.00 3,078.00	64.00 253.60 298.00 615.60	384.00 1,521.60 1,788.00 3,693.60
British Gas	980003080	Community Centre electricity (1-31 Oct)	479.53	86.90	566.43
British Gas	980003079	Community Centre gas (1 Oct – 10 Nov)	557.35	23.36	580.71
BT PLC		Telephone/Broadband at Community Centre November	56.56	11.31	67.87
Anglian Water Business (National) Ltd	11281969	Allotment water charges 17 Aug to 16 Nov 2022.	49.66	0.00	49.66
Lamps & Tubes Illuminations Ltd	70917	Hire of Christmas tree lights	352.00	70.40	422.40
MJ Humphries		19/20ft Norway Spruce Christmas tree & delivery	390.00	78.00	468.00
Andy Muskett Ltd	5305	Erect rope lights on 34 street columns and Community Centre	840.00	168.00	1,008.00
Fire Response UK	32470	Fire Alarm servicing	75.00	15.00	90.00
Carol Carter		Expenses reimbursement for war memorial planting	63.84	0.00	63.84
Cloud Next Ltd	187858	Website hosting renewal	99.99	19.99	119.98
SLCC	MEM241758-1	Membership renewal	296.00	0.00	296.00
CPM Playgrounds	5203	Removal & disposal of play equipment at Bedford Road play area	820.00	164.00	984.00

Chairman Signature …….

Date …….

Saunders		Hall deposit return	100.00	0.00	100.00
Hazel Trustam		Refund of expenses	902.77	0.00	902.77
Royal British Legion		Poppy Wreath & donation	100.00	0.00	100.00
Keens Shay Keens		Inv 39045/H. Internal audit fee year ending 31.3.22 plus Payroll from May 2021 to May 2022.	490.00	98.00	588.00
Payments made in between meetings					
Hazel Trustam		Nov salary & backpay	**	0.00	**
Lucy Fitzgerald-Shaw		Nov salary & backpay	**	0.00	**
Natalie Lunnon		Nov salary & backpay	**	0.00	**
Brian Ormston		Nov salary & backpay	**	0.00	**
Holland		Hall deposit return	100.00	0.00	100.00
Opadere		Hall deposit return	100.00	0.00	100.00
Jassar		Hall deposit return	100.00	0.00	100.00
Neville Funeral Service		Refund of incorrect funds received	206.00	0.00	206.00
Robotham		Hall deposit return	100.00	0.00	100.00
Elefterescu		Hall deposit return	100.00	0.00	100.00
L Fitzgerald-Shaw		Refund of expenses	27.98	0.00	27.98

*(** Note: Salary/expense payments are excluded from publication due to protection by the Data Protection Act).*

Chairman Signature …….

Date …….