MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 6th February 2023, in the Francis Keep Room at Marston Moreteyne Community Centre, Great Linns, Marston Moreteyne, MK43 0DD commencing 7.00pm .

Present: Councillors Ted Pilbeam (Chairman), Janice Green, Hugh Roberts & Robert Morris
2 members of public
In attendance: Officer: Mrs Hazel Trustam – Parish Clerk

Minute Reference	Agenda Item	Power	Action
24/02/049	**Apologies for absence** Apologies for absence were received and noted from Councillors Carol Carter & Joanna Johnson	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40	Clerk to keep on file
24/02/050	**Disclosure of local and/or disclosable pecuniary interests** No declarations of interest were received.	Localism Act 2011, Sch 7, s31	N/A
24/02/051	**Dispensation Requests** No dispensation requests were received.	Localism Act 2011, Sch 7, s33	N/A
24/02/052	**Open Forum** • Member of public asked if all minutes could be uploaded onto the parish council's website in a timely manner so that members of public can keep abreast of parish council activities and decisions. • Member of Marston Moreteyne Allotment Society updated the parish council to say that the installation of the compost toilet at Station Road allotment site is now complete with only landscaping works to be done once weather conditions allow. The condition of the main access roadway suffered during the installation of the toilet and now requires remedial work. The Society is considering aggregate which may cost approx. £500.00. Financial assistance would be needed as the Society has insufficient funds to cover this cost. The committee advised that any material laid must be able to be removed e.g. tarmac must not be laid. It was agreed that the Society puts forward a written proposal for consideration by the parish council. The Society is now seeking grant funds to replace the community shed. The parish council was advised that an additional water trough is needed for plot holders along the	Public Bodies (Admissions to Meetings) Act 1960, s1 (1).	N/A

Chairman Signature …….

Date ……

<table>
<tr><td></td><td>central access to the site. Cllr Morris declared an interest at this point due to a family member being an allotment tenant. The committee had no objections in principle to another water trough being installed
• Cllr Pilbeam highlighted the need for Central Bedfordshire Council to look holistically at combatting the speed which motorists travel along the section of C94 past Marston Fields (including the small roundabout). Collated speed data is required over a period of time.

All members of public left the meeting.</td><td></td><td></td></tr>
<tr><td>24/02/053</td><td>Minutes of meetings
It was resolved to approve as an accurate recording of proceedings the minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 2nd January 2024. Proposed Cllr Green, seconded Cllr Roberts. Agreed.</td><td>Local Government Act 1972, Sch 12, Part VI, p41 (1)</td><td>Clerk to keep on file</td></tr>
<tr><td>24/02/054</td><td>Matters arising from the minutes – for information only.
The following written report was circulated prior to the meeting
<table>
<tr><th>Minute Reference</th><th>Subject</th><th>Update</th></tr>
<tr><td>22/06/243.2</td><td>Cricket at Community Centre</td><td>Request sent to BDW asking for copy of report from Grounds Management Association following final assessment of the cricket pitch and outfield.

Parish Clerk has contacted Brad Matthews (Cricket East) with a view to arranging a meeting to discuss the availability of the cricket facilities and maintenance of the facilities. Date TBA.</td></tr>
<tr><td>22/11/481.2</td><td>Play/Skate Park Area</td><td>Insurance form from CBC Insurance Team to be completed regarding tree roots lifting skate park surface and play area at Bedford Road. Parish Clerk seeking clarification from BATPC on which organisation is the correct one to submit the claim.</td></tr>
<tr><td>23/03/105.4</td><td>PAT Testing</td><td>Seeking costs.</td></tr>
<tr><td>23/03/105.3</td><td>Fire Risk Assessment</td><td>Date to be arranged.
Annual inspection of fire extinguishers, emergency lighting and fire panel completed 6th February 2024. Advised that emergency bulkhead adjacent to fire exit by parish office failed in test and replacement batteries in the fire panel (dated 2018) need replacing. Parish clerk has requested costs for these works.</td></tr>
<tr><td>23/03/109</td><td>Play Area/Skate Park: Bedford Road</td><td>Ongoing. Quotations need to be submitted to CBC in order to secure the Outdoor Sport & Informal Space Funding. The</td></tr>
</table></td><td>N/A</td><td>N/A</td></tr>
</table>

Chairman Signature …….

Date …….

			application can then be considered for approval. Resolution 22/11/443. However, until the issues of the safety surfacing have been discussed (see 22/11/481.2) then an application cannot be submitted.		
	23/04/143.2	Photovoltaic Panels	Grantscape and CBC have advised that grants are secure until April/May 2024. Cllr Pilbeam advised that PV units have just been installed on Cranfield's community centre.		
	23/06/206	British Gas Energy Costs	Alternative quotations required.		
	23/09/307	Emergency Plan	What's App group created More volunteers have come forward. The doctor's surgery has advised that they are happy to be involved. A BLEVAC meeting is coming up soon.		
	23/12/434b	Marston Moreteyne Community Centre Transfer	Response sent to BDW following PC authorisation on 16th January. Exact wording agreed between Cllrs Robert & Pilbeam, Woodfines Solicitors and parish clerk.		
	24/01/006	Harrison Meadows Allotment site	Parish clerk to contact CBC Enforcement advising breach of S106 planning conditions.		
	24/01/008	Community Centre	Cllr Carter agreed to obtain further information in regard to sound monitoring for the main hall.		
	24/01/010	Central Bedfordshire Council Recreation Open Space Strategy	CBC has shared its Draft Facilities Assessment Report with town/parish councils as the first stage of the review of the Leisure Recreational Open Space Strategy. The data from the public open spaces survey completed a short while ago, combined with the desk-based assessment work carried out, forms the baseline information which will inform Issues & Options document; which is the next stage of the strategy development. CBC is not formally consulting on this Draft Assessment Report but would welcome any feedback on it at this stage (by 8th March). The report will be finalised once it has been reviewed and all feedback considered. Once the Draft Strategy is prepared, there will be a formal opportunity for town/parish councils to respond in the summer when there will be a 6-week public consultation. More information about the consultation will be sent to you nearer the time.		

Chairman Signature …….

Date …….

	Report received and accepted.		
24/02/055	**Invoices for payment** A list of receipts and payments was circulated. **It was resolved** to approve invoices for payment per Appendix 1 (attached) Proposed Cllr Roberts, seconded Cllr Green. Agreed.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.	Clerk to arrange payment
24/02/056	**Community Centre** (a) An up-to-date written report regarding defects reported to BDW and subsequent action taken, was circulated prior to the meeting, and received. A brief update was provided in regard to the transfer of the community centre. (b) A report was received from the parish clerk following the trial use of a key safe by hirers at the community centre one day each week. The report provided details of feedback from hirers, the legal position by the parish council's insurance company and issues which arose during the trial period. It was agreed to maintain the use of the key safe method and to change the code on the 1st Tuesday of each month. It was resolved to advertise for a second key holder for Thursday/Friday and alternate weekends. The key safe would then become a backup method. (c) The parish clerk asked for clarification on hire costs during bank holidays. Following discussion, it was agreed that bank holidays should be charged at the weekend hire rate.	Local Government (Miscellaneous Provisions) Act 1976, s19; Local Government Act 1972, s133.	Clerk to keep on file.
24/02/057	**Audit Plan & Effectiveness of Audit** The draft audit plan and effectiveness of audit documents were circulated prior to the meeting. It was resolved to recommend approval without amendment to full council.	Accounts & Audit (England) Regulations 2011	
24/02/058	**Internal Auditor** The parish clerk advised that she had sought quotations for the internal audit of accounts year ending 31.3.24. For varying reasons, two companies had declined to quote. Comparison costs had been sought from other town/parish councils of a similar size to Marston Moreteyne. Following discussion, it was resolved to see if the company who had provided a quote of £1,500.00 + VAT would enter into a fixed cost for 3 years. If so, it was resolved to recommend appointment to full council.	Accounts & Audit (England) Regulations 2011	
24/02/059	**Correspondence** No correspondence received.		.
	There being no further business to transact, the meeting was closed at 8.49pm.		

Chairman Signature …….

Date …….

Appendix 1. Invoices for payment

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

Payee	Invoice No.	Description	Net £	VAT £	Total £
HMRC		PAYE & NIC contributions for January	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for January	**	0.00	**
Warners of Bedford	17110	Grounds maintenance to Community centre (incl grass cutting & bin emptying) Dec	320.00	64.00	384.00
	17029	Grass cutting, empty bins & litter pick (Dec)	908.00	181.60	1,089.60
	17100	Empty bins, annual tidy of nature reserve, work to cemetery hedge and top up bark mulch to shrub beds adj community centre.	1,028.00	205.60	1,233.60
		Total	2,256.00	451.20	2,707.20
BT PLC	M022 B3	Telephone/Broadband at Community Centre (1-31 Jan)	55.95	11.19	67.14
British Gas	920066016	Community centre elec (1-31 Dec)	1,117.37	223.47	1,340.84
White Hart Press	29360	Nov & Dec newsletters	302.50	0.00	302.50
Viking Payments	3553447	Cleaning supplies & stationery	186.13	37.23	223.36
	3595901	Stationery	3.84	0.77	4.61
GKP (Ampthill) Ltd	170744	Payroll services (Dec)	75.00	15.00	90.00
Royal British Legion		Grant payment	256.00	0.00	256.00
CPRE		Membership renewal	36.00	0.00	36.00
Bedford Borough Council	19780747	Refuse bin hire & empty (Dec)	65.92	13.17	79.09
	19720312	Refuse bin hire & empty (Oct-Dec)	96.32	19.25	115.57
Andy Muskett Ltd	5674	Remove Christmas rope lighting to columns and strings at community centre	780.00	156.00	936.00
MJ Petty Ltd	1908	Gritting car park and footpaths at community centre (10th & 14th Jan)	120.00	24.00	144.00
Woodfines LLP Client Account	3789	Advice re community centre and sports pitches at Marston Park	1,800.00	360.00	2,160.00
Hart		Hall deposit refund	100.00	0.00	100.00
CPRE		Planning Workshop training – Cllr Hudson	30.00	0.00	30.00
Payments made in between meetings					
Members of Staff		January salaries	**		**
Various		Hall deposit refund	100.00		680.00

Chairman Signature …….

Date …….

Income					
Neville Funeral Services		Interment of ashes	360.00		360.00
Central Bedfordshire Council		Grass cutting contribution 2023/24	4,621.19		4,621.19

Chairman Signature …….

Date ……..