MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 4th June 2023, in the Francis Keep Room at Marston Moreteyne Community Centre, Great Linns, Marston Moreteyne, MK43 0DD commencing 8.00pm .

Present: Councillors Ted Pilbeam (Chairman), Carol Carter, Janice Green & Robert Morris.
3 Members of public
In attendance: Officer: Mrs Hazel Trustam – Parish Clerk

Minute Reference	Agenda Item	Power	Action
24/06/212	**Election of Chairman** **It was resolved:** that Cllr Pilbeam be re-elected as Chairman of the Finance & General Purposes Committee for the coming year. Proposed Cllr Green, seconded Cllr Roberts. Agreed.	Standing Orders	
24/06/213	**Election of Vice-Chairman** **It was resolved:** that Cllr Green be re-elected as Vice-Chairman of the Finance & General Purposes Committee for the coming year. Proposed Cllr Morris, seconded Cllr Roberts. Agreed.	Standing Orders	
24/06/214	**Apologies for absence** Apologies for absence were received and noted from Councillors Carter & Johnson. Absent: Cllr Chandi.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40	Parish Clerk to keep on file
24/06/215	**Disclosure of local and/or disclosable pecuniary interests** No declarations of interest were received.	Localism Act 2011, Sch 7, s31	N/A
24/06/216	**Dispensation Requests** No dispensation requests were received.	Localism Act 2011, Sch 7, s33	N/A
24/06/217	**Open Forum** A member of public asked for an update on the status of the cricket pitch to the rear of Marston Moreteyne Community Centre, what assurances the parish council can provide that no harm will come to anyone using the play equipment during cricket matches/practices and if it will be publishing the Labosport report. Cllr Pilbeam replied stating that the parish council was not in a position to publish either of the Labosport reports as neither had been commissioned by the parish council. The parish council is challenging the veracity of these reports. The parish council is currently in discussion with the developer in regard to the inherent risks to users of the play equipment during matches/practices and until additional safety measures are in place, no adult cricket will be played. The parish council is currently in discussions with Cricket East to assess if there is capacity to play junior cricket which uses soft balls.	Public Bodies (Admissions to Meetings) Act 1960, s1 (1).	N/A

Chairman Signature ……

Date ……

<table>
<tr><td>24/06/218</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 April 2024. Proposed Cllr Green , seconded Cllr Morris. Agreed.</td><td>Local Government Act 1972, Sch 12, Part VI, p41 (1)</td><td>Parish Clerk to keep on file</td></tr>
<tr><td>24/06/219</td><td>Matters arising from the minutes – for information only.
The following written report was circulated prior to the meeting. It was received and accepted.

<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>Meeting was held on 4th April with Sam Rose
(Head of Participation & Growth), Brad Matthews &
Richard Darwin from Cricket East. HR & clerk attended.</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 to chase BATPC for clarification on which organisation should submit the claim.
Clerk & Chair of Playing Field Committee to have MS Teams mtg to discuss insurance claim and condition of play/skate park equipment.</td></tr>
<tr><td>23/03/105.4</td><td>PAT Testing</td><td>Seeking costs.</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 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.</td></tr>
<tr><td>23/04/143.2</td><td>Photovoltaic Panels</td><td>Email received 08.05.24 from Grantscape confirming that the £20,000 grant, which was provisionally awarded towards the PV Panels project, has been withdrawn.
Once the PC is in a position to proceed with the project and if a grant is still required to complete it, a new application can be submitted.

Email received 23.04.24 from Grantscape advised the following: Following the Rookery South Community Trust Fund panel meeting yesterday, the decision has been taken to withdraw the grant offer of £20,000 on 5 May 2024, as this is 12 months after the contract was issued.
If you are able to confirm that you will complete the project by end September 2024, please let me know the new dates for completion so I can update the contract and</td></tr>
</table>
</td><td>N/A</td><td>N/A</td></tr>
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Chairman Signature …….

Date …….

			re-issue it. In this case, if the project is then not completed by 30 September 2024, the grant will be withdrawn. Alternatively, the panel recommended that you reapply once you are in a position to complete the project within six months of the grant offer, although there is no guarantee that your project will be prioritised for funding in the future. Please let me know which course of action you intend to take and the detail, if appropriate, before 5 May 2024.		
		23/06/206	British Gas Energy Costs	Alternative quotations required.	
		23/12/434b	Marston Moreteyne Community Centre Transfer	Ongoing.	
		24/01/006	Harrison Meadows Allotment site	No further update from DWH or Vistry. Letter to Planning Enforcement sent.	
		24/02/056	Community Centre	Keyholder interview taken place. Subject to references, job offer to be made.	
		24/04/147	Footpath/Cycleway Denton Drive	Reported concern to CBC Highways & Ward Cllr Clark regarding the width of the footpath and removal of barriers at end of footpath following repairs. Cllr Clark agreed to follow up.	
		24/04/151	On-call cleaning contractors	Clerk seeking costs.	
		24/04/152	Removal of In Bloom planters	Replacement of MUGA progressing. Assuming that planters have been removed, therefore no further action required.	
		24/04/153	Energy Audit	Clerk to contact 001 Ltd to undertake energy audit.	
	Cllr Roberts reminded the committee that at its meeting on 2nd January 2024 (Minute Ref 24/01/009), when considering the draft budget figures, the committee agreed that it should review the subscription costs for BATPC & SLCC in relation to value for money. It was resolved to bring this forward and review quarterly.				
24/06/220	**Invoices for payment** A list of receipts and payments was circulated. Cllr Morris proposed that the payments be approved for payment, seconded Cllr Roberts. **It was resolved** to approve invoices for payment per Appendix 1 (attached). Agreed.			Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.	Parish Clerk to arrange payments
24/06/221	**Community Centre** (a) <u>Defects Report</u> An up-to-date written report (31.05.24) regarding defects reported to BDW and subsequent action taken, was circulated prior to the meeting, and received.			Local Government (Miscellaneous Provisions) Act 1976, s19;	

Chairman Signature …….

Date ……

	(b) <u>To receive report detailing resident's complaints and resolve a suitable course of action.</u> A report was circulated detailing complaints received from residents living adjacent to the community centre, in regard to car parking inadequacies following the hire of the community centre on Friday 26th April 2024. The report included: details of the advance notification of the hire to Marston Moreteyne School (Forest End site), a summary of what happened on the day and points for discussion. Members discussed several points; adequacy of building as a sports hall vs community centre, planning obligations on the developer's side, sustainability of the facility if restricted to only use by residents, car parking marshalling costs, restrictions on use of overflow car park, temporary alternative car parking solutions for larger hires. It was resolved to undertake the following: • Obtain quotations for overflow car parking signage. • Host an event for residents living adjacent to the community centre to listen to their experience on living close to the centre (Action: Cllr Roberts). • Investigate types and costs of potential surfacing for a more permanent surface which can be used year-round. (Action: Cllr Pilbeam).	Local Government Act 1972, s133.	Cllr Roberts Cllr Pilbeam
24/06/222	**Parish Council Insurance** Notification was received for the renewal of the council's insurance policy at a cost of £3,902.84. Renewal date is 1st June 2024. The parish clerk reminded members that it entered into a 5 year Long Term Agreement which ceases 1st June 2026. It was agreed to include Hirer's Liability on the policy at an additional cost of £56.00, and to set levels for the inclusion of Business Interruption on the policy. Once levels have been sent to the Insurance company, a cost can be obtained.	Financial Regulations	Parish Clerk to action.
24/06/223	**Parish Council Emails** The parish clerk requested permission to increase the capacity of the email mailbox by a further 10GB at a cost of £14.99. It was resolved that the clerks mailbox be increased by 10GB at a cost of £14.99. Following discussion, it was agreed that an IT Strategy is required to enable management of the parish councils IT.	N/A	Parish Clerk to action
24/06/224	**Marston Moreteyne Cemetery** A report detailing the condition of the Covid-19 and reflection gardens, wooden bench and main access gates was circulated prior to the meeting. It was noted that both gardens had few plants left and neither looks fitting for a cemetery. Both the bench and wooden gates require maintenance to prevent them from deteriorating. It was agreed that beds with a proper structure and mulched need to be created. It was agreed that costs be obtained for this plus costs to properly maintain the bench and gates.	Local Government Act 1972, s214(2)	

Chairman Signature …….

Date …….

24/06/225	**Correspondence** To receive any correspondence and resolve a suitable course of action. (a) Anglian Water Services Ltd: Competitive retail market for non-household customers in water and wastewater services. (b) Water Plus: Letter of introduction to new account. It was resolved to agree to a new account with Water Plus, but not to bind the parish council into a lengthy contract. It was agreed that the parish clerk contact 001 Ltd to assess if a better contract is available. (c) Motion Picture Licensing Company Ltd: Television & Film License Compliance. (hard copy received 20.05.24). It was noted that a license fee was payable to screen films; e.g., Outdoor Cinema. Should the parish council use the premises for this type of event a license will be applied for. *3 members of public left the meeting.*	Local Government (Miscellaneous Provisions) Act 1976, s19; Local Government Act 1972.	(a)noted. (b)Parish Clerk to action. (c)noted.
24/06/226	**It was resolved** under the terms of the Public Bodies (Admissions to Meetings) Act 1960, s1(2) that any members of the public or press present should please leave, in order to discuss the following agenda item due to its confidential nature. **To review the hourly rate for Community Centre Keyholder.** Members discussed the hourly rate paid to the community centre keyholder(s). It was resolved that the existing hourly rate be maintained.	Public Bodies (Admissions to Meetings) Act 1960, s1(2) Local Government Act 1972 s112.	N/A
	There being no further business to transact, the meeting was closed at 9.18pm.		

Chairman Signature …….

Date ……

Appendix 1. Invoices for payment

Payee	Invoice No.	Description	Net £	VAT £	Total £
HMRC		PAYE & NIC contributions for May	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for May	**	0.00	**
BT PLC		Telephone/Broadband at Community Centre (1-31 May)	67.27	13.45	80.72
British Gas	824121441	Community centre elec	1,074.33	214.86	1,289.19
Sterling Installations	23552 23619	Works to boiler and heat exchanger (community centre) Attend site to rectify leak from overhead pipework in community centre corridor	936.00 450.00	187.20 90.00	1,123.20 540.00
Warners of Bedford	17366	Grounds maintenance to community centre May 2024.	250.00	50.00	300.00
Acton Security Ltd	2255	Annual service to alarm and one year subscription to Securecomm connctions	210.00	42.00	252.00
Andy Muskett Ltd	5742	Bollard repairs at community centre	185.00	37.00	222.00
Viking Payments	4245465	Stationery & cleaning items for community centre	380.62	76.12	456.74
Beds Assn of Town & Parish Councils	AFF41	Affiliation fees	1,407.00	0.00	1,407.00
Hall Hirer		Hall deposit refund	100.00	0.00	100.00
Payments made in between meetings					
Members of Staff		May salaries	**		**
Hall hirers		Hall deposit refund	500.00		500.00
Carol Carter		Expenses refund – Marston In Bloom	155.26		155.26
Payments due to be approved in May but mtg was inquorate. Payments have been made.					
HMRC		PAYE & NIC contributions for April	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for April	**	0.00	**
Warners of Bedford	17323 17275 17333	Grounds maintenance to Community centre (incl grass cutting & bin emptying) April Grass cutting, litter pick, bin empty. Grass cutting, litter pick, bin empty.	320.00 1,095.00 2,288.00	64.00 219.00 457.60	384.00 1,314.00 2,745.60
BT PLC		Telephone/Broadband at Community Centre (1-30 April)	66.30	13.26	79.56
British Gas	993581371	Community centre elec (1st – 31st March)	1,096.46	210.29	1306.75
British Gas	852859069	Community centre gas (1st Feb – 31st March)	2,235.50	447.10	2,682.60

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Anglian Water		Community centre water bill (27.01.24-02.04.24) Final invoice	37.20	0.00	37.20
Viking Payments	4046347	Stationery, toilet rolls, mtg room easel	312.20	62.44	374.64
Bedford Borough Council	19933725	Refuse bin hire & empty (04.03.24 – 31/03/24)	65.92	13.18	79.10 Adj to £79.07 per BBC balance.
Posture Fit Ltd	240041	Posture Fit Workshop at Community Centre (4 sessions)	120.00	0.00	120.00
Sterling Installations Ltd	23537 23538	Community Centre: Attend site and repair boiler leak in plant room Community Centre: Attend site re boiler error code, descale heat exchanger, service burner	1487.75 330.00	297.55 66.00	1785.30 396.00
Fire Response UK Ltd	34029	Replacement Fire alarm battery– Community Centre	135.84	27.27	163.01
Npower	IN10286525	Street lighting electricity charge. 01.04.23 to 31.03.24	1,043.22	52.16	1,095.38
Rialtas Business Solutions Ltd	SM29831 SM29832	Alpha software annual support and maintenance licence Cemeteries and memorial software annual support and maintenance	192.00 412.00	38.40 82.40	230.40 494.00
GKP (Ampthill) Ltd	170880	Payroll Jan-March 2024	225.00	45.00	270.00
Woodfines LLP Client Account	5619	Professional charges for advice re Community Centre & Sports Pitches	1,877.50	375.50	2,253.00
Royal British Legion		Re-issue grant payment.	256.00	0.00	256.00
Clock Cricket		Clock Cricket taster session at Community Centre.	35.00	0.00	35.00
Members of Staff		April salaries	**		**
Hall hirers		Hall deposit refunds	650.00		650.00
Payments Received in May.					
Neville Funeral Service Ltd		Interment 08.05.24	100.00		100.00
Central Bedfordshire Council		First precept payment (1/2)	86,800.50		86,800.50

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

Chairman Signature ……

Date ……