MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 1st October 2024, in the Francis Keep Room at Marston Moreteyne Community Centre, Great Linns, Marston Moreteyne, MK43 0DD commencing 7.30pm .

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

<table>
<tr><th>Minute Reference</th><th>Agenda Item</th><th>Power</th><th>Action</th></tr>
<tr><td>24/10/331</td><td>Apologies for absence
Apologies for absence were received and noted from Cllrs Bill Chandi, Joanna Johnson & Hugh Roberts.</td><td>Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40</td><td>Parish Clerk to keep on file</td></tr>
<tr><td>24/10/332</td><td>Disclosure of local and/or disclosable pecuniary interests
None</td><td>Localism Act 2011, Sch 7, s31</td><td>N/A</td></tr>
<tr><td>24/10/333</td><td>Dispensation Requests
None.</td><td>Localism Act 2011, Sch 7, s33</td><td>N/A</td></tr>
<tr><td>24/10/334</td><td>Open Forum
No matters were raised.</td><td>Public Bodies (Admissions to Meetings) Act 1960, s1 (1).</td><td>N/A</td></tr>
<tr><td>24/10/335</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 3rd September 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>24/10/336</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>Despite advertising these sessions, Cricket East advised that no bookings had been received. Therefore, the sessions did not run.</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.
BATPC initial advice is that insurance claim should be completed by Playing Field Committee.
Following a meeting in July by the parish clerk with representatives from the Playing Field Committee to discuss these issues, no further communication has happened.
The annual play inspection has raised the issues of the tree roots and recommends that they are removed and</td></tr>
</table>
</td><td>N/A</td><td>N/A</td></tr>
</table>

Chairman Signature ……

Date ……

		the surface re-instated.	
23/03/105.4	PAT Testing	Costs to be sought.	
23/03/109	Play Area/Skate Park: Bedford Road	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.	
23/06/206	British Gas Energy Costs	Costs for alternative utility suppliers for the community centre's gas and electricity have been sought. Matter placed on the agenda for 3rd September for discussion.	
23/12/434b	Marston Moreteyne Community Centre Transfer	Ongoing.	
24/01/006	Harrison Meadows Allotment site	No further update from DWH/Vistry/ CBC Planning Enforcement. Ward Cllr Clark agreed to investigate and help with moving this forward. Parish Clerk forwarded information to Cllr Clark.	
24/04/147	Footpath/Cycle way 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. No further information.	
24/04/151	On-call cleaning contractors	Clerk seeking costs.	
24/04/153	Energy Audit	Clerk to contact 001 Ltd to undertake energy audit. On agenda for discussion (3rd Sept 2024)	
24/06/221(b)	Community Centre – resident's complaints	Overflow car parking signage approved. Slight amendments to be made on requirements. Order approved. Discussion with residents living adjacent to the community centre not taken place due to pre-election period of heightened sensitivity. Agreed to monitor situation. Investigate types and costs of potential surfacing for a more permanent surface which can be used year-round. (Action: Cllr Pilbeam).	
24/06/222	Parish Council Insurance	Agree levels for Business Interruption.	
24/06/224	Marston Moreteyne Cemetery	Report to be created for a draft plan and costs for a proper structured and mulched flower bed for both the Covid-19 and reflection gardens. Obtain costs for maintenance of the	

Chairman Signature …….

Date …….

			bench and gates.		
	24/06/225(b)	Correspondence – Water Plus	Investigate costs for alternative water companies Sought costs from 001 Ltd. Clerk to chase.		
	24/08/299(c)	Community Centre Refuse Arrangement	The 110L recycling bin has been returned. A 110L general refuse bin and 'wheelie bin' sized recycling bin have been delivered to the community centre and are now in use. Amended contracts have been signed.		
24/10/337	**Invoices for payment** A list of receipts and payments was circulated **It was resolved** to approve invoices for payment per Appendix 1. Proposed Cllr Morris, seconded Cllr Pilbeam. Agreed.			Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.	Parish Clerk to arrange payments
24/10/338	**Community Centre** (a) <u>Defects Report</u> An up-to-date written report (31.08.24) regarding defects reported to BDW and subsequent action taken, was circulated prior to the meeting, and received. The parish clerk provided a brief update in regard to remedial works detailed in the report. (b) <u>To consider costs for winter gritting and resolve a suitable course of action</u>. MJ Petty Ltd had provided a quotation of £65.00/visit for gritting the community centre car park and surrounding footpaths. The increase of £5 on last year's figure could be attributed to an increase in the cost of salt. **It was resolved** to accept the quotation of £65/visit from MJ Petty Ltd. Proposed Cllr Green, seconded Cllr Morris. Agreed. (c) <u>Late night bookings and capacity issues</u> The parish clerk circulated a report at the meeting for discussion relating to the impact and challenges upon the facility and staff following an increased popularity of large volume weekend booking. Following discussion **it was resolved**: • Reduce weekend hire hours to end at 10.00pm with hirers vacating the premises by 10.30pm for future bookings to help mitigate issues raised within the report. The exception being that a professional function company, with its own public liability insurance, may host an event at the community centre in line with Licensing Conditions. • To obtain quotations from outside cleaning companies for ad hoc cleaning as required or where anticipated. • Make amendments to terms & conditions where required. • Review and revise maximum capacity numbers by testing various seating configurations. • To remove capacity numbers from any paperwork / advertisement until such time as the above review has been completed.			Local Government (Miscellaneous Provisions) Act 1976, s19; Local Government Act 1972, s133.	Parish Clerk to action

Chairman Signature …….

Date …….

	• To acknowledge that the above measures may negatively affect income. **It was resolved** to place this as an agenda item for the November meeting.		
24/10/339	**Play/Skatepark Areas** Following receipt of the annual inspection reports for Bedford Road and Lower Shelton Road sites it was resolved: • To obtain 3 x quotations for the remedial works to the skate park surfacing. • To clarify which organisation is responsible for submitting any claim to Central Bedfordshire Council in regard to tree root damage to the skate park surface. • Obtain costs to undertake those items categorised as moderate risk. • Liaise with the Playing Field Management Committee (PFMC) in regard to a long-term strategy for replacing some/all of the play equipment at Bedford Road. • Arrange a meeting with representatives of the PFMC to discuss the above. Include 2 x representatives from the Youth Council.	Local Government (Miscellaneous Provisions) Act 1976, s19(3), Open Spaces Act 1906, s9 & 10.	
24/10/340	**Christmas Tree & Lighting** A report had been circulated providing costs from current providers of the Christmas lighting, tree and street column lighting for the village. **It was resolved**: • To accept the costs from Andy Muskett Ltd for the erection/dismantle of street column lighting in the village at a cost of £1,360.00 + VAT • To accept the costs from Andy Muskett Ltd for the erection/dismantle of string lights at the front of the Community Centre at a cost of £260.00 + VAT. • To accept the costs from the Christmas Tree Decorators for the provision, erect and dismantle of a 20ft Nordman Fir plus dressing/undressing of the tree with lights at a cost of £495.00 + VAT.	Local Government Act 1972, s144.	Parish Clerk to arrange.
24/10/341	**Society of Local Council Clerks (SLCC) & National Association of Local Councils (NALC).** The parish clerk had circulated a report providing the benefits of both organisations. It was noted that Cllr Roberts had previously requested this information. **It was resolved** to defer this agenda item to the next meeting due to the absence of Cllr Roberts.	Local Government Act 1972, s143 (1)(b)	Place on Nov agenda.
24/10/342	**Budget 2025/26** To consider any events or large projects for 2025/26 which may require funding in the budget. Following discussion, **it was resolved** that a sum be allocated to the following items: • Replacement of play equipment **It was agreed** that Cllr Carter discuss future events/projects with the Youth Council and advise the parish clerk accordingly.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.	Parish Clerk Cllr Carter
24/10/343	**Correspondence**	N/A	

Chairman Signature …….

Date …….

	(a) The parish clerk asked for clarification on whether hire charges were due for an event being organised by Ward Cllr Bongo following the floods on 22nd September 2024 to hear from residents. The event was due to be held at Marston Moreteyne Community Centre on Thursday 4th October 2024. It was noted that Ward Cllr Clark had advertised the public meeting event being held in Cranfield Community Centre on Tuesday 2nd October 2024 and had invited parish councillors from Cranfield and Marston Moreteyne to attend. Cllr Clark had paid for the hire of the room. Members were unaware of any public advertisement by Ward Cllr Bongo in regard to the meeting and were therefore unsure if the meeting was open to all residents in the parish or a closed group. **It was resolved** that if the meeting was open to all residents of the parish then there would be no charge. If only a selected group were invited then a charge should be payable.		
	There being no further business to transact, the meeting was closed at 9.08pm.		

Chairman Signature …….

Date …….

Appendix 1. Invoices for payment

Payee	Invoice No.	Description	Net £	VAT £	Total £
HMRC		PAYE & NIC contributions for September	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for September	**	0.00	**
BT PLC	M030 8L	Telephone/Broadband at Community Centre (1-30 Sept)	66.30	13.26	79.56
Warners of Bedford	17616 17354 17601 17603	Grounds maintenance at community centre (September) Grass cutting at community centre May (3 visits). Grass cutting per SLA contract Grass cutting at community centre September (2 visits)	250.00 900.00 2,173.00 600.00	50.00 180.00 434.60 120.00	300.00 1080.00 2,607.60 720.00
Water Plus Payments	06152879	Water charges – Community Centre	51.98	10.40	62.38
Mr C. Banks		Reimbursement of compost – infill of rabbit holes on community centre field (Health & Safety risk to event).	32.00	0.00	32.00
Mr. R. Edmonds		Strimming allotment plots 21, 67 & 74 (Station Road allotment site)	45.00	0.00	45.00
White Hart Press	30909	Be Active A5 leaflets (150) £70.00 plus 1 x 1.6m Community Awards Banner (£70.00)	140.00	14.00	154.00
Bedford Borough Council	20198545	Community centre, bin hire/empty (29.07.24 to 01.09.24)	91.64	18.31	109.95
Sterling Installations Ltd	23806	Annual service of 2 x Hamworthy boilers at community centre	315.00	63.00	378.00
Viking Payments	4769221	Stationery & Postage stamps	336.48	58.80	395.28
CPM Playgrounds	5473	Repairs to skate park and play equipment	275.00	55.00	330.00
Anglia Water Business (National) Ltd	13911151	Water costs for Marston Moreteyne Cemetery for period 12th May to 11th August 2024.	20.45	0.00	20.45
Anglian Water Business (National) Ltd	13937351	Water costs for Marston Moreteyne Allotments for period 17th May to 16th August 2024.	167.38	0.00	167.38
Mrs J. Green		Re-imbursement of refreshment costs for Community Awards event	23.94	0.00	23.94
Concept MEP	10532	To carry out and produce a M&E Condition report on the community centre	1,695.00	339.00	2,034.00
Andy Muskett	5822	Annual street light maint – 1st July to 30th Sept 2024	40.50	8.10	48.60
Ian Deavin	187	Tai Chi Taster Sessions, 10th & 18th Sept 2024	90.00	0.00	90.00
Between meeting payments					
Members of Staff		October salaries	**		**
Hall hirers		Hall deposit refund	500.00		500.00
British Gas		Electricity – Community Centre (1.08.24 to 31.08.24)	965.88	193.17	1,159.05

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

Chairman Signature ……

Date ……