MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 4th February 2025, in the Francis Keep Room at Marston Moreteyne Community Centre, Great Linns, Marston Moreteyne, MK43 0DD commencing 7.00pm .

Present: Councillors Ted Pilbeam(Chairman), Carol Carter & Janice Green
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>25/02/051</td><td>Apologies for absence
Apologies for absence were received and noted from Cllrs Hugh Roberts & Robert Morris.</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>25/02/052</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>25/02/053</td><td>Dispensation Requests
None.</td><td>Localism Act 2011, Sch 7, s33</td><td>N/A</td></tr>
<tr><td>25/02/054</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>25/02/055</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 14th January 2025. Proposed Cllr Green, seconded Cllr Cartere. 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>25/02/056</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>23/03/105.4</td><td>PAT Testing</td><td>Costs to be sought.</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>23/12/434b</td><td>Marston Moreteyne Community Centre Transfer</td><td>Letter sent to BDW (Dec 2024).</td></tr>
<tr><td>24/01/006</td><td>Harrison Meadows Allotment site</td><td>The Planning Officer has written to Vistry advising that it is in breach of the Section 106 agreement dated 18.09.13 and has requested information from Vistry by 19.12.24 in regard to remedial</td></tr>
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</td><td>N/A</td><td>N/A</td></tr>
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Chairman Signature ……

Date ……

			works and timescales. The Planning Officer intends to contact David Wilson Homes separately about the car park provision. 23.12.24: No further update. 29.01.25: DWH has advised CBC Planning that they are intending "… *to clear the ditches in full and investigate water routing in situ. This clearance will enable us to also investigate any drainage crossings for their integrity after exposure*". The intention is to carry out this work w/b 03.02.25, weather dependent. CBC Planning Officer has requested that DWH and Vistry update again at the end of February to confirm how they intend to proceed with the enabling works following their investigations.		
	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.		
	24/06/221(b)	Community Centre – resident's complaints	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 bench and gates.		
	24/06/225(b)	Correspondence – Water Plus	Investigate costs for alternative water companies. Sought costs from 001 Ltd. Clerk to chase.		
	24/11/383	Play & Skate Park Areas	Agenda item 9.		
	24/12/428	Community Centre	Agenda item 8d. To consider repair costs.		
25/02/057	**Invoices for payment** A list of receipts and payments was circulated. It was resolved to approve payments. Proposed Cllr Green, seconded Cllr Carter. Agreed.			Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.	Parish Clerk to arrange payments
25/02/058	**Community Centre** (a) <u>Defects Report</u> An up-to-date written report (29.01.25) 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.			Local Government (Miscellaneous Provisions) Act 1976, s19; Local Government Act 1972, s133.	Parish Clerk to action

Chairman Signature …….

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	(b) Feedback on community centre operations. The parish clerk provided a verbal report. This included details of deep grooves in the grassed areas to the rear of the building; the reason for delays to the winter pruning in the wildflower meadows; gritting of the car park/footpaths during the recent frosty weather; booking enquiries have increased; external lights to two sides of the building are not working, contractor to investigate and report any action required. Members discussed the need for storage racking in the outside store where replacement parts for the building can be stored off the floor and an inventory can be made. It was resolved that costs be sought for storage racking and its assembly. Parish Clerk to action. (c) To consider costs repair of pipework in community centre corrido and resolve a suitable course of action. . Three quotations had been sought for the deep clean (inside and outside) of the community centre. Copies of all quotations had been circulated to members prior to the meeting. **It was resolved** to accept the quotation from One Group Services at a cost of £2,120.00 + VAT. Parish Clerk to action. (d) To consider costs for repair of the automatic front door and resolve a suitable course of action. . Costs had been sought from the council's heating contractor to repair the pipework leak in the first corridor. The proposal and costs was discussed. **It was agreed** that the parish clerk contact the company again to find a solution which did not involve the removal of the heat meter which had been installed as part of the original BREEAM requirements. Parish Clerk to action. **(e)** To undertake a review of the Risk Assessment and resolve a recommendation to full council. A copy of the draft Risk Assessment with amendments was circulated to members with the agenda. **It was resolved** that the draft risk assessment be recommended to full council for approval. **(f)** To undertake a review of the Asset Register and resolve a recommendation to full council A review of the Community Centre Asset register was undertaken. **It was resolved** that the draft asset register be recommended to full council for approval.		Parish Clerk Parish Clerk Parish Clerk
25/02/059	**Skate Park** The parish clerk provided a verbal update on the skate park surfacing where tree roots are breaking the tarmac surface. **It was resolved** that an insurance claim form be submitted to Central Bedfordshire Council. The claim to be for the re-location of the skate park to alleviate the current issue and prevent future reoccurance. The claim to be completed jointly with the Parish Council and the Playing Field Management Committee but submitted by the Playing Field Management Committee.	Local Government (Miscellaneous Provisions) Act 1976, s19(3)	Parish Clerk to liaise with the Playing Field Man. Committee
25/02/060	**Asset Register** A review of the Asset Register was undertaken.	Accounts & Audit (England) Regulations	Full council.

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	It was resolved that the draft Asset Register be recommended to full council for approval.	2011	
25/02/061	**Risk Assessment** A review of the Risk Assessment was undertaken. **It was resolved** that the Risk Assessment be recommended to full council for approval.	Accounts & Audit (England) Regulations 2011	Full council.
25/02/062	**Audit Plan & Effectiveness of Audit** The Audit Plan and Effectiveness of Audit documents were reviewed. **It was resolved** that the Audit Plan & Effectiveness of Audit be recommended to full council for approval.	Accounts & Audit (England) Regulations 2011	Full council
25/02/063	**Audit Actions** The parish clerk provided a verbal report in regard to audit actions to address matters reported by the internal and external auditors year ending 31.03.24. **It was resolved** that these actions are recommended to full council for approval.	Accounts & Audit (England) Regulations 2011	Parish clerk to action.
25/02/064	**Standing Orders** A review of the Parish Council's Standing Orders was undertaken. **It was resolved** to recommend the draft Standing Orders to full council for approval.	Local Government Act 1972, Sch 12 s42.	
25/02/065	**Correspondence** No correspondence	N/A	
	There being no further business to transact, the meeting was closed at 8.34pm.		

Chairman Signature …….

Date ……

Appendix 1. Invoices for payment

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	**
BT PLC	M035 SP	Telephone/Broadband at Community Centre (1-31 Jan)	66.30	13.26	79.56
Bedford Borough Council	20407515	Bin hire 2nd to 29th December 2024.	87.20	17.	104.62
Warners of Bedford	17886 17883	Works to wildlife meadow and areas to rear of rabbit fencing at community centre Weed treat & fertilise grassed areas at community centre	2,275.00 1,275.00	455.00 255.00	2,730.00 1,530.00
Ian Deavin	189	Tai Chi workshop instruction	240.00	0.00	240.00
Payments made in between meetings					
Staff salaries		January salaries	**		**
Crown Gas Power	3393672	Gas for community centre. December (Direct Debit payment).	621.14	124.23	745.37
Crown Gas Power	20210	Electricity for community centre. December (Direct Debit payment)	838.79	167.76	1,006.55
Various community centre hirers		Hall deposit refund	200.00	0.00	200.00

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

Chairman Signature …….

Date ……