MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 1st April 2025, in the Francis Keep Room at Marston Moreteyne Community Centre, Great Linns, Marston Moreteyne, MK43 0DD commencing 7.30pm .

Present: Councillors Ted Pilbeam (Chairman), Cosmin Elefterescu, Robert Morris & Hugh Roberts
2 Members of Marston Moreteyne Youth Council
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>25/04/133</td><td>Apologies for absence
Apologies for absence were received and noted from Cllr Janice Green.</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>25/04/134</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>25/04/135</td><td>Dispensation Requests
None.</td><td>Localism Act 2011, Sch 7, s33</td><td>N/A</td></tr>
<tr><td>25/04/136</td><td>Open Forum
No matters raised.</td><td>Public Bodies (Admissions to Meetings) Act 1960, s1 (1).</td><td>N/A</td></tr>
<tr><td>25/04/137</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 4th March 2025. Proposed Cllr Morris, seconded Cllr Roberts. 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>25/04/138</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). BDW has acknowledge receipt.</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</td></tr>
</table></td><td>N/A</td><td>N/A</td></tr>
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Chairman Signature ……

Date ……

		and has requested information from Vistry by 19.12.24 in regard to remedial 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. 24.03.25: Chased CBC Planning Officer for update.
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.
25/02/058	Community Centre	(c) Deep clean. Work completed. (d) Front door repair. Purchase order raised. Awaiting date for work to be carried out.
25/02/059	Skate Park	Parish clerk to contact Playing Field committee to complete insurance claim.
25/03/094	Open Forum – Station Road allotments.	Meeting arranged with representatives from the Allotment Society on 03.04.25 to discuss drainage issues. Cllr Roberts & the parish clerk to attend.
25/03/098c	Community	Central Bedfordshire Council has

Chairman Signature ……

Date ……

		Centre Sports Equipment	confirmed that £4,079.78 is available to spend on sporting equipment per the S106 agreement. Spend date is 02.05.28. Once costs have been confirmed the clerk will submit the application form to release the funds required to purchase the new equipment.		
	Cllr Carter arrives at the meeting.				
25/04/139	**Invoices for payment** A list of receipts and payments was circulated. **It was resolved to** approve payments. Proposed Cllr Morris, seconded Cllr Elefterescu. Agreed.			Joint Panel on Accountability and Governance for Smaller Authorities in England 2023.	Parish Clerk to arrange payments
25/04/140	**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. It was agreed that the up-to-date report be sent to the council's solicitor. (b) <u>Activity and financial report</u>. The report was circulated prior to the meeting. The report was received. (c) <u>BMS Service Report</u> The service report on the Building Management System (BSM) carried out on 11.03.25 was received and noted. Members questioned why LED lamps were going out and why the contractor was seeking costs for replacement of 6 lamps when a maintenance contract was in place. (d) <u>BMS Maintenance Contract</u> It was resolved to renewal the BMS Maintenance Contract with AES Control Systems for a further year. (e) <u>Fire System Service Report</u> The Fire System service report has been circulated and was received. Members felt that the reports were difficult to understand and that the recommendations and costs should be made clearer. (f) <u>Terrorism (Protection of Premises) Bill</u> A report was circulated relating to the Terrorism (Protection of Premises) Bill and its effect upon the community centre with recommendations for consideration. It was agreed that risk assessments would be required together with looking to see if safe spaces can be identified and how exits could be used should such a situation arise. Cllr Pilbeam agreed to raise this issue at the next Priority meeting. It was agreed to obtain further advice from Bedfordshire Police. Given recent events in Luton, it was agreed to contact Central Bedfordshire Council to obtain what advice, or funding might be available from the authority.			Local Government (Miscellaneous Provisions) Act 1976, s19; Local Government Act 1972, s133. Accounts & Audit (England) Regulations 2011.	a - Parish Clerk to send copy to solicitor. c – parish clerk to action. d – parish clerk to arrange. e – parish clerk to contact contractor for clearer info and costs. f – Cllrs Pilbeam and the parish clerk to action.
	8.27pm 1 Youth Council member left the meeting.				

Chairman Signature …….

Date …….

25/04/141	**Financial reports** (a) <u>Receipts & Payments report</u> A report detailing Receipts & Payments report for all cost centres 2024-25 was received and accepted. (b) <u>Implementation of a new Accounting System.</u> A report was circulated proposing a shift in accounting practices from a receipts and payments basis to an income and expenditure basis. This recommendation was in line with the guidance outlined in the National Association of Local Councils' Joint Panel on Accountability & Governance Practitioner's Guide (March 2024). The report included a range of options and quotations for evaluation. After discussion, **it was resolved** to adopt the Rialtas Omega system, including the Sales Ledger module.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.	Parish clerk to action.
25/04/142	**Correspondence** A letter had been received from Barclays Bank advising that the interest on the parish council's bank account was reducing from 1.35% to 1.25% on 13th May 2025. **It was resolved** that an Investment Strategy is drafted for consideration by full council.	N/A	
	There being no further business to transact, the meeting was closed at 8.45pm.		

Chairman Signature …….

Date ……

Appendix 1. Invoices for consideration (April 2025)

Payee	Invoice No.	Description	Net £	VAT £	Total £
HMRC		PAYE & NIC contributions for March	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for March	**	0.00	**
BT PLC	M037 7Y	Telephone/Broadband at Community Centre	66.30	13.26	79.56
Bedford Borough Council	20533184	Bin hire 3rd Feb to 2nd March 2025.	87.20	17.42	104.62
Warners of Bedford	17967 17999 17954	Grounds maintenance at community centre (March) Grass cutting at community centre (28.03.25) Grass cutting per Service Level Agreement	250.00 300.00 1,333.00	50.00 60.00 266.60	300.00 360.00 1599.60
MJ Petty Ltd	1999	Gritting for February. 4 visits.	260.00	52.00	312.00
Sterling Installations Ltd	24262	Repair work to pipework in first corridor. Order No. MMPC017	1660.00	332.00	1992.00
Andy Muskett Ltd	5884 5949	Street lighting maint – 1st Oct to 31st Dec 2024 Street lighting maint – 1st Jan to 31st March 2025	40.50 40.50	8.10 8.10	48.60 48.60
AES Control Systems	18019	BMS Maintenance Visit	1,225.00	245.00	1,470.00
Ian Deavin	191 192	Tai Chi workshops, March Tai Chi workshop, 31st March	260.00 65.00	0.00 0.00	260.00 65.00
Eyelid Productions Ltd	3853	Annual website support	100.00	0.00	100.00
Viking Payments	5639619	Stationary & community centre supplies	158.78	23.96	182.74
Payments made in between meetings					
Staff salaries		March salaries	**	0.00	**
Crown Gas Power	3459894	Gas for community centre. February (Direct Debit payment).	748.99	149.80	898.79
Crown Gas Power	32542	Electricity for community centre. February (Direct Debit payment)	728.66	145.73	874.39
Cancelled hirer		Return of hire payment	180.00	0.00	180.00
Various hirers		Hall deposit refund	500.00	0.00	500.00
Marston Moretaine Village Hall		Grant (minute ref 25/02/074)	3,000.00	0.00	3,000.00

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

Chairman Signature …….

Date ……