MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 2nd September 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), Carol Carter & Robert Morris.
In attendance: Officer: Mrs Hazel Trustam – Parish Clerk

Minute Reference	Agenda Item	Power	Action
25/09/344	**Apologies for absence** Apologies for absence were received and noted from Councillor Hugh Roberts & Janice Green.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40	Parish Clerk to keep on file
25/09/345	**Disclosure of local and/or disclosable pecuniary interests** Cllr Morris declared an interest in Agenda No. 12 Allotments. Cllr Morris's wife is an allotment tenant.	Localism Act 2011, Sch 7, s31	N/A
25/09/346	**Dispensation Requests** None.	Localism Act 2011, Sch 7, s33	N/A
25/09/347	**Open Forum** No matters raised.	Public Bodies (Admissions to Meetings) Act 1960, s1 (1).	N/A
25/09/348	**Minutes of meetings** **It was resolved** to approve as an accurate recording of proceedings the minutes of the Finance & General Purposes Committee meetings of Marston Moreteyne Parish Council held on Tuesday 5th August 2025. Proposed Cllr Morris, seconded Cllr Carter. Approved.	Local Government Act 1972, Sch 12, Part VI, p41 (1)	Parish Clerk to keep on file
25/09/349	**Matters arising from the minutes – for information only.** A written report was circulated prior to the meeting. It was received and accepted. See Appendix 2.	N/A	N/A
25/09/350	**Invoices for payment** A list of receipts and payments was circulated. **It was resolved to** approve payments. See Appendix 1. Proposed Cllr Morris, seconded Cllr Pilbeam. Agreed.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.	Parish Clerk to arrange payments
25/09/351	**Community Centre** (a) <u>Defects report</u> An up-to-date written report (29.08.25) regarding defects reported to BDW and subsequent action taken, was circulated prior to the meeting, and received. (b) Cricket outfield: The drainage channels have further settled and require topping up. **It was resolved** to obtain 3 quotations for the works. (c) Elstow Cricket Club: An enquiry was received from the club in regard to utilising the cricket pitch. Following discussion **it was resolved** to go back to the club asking for their basis of interest in the cricket pitch. (d) To agree a suitable course of action in regard to the fallen bollards on the perimeter footpaths. Costs were received to replace the four fallen bollards.	Local Government (Miscellaneous Provisions) Act 1976, s19; Local Government Act 1972, s133.	Parish Clerk to action.

Chairman Signature ……

Date ……

	Following discussion **it was resolved** to accept the quotation costs of £1,498.00 + VAT and to appoint Andy Muskett to replace all four bollards.		
25/09/352	**IT Equipment & Communications** Cllr Pilbeam provided a summary of the work undertaken to obtain costs against the IT Equipment and Communication specification. The committee reviewed the quotations received against the specification and assessed the allocated budget. Following discussion, **it was resolved** to recommend the following to full council: • Preferred contractor at a cost of £10,306.71 • An uplift in the budget of £4,307.00	Local Government Act 1972, s111	Full council
25/09/353	**Community Asset Grant 2022/23** In 2022, the parish council secured a £8,241 Community Asset Grant from Central Bedfordshire Council (CBC) for solar panels at the community centre, but due to complications the project couldn't proceed. CBC has now invited the parish council to redirect the grant to another eligible project. The new proposal is to use the funding (under Criteria 6) for improvements at Lower Shelton Play Area, including replacing swings, a bin, and a bench, plus possible surfacing works and a new multi-goal. Costs may exceed the grant, but the parish council has funding which it could use in earmarked reserves to support the project. Next steps include seeking CBC approval to change the grant purpose, engaging contractors for costs, confirming additional funding if needed, and delivering the scheme for grant reimbursement. **It was resolved** to approve the next steps.	Local Government Act 1972, s145; Open Spaces Act 1906 s9-10, Local Government (Miscellaneous Provisions) Act 1976, s19.	Parish clerk
25/09/354	**Allotments** This agenda item was not reviewed due to being inquorate. The matter will be placed on the agenda for full council to review on 16th September 2025.	Allotments Act 1950 s10(1).	Full council
25/09/355	**Grass cutting Contract 2026-2028** The grass cutting contract is due to be renewed on 1st April 2026. Members reviewed the draft grass cutting specification and duly accepted it. It was acknowledged that the parish clerk would now seek quotations against the specification.	Highways Act 1980 s96	Parish clerk
25/09/356	**Correspondence** No correspondence received.	N/A	
	There being no further business to transact, the meeting was closed at 8.46pm.		

Chairman Signature …….

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Appendix 1. Invoices for consideration (September 2025)

Payee	Invoice No.	Description	Net £	VAT £	Total £
HMRC		PAYE & NIC contributions for August	**	0.00	**
Bedfordshire Pension Fund		Employer & Employee pension contributions for August	**	0.00	**
BT PLC	M042 LC	Telephone/Broadband at Community Centre	72.96	14.59	87.55
Bedford Borough Council	20783608	Bin hire 30 June to 27 July 2025	87.20	17.42	104.62
Warners of Bedford	18287 18276 18319 18204 18275 18268	Grounds maintenance at community centre (August) Grass cutting at community centre Remedials to sports field Grass cutting per contract Remedial works at Bedford Road play area	250.00 600.00 525.00 3366.00 220.00 2238.00	50.00 120.00 105.00 673.20 44.00 447.60	300.00 720.00 630.00 4309.20 264.00 2685.60
GKP (Ampthill) Ltd	24784	Redeclaration for Pensions Regulator	150.00	25.00	150.00
Ian Deavin	198	Tai Chi sessions. 4 x August 2025	280.00	0.00	280.00
Viking Payments	6234301	Stationery & postage stamps	187.35	28.77	216.12
Hall hirer		Hall deposit refund	100.00	0.00	100.00
Edge IT Systems	38820	Booking system – monthly rolling contract (10.09.25-09.10.25)	47.08	9.42	56.50
Anglian Water Business (National)	15457159	Water bill – Allotments	16.53	0.00	15.53
Anglian Water Business (National)	15428309	Water bill – Cemetery	21.96	0.00	21.96
Lane Electrical Services	3525	Works to change light fittings – community centre.	867.74	173.55	1,041.29
Payments between meetings					
Staff salaries		August salaries	**	0.00	**
Crown Gas Power	3597136	Gas for community centre. July (Direct Debit payment).	204.04	10.20	214.24
Crown Gas Power	79512	Electricity for community centre. July (Direct Debit payment)	811.21	162.25	973.46
Hall hirers		Hall deposit refunds	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 ……

Appendix 2. Matters Arising Report

Minute Reference	Subject	Update
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.
24/01/006	Harrison Meadows Allotment site	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 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. 12.05.25: Chased CBC Planning Officer for update. 27.06.25: Chased CBC Planning Officer for update. 28.07.25: Planning Officer advised that she will be updating her report and passing to new Planning Team Leader with recommendation that CBCs legal team become involved. Due to cost implications, this action will need approving by the Head of Planning.
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. It was noted that the new pathway is starting to crack. Cllr Pilbeam has taken photos and agreed to prepare a letter to be sent to Central Bedfordshire Council
24/06/221(b)	Community Centre – resident's complaints	Investigate types and costs of potential surfacing for a more permanent surface to the car park extension which can be used year-round. (Action: Cllr Pilbeam).
24/06/222	Parish Council Ins	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.
25/02/059	Skate Park	Parish clerk to contact Playing Field committee (PFC) to complete insurance claim. Spoken with Chairman of PFC and agreed to discuss way forward. Discussions in regard to setting a meeting date. Meeting held on 25th July 2025. Parish Clerk provided advice in regard to insurance claim for tree root damage to the skate park surface. Cllr Elefterescu advised he would speak with Ward Cllr Clark on 29.07.25 to see if she could assist any further. It was noted that the wet pour surfacing in the play area was also uneven and may also be suffering from tree root damage. Agreed that these issues need to be resolved before any project to replace play equipment is considered.
25/03/094	Open Forum – Station Road allotments	Meeting arranged with representatives from the Allotment Society on 3rd April to discuss drainage issues. Cllr Roberts & the parish clerk to attend. One quotation received. Two further quotes being sought.
25/03/098 c	Community centre sports equipment	Central Bedfordshire Council has confirmed that £4,079.78 is available to spend on sporting equipment per the S106 agreement. Spend date is 02.05.28. Once costs

Chairman Signature ……

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		have been confirmed the clerk will submit the application form to release the funds required to purchase the new equipment.
25/04/140	Community Centre BMS Service Report	Seek explanation from contractor why costs being sought to replace 6 lamps when maintenance contract in place.
	Fire Service Report	Seek clearer report and costs
	Terrorism (Protection of Premises) Bill	TP: Feedback from Priority meeting and advice from Bedfordshire Police. Clerk: Feedback from CBC in regard to advice / available funding. Further advice and action plans slowly becoming available from SLCC & NALC
25/04/142	Investment Strategy	Draft strategy to be created.
25/06/245	Community Centre	Obtain costs for replacement & repair of main hall doors. Differentiate between defects and maintenance items in defects report. Arrange for pitch water tank to be emptied. Arrange for electrical works to be carried out. Lighting works to be carried out on 22.08.25 Light changes were completed on 22.08.25
25/06/247	Station Road Allotment Site	Arrange a face-to-face meeting between tenant, Cllr Roberts & the parish clerk.

Chairman Signature …….

Date …….