MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held at Church End Lower School, Church Walk, Marston Moreteyne on Tuesday 3rd July 2018, commencing 8.00pm.

Present: Parish Councillors: Peter Neale (Chairman), Mrs Janice Green, Robert Morris & Hugh Roberts.
Officer: Mrs Hazel Trustam – Parish Clerk

18/07/302 Apologies for absence
Apologies for absence were received from Cllr Pilbeam & Mrs Yates. Reasons provided.
Absent: Cllr Hyde

18/07/303 Declarations of interest
Cllrs Neale & Mrs Green declared an interest in agenda item 9 – Grant application from Marston Moreteyne Village Hall Management Committee. Both are committee trustees.

18/07/304 Dispensation Requests
No requests had been submitted.

18/07/305 Public Participation
No matters were raised.

18/07/306 Minutes of meetings
It was resolved to approve as an accurate record of proceedings, the minutes of Marston Moreteyne Finance & General Purposes Committee held on Tuesday 5th June 2018.

18/07/307 Matters arising from the minutes
17/03/117 Millennium Floodlighting: A. Muskett will quote for a meter in the New Year.
17/04/167 Community Emergency Plan: Cllr Neale and parish clerk to collate a list of community buildings and contacts.
18/06/257 Trees behind War Memorial: The clerk confirmed an order for the work has been placed.
18/06/259 Village Litter Picking: Cllr Pilbeam had contacted Central Bedfordshire Council and has confirmed that the authority does subscribe to the Keep Britain Tidy campaign. He has been asked for more detailed information regarding the areas affected by litter, what litter bins are in place, what litter is being dropped and if done so by pedestrians or motorists. The committee formulated a response to these questions.
18/06/260 Finance Correspondence: The clerk had contacted the council's grass contractors to examine ways of preventing complaints about grass cutting at the start of the season in the churchyard. The following options were put forward:

- Collect first cut and dispose off site
- Collect first cut and dispose on site
- Commence first cut earlier in the season e.g. March

Cllr Neale advised that he would accept the cut grass at the allotment. It was agreed that the clerk obtain costs for the above.

18/07/308 Invoices for payment
A list of receipts and payments was circulated. **It was resolved** to approve the following invoices for payment

VSI Media Ltd	July edition diary delivery	£ 403.20
Copykatz Ltd	July diary printing	£ 192.00
Bedford Borough Council	June payroll	£ ** DD
Warners of Bedford	Grass cutting, empty litter bins & litter pick	£ 2,924.40
Andy Muskett Ltd	Street light maint – 1.4.18 to 30.6.18	£ 48.60
Andy Muskett Ltd	Street light LED upgrade (5 lanterns)	£ 1,788.00
Viking Payments	Stationery	£ 134.56
Gill Wiggs	Internal Audit fee (accounts y/e 31.3.18)	£ 135.00
Auckland Manufacturing Ltd	"Unsuitable for HGVs" sign (Moreteyne Rd) Proforma invoice	£ 338.87
Church End Lower School	Hall hire (6.3.18 to 19.6.18 incl)	£ 165.75
Rialtas Business Solutions Ltd	Cemeteries Software annual support	£ 226.80
Mrs H. Trustam	Phone & Broadband expenses plus renewal of Microsoft 365 annual subscription	£ 564.13

Income

Funky Farmhouse	Marston In Bloom sponsorship	£100.00
Brambles Studios	Marston In Bloom sponsorship	£100.00
Ampthill Town Cricket Club	Marston In Bloom sponsorship	£100.00
AL & G Abbott	Cemetery burial fees	£960.00

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

18/07/309 Play/Skate Park Areas

The clerk reported that broken glass had been found at the skate park. Cllr Neale agreed to clear.

Bedford Road: The toddler unit has some damage to its climbing wall – photos circulated. It was agreed that the clerk ensure this is made safe and obtain costs for repair.

Hot weather is shrinking wet pour again. No bags have been placed in the bins – clerk to report. Rabbit holes at Shelton play area.

18/07/310 Grant Application

A grant application had been received from Marston Moreteyne Village Hall Management Committee. Due to declarations of interest by Cllrs Neale & Mrs Green, the committee were inquorate and therefore this agenda item could not be discussed. It was agreed to forward the matter to full council to agree if a grant should be awarded.

18/07/311 Marston Moreteyne Cemetery

The clerk confirmed that the cemetery car park and footpaths needed weed control. A quote had been sought from Warners of Bedford. It was resolved that the work be authorised by the clerk if costs were below £100.

18/07/312 Allotments

The clerk reported that she had undertaken an annual inspection of plots on 19th June with the chairperson of the Allotment Society . Eleven notices to improve will be issued. It was resolved that the clerk be given delegated powers to terminate an allotment plot tenancy where the tenant had not adhered to rule 4a of the Tenancy Agreement (The Allotment Garden shall be kept in a clean, decent and good condition and properly cultivated).

18/07/313 Christmas Tree

Members discussed the provision of a Christmas Tree. It was resolved to use the same lighting scheme as 2018 with Tubes & Illuminations. Erection, dress & undressing to be undertaken by Andy Muskett Ltd.

Members felt that the location could support a 6m tree. It was agreed that the clerk contact Central Bedfordshire Council & Bedford Borough to ascertain where they obtain their trees and if an order could be placed with them by the parish council.

Members were keen on a switch-on ceremony. It was presumed that a road closure would be required to ensure pedestrian safety. Clerk to obtain more information. Cllr Neale agreed to contact the head teacher of Church End Lower School to establish his thoughts on children signing carols at the switch-on. A provisional date was set for Friday 30th November.

18/07/314 Finance correspondence

The clerk advised that a letter had been received from the parish council's internal auditor advising that she is ceasing audit work. The council will therefore need to appoint another auditor for 2018/19 accounts. The clerk is already in receipt of a list of internal auditors from BATPC and could also contact other councils to see who they use. It was agreed to collate a short-list and obtain costs.

There being no further business to transact, the meeting was closed at 8.39pm.