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 4th September 2018, commencing 7.45pm.

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

18/09/375 **Apologies for absence**
Apology for absence was received from Cllr Terry Hyde. Reason given.

18/09/376 **Declarations of interest**
No matters of interest were declared.

18/09/377 **Dispensation Requests**
No requests had been submitted.

18/09/378 **Public Participation**
No matters were raised.

18/09/379 **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 7th August 2018. Proposed Cllr Green, seconded Cllr Hyde.

18/09/380 **Matters arising from the minutes**
17/03/117 Millennium Floodlighting: Following discussion it was agreed not to pursue the matter of a separate meter for the floodlighting. Some of the church floodlighting was left off as one or more of the lights caused the RCD in the electrical box to trip. This requires investigating and repairing. The clerk advised that a budget of £200 is available. It was agreed that Andy Muskett repair the floodlights if possible. Should replacement be required, then a cost be sought for replacing with LED.
17/04/167 Community Emergency Plan: Cllr Neale and parish clerk to collate a list of community buildings and contacts.
18/06/259 Village Litter Picking: On agenda.
18/06/260 Finance Correspondence: Clerk to obtain costs for additional grass cuts at the churchyard.
18/07/312 Allotments: Following a second inspection, four plots remained in a significant overgrown condition. The clerk advised that she will issue a Notice to Quit to the relevant tenants.
The tenancy agreement allows tenants to grown small fruit trees and bushes. Some trees growing could not be identified as fruit trees. Tenants would be asked to remove any non-fruit trees from their plots.
Several deep ruts in the perimeter access had been filled with large pieces of hardcore brought onto site. The clerk confirmed that the Allotment Society took responsibility and would be breaking the hardcore to small pieces to safe guard vehicles on the site.
18/07/313 Christmas Tree: Central Bedfordshire Council does not erect any outdoor Christmas trees. The clerk will seek information/quote from Bedford Borough Council. Cottage Farm Nurseries at Cardington can provide a 6m cut tree for £240.00.
Lamps & Tubes Illuminations have maintained their 2017 quote of £352.00 + VAT for hiring the lights and tree topper per last year. Agreed to accept quotation.
The clerk had obtained two quotations for dressing/undressing of tree. Agreed to accept quotation from Andy Muskett Ltd of £430.00 + VAT which includes putting up and disposal of the tree as well.
Road closure for a light switch-on event: Central Bedfordshire Council advise allowing at least three months for processing a temporary traffic regulation order. Cost £164.00. Further information required: Traffic management plan, site map, risk assessment, signage (supply, erect and remove), diversion. The council would need to engage a Road Traffic Management Company to assist and can help with the above required information. This will come at a cost. Given the timescales and costs involved it was agreed not to pursue the switch-on event this year.
18/07/314 Finance Correspondence: Clerk to collate a short-list and obtain costs for internal auditor.
18/08/362 Marston Moreteyne Cemetery: Warners of Bedford quoted to trim both the inside and field side of the perimeter hedge and top; trim short section of hedge adjacent to 154 Station Road and remove all cuttings from site £175.00 + VAT. Agreed to accept.

18/09/381 **Invoices for payment**

A list of receipts and payments was circulated. **It was resolved** to approve the following invoices for payment

VSI Media Ltd	Sept edition diary delivery	£ 403.20
Copykatz Ltd	Sept diary printing	£ 192.00
Bedford Borough Council	Aug payroll	£ ** DD
Warners of Bedford	Grass cutting, empty litter bins & litter pick	£ 2,707.20
Viking Payments	Stationery & postage stamps	£ 140.76
Anglian Water Business Ltd (National)	Allotment water supply	£ 135.67
Anglian Water Business Ltd (National)	Cemetery water supply	£ 48.65
Mr & Mrs Moore	Allotment key refund (plot 19)	£ 5.00
Society of Local Council Clerks	Community Governance Course	£ 1,050.00
Beds Assn of Town & Parish Councils	New Cllr Induction (Cllr TP)	£ 25.00

Income

Central Bedfordshire Council	2nd Precept payment	£69,950.00

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

18/09/382 **Income & Expenditure report for all cost centres for 2018-19, to date**

Resolved to receive and approve Income & Expenditure report for all cost centres for 2018/19 to date. No further comments received.

18/09/383 **Bank reconciliation statement**

Resolved to receive and approve bank reconciliation statement as at 31st July 2018. No further comments received.

18/09/384 **Play/Skate Park Areas**

384.1 Weekly inspection report.

Bedford Road play area: A plank is missing from one of the benches and a section of rubber is missing from the edge of a safety surface base. Photographs were circulated. It was agreed that the clerk obtain costs for repair.

384.2 Repair of Toddler Multi-Play Unit

CPM Playgrounds quoted £355 + VAT to replace the climbing wall on the Toddler Multi Play unit. It was agreed to accept the quotation and proceed with the repair.

18/09/385 **Station Road Traffic Camera**

Members aired concerns regarding the lack of forthcoming information from Central Bedfordshire Council / Bedfordshire Police regarding the traffic camera located in Station Road. Several requests have been made to Central Bedfordshire Council for information asking for dates when the camera has been operational and conviction statistics. Members felt that without this information, it was impossible to verify any value for money from the contribution which the parish council had given towards the installation of the camera. Cllr Morris agreed to take up the matter with Central Bedfordshire Council in his capacity as ward councillor.

18/09/386 **Litter Picking – update**

Central Bedfordshire Council put forward the following suggestions:
Dog fouling: Make sure that appropriate dog control signage is in place at various points across the village. Install appropriate signage to any enclosed children's play area and cemeteries/gardens of remembrance. Supply the parish council with 200 lamppost stickers. Update old MBDC dog fouling signs.
Littering: CBC will supply the parish council with 25 x A4 'littering' signs and 15 x A3 'road' littering signs for installation at various points over the village; and a number of posters utilising same artwork to distribute to various outlets.
Suggestions for using social media etc to help with the promotion/reinforcement of combatting littering were also put forward by CBC.
Whilst the committee like the idea of signage, members questioned enforcement. What measures could be put in place by CBC to support signage? Some members felt that by placing signage across the village, the parish council would itself be engaging in a form of littering. Members asked if there were sufficient litter bins across the village and if these are placed in the correct locations.

18/09/387 **Interim review of asset register**

The committee resolved to review asset register ahead of the council insurance policy's renewal date. A draft copy of the asset register was considered, and adjustments were agreed by the committee to reflect the transactions of the council since the last review in October 2017. **It was resolved** to submit the amended asset register to full council for approval.

18/09/388 **Parish Council Insurance**

The clerk advised that the council's three-year agreement with Came & Co ends on 31st October 2018. It was agreed that quotations be sought and that both one and three-year agreement costs be obtained.

18/09/389 **Finance correspondence**

No matters were raised.

There being no further business to transact, the meeting was closed at 9.10pm.