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 7th November 2017, commencing 8.00pm.

Present: Parish Councillors: Peter Neale (Chairman), Mrs Janice Green, Mrs Carole Yates, Robert Morris & Terry Hyde.
Officer: Mrs Hazel Trustam – Parish Clerk

17/11/479 Apologies for absence
Apologies for absence were received from Cllrs Hugh Roberts. Reasons given was noted.

17/11/480 Declarations of interest
No declarations were made.

17/11/481 Dispensation Requests
No requests had been submitted.

17/11/482 Public Participation
No matters were raised.

17/11/483 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 3rd October 2017. Proposed Cllr Hyde, seconded Cllr Green.

17/11/484 Matters arising from the minutes
17/02/69 Village Christmas Tree Electrical and supporting infrastructure for the tree will be put in after Remembrance Sunday.
17/03/117 Millennium Floodlighting: A Muskett quoted £175 + VAT each to replace bulbs with LED type. He needs access to church to be able to look at existing meter before quoting. If second meter installed, PPC would need to read both meters and work out costs of floodlighting using readings.
17/04/167 Community Emergency Plan: Cllr Neale and parish clerk to collate a list of community buildings and contacts.

17/11/485 Invoices for payment
A list of receipts and payments was circulated. **It was resolved** to approve the following invoices for payment

Copykatz	Nov diary printing	£ 192.00
3CD Group	Nov edition diary delivery	£ 403.20
Bedford Borough Council	Sept payroll	£ ** DD
Warners of Bedford	Grass cutting	£ 2,358.00
Came & Company	Insurance renewal	£ 1,534.43
Church End Lower School	Hall Hire	£ 91.00
Society of Local Council Clerks	Community Governance Course (deposit 2018)	£ 150.00
Anglian Water	Allotment supply	£ 200.78
Viking Payments	Stationery	£ 187.10
CPM Playgrounds	Play area inspections & repairs	£ 2,780.40
Bootsies Nursery	Marston In Bloom & War Memorial plants	£ 2,166.90
Lamps & Tubes Illuminations	Christmas tree lighting hire	£ 422.40
Marston Moreteyne Playing Field Committee	Grant award	£ 2,000.00
3CD Group	Oct edition diary delivery – reissued after lost chq	£ 403.20
FJ Beddoe	Litter Picking	£ 154.00

Income

Central Bedfordshire Council	Grass cutting contribution 2017/18	£ 3,737.64
Allotment tenants	Allotment rental	£ 1,555.00
J. Green	Marston In Bloom sponsorship	£ 100.00
Milbrook Proving Ground	Marston In Bloom sponsorship	£ 300.00
Ingle & Caves	Marston In Bloom sponsorship	£ 100.00
Moreteyne Manor	Marston In Bloom sponsorship	£ 100.00

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

17/11/486 Play/Skate Park Areas

Reports of inspections carried out by CPM Playgrounds on 13th October 2017 were duly accepted. The following repairs were authorised:

a) Flat seat swing (Lower Shelton). Replace broken wooden slat. £110 + VAT.
b) Proludic Junior Multiplay unit (Bedford Road). Replace worn fixings on rope ladder. Supply & fit top rope ladder fixings. £225.00 + VAT.

The following repair was authorised, subject to funds available in the budget. If insufficient funds available, costs to be allocated in the 2018/19 budget.

a) Proludic Junior Multiplay unit (Bedford Road). Supply & fit missing wear inserts and bottom fixing on stand on gyro spinner. £250.00 + VAT.

Repairs/replacement of the following to be scheduled & budgeted for 2018/19.

a) Proludic Junior Multiplay unit – supply & fit new scramble net. £585.00 + VAT

17/11/487 Unauthorised Incursion Plan

The clerk circulated a draft copy of the unauthorised incursion plan which provided details of areas within the parish boundary which had been highlighted as potentially vulnerable; a chart showing the responsible body/landowner and a process for dealing with incursions. The clerk advised that contact numbers would be added to the final draft.
The draft was duly accepted, and it was recommended that this be considered for approval by full council on 21st November 2017,

17/11/488 Village Christmas Tree – Risk Assessment

A copy of the draft Christmas Tree Risk Assessment was circulated with the agenda. The committee reviewed the document and following a few minor amendments, agreed to recommend the document for approval by full council.

17/11/489 Marston Moreteyne Cemetery

489.1 Saturday morning interment charges.

The clerk advised that the current cemetery regulations allow for Saturday morning interments at an additional fee. This fee has to date not been determined. Following discussion, it was resolved to charge £60.00 for Saturday morning interments. It was felt that this charge would cover the additional administration and time of the clerk.

489.2 Weed control

The clerk advised that the weeds on the cemetery car park and path needed to be sprayed with weed-killer as they were becoming a problem. The bunds would also benefit from a weed 'n' feed. Warners of Bedford had provided costs of £35.00 and £50.00 respectively to undertake this work. Following a brief discussion, **it was resolved** to accept the costs and authorise the weed spraying and weed 'n' feed.
It was agreed that regular weed control and weed 'n' feed measures should be factored into the regular maintenance schedule of the cemetery.

17/11/490 Grass cutting contract 2018-2021

The clerk advised that the Service Level Agreement with Central Bedfordshire Council for cutting verges and open space areas ends on 31st March 2018. Similarly, the parish council's contract with Warnes of Bedford for grass-cutting also ends on 31st March 2018. The committee confirmed that the SLA should be renewed with CBC. The clerk was asked to establish the feasibility of including maintenance of the cemetery ditch and Lower Shelton Link road.
No other amendments were made to the current schedule/specification. It was agreed that quotations be sought for the contract.

17/11/491 Station Road allotments

The clerk requested authorisation for DL & GS Haynes to cut back the allotment perimeter hedge and ditch flailing to include the cemetery ditch if funds allow. The clerk confirmed the budget for this work at £150.00. It was agreed to approve this work.

17/11/492 Budget 2018/19

The clerk circulated 2018-19 budget proposal documents. The committee reviewed headings to remove/add where appropriate. It was agreed that the clerk prepare draft proposals for consideration by the committee at its December meeting.

17/11/493 Finance correspondence

493.1 Barclays Bank – update on changes to terms & conditions. Duly noted.
493.2 The clerk advised that information of available Section 106 contribution funds for cemeteries projects had been received from Central Bedfordshire Council and was available to Marston Moreteyne Parish Council for its cemetery project if required. The clerk provided details of the funding sources. It was agreed to accept the offer of funding.

There being no further business to transact, the meeting was closed at 9.43pm.