MARSTON MORETEYNE PARISH COUNCIL

Minutes of the Finance & General Purposes Committee meeting of Marston Moreteyne Parish Council held on Tuesday 7th April 2026, 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 & Hugh Roberts

In attendance: Officer: Mrs Hazel Trustam – Parish Clerk

Minute Reference	Agenda Item	Power	Action
26/04/131	**Apologies for absence** Apologies for absence were received from Cllr Janice Green.	Local Government Act 1972, Part V, s85 (1+2) & Sch 12, Part VI, p40	Parish Clerk to keep on file
26/04/132	**Disclosure of local and/or disclosable pecuniary interests** None declared.	Localism Act 2011, Sch 7, s31	N/A
26/04/133	**Dispensation Requests** None.	Localism Act 2011, Sch 7, s33	N/A
26/04/134	**Open Forum** No matters raised.	Public Bodies (Admissions to Meetings) Act 1960, s1 (1).	N/A
26/04/135	**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 3rd March 2026. Proposed Cllr Roberts, seconded Cllr Morris. Agreed.	Local Government Act 1972, Sch 12, Part VI, p41 (1)	Parish Clerk to keep on file
26/04/136	**Matters arising from the minutes – for information only.** A written report was circulated prior to the meeting. It was received and accepted. See Appendix 1.	N/A	N/A
26/04/137	**Invoices for payment** A list of receipts and payments was circulated. **It was resolved to** approve payments. See Appendix 2. Proposed Cllr Morris, seconded Cllr Roberts. Agreed.	Joint Panel on Accountability and Governance for Smaller Authorities in England 2024.	Parish Clerk to arrange payments
26/04/138	**Community Centre** (a) <u>Defects report</u> Clerk reported that the right-side front CCTV camera is currently offline and upon investigation has water damage for a second time. The camera was replaced in June 2025. Contractor has suggested repositioning the wiring underneath the camera – however this would be on show and could be tampered with. It was agreed to ascertain the IP rating of the camera and ascertain if a higher IP rated one is available. (b) <u>Repairs & Annual Inspections</u> The Parish Clerk provided the following verbal report: • Zip boiler in main kitchen – serviced and leak repaired. • Heat exchangers serviced. Contractor unable to change filters as discovered heat exchangers are not type specified on drawings provided by developer.	Local Government (Miscellaneous Provisions) Act 1976, s19. Local Government Act 1972, s133.	Parish Clerk & Cllr Pilbeam

Chairman Signature ……

Date ……

	• Quotations being sought for acoustic panels in main hall. Once all received, matter will come before F&GPC for discussion. • Annual service to intruder alarm carried out 23.03.26. (c) <u>Renewal of BMS Maintenance Contract</u>. **It was resolved** to renew the BM Maintenance contract at a cost of £1,340.00. (d) <u>Faulty BMS display screen</u>. Two faults on the BMS display screen reported in last month. Recommendation to replace. Cost £1,425.00 + VAT. **It was resolved** to accept costs and replace the display screen. Agreed to ensure latest model and check warranty provided. (e) <u>Emergency Lighting</u> A number of emergency lighting needs replacing following quarterly inspections by contractor. The committee questioned whether batteries are lasting the 3 hours on test and why LED lights are needing to be replaced. **It was resolved** to obtain additional quotations be sought. (f) <u>Utility Contracts</u> The council's utility contract ended 31.03.26. Cllr Pilbeam advised that due to the current political climate, utility costs are high. Quotations provided are only valid until 4pm on the day provided making it difficult for the parish council's current protocols to be adhered to. To help keep costs low, a 6-month contract has been entered into to enable the parish council to discuss a suitable process for utility contracts and also in the hope the current political climate will have settled. **Resolved** to discuss at a future meeting.		
26/04/139	**Play Areas** Following inspection, a quotation was received for the repair of play equipment at Bedford Road and Lower Shelton Road play area. **It was resolved** to authorise the following repairs: • Refit bracket on roundabout – Lower Shelton play • Supply & fit cargo net & fixing – Bedford Road • Replace 2 x handles on spring animals – Bedford Road • Supply and fit new gate spring – Bedford Road • Fix latches on 2 x gates – Bedford Road • Supply and fit 2x cradle seats – Bedford Road Total cost £1,360.00 + VAT. The slide at Bedford Road needs significant repair or replacement. Members agreed that a meeting with representatives of the Playing Field Committee would be advantageous to discuss the condition of the play area equipment as a whole before any significant investment is made. **It was resolved** to check the safety of the slide for use in its current condition. **It was resolved** that the parish council be represented by Cllr Pilbeam, the Parish Clerk and Facilities Officer. The parish clerk to contact the Playing Field Committee to arrange a meeting.	Local Government Act 1972, Sch14 para 27; Public Health Act 1875, s164; Open Spaces Act 1906, ss9 & 10.	

Chairman Signature …….

Date …….

26/04/140	**Letter to Mazars LLP** A response from Mazars LLP was received following a letter from the parish council being sent regarding unsatisfactory end of year audit 2024/25. Members considered the response which provided an explanation to the issues raised by the council. On the basis of assurances by Forvis Mazars, it was resolved to pay their invoice.	N/A	
26/04/141	**Correspondence** No correspondence received.	N/A	
	There being no further business to transact, the meeting was closed at 8.50pm.		

Chairman Signature …….

Date ……

Appendix 1. Matters Arising Report

Minute Ref.	Subject	Update	Action
23/03/105.4	PAT Testing	Costs to be sought.	Obtain quotations for PAT testing and report back to Council.
23/03/109	Play Area / Skate Park: Bedford Road	Quotations required for CBC funding submission. Application cannot proceed until safety surfacing issues (Ref: 22/11/481.2) are resolved.	Submit quotations to CBC once surfacing issue addressed. Continue to monitor progress. See 25/02/059 for update.
24/01/006	Harrison Meadows Allotment Site	Multiple updates from Dec 2024–Jul 2025. Planning Officer has involved new Team Leader and may seek legal team approval due to cost implications.	Vistry has responded to CBC advising that they will be carrying out further investigations by mid-April, including drainage investigations now that clearance of the ditch area has been undertaken by the IDB. Anticipate further works will be carried out after the end of bird-breeding season in Sept. CBC has requested that Vistry provide updates with results of surveys/investigations early May. The PC will be updated at this point.
24/04/147	Footpath / Cycleway – Denton Drive	Concern raised over footpath width and barrier removal. Cracking observed; photos taken.	CBC has responded to Cllr Pilbeam's letter outlining concerns to the work undertaken to the R51. It was felt that the response did not address any of the questions posed, therefore Cllr Pilbeam agreed to draft a further replying letter.
24/06/221(b)	Community Centre – Residents' Complaints	Exploring options for improved surfacing in car park extension.	Cllr Pilbeam to research surfacing types and costs.
24/06/222	Parish Council Insurance	Business interruption levels to be agreed.	Council to confirm and approve agreed insurance levels.
24/06/224	Marston Moreteyne Cemetery	Report to be prepared on structured flower beds and costs. Costs for bench and gate maintenance to be obtained.	Prepare draft plan and cost estimates; obtain maintenance quotes.
24/06/225(b)	Correspondence – Water Plus	Costs being sought from alternative suppliers.	Clerk to chase quotation from 001 Ltd.
25/02/059	Skate Park	Meeting held 25.07.25 with PFC regarding insurance claim for tree root damage. Cllr Elefterescu liaising with Ward Cllr Clark. Wet pour surfacing in play area also uneven.	Playing Field Committee to submit insurance claim for skate park surface damage by CBC owned trees.
25/03/094	Open Forum – Station Road Allotments	Meeting held 03.04.25 to discuss drainage issues. One quotation received; two more being sought.	Obtain two further drainage quotations and report findings.
25/03/098(c)	Community Centre Sports Equipment	CBC confirmed £4,079.78 available under S106, spend by 02.05.28.	Confirm equipment costs and submit application to release funds.
25/04/142	Investment Strategy	Strategy to be drafted.	Draft investment strategy for Council review.
25/10/388	Grass Cutting Contract 2026–2028	Contractor appointed. Review grass cutting mapping area for accuracy.	**Action:** TP, Parish Clerk & Facilities Officer.
25/10/392	Correspondence	Cllr Elefterescu reminded members to obtain costs for replacement defibrillator at the sports pavilion and a new unit at the community centre.	**Action:** Cllr Elefterescu to pursue defibrillator costs.
26/02/042	Marston Moreteyne Cemetery – trees & hedging	Contractor asked to cut back hedge / trees where possible.	Trees/hedging cut back on 30.03.26 by contractor.

Chairman Signature ……

Date ……

26/03/086(b)	Community Centre bollard lighting	Investigate alternative lighting solutions.	
26/03/091	Data Protection	Clarification on matters raised.	Parish Clerk raised queries with BATPC. Awaiting response.

Chairman Signature …….

Date …….

Appendix 2. Invoices for consideration (April 2026)

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	M049 CM	Telephone/Broadband at Community Centre	70.10	14.02	84.12
Warners of Bedford	18575 18621 18631	Litter picking & bin emptying Litter picking & bin emptying Ground maintenance at community centre (March)	148.00 148.00 250.00	29.60 29.60 50.00	177.60 177.60 300.00
Bedford Borough Council	21112074	Bin Hire 02 Feb to 01 March 2026	87.20	17.42	104.62
Techies Ltd	8840 7997 8882 8957 8959 8960	Vodaphone (3) Quarterly Inv Telephone equipment plus annual support Microsoft Business (12) Microsoft Business (12) April Microsoft 365 backup (3) April Microsoft 365 (3) April	105.00 1,310.00 57.96 57.96 5.70 53.25	21.00 262.00 11.59 11.59 1.14 10.65	126.00 1,572.00 69.55 69.55 6.84 63.90
Ian Deavin	205	Tai Chi sessions – 5 x March 2026	350.00	0.00	350.00
Mrs LA Clarke		Reimbursement expenses	98.67	0.00	98.67
Mrs H Trustam		Reimbursement expenses	36.00	0.00	36.00
Bedford to Bletchley Rail Users Assn		Membership renewal	5.00	0.00	5.00
Central Bedfordshire Council	33197903	Cemetery rates 2026/27	1,047.90	0.00	1,047.90
Viking Payments	4410560754	Stationary & cleaning supplies	79.67	15.94	95.61
MJ Petty Ltd	2090	Community Centre gritting	65.00	13.00	78.00
PPL PRS	SIN3292216	Music License renewal	485.44	97.09	582.53
Farmwood M&E Services Ltd	055594	Service of heat exchangers – community centre	720.00	144.00	864.00
Andy Muskett Ltd	6160 6182	Christmas lighting removal Street lighting maint contract – 4th qtr	780.00 40.50	156.00 8.10	936.00 48.60
CPM Playgrounds	5707	Operational playground inspection and report	260.00	52.00	312.00
Zip Water UK	1726838	Service & repair leak on Hydroboil unit – community centre	189.00	37.80	226.80
Woodfines LLP Client Account	17995	Professional fees 26.01.26 to 17.03.26	990.00	198.00	1,188.00
Rialtas Business Solutions Ltd	SM33779	Omega and Cemeteries annual support & maintenance license renewal	1,052.00	210.40	1,262.40
Mr S Long		Reimbursement Tai Chi refreshments	14.04	0.00	14.04
Payments between meetings					
Staff salaries		March salaries	**	0.00	**
Crown Gas Power	3865485	Gas for community centre. March (Direct Debit payment).	588.85	29.44	618.29
Crown Gas Power	187478	Electricity for community centre. Feb (Direct Debit payment)	801.00	160.20	961.20
Various		Hall deposit refunds (6)	680.00	0.00	680.00

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

Chairman Signature ……

Date ……