

**P A R I S H O F W E S T O N I N G**

**MINUTES of the Meeting of**

**Westoning Parish Council**

**held on Wednesday 12th June 2019 at 8.00pm**

**in the Village Hall, Westoning**

**PRESENT:** Cllrs T Fraser (Chairman), E Bhasin, P Ellis, C Luff, A Rayment, B Rogerson

**IN ATTENDANCE:** Mrs K Barker (Clerk), 2 members of the public were present

**7116 Apologies for absence** – Cllrs R Botterell, J Nethersole

**7116.1 Chairman – declaration of acceptance of office**

The Chairman signed the declaration of acceptance of office.

**7116.2 Councillor vacancy x 2**

The Clerk confirmed that there are two vacancies for a Parish Councillor.

**7117 Minutes**

The minutes of the meeting held on 8th May 2019 were approved. Cllr Rayment proposed, seconded by Cllr Ellis the approval of the minutes as a true record. All agreed by those present and signed by the Chairman.

**7118 Declaration of interests**

There were no declarations of interest.

**7119 Matters Arising**

There were no matters arising.

**7120 Reports and representations**

7120.1 Central Beds Councillor J Jamieson

CBC Cllr Jamieson gave feedback on items relating to CBC throughout the meeting.

7120.1.1 Local Plan Hearing session 20th June – WPC registered to participate

A report to be given at the July meeting.

**7121 Public Participation**

A member of the public spoke about neighbourhood plans which she had raised at a Parish Council meeting previously. She asked if the Parish Council could now draw up the document. The Parish Council confirmed that this would need to be instigated and lead by a residents working group and not by the Parish Council. A Representative from the Parish Council would be required to be part of the working group and the Parish Council would apply for a grant, if required, towards the cost of setting up the neighbourhood plan. The resident said that she will find out whether there is any interest from other residents to be involved. Cllr Rayment said that it may be better to wait until the Local Plan is finalised and after the next General Election.

A member of the public said that they have contacted CBC to ask how often the waste/recycling bin is emptied outside the Nisa shop in Westoning as it is frequently full to the brim. She said that if it is only emptied once a week she has asked whether they can increase this to twice a week, or, if not can they allocate another bin in the carpark next to the Nisa shop. Also, a lot of people are using the bin for dog waste which is not acceptable and she has therefore requested a new dog waste bin in that area. The Parish Council agreed that they would put in a formal request for a dog bin if this is required.

**7122 Finance**

7122.1 Bank balances and finance report:

The Clerk confirmed that the new budget was circulated.

|  |  |
| --- | --- |
|  | **£** |
| TSB Community Account | 29,270.30 |
| TSB Instant Access Account | 85,213.48 |
| **TOTAL** | **114,483.78** |

7122.2 Cllr Bhasin proposed, seconded by Cllr Luff the following payments, agreed by all:

|  |  |  |
| --- | --- | --- |
| **Cheque Number** | **Payee** | **£** |
| 000239 | K Barker – salary | 470.56 |
| 000239 | K Barker – expenses | 58.02 |
| 000240 | HMRC – Clerks tax | 3.60 |
| 000241 | Mrs Harris – village tidying | 275.00 |
| 000242 | D J Granger – mowing inv 019426 | 391.20 |
| 000242 | D J Granger – mowing inv 019352 | 391.20 |
| 000243 | Westoning Village Hall – hall hire | 36.00 |
| 000243 | Westoning Village Hall – hall hire | 90.00 |
| 000244 | W J McL Marshall – internal audit | 100.00 |
| 000245 | Rebecca L Faret Solicitors – work on lease | 900.00 |
| 000246 | Wicksteed – repairs to slide and surfacing (Jan 19) | 1,500.00 |
| 000247 | D Ladin – watering tree and litter removal | 170.00 |
| 000248 | J Nethersole – litter pick refreshments | 52.00 |
| 000249 | E.on – electricity bill | 220.02 |
| 000250 | Zurich Municipal – additional premium | 885.90 |
|  | **TOTAL** | **5,543.50** |

7122.3 Other finance matters:

7122.3.1 TSB

Mandate change form

The form was signed by two signatories. The Clerk to visit the bank to hand over the form and register her ID in order to be added to the mandate

. (**Action Clerk**)

Bank charges £5.00 per month

Pending.

7122.3.2 Internal Audit 2018/19

The Clerk read out the internal audit report from Mr John Marshall:

* *I am pleased to be able to report that I noted an improvement in standards of governance, financial management and accountability over the last 12 months. Last year, I marked 5 internal controls objectives as not met; this year, notwithstanding a small number of minor observations, details of which were noted for action by the Clerk I was able to confirm that all of the internal controls objectives that I am required to consider had been met. Whilst this situation is to the credit of the Council’s knowledgeable and efficient Clerk, the improvements seen cannot have been achieved without the co-operation and input of the elected members, something that I trust will continue as there is still scope for improvement.   
    
  To that end, I noted that the Clerk currently uses a personal rather than the corporate e-mail address* [*parish\_clerk\_westoning@outlook.com*](mailto:parish_clerk_westoning@outlook.com) *for the Council’s business. Unfortunately, with the enactment last year of the General Data Protection Regulation (GDPR) this arrangement is no longer acceptable and a dedicated e-mail account is now required. Not only will this ensure compliance with GDPR, it will also address the business risk associated with the current arrangements by allowing authorised 3rd party access to the council’s corporate history and business communications in the event that the clerk is unavailable for whatever reason.   
    
  Notwithstanding the above, through examination of information provided on the council’s website and the inspection of hard evidence and questioning, I tested all of the objectives of Internal Controls that I am required to consider and that are set out in the Annual Governance and Accountability Return (AGAR). Based on my findings in the areas examined, I am satisfied that in all significant respects the internal control objectives were achieved throughout the financial year. Accordingly, I have completed and signed off the Internal Audit Report, part of the Annual Return (AGAR) as required.*

Response from the Parish Council:

* The Clerk said that the Parish Council does have a corporate email address which is indicated on all correspondence and communicated in the Village Link. Some emails do go through the Clerks personal email account and the Clerk said that she will endeavour to rectify this over the coming year.

The Parish Council thanked the Clerk for her work improving the standards of governance, financial management and accountability over the last 12 months.

7122.3.3 Insurance renewal

The Clerk said that the only assets that had been insured were the chain of office and the clock tower and this was unusual given the very high premium of £2,500 in 2017. This has now been rectified and the final asset register supplied to the insurers. An additional premium is required, the cost of adding all assets is £1,223.25 or excluding the chain of office and the street lights £885.90. Cllr Bhasin proposed, seconded by Cllr Luff to accept the additional premium of £885.90, excluding the chain of office and street lights, agreed by all those present.

**7123 Highways**

7123.1 Damaged village entrance signs

Nothing to report.

7123.2 Traffic Management/Parking Control

CBC Cllr Jamieson said that CBC have to advertise the fact that they are proposing to put in new yellow lines in the village and this can take time.

7123.3 Traffic Monitoring – traffic strips

CBC Cllr Jamieson will arrange for the monitoring to be done.

CBC Cllr Jamieson mentioned that CBC could possibly purchase a data logger which attaches to a lamp post instead of strips being placed across the road. He said that he is looking into it as there are other villages who are also interested in traffic monitoring.

7123.4 Footpaths

7123.4.1 Flit Valley Walk - bench location and carving

The Cllrs attending the village walk to consider options when walking around the village. (**All Cllrs**)

7123.4.2 Footpath 7

The Clerk read out an email from a resident. Footpath 7, behind The Pound, Home Farm Way and Chestnut Close has become a dumping ground for tree cuttings and garden waste. Some areas of the path are worse than others: there are piles of discarded trimmings and Leylandii branches along the verges of the path, particularly behind properties in The Pound where the fence has been seriously damaged again. The path has become very overgrown in places and is likely to become a magnet for anti-social behaviour again. As the uncontrolled growth of trees and bushes, litter and the general dumping of waste has been an on-going issue for many years, resources need to be made available for a proper clean up of the footpath.

The Clerk to forward the details to Michelle Flynn, Rights of Way Officer.

(**Action Clerk**)

7123.5 Brick Wall repair

Cllr Rogerson said that she confirmed with the Contractor to undertake the work and she will chase this up. (**Action Cllr Rogerson**)

7123.6 Village Walk

Cllrs agreed the village walk to be held on 1st July.

**7124 Village Matters**

7124.1 Community Christmas Event

Cllr Bhasin said that the plan for 2019 is to run along a similar theme as 2018. The event is proposed for Sunday 1st December 3.30pm to 5.45pm. However, there is keen interest to enrich the event in the future with additional events such as lighting up the clock tower, new lights, a DJ to play Christmas music and gazebos with stalls offering face painting, baking products, competitions etc to create a fete environment. Other ideas include a food bank collection, inviting the Salvation Army, involving elderly residents and incorporating the film night.

The event committee to draw up some proposals and costs and circulate to the Parish Council. (**Christmas Event Committee**)

7124.2 Burial Ground

Cllrs spoke about the old junior football pitch which could be considered as a suitable area.

7124.3 Recreation Club

7124.3.1 Land Registry/New Lease

The Chairman said that this is ongoing. The Solicitors fees are to be paid to date.

7124.3.2 Disabled parking

The Parish Council agreed that the two spaces on the tarmac area on the right of the rear entrance to the recreation club should be made into the disabled parking area instead of the area previously proposed. The Clerk to inform the Recreation Club. (**Action Clerk**)

7124.3.3 Recreation ground gates

Nothing to report.

7124.3.4 Advertising Policy

The Clerk to make a small amendment and put the policy on the website. A shortened version to be placed on the gates. (**Action Clerk**)

7124.3.5 Recreation Ground improvements

Cllr Rayment said that he met with a company called TGMS that Flitwick Cricket Club used to project manage their new ground. He has asked for a report on the work required to make the football pitch playable. They will give several options together with an estimate of the cost of each option.

7124.4 Play Area/S106

7124.4.1 Release of S106 money

The Clerk said she has submitted an invoice and details of the installation of the equipment in 2017 to CBC and is waiting to hear when they will process the payment of S106 money.

7124.5 Street Lights replacement programme - Church Road

Lights 1-3 & 5-9 - To supply and install 8 Holophane S-Line 18watt LED lanterns on electronic photo electric time control including rewire and disposal of old lantern and lamp.

For the sum of £298.00each + VAT. Total for 8 lights = £2,384.00 + VAT

Light no 4 - this needs complete replacement which includes new lantern, bracket, control box and supply transfer.

For the sum of £545.00 + VAT

If all the above 9 lights were to be done on one order a discount of 10% would be given, therefore making the total = £2,636.10 + VAT

Cllr Rayment proposed, seconded by Cllr Bhasin to accept the quote of £2,636.10 + VAT, to replace all 9 lights, agreed by all those present. (**Action Clerk**)

7124.6 Petanque Club

It was reported that no residents in the vicinity of the proposed car park changes at the Recreation Club have objected. Cllr Ellis proposed, seconded by Cllr Rayment to provide funding of up to £1,812.99 towards the project, agreed by all those present. The Clerk to arrange payment of materials invoices up to the agreed amount.

7124.7 Noticeboard

The Clerk reported that Cllr Nethersole has confirmed that there is no cost to the Parish Council to use the noticeboard outside the shop.

7124.8 Litter Bin request - top of Church Road between the Church and the Manor

The Clerk said that CBC has refused the request for a new litter bin as this is not a suitable position for a bin as there is no footpath there, and it is right next to a private road.

7124.9 Remembrance Sunday format

Cllr Bhasin said that the Church has proposed the same format for the service as last year. This was approved by the Parish Council. Cllr Bhasin to reply to Reverend Washington.

(**Action Cllr Bhasin**)

7124.10 Rural Match Fund – application

CBC Cllr Jamieson said that the Parish Council were not successful in their funding application submitted by Cllr Ellis and he will forward a letter confirming this to the Parish Council. There were a substantial amount of applications and he said that he has asked for more money to be put into the scheme in the future.

7124.11 Westoning Netball Club

The Clerk read out an email from the netball club asking if the court could be replaced as it is breaking up and the club now have to play elsewhere. The Parish Council agreed that there is no budget to deal with the issue at the moment but Cllr Ellis agreed to get a quote so that this can be considered in the future. The Clerk to respond to the Club.

(**Action Cllr Ellis/Clerk**)

**7125 Planning**

7125.1 Planning Applications:

7125.1.1 CB/19/01372/FULL – 3 Spensley Road – single storey side and rear extensions. The Parish Council has no objection but has concerns about the provision of adequate off road parking.

7125.1.2 CB/19/01240/OUT – Land north of Tythe Barn, Wood End – outline application: the construction of a new dwelling following the demolition of existing stables and storage sheds. The Parish Council has no objection but there is concern with regard to the extent of the development which will result in an increased level of traffic and an intensification of the access regress at the junction of the C106.

7125.2 Other Planning Matters

7125.2.1 Park Farm appeal – report

Cllr Rayment said that he attended the appeal hearing and it was a shambles. The appellant said that they did not receive the key information and they had to leave the room for one and a half hours to view the documents. This should have been checked prior to the meeting. The room was also not sound proofed and the person giving evidence was very softly spoken so it was almost impossible to hear them. Cllr Rayment said that there should be a better system in place and he asked CBC Cllr Jamieson to look into it. The decision is awaited.

**7126 Play Areas**

7126.1 Inspection Report

The report was reviewed. The items mentioned are of low priority. The Clerk to forward the inspection report to all Cllrs for a decision of the full Council to be made regarding any additional works at the next meeting. (**Action Clerk**)

**7127 Committees/Sub Groups/Representatives - Reports**

There were no reports.

**7128 Village Communications**

There were no communications.

**7129 General correspondence:**

There was no correspondence.

**7130 Date of next meeting: Parish Council Meeting**

**Wednesday 10th July 2019 at 8pm**

**Village Hall, Westoning**

The meeting closed at 10.25pm

Approved: ………………………………………………. Date: ……………………………………………………….