

 **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 10th September 2019 at 8.00pm**

 **in the Village Hall, Westoning**

**PRESENT:** Cllrs A Rayment (Chairman), E Bhasin, P Ellis, L Milne,

J Nethersole, B Rogerson

**IN ATTENDANCE:** Mrs K Barker (Clerk), no members of the public were present

**7156 Apologies for absence** – Cllrs T Fraser, C Luff and R Botterell

 **7156.1 Councillor vacancy**

Nothing to report.

**7157 Minutes**

The minutes of the meeting held on 14th August 2019 were approved. Cllr Bhasin proposed, seconded by Cllr Nethersole the approval of the minutes as a true record. All agreed by those present and signed by the Chairman.

**7158 Declaration of interests**

Cllr Nethersole – finance Point 7162.2

Cllr Rayment – finance Point 7162.2

**7159 Matters Arising**

There were no matters arising.

**7160 Reports and representations**

7160.1 Central Beds Councillor J Jamieson

CBC Cllr Jamieson said that the petition for the Phyghtle is due to be discussed again at the next Traffic Management meeting on Tuesday 17 September at 10:00am. The repairs to the railings opposite the Christmas Tree have been done but one of the posts is loose and this will be looked at. CBC are looking into the bulk buy of vehicle activated speed signs. It is possible that these can be supplied on a match fund basis but this is to be agreed. The Parish Council confirmed that they would be interested in being considered for a sign. A tour of the village with Mark MacDonald from Highways will be undertaken on 20th September to look at highways issues.

 7160.1.1 CBC funding for youth activities/facilities

 CBC Cllr Jamieson said that he will look into possible funding opportunities.

 (**Action CBC Cllr Jamieson**)

**7161 Public Participation**

 There were no inputs from members of the public.

**7162 Finance**

7162.1 Bank balances and finance report:

The Clerk confirmed that the budget report was circulated by email.

|  |  |
| --- | --- |
|  |  **£** |
| TSB Community Account  | 39,655.93 |
| TSB Instant Access Account | 85,427.48 |
| **TOTAL**  | **125,083.41** |

7162.2 Cllr Bhasin proposed, seconded by Cllr Rogerson the following payments, agreed by all:

|  |  |  |
| --- | --- | --- |
| **Cheque Number** | **Payee**  |  **£** |
| 000270 | K Barker – salary | 470.36 |
| 000270 | K Barker – expenses | 46.30 |
| 000271 | HMRC – Clerks tax | 3.80 |
| 000272 | Mrs Harris – village tidying | 275.00 |
| 000273 | D J Granger – mowing inv 019862 | 391.20 |
| 000273 | D J Granger – mowing inv 019819 | 391.20 |
| 000273 | D J Granger – mowing inv 019698 | 391.20 |
| 000274 | Wicksteed – parts and repair | 238.63 |
| 000275 | J Nethersole – expense claim dog bags/dispenser | 49.89 |
| 000276 | Mazars – external audit | 240.00 |
| 000277 | Westoning Village Hall – PC0819 | 18.00 |
| 000277 | Westoning Village Hall – PC0619 | 18.00 |
| 000278 | D Ladin – water tree, litter, grass cutting June | 30.00 |
| 000278 | D Ladin – water tree, litter, grass cutting July | 50.00 |
| 000278 | D Ladin – weeds/litter Aug | 108.00 |
| 000279 | E Leftly – repair to wall | 380.00 |
|  | **TOTAL** | **3,101.58** |

7162.3 Other finance matters:

 7162.3.1 TSB

Mandate change form

The Clerk said that the form has been delivered to TSB and checked. The bank will write to the Clerk when the change has been completed. The Clerk said she may have to re-register for online banking.

Bank charges £5.00 per month

Pending.

 7162.3.2 External audit – completion

The Clerk reported that the external audit has now been completed and there were no issues arising.

 7162.3.3 Precept- 2nd half received £20,494.00

 Noted by the Parish Council.

**7163 Highways**

7163.1 Damaged village entrance signs

CBC Cllr Jamieson said that the signs will be assessed during the village walk on 20th September.

7163.2 Traffic Management/Parking Control

Cllr Rayment said that the schedule of traffic management and parking control proposals needed to be finalised for a village consultation to take place.

The petition for the Phyghtle is due to be discussed again at the next Traffic Management meeting on Tuesday 17 September at 10:00am

 7163.3 Traffic Monitoring – traffic strips

The strips are in place and a report will be supplied by CBC in due course.

7163.4 Footpaths

 7163.4.1 Flit Valley Walk and bench

Cllr Rayment confirmed that he has been in contact with Darren Woodward regarding the Flitt Valley Walk. They are going to place a sign for the new walk on the Village Green.

7163.4.2 Footpath 7

The Clerk said that Michelle Flynn, the Rights of Way Officer was going to take a look at Footpath 7. She has not yet responded.

7163.5 Brick Wall repair

The wall has now been repaired.

7163.6 Village Walk

It was reported that letters were sent by the Clerk following the village walk report. 20 Tithe Barn Close still has not removed several gravel boards which are sticking out onto the pavement. Cllr Rayment to draft a letter. (**Action Cllr Rayment**)

7164 **Village Matters**

7164.1 Community Christmas Event

 Ongoing works:

Cllr Rayment said that he met with Andrew Woolgar on site on 9th September. The electrics cabinet to be installed was agreed. Andrew Woolgar has reﬁtted the supply outlet so that the cabinet door can be locked shut when the cable and plug are attached.

Work to be done over the next 6 weeks (in order):

* Dycol to remove the dead tree on 30th September
* Establish correct position for socket tube for future trees
* Excavate trench at depth of 450mm from street sign to new position approx 12 inches from socket tube and install new ducting, lay warning tape over ducting and reﬁll and re-seed. Neil Gates to carry out the work.
* Install tree socket tube in pre-determined position and concrete base taking in the cable ducting position so that the electrics cabinet can be bolted to the concrete base. Dycol have agreed to put in the base but they must be made aware of the electric requirements.

It was agreed that the current post and rail fence be retained. Cllr Botterell to obtain another set of 24 volt lights for the new tree. (**Action Cllr Botterell**)

Christmas Event Committee update:

Cllr Bhasin gave an update from the Committee and said that to date £760 has been spent on the event:

* The school will lend some gazebos to the Parish Council
* The school choir to sing carols
* The school have agreed to be part of the bauble competition
* Possible use of the Recreation Club room if the correct licence is in place
* Father Christmas and elves, collection of letters from the children
* The Chequers have agreed to provide refreshments
* Westoning bake-off
* Possible donation of a turkey from the local butcher as a raffle
* Purchase of a sound system
* Food bank collection
* Face painting
* Hire of floodlights
* Purchase of prizes
* Coloured lights on the clock tower with possibility of keeping them up all year round

7164.2 Burial Ground

Nothing to report.

7164.3 Recreation Club

7164.3.1 Land Registry/New Lease

Nothing to report regarding the lease.

 7164.3.2 Disabled parking

Nothing to report.

 7164.3.3 Recreation ground gates and fence

The Clerk spoke about the quote of £12,000 for the replacement of the gates and fence. As previously stated, this has not been included in the current budget and it would be difficult to see where the funds could be allocated from. The Clerk said that she does not advise making a quick decision being that this would be funded using public money. She suggested that other options could possibly be considered or if they need to be metal then other quotes obtained.  Also, details should be put in the next village news so that people are aware that the Parish Council may potentially need to spend £12,000 on the fence and gates. This will be with a view to adding the expenditure to the 2020/21 budget.

Cllr Rayment suggested that the Parish Council send out their own village newsletter in January 2020 which can act as a consultation of all the projects that the Parish Council are looking to undertake including the fence and gates and parking restrictions. He said that the contents need to be agreed and articles allocated at the next meeting. The Clerk to put the item on the next agenda.

 (**Action Clerk**)

7164.3.4 Recreation Ground improvements

Cllr Rayment said that TGMS have undertaken the survey of the ground and a report and estimates of costings are due shortly.

 7164.3.5 Cherry Trees removal x 2

 The trees will be removed as agreed at the August Parish Council meeting.

 7164.3.6 Youth Facilities

Cllr Bhasin said that the provision of youth facilities have been discussed with the Recreation Club. The Club do not have any money to buy any equipment but it is possible that there could be some donations of equipment from residents in the village. The Club also may have a licensing issue with running events as they may not have the right licence and are looking into this problem.

 7164.3.7 Church Fete – proposal

Cllr Bhasin said that every year a fete is held in the Church grounds in June. The area is too small so the Church are looking into the possibility of using the Recreation Club area. As the fete is a village, not a Church, event, they would like to involve the Parish Council and require someone to lead it. The event should be known as a Village Fete. The Parish Council agreed that they would support the fete but although individual members of the Parish Council are entitled to be involved, the Parish Council will not be prepared to take the lead. Cllr Bhasin said that Reverend Washington is happy to attend a Parish Council meeting to discuss it further.

 7164.3.8 Website

The Clerk said that she is looking into free website builders. Cllr Milne agreed to assist the Clerk. (**Action Cllr Milne/Clerk**)

7164.3.9 Green Infrastructure plans

Cllr Milne said that a lot of parishes have green infrastructure plans which help to improve/utilise outside space. She said that it would be a good idea if the Parish Council were to look at a green infrastructure plan and how it can be to Westoning’s advantage. Residents may have ideas about green issues and may like to become involved in implementing any projects. As a suggestion, the village could be improved with planters, pots and possibly could consider entering Britain in Bloom. Cllr Milne said that she would look into it further. (**Action Cllr Milne**)

7164.3.10 Newsletter – articles for 14th October

It was agreed that articles on the Christmas Event (Cllr Bhasin), Flit Valley Walk and bench (Cllr Rayment), Parish Council report (Cllr Fraser), Green Infrastructure (Cllr Milne) and possibly the Remembrance Service be included in the next newsletter.

 (**Action Cllrs Bhasin, Rayment, Fraser, Milne**)

**7165 Planning**

7165.1 Planning Applications:

7165.1.1 CB/TRE/19/00325 – Manor Lodge – works to trees protected by a preservation order. The Parish Council has no objection to the application subject to the permission of the Tree Officer.

7165.2 Other Planning Matters

 7165.2.1 Park Farm appeal – report

There was no update.

 7165.2.2 Appeal - site at Land north of Tythe Barn, Wood End - dismissed

 Noted by the Parish Council.

**7166 Play Areas** 7166.1 Witches Hat

The repairs are to be done.

 7166.2 Safety surfaces

Cllr Ellis said that he had obtained a quote for the replacement of the play area surface of £15,391 and the repair to the tiles under the swings of £3,300. The Parish Council noted the quotes and agreed that the play area surfacing is not dangerous and therefore no immediate action is required.

7166.3 Play Area sign

The Parish Council reviewed the agreement to have signs in the play area and agreed that no signs were now required.

**7167 Committees/Sub Groups/Representatives - Reports**

Recreation Club - A meeting was held with the Recreation Club on 14th August. The Chairman of the Recreation Club said that the Football Club and Tennis Club use the function room but apart from that there is not much interaction.

Cllr Rayment proposed that it should be protocol that when any group of councillors meets with a third party to discuss issues on behalf of the Parish Council, a written report must be produced by a nominated Parish Cllr within 10 days of the meeting and sent to all other members of the Council and the Clerk to ensure that all Parish Cllrs are aware of the details of any discussions that took place.

**7168 Village Communications**

The Clerk to inform all village organisations of the banner policy. (**Action Clerk**)

**7169 General correspondence:**

There was no correspondence.

**7170 Date of next meeting: Parish Council Meeting**

 **Wednesday 9th October 2019 at 8pm**

 **Village Hall, Westoning**

 The meeting closed at 10.02pm

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