

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

 **MINUTES of the Annual Meeting of**

 **Westoning Parish Council**

 **held on Wednesday 8th May 2019 at 8.00pm**

 **in the Village Hall, Westoning**

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

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

**7098 Election of Chairman and Vice Chairman**

Election of Chairman – Cllr Nethersole proposed Cllr Fraser be elected as Chairman. Cllr Rayment seconded the motion. There being no other nominations and Cllr Fraser being willing to accept, he was duly appointed as Chairman of Westoning Parish Council. Cllr Fraser to sign the acceptance of office at the next meeting.

Election of Vice-Chairman – Cllr Nethersole proposed Cllr Rayment be elected as Vice-Chairman. Cllr Rogerson seconded the motion. There being no other nominations and Cllr Rayment being willing to accept, he was duly appointed as Vice-Chairman of Westoning Parish Council.

**Declaration of acceptance of office (post election)**

Cllrs present completed and signed the declaration of acceptance of office.

**Declaration of Interest**

All Cllrs were reminded to complete the declaration of interest which was forwarded to them by the Clerk and can be completed online. Completion of the form is a legal requirement.

**7099 Apologies for absence** – Cllrs T Fraser, R Botterell

**7100 Cooption of new Cllrs**

Cllr Rayment proposed that Mrs Ekta Bhasin be co-opted onto the Council as a Parish Councillor. This was seconded by Cllr Rogerson. The co-option was agreed. Cllr Bhasin signed the declaration of acceptance of office.

Cllr Rayment proposed that Mr Ray Botterell be co-opted onto the Council as a Parish Councillor. This was seconded by Cllr Rogerson. The co-option was agreed. Cllr Botterell was absent and will be required to sign the declaration of acceptance of office at a future meeting.

**7101 Minutes**

The minutes of the meeting held on 10th April 2019 were approved. Cllr Nethersole proposed, seconded by Cllr Luff the approval of the minutes as a true record. All agreed by those present and signed by the Chairman.

**7102 Declaration of interests**

Cllr Rogerson – Planning Point 7110.1.2

**7103 Matters Arising**

There were no matters arising.

**7104 Sub Groups/Committees/Representatives - review**

 **Internal Controls:** Cllr Fraser and Cllr Nethersole

 **Play Area:** Cllr Ellis and Cllr Bhasin

 **Recreation Club:** Cllr Ellis, Cllr Nethersole and Cllr Rayment

 **Westoning Charity:** Cllr Ellis

 **Allotments:** Cllr Fraser and Cllr Rogerson

 **Spensley Trust:** Cllr Luff

 **Westoning School:** Cllr Bhasin

 **Planning:** Cllr Rogerson

 **Christmas Event:** Cllr Luff, Cllr Botterell, Cllr Bhasin and Cllr Rogerson

**Newsletter:** The Clerk - Karen Barker

**7105 Reports and representations**

7105.1 Central Beds Councillor J Jamieson

 CBC Cllr Jamieson was not present

7105.1.1 Local Plan Hearing session 20th June – WPC registered to participate

Cllr Rayment confirmed his attendance.

7105.1.2 Local Plan Statement

The Clerk confirmed submission of the Parish Council’s statement.

**7106 Public Participation**

No members of the public were present.

**7107 Finance**

7107.1 Bank balances and finance report:

The Clerk confirmed that she has not yet drawn up the new budget report and that this will be available at the next meeting.

|  |  |
| --- | --- |
|  |  **£** |
| TSB Community Account  | 32,491.73 |
| TSB Instant Access Account | 85,143.81 |
| **TOTAL**  | **117,635.54** |

7107.2 Cllr Rogerson proposed, seconded by Cllr Nethersole, the following payments, agreed by all:

|  |  |  |
| --- | --- | --- |
| **Cheque Number** | **Payee**  |  **£** |
| 000229 | K Barker – salary | 470.56 |
| 000229 | K Barker – expenses | 23.65 |
| 000230 | HMRC – Clerks tax | 3.60 |
| 000231 | Mrs Harris – village tidying | 275.00 |
| 000232 | D J Granger – mowing inv 019243 | 391.20 |
| 000232 | D J Granger – mowing inv 019311 | 391.20 |
| 000233 | T Fraser – expenses skip hire for allotments | 240.00 |
| 000234 | Westoning Village Hall – hall hire | 54.00 |
| 000234 | Westoning Village Hall – hall hire | 18.00 |
| 000235 | Zurich Municipal – insurance renewal | 602.30 |
| 000236 | Wicksteed – play area inspection | 54.00 |
| 000237 | BATPC – affiliation fee | 444.00 |
| 000238 | E.on – electricity bill | 212.92 |
|  | **TOTAL** | **3,180.43** |

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7107.3 Other finance matters:

 7107.3.1 TSB

Mandate change form

The Clerk to complete the form and the form to be signed by all remaining signatories. (**Action Clerk**)

Bank charges £5.00 per month

The Clerk to investigate the charges once the mandate has been changed.

 7107.3.2 Annual Audit 2018/19 – approval of Accounts

 Governance Statement

The Chairman (Cllr Rayment) proposed, seconded by Cllr Rogerson to approve the Governance Statement and this was agreed by all. The Chairman duly signed the Annual Governance Statement to confirm approval by the Council.

 Accounting Statement

The Chairman (Cllr Rayment) proposed, seconded by Cllr Rogerson to approve the Accounting Statement and this was agreed by all. The Chairman duly signed the Accounting Statement to confirm approval by the Council.

The Clerk to send the Annual Return to the External Auditor once approved by the Internal Auditor and place the finance documents on the website.

 (**Action Clerk**)

 7107.3.3 Insurance renewal – long term agreement

The Parish Council agreed to renew the insurance with Zurich with a 3 year long term agreement.

**7108 Highways**

7108.1 Damaged village entrance signs

Nothing to report.

7108.2 Traffic Management/Parking Control

The Chairman said that parking restrictions around the village can be considered when a village walk is held.

 7108.3 Traffic Monitoring – traffic strips

The Clerk to ask CBC Cllr Jamieson when the monitoring will be done. (**Action Clerk**)

7108.4 Footpaths

 7108.4.2 Flit Valley Walk

Mr Darren Woodward from Flitwick Town Council attended the meeting. He has taken over the project management of the Flit Valley Walk from Westoning to Clophill. He said that there is a free bench which they would like to place in Westoning. The bench is made of oak and will be carved with a picture of the Parish Council’s choice. It will need to be placed in an area that promotes the walk. Ground services would need to be considered as the bench will need to have a ground anchor. Phase 2 of the walk from Clophill to Shefford is likely to go ahead. Mr Woodward suggested the installation of an information board by the bench showing the whole route.

The Parish Council agreed to the bench in principle and will look at a suitable location and consider options for the carving.

7108.5 Brick Wall repair

Cllr Rogerson to arrange for the Contractor to undertake the work. (**Action Cllr Rogerson**)

7108.6 Village Walk

The Chairman suggested that a date be set for a village walk with a short meeting afterwards. The Clerk to check when the hall is available and arrange a date.

 (**Action Clerk**)

**7109 Village Matters**

7109.1 Community Christmas Event

The Chairman said that he has not yet heard from Mr Woolgar, the electrician, and will chase this up and ask for a site meeting. The tree is continuing to be watered.

 (**Action Cllr Rayment**)

The Chairman said that the Parish Council must start planning for the next event. He suggested that the Committee draw up proposals for the June meeting.

 (**Christmas Event Committee**)

7109.2 Burial Ground

Nothing to report.

7109.3 Recreation Club

7109.3.1 Land Registry/New Lease

The Chairman said that the Parish Council needs to give consideration as to whether the Recreation Club are able to maintain the recreation ground as this is part of their lease. The land use also needs to be considered. The Chairman suggested that a meeting of the Parish Council Representatives be held and then a meeting with the Recreation Club to clarify any issues raised.

 7109.3.2 Disabled parking

Nothing to report.

 7109.3.3 Recreation ground gates

Nothing to report.

 7109.3.4 Advertising Policy

The Parish Council agreed to use the original policy drawn up by Cllr Rayment but to amend it to include all village organisations. The Clerk to amend the policy, draw up a notice to be placed on the gate and an application form. Details to also be placed on the website and circulated to all Cllrs. (**Action Clerk**)

7109.3.5 Recreation Ground improvements

The Chairman proposed to approach a grass maintenance company to obtain a maintenance report at a cost of no more than £250. This was seconded by Cllr Ellis and agreed by all. (**Action Cllr Rayment**)

 7109.4 Play Area/S106

 7109.4.1 Release of S106 money

The Clerk reported that CBC has asked for an invoice and details of the installation of the equipment so that they can process the request for payment of S106 money. (**Action Clerk**)

 7109.5 Great British Spring Clean – 13th April

Cllr Nethersole reported that the event went very well. 20 plus people volunteered and 20 large sacks of rubbish were collected. Breakfast was provided by The Chequers.

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7109.6 Street Lights replacement – programme

The Clerk was asked to contact the Contractor, Andy Muskett to arrange for him to supply a quote to replace the lights in Church Road in accordance with his suggested schedule of works. (**Action Clerk**)

 7109.7 Petanque Club

A letter requesting funding of £1,812.99 has only just been received and will need to be considered at the next meeting. The Parish Council agreed that they need to be satisfied that residents have been consulted and the impact on the car park at the Recreation Club.

7109.8 Noticeboard

The Parish Council agreed that they would prefer a wooden noticeboard and not an electronic one.

Cllr Nethersole said that the shop has agreed for the Parish Council to put notices on their noticeboard and she will ascertain whether there is a cost. The Parish Council agreed to use the noticeboard outside the Butchers and the one outside the shop pending the cost.

A discussion took place regarding the setting up of an email newsletter system.

 7109.9 Newsletter

The Parish Council agreed to submit a report regarding the Spring Clean, a request for volunteers for the Christmas event and a list of Parish Cllrs. The Clerk to ask Cllr Botterell to draw up the Spring Clean report. The Clerk to send all articles to the Editor by the middle of May. (**Action Clerk**)

7109.10 Litter Bin

The Clerk said she is awaiting a reply from CBC.

 7109.11 Rural Match Fund – application

Cllr Ellis confirmed that he has received a communication from CBC regarding the application to install 20mph limits in the village. He said that the email was not clear but he assumes that the Parish Council were unsuccessful but he will ask for clarification.

 (**Action Cllr Ellis**)

**7110 Planning**

7110.1 Planning Applications:

7110.1.1 CB/19/00987/FULL – 30A Church Road – single storey rear extension with glazed link to garage following demolition of existing conservatory. The Parish Council has no objection to the application.

7110.1.2 CB/19/01210/FULL – The Priory, 48A Church Road – part single part two storey side extension and demolition of existing rear conservatory and erection of a single storey rear extension. The Parish Council has no objection to the application but it appears that some affected neighbours have not been notified.

7110.2 Other Planning Matters

There were no other planning matters.

**7111 Play Areas**

 7111.1 Inspection Report

 The Clerk to forward the inspection report to Cllr Bhasin and Cllr Ellis. (**Action Clerk**)

**7112 Village Reports**

There were no reports.

**7113 Village Communications**

There were no communications.

**7114 General correspondence:**

There was no correspondence.

**7115 Date of next meeting: Parish Council Meeting**

 **Wednesday 12th June 2019 at 8pm**

 **Village Hall, Westoning**

 The meeting closed at 10.20pm

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