

 **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 2024 at 7.30pm**

 **In the Village Hall, Westoning**

**PRESENT:** Cllr J Nethersole (Chairman), Cllr E Bhasin, Cllr C Luff, Cllr P Ellis,

Cllr P Kelly, Cllr N McLoughlin, Cllr Y Omishore, CBC Cllr J Jamieson

**IN ATTENDANCE:** Mrs K Barker – Clerk

1 member of the public was present

 Agenda published on the noticeboard and on the website

**8004 Apologies for absence** – Cllr E Russell, Cllr B Rogerson, Cllr A Rayment

 **Absent** – no apologies given – None

**8005 Minutes**

The minutes of the meeting held on 8th May 2024 were approved. Cllr Bhasin proposed, seconded by Cllr McLoughlin the approval of the minutes as a true record. All agreed by those present and the minutes were signed by the Chairman.

**8006 Declaration of interests**

Cllr Nethersole – finance Point 8010.2

**8007 Matters Arising**

There were no comments from members of the public.

**8008 Public Participation**

A member of the public said that they were interested in sponsoring a planter and they will email the Clerk.

**8009 Reports and representations**

CBC Cllr Jamieson gave a report:

Free school transport – CBC have proposed to only give free travel to students who attend their nearest school as part of a public consultation. If a child already has a route set up that will continue. This change will apply if somebody applied newly for home-to-school transport. CBC Cllr Jamieson said that he will continue to campaign against this change.

Cabling – traffic light cabling has caused road closures in the village which has created traffic problems.

**8010 Finance**

8010.1 Bank balances and finance report:

|  |  |
| --- | --- |
| **Account** |  **£** |
| TSB Community Account  | 74,699.30 |
| TSB Instant Access Account | 67,936.46 |
| **TOTAL**  | 142,635.76 |

8010.2 Cllr McLoughlin proposed, seconded by Cllr Luff the approval of the following payments, agreed by all Cllrs present:

|  |  |  |
| --- | --- | --- |
| **Payment Method** | **Payee**  |  **£** |
| Transfer | Clerk – salary June | 560.03 |
| Transfer | Clerk – expenses June | 48.74 |
| Chq | HMRC – Clerk tax | 16.80 |
| Transfer | Parish Warden – village tidying | 275.00 |
| Transfer | D J Granger – Inv 024864 hedge work | 336.00 |
| Transfer | D J Granger – Inv 024883 | 492.00 |
| Transfer | D J Granger – Inv 024817 | 492.00 |
| Transfer | D J Granger – Inv 024945 | 492.00 |
| Transfer | J Dennis Garden Maint - cut Rec Ground – Inv 3 | 975.00 |
| Transfer | BATPC – Affiliation fee | 475.00 |
| Transfer | RS Groundcare – Rec Ground aeration | 600.00 |
| Transfer | Anglian Water – water bill | 12.35 |
| Transfer | W J Marshall – Internal Audit | 175.00 |
| Transfer | Wicksteed – Play area inspection | 158.40 |
| Transfer | J Nethersole – expenses | 9.00 |
| Transfer | DSJ Contractors – clock tower doors | 1,640.00 |
| Transfer | A J Frith – planters, maintenance | 935.93 |
| Transfer | D J Granger – Inv 024959 cutting brambles | 151.20 |
| Transfer | Westoning Village Hall – hall hire | 19.50 |
|  | **TOTAL** | **7,863.95** |

8010.3 Other finance matters:

 8010.3.1 Annual Audit of Accounts

Governance Statement/Accounting Statement

The Parish Council approved the Annual Governance Statement. The Annual Governance Statement was proposed for approval by Cllr Ellis, seconded by the Chairman and agreed by all present.

The Parish Council approved the Statement of Accounts. The Statement of Accounts were proposed for approval by Cllr Ellis, seconded by the Chairman and agreed by all present.

The statements were signed by the Chairman. The Clerk to send the Annual Return to the External Auditor and place the final audit documents on the website. (**Action Clerk**)

 8010.3.2 Internal Audit Report

The Clerk read out the report and this was noted by the Parish Council:

-Where the council deals with an item of business pursuant to a legal requirement, the item requires a separate and discrete minute. To that end and by way of example, the minuting of approval of sections 1 and 2 of the Annual Return should be minuted separately with the same principal applied to the minute for the approval of the budget and precept setting.

-The council should produce and publish a General Reserve Policy, now an explicit requirement of para 1.13 of the current (2024) Practitioners’ Guide, part of the mandatory ‘proper practices’.

Having tested all the aspects of the council’s internal controls and based on the information made available that in all significant respects, the internal control objectives were achieved throughout the financial year to a standard adequate to meet the council’s needs.

8010.3.3 Quote for cutting the entrance/exit verge – Lovett Green £66 plus VAT

It was noted that this area has never been cut by the Parish Council and may have been cut by a resident but was reported recently as being overgrown. The Chairman proposed, seconded by Cllr Bhasin to accept the quote supplied by D J Granger and add the area to the grass cutting schedule, agreed by all present.

**8011 Highways**

8011.1 Footpaths/Highways Issues

* CBC list – a list of highways issues being dealt with by CBC was noted. This included :
* Flooding issues in Home Farm Way
* Granite sets which are loose in Park Road layby
* Greenfield Road repairs and tidying of the footpath
* Clearing out and investigating the gulley under the bridge
* Potholes in Church Road
* Sampshill Road flooding
* Pavement parking by the Post Office
* Church Road one way potential
* Clearance of ditches on Tingrith Turn
* Yellow Lines – the Parish Council to collate a list
* Pelican Crossing – no date set
* Clearance of encroachment of verge onto footpath to Flitwick
* Layby on A5120 – there is no overnight parking sign in place
* Post Office parking – it was agreed to remove from the agenda as there is nothing that can be done at this time
* Footpath top of Church Road - the footpath is very overgrown and it has been reported to ‘fix my street’ but it is unclear who is responsible for it.
* Weeds in railings/fence vegetation – Tythe Barn Close – the Chairman said that she will ask Mr Frith if he can tidy the area. (**Action Chairman**)
* Overhanging hedges/trees – the Chairman to ask the Flitwick Volunteer Group if they can help with hedge cutting. A letter to be sent to the resident regarding the overgrown conifers in Chestnut Close. (**Action Clerk**)

**8012 Recreation Ground**

8012.1 Recreation Club Licence

Nothing to report.

 8012.2 Youth Facility

Cllr Omishore said that she will put details of the initiative on Facebook and Westoning Cares to gauge interest. Cllr Bhasin suggested trialling the event for 4 weeks to see what interest is forthcoming. There has been no interest from the article placed in Westoning News.

8012.3 Recreation Club Accounts – queries

The Chairman said that she met with the Recreation Club. The accounts are drawn up by their Accountant. The Parish Council’s queries have been forwarded to the Accountant and a reply is awaited.

 8012.4 BBQ’s/Firepits on the Recreation Ground

The Parish Council noted a recent BBQ had been held on the Recreation Ground. BBQ’s are not allowed on the Recreation Ground and it was agreed that this must be made clear to members of the public. A notice to be displayed on the website and Cllr Ellis agreed to obtain some signs for display. (**Action Cllr Ellis/Clerk**)

8012.5 Aeration of Recreation Ground - £500 received from the Football Club

The Parish Council noted that £500 had been received from the Football Club for the cost of aerating the Recreation Ground. The invoice to RS Groundcare for the work to be paid by the Parish Council and VAT reclaimed in due course.

 8012.6 Grant for drainage solution

The Clerk said that grant details had been forwarded to her from the Football Club. The Clerk to read through the details and correspond with Steve Maker with regard to a possible grant application. (**Action Clerk**)

**8013 Village Matters**

 8013.1 Burial Ground

Nothing to report.

* 1. Defibrillator training/new defibrillator

Cllr McLoughlin said that she has secured some funding for the room hire for training. She will organize room hire with the Recreation Club.

The Clerk reported that funds towards the new defibrillator amounts to £500 received to date.

* 1. Noticeboard damage

The Chairman said that the Parish Council will be unable to make an insurance claim as the damage was not reported at the time of the incident. Cllr Luff agreed to look into a possible replacement noticeboard.

It was noted that the noticeboard outside the shop has been vandalized.

* 1. Clock Tower chime

Cllr Ellis said that he has arranged for the chime to be looked at.

 8013.5 Allotments

Cllr Ellis said that he has sent out invoices and allotment agreements to all allotment holders. Signed copies of the agreement should be returned to the Clerk. Some payments have been received and this will need reviewing. Cllr Ellis agreed to email the owner of the entrance to the allotments as this needs some repair. (**Action Cllr Ellis**)

* 1. Litter Pick

The Chairman said that it was disappointing that more Cllrs did not attend. The event went well and 10-12 bags of rubbish were collected. Another event may be held in the Autumn.

 8013.6 Cutting of the verge on Flitwick Road – by new development
The Clerk said that the verge along Flitwick Road is being impacted by the building works at the new housing development. She said that she has contacted the Developer to inform them that the grass cutting contractor is having difficulty cutting the verges in this area as there is a lot of damage to the grass from construction vehicles and underground pipe work and a lot of stones in the grass which make it dangerous to cut due to flying stones causing danger to vehicles/pedestrians and the contractors equipment.  The Developer has replied that this matter has been brought to the attention of the utilities contractor and they have been tasked with reinstating the verge/area and getting it back to a suitable condition that can then be maintained by the usual grass cutting contractor moving forward.

 8013.7 Christmas Events
The Chairman said that the Parish Council need to start thinking about the events. All Cllrs to be part of the event this year and separate meetings to be held to discuss details in more depth. The Parish Council agreed to hold one event only in 2024 and incorporate something for the children. Dycol have offered to supply a Christmas Tree. The Chairman to make enquiries about a Choir for a possible concert. Cllrs McLoughlin, Luff and Omishore agreed to look at ideas for the event and report back.
 (**Action Chairman/Cllrs McLoughlin, Omishore, Luff**)

**8014** **Play Area**

8014.1School use of play area - it was reported that there had been a number of people with children who were unable to gain access to the play area due to the School using it. The Parish Council agreed that the School can no longer use the area as this is a public facility which should be accessible at all times. The Chairman agreed to speak to the Head Teacher to ask them to stop using it. (**Action Chairman**)

8014.2 Wicksteed Inspection Report

 The report was noted. Some items will need to be reviewed in due course.

**8015 Planning**

8015.1 Planning applications:

No planning applications were received.

8015.2 Other Planning Matters:

8015.2.1 Solar Farm

Nothing to report.

 8015.2.2 Land Off Flitwick Road

Nothing to report.

8015.2.3 West View Farm, Park Road

Nothing to report.

**8016 Committees/Sub Groups/Representatives/Reports**

No reports were given.

**8017 General correspondence:**

There was no correspondence.

**8018 Date of next meeting: Parish Council Meeting**

 **Wednesday 10th July 2024 at 7.30pm**

 **In the Village Hall**

The meeting closed at 9.33pm

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