

 **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 11th October 2023 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 E Russell, Cllr A Rayment, Cllr N McLoughlin

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

No members of the public were present

 Agenda published on the noticeboard and on the website

**7881 Apologies for absence** – CBC Cllr Jamieson, Cllr B Rogerson, Cllr Y Omishore

**7882 Minutes**

The minutes of the meeting held on 13th September 2023 were approved. Cllr Rayment proposed, seconded by Cllr Bhasin the approval of the minutes as a true record. All agreed by those present and the minutes were signed by the Chairman.

**7883 Declaration of interests**

Cllr Ellis – Finance Point 7887.2

Cllr Bhasin – Finance Point 7887.2

**7884 Matters Arising**

There were no matters arising.

**7885 Public Participation**

A member of the public said that they were concerned about the issue raised in the September minutes concerning the event organised on the Recreation Ground by the parents of children at the School. The Club was closed at 8pm by the Club Steward due to an incident and this led to complaints. The Chairman said that she invited the complainants to meet with her and one took up the offer.

A member of the public raised the issue of dogs on the Recreation Ground. The Recreation Club has had many arguments with people in the past asking them not to walk their dogs in the area. This is a big problem particularly for those playing football on the Recreation Ground. People have got used to walking dogs there. Bigger signs are needed in more prominent positions. Cllr Ellis said that he has put up numerous signs over the years which have either been removed or defaced. See point 7889.2.

A member of the public asked why the firework event poster placed on the Christmas Tree enclosure fence must be removed. It has been placed there for the last 3 years. The Chairman said that the banner policy prohibits banners on that fence and the Recreation Club should request consent before placing banners in the future.

**7886 Reports and representations**

CBC Cllr Jamieson was not present.

**7887 Finance**

7887.1 Bank balances and finance report:

|  |  |
| --- | --- |
| **Account** |  **£** |
| TSB Community Account  | 57,855.38 |
| TSB Instant Access Account | 67,309.91 |
| **TOTAL**  | 125,165.29 |

7887.2 Cllr Rayment proposed, seconded by the Chairman the approval of the following payments, agreed by all Cllrs present:

|  |  |  |
| --- | --- | --- |
| **Payment Method** | **Payee**  |  **£** |
| Transfer | Clerk – salary October | 547.07 |
| Transfer | Clerk – expenses October | 40.09 |
| Chq 783 | HMRC – Clerk tax | 7.60 |
| Transfer | Parish Warden – village tidying | 275.00 |
| Transfer | D J Granger – field Inv 024199 | 201.60 |
| Transfer | D J Granger – village/field Inv 024171 | 661.50 |
| Transfer | D J Granger – field Inv 024151 | 201.60 |
| Transfer | D J Granger – hedges/brambles Inv 024145  | 312.00 |
| Transfer | D J Granger – grass/field/brambles | 709.50 |
| Transfer | E Bhasin – Christmas event expenses | 121.16 |
| Transfer | Mazars – external audit | 378.00 |
| Transfer | R S Groundcare – Rec Ground Maint | 4,000.00 |
| Transfer | Anglian Water – cemetery – May to Aug | 63.00 |
| Transfer | Barbara Osborne – payroll | 69.00 |
| Transfer | Westoning Village Hall – hire Oct | 19.50 |
| Transfer | Andy Muskett – light maint 2nd quarter | 130.20 |
| Transfer | Npower – elec bill July to September | 219.41 |
| Transfer | P Ellis – expenses plants | 13.80 |
| Transfer | Mr Frith – planters etc | 130.00 |
|  | **TOTAL** | **8,100.03** |

7887.3 Other finance matters:

 7887.3.1 Budget/Precept 2024/25

A meeting to be arranged in November to discuss the budget/precept for 2024/25.

 7887.3.2 External Audit completion

The Clerk confirmed that the external audit has been completed for 2022/23 and no issues were identified. The Clerk to place the completion certificate on the website. (**Action Clerk**)

 7887.3.3 Rec Ground maintenance - received from Westoning FC £3,600

The Clerk said that £3,600 has been received from Westoning Football Club regarding the invoice from R S Groundcare less VAT, which the Parish Council has agreed to pay. The VAT element will be reclaimed by the Parish Council from HMRC.

 7887.3.4 Parish Council laptop

The Clerk said that she is in need of a new laptop as her own personal laptop has recently broken and a laptop owned by another Parish and for their specific use is also coming to the end of its life. The Clerk said that she has spoken to the Internal Auditor who has advised that the Parish Council should have its own dedicated equipment.  This has not been budgeted for in the current financial year but can be drawn from various sources including the contingency budget or the Capital Expenditure budget.  There is also £2,000 in the regular expenditure planter budget as well as £2,725 in the project expenditure planter budget which could be used. The Parish Council agreed to the purchase of a new laptop in the region of £500, this was proposed by Cllr Rayment and seconded by Cllr Russell and agreed by all present. (**Action Clerk**)

7887.3.5 CBC Cllr Grant Scheme

The Parish Council discussed the scheme offered by CBC Cllr Jamieson and agreed that a contribution towards the Christmas tea event would be welcome. The Clerk to approach CBC Cllr Jamieson with this suggestion.

 (**Action Clerk**)

**7888 Highways**

7888.1 Footpaths/Highways Issues

* Layby on A5120 – a van and trailer is still being parked in the layby which is causing vision problems for vehicles. This was reported to highways when they visited the village but the problem still exists. The Clerk to contact CBC Cllr Jamieson. (**Action Clerk**)
* The footpath on Richmond Road (turning onto Tyburn Lane) is in need of urgent repair. The path is very uneven and has risen up. The Clerk to report this to CBC.

 (**Action Clerk**)

7888.2 Central Beds Council – footpath diversions consultation - circulated

The consultation was noted by the Parish Council.

**7889 Recreation Ground**

7889.1 Recreation Club Licence

Cllr Rayment advised that the draft agreement will be re-circulated and reviewed at the next meeting.

 7889.2 Dogs fouling on the Recreation Ground

The Parish Council agreed that the ban on dogs on the Recreation Ground needs to be re-enforced. Cllr Ellis said that he has put up some new A4 signs and will look at other areas where signs can be placed. An article has been put on the village link and flyers are to be drawn up and delivered around the village. The Clerk was asked to contact CBC Cllr Jamieson about the possibility of introducing a by-law prohibiting dogs on the Recreation Ground. (**Action Clerk**)

**7890 Village Matters**

 7890.1 Burial Ground

The Chairman said that she will look into other options that may exist in the village.

 (**Action Chairman**)

  7890.2 Grass cutting

 The Chairman said that the Recreation Club have decided that they do not want to take back the responsibility for organising the cutting of the Recreation Ground grass. The Clerk stressed the importance of issuing a formal contract to the Contractor before the next grass cutting season and agreed to organise a draft contract for approval and issue.

 (**Action Clerk**)

 Cllr Rayment agreed to approach Neil Gates again to see whether he is interested in cutting the Recreation Ground grass. (**Action Cllr Rayment**)

7890.3 Christmas Events

* Afternoon tea: Cllr Bhasin said that the leaflets have been printed and need to be delivered. The Clerk to put the details of the event on the website. (**Action Clerk**)
* Christmas light event – Cllr Kelly said that the leaflet has been drafted. The Recreation Club to be asked if they would like to be involved in the event. The Clerk to put the details of the event on the website. (**Action Clerk**)

7890.4 Flagpole

 A quote is awaited to create a fixture for the flag post. Remove from the agenda until

 February 2024.

* 1. Planters/Oak Tree
		1. Planters: 6 more planters have been built which now need lining, soil adding

 and planting out.

* + 1. Oak Tree: Dycol have kindly agreed to remove the old tree, take it away and

 source and replant a new oak tree for £90. This will be organised in late

 October.

 7890.6 Litter Pick

 The event went very well and 9 bags of rubbish were collected. It was suggested that this event be held twice a year.

7890.7 Access to allotments

Cllr Bhasin said that she has spoken to the owner of the access and they have cut the hedging but may have to hire some equipment to cut it back further.

 7890.8 Parking outside the Church for functions

 The Chairman said that she spoke to the Church Warden regarding the parking problems experienced recently during an event at the Church. There were not enough wardens available to help on the day and this will be considered in the future. The Chairman said that the Parish Council would help if this were to happen again in the future.

 7890.9 Defibrillator Training

 Cllr McLoughlin offered to provide free defibrillator training to the community and it was agreed that this be held after Christmas, date to be confirmed. Leaflets to be printed and delivered.

**7891 Play Area**

7891.1 Wicksteed Play Area Inspection Report September 2023

The report was noted. No urgent repairs required.

 **7892 Planning**

7892.1 Planning applications:

7892.1.1 CB/23/03110/EB - land at Flitwick Road - Electricity Board Notification:

Installation of one new terminal pole with stays on existing overhead line.

The Parish Council has no objection to the application.

7892.2 Other Planning Matters:

7892.2.1 Solar Farm

Nothing to report.

 7892.2.2 Land Off Flitwick Road – street naming for consideration

The Chairman said that the street names suggested were rejected as the names must not be of people living or deceased. They can have a historical connection with the site or reflect the local area. The names now suggested include: Lowfields, Sandfields, Monksfield, Seven Acres, Kings Spinney, Poppy, Ford, Dovehouse, Barn, Lea and Moat which can all be used with Close/Way/Road/Avenue etc.

7892.2.3 West View Farm, Park Road

Nothing to report.

7892.2.4 CB/23/02184/FULL – Park Farm, Park Road – change of use of land and

formation of a menage with surrounding fence and gate.

The Clerk said that Enforcement need more information in order for them to look into a breach of planning.

**7893 Committees/Sub Groups/Representatives/Reports**

No reports were given.

**7894 General correspondence:**

There was no correspondence.

**7895 Date of next meeting: Parish Council Meeting**

 **Wednesday 8th November 2023 at 7.30pm**

 **In the Village Hall**

The meeting closed at 9.35pm

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