

 **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 June 2020 at 7.30pm**

 **by Zoom video conferencing**

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

 A Marlow, J Nethersole, B Rogerson, E Russell

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

 Agenda published on the noticeboard and on the website

**7285 Apologies for absence** – Cllr R Botterell

**7286 Minutes**

The minutes of the meeting held on 13th May 2020 were approved. Cllr Marlow proposed, seconded by Cllr Bhasin the approval of the minutes as a true record. All agreed by those present and to be signed by the Chairman at the next meeting in person.

**7287 Declaration of interests**

There were no declarations of interest

**7288 Matters Arising**

There were no matters arising.

**7289 Reports and representations**

Central Beds Councillor J Jamieson said that he was pleased to hear that shops and zoos are re-opening. He said that there are notices in the newspapers regarding the potential road closures in front of the school in order to put in yellow lines. This is only a precautionary measure and the road closure may not be necessary. CBC Cllr Jamieson said that he will be asking for an extension to the Cllr Grant Scheme. He said that this would be in recognition of the support local organisations have given to those in need during the lockdown. He asked the Parish Council to let him know of any groups in need of support.

Cllr Nethersole asked CBC Cllr Jamieson if he can get someone to look at footpath number 7 as there is a lot of overgrowing vegetation.

**7290 Public Participation**

Cllr Nethersole said that a resident has asked whether the Parish Council would consider putting up a flagpole when the Christmas Tree is not in situ. Cllrs discussed the idea and it was suggested that the school could be asked to help design a flag which could incorporate all organisations in the village. The local sewing group could also be involved. To be considered further.

Cllr Nethersole said that a resident has asked whether it is possible to have flowerbeds on the grassed areas in the village. Cllr Bhasin suggested tying this in with the Spring Clean event. The Chairman said that he is happy to approach Flitvale Garden Centre for their support. He said that he will research the cost of planters and look at possible locations and permissions from CBC.

 (**Action Chairman**)

**7291 Finance**

7291.1 Bank balances and finance report:

 The Clerk circulated the new finance report prior to the meeting.

|  |  |
| --- | --- |
|  |  **£** |
| TSB Community Account  | 43,904.27 |
| TSB Instant Access Account | 86,067.17 |
| **TOTAL**  | 129,971.44 |

7291.2 Cllr Nethersole proposed, seconded by Cllr Ellis approval of the following payments, agreed by all:

|  |  |  |
| --- | --- | --- |
| **Cheque Number** | **Payee**  |  **£** |
| 000364 | Clerk – salary | 481.45 |
| 000364 | Clerk – expenses | 42.45 |
| 000365 | HMRC – Clerks tax | 1.80 |
| 000366 | Parish Warden – village tidying | 275.00 |
| 000367 | D J Granger – grass cutting invoice 020476 | 402.94 |
| 000367 | D J Granger – grass cutting invoice 020519 | 402.94 |
| 000368 | WJM Marshall – Internal Audit | 100.00 |
| 000369 | Notice Board Company | 2,172.00 |
| 000370 | E.on – electricity bill | 84.12 |
|  | **TOTAL** | **3,110.36** |

7291.3 Other finance matters:

 7291.3.1 TSB - Mandate change form

Pending

Bank charges £5.00 per month

Pending..

 7291.3.2 Annual Audit 2019/20 – approval of Accounts

 Governance Statement

Cllr Rogerson proposed, seconded by Cllr Bhasin the approval of the Governance Statement and this was agreed by all present. The Chairman to sign the Annual Governance Statement to confirm approval by the Council.

 Accounting Statement

Cllr Rogerson proposed, seconded by Cllr Bhasin the approval of the Accounting Statement and this was agreed by all present. The Chairman to sign the Accounting Statement to confirm approval by the Council.

The Clerk to send the Annual Return to the External Auditor and place the finance documents on the website. (**Action Clerk**)

 7291.3.3 Internal Audit 2019/20

The Clerk read out the internal audit report, points to consider were:

* The Council’s financial regulations are out of date. New model financial regulations were issued by NALC in 2019 and the council should update to this model to ensure compliance with current legal requirements; details have been provided to the Clerk. In all other respects this continues to be a well organised and managed council and acceptable standards of compliance were observed, both with regulatory requirements and the proper practices in all areas and aspects of the council’s business and activities examined.

Response from the Parish Council:

* The Clerk said that she will circulate the new financial regulations for approval at the next meeting. (**Action Clerk**)

**7292 Highways**

7292.1 Damaged village entrance signs/railings

The Clerk to remind CBC Cllr Jamieson to look at the damaged signs. (**Action Clerk**)

7292.2 Traffic Management/Parking Control

To be reviewed when circumstances permit.

7292.3 Village Walk

To be reviewed when circumstances permit.

**7293 Village Matters**

7293.1 Community Christmas Event

The Parish Council agreed that the Committee should start to plan for the 2020 event which should allow for social distancing and limited interaction. They agreed to aim to put up a Christmas Tree.

7293.1.1 Storage of equipment

 Nothing to report.

7293.1.2 Christmas Tree enclosure

The Chairman said that Neil Gates will be carrying out the work to remove the weeds and install the gravel boards shortly.

7293.2 Burial Ground

To be reviewed when circumstances permit.

7293.3 Recreation Club/Ground

7293.3.1 Dissolving the Rec Ground Charity and transfer of assets to the

Parish Council

The Chairman said that he still has not had a response from the Charity Commission after writing to them for the third time.

7293.3.2 Recreation Ground improvements/maintenance

The Chairman said that he is waiting to hear from the football club if they have chosen a Contractor.

7293.3.2.1 Lawnmower

 Nothing to report.

 7293.4 Hard surface area/block paved area

The Chairman said that the work is due to start on 22nd July. The play area will be kept closed until then.

* 1. Youth Facilities/Club

Nothing to report.

 7293.6 Website

The Clerk reported that the website is working well. There is still some work to do on the site. There have been a number of visitors to the site and some messages/queries from residents which have been answered.

7293.7 Noticeboard

The Chairman said that the noticeboard has been ordered and will be delivered in July.

7293.8 Litter bin – Recreation Ground – request for larger bin

Nothing to report.

7293.9 Covid-19 – updates

The Chairman said that Westoning Cares is still undertaking shopping and pharmacy runs for those in need. The Chequers have organised a soup, bread, cake and fruit delivery on a Thursday free of charge to those who require it.

7293.10 Clock Tower

Cllr Ellis said that he will chase up the Engineer. (**Action Cllr Ellis**)

**7294 Planning**

7294.1 Planning Applications:

 7294.1.1 CB/20/01384/FULL – 4 Manor Gardens – two storey side and rear

extensions. The Parish Council has no objection to the application providing the extension is not used for any commercial purpose other than a residential extension to the house.

7294.2 Other Planning Matters

 7294.2.1 Enforcement Case - 4 Manor Gardens – works to protected tree TPO

5/1967. Nothing to report.

 7294.2.2 Oak Tree, Church Road with TPO

The Clerk said that this has been notified to Enforcement.

7294.2.3 Appeal – CB/18/04779/FULL - site at Harlington Wood End Farm, Wood End, Tingrith. Noted by the Parish Council.

**7295 Committees/Sub Groups/Representatives - Reports**

There were no reports.

**7296 General correspondence:**

No correspondence

**7297 Date of next meeting: Parish Council Meeting**

 **Wednesday 8th July 2020 at 7.30pm**

 **Village Hall, Westoning or via Zoom**

 The meeting closed at 8.40pm

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