

 **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 Tuesday 12th March 2019 at 8.00pm**

 **in the Village Hall, Westoning**

**PRESENT:** Cllrs T Fraser (Chairman), C Davies, P Ellis, J Geddes,

J Nethersole, B Rogerson, CBC Cllr J Jamieson

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

**7068 Apologies for absence** – Cllr A Rayment, Cllr C Luff, Cllr R Botterell

 7068.1 Councillor vacancy

 The Clerk said that as the Council elections are to be held soon, the Parish Council are not required to fill the vacancy at this time.

 The Clerk gave out the election nomination packs to all Cllrs present and confirmed that all forms need to be returned to CBC by 4pm on 3rd April.

**7069 Minutes**

The minutes of the meeting held on 13th February 2019 were approved. Cllr Davies proposed, seconded by Cllr Nethersole the approval of the minutes as a true record. All agreed by those present and signed by the Chairman.

**7070 Declaration of interests**

There were no declarations of interest.

**7071 Matters Arising**

There were no matters arising.

**7072 Reports and representations**

7072.1 Central Beds Councillor J Jamieson:

Follow-up information was given on the Road Barrier on High Street which has been reported and will be chased up. The petition for double yellow lines in the Phyghtle has been registered see Point 7075.2.

**7073 Public Participation**

No members of the public were present.

**7074 Finance**

7074.1 Bank balances:

|  |  |
| --- | --- |
|  |  **£** |
| TSB Community Account  | 14,855.36 |
| TSB Instant Access Account | 85,006.96 |
| **TOTAL**  |  |

7074.2 Cllr Nethersole proposed, seconded by Cllr Ellis, the following payments, agreed by all:

|  |  |  |
| --- | --- | --- |
| **Cheque Number** | **Payee**  |  **£** |
| 000213 | K Barker – salary | 400.83 |
| 000213 | K Barker – expenses | 75.31 |
| 000214 | HMRC – Clerks tax | 45.00 |
| 000215 | Mrs Harris – village tidying | 275.00 |
| 000216 | Fidelity Solutions Ltd – banner | 108.00 |
| 000217 | Westoning Village Hall – hall hire | 18.00 |
| 000217 | Westoning Village Hall – hall hire | 72.00 |
| 000218 | Andy Muskett – light maintenance 4th quarter | 241.80 |
| 000219 | E.on – electricity bill | 198.72 |
| 000220 | Westoning Parochial Church Council – printing | 364.98 |
|  | **TOTAL** | **1,799.64** |

7074.3 Other finance matters:

7074.3.1 Finance Report

The Clerk confirmed she had emailed the finance report to all Cllrs showing income, expenditure and a bank reconciliation. Expenditure to end February was £28,193.46 and income was £33,062.87. The total balance in the bank at the end of February was £94,192.00. There were three cheques not presented at the end of February totalling £235.37.

 7074.3.2 A Muskett annual street lighting maintenance quotation

The Clerk confirmed the annual lighting maintenance quotation of £620 plus VAT for 2019/20. This is a reduction from last year due to the survey of the lights which was undertaken and confirmed that the Village has 31 street lights, fewer than previously thought. Cllr Davies proposed, seconded by Cllr Rogerson to accept the quotation, agreed by all. The Clerk to confirm acceptance of the quotation to Mr Muskett. (**Action Clerk**)

 7074.3.3 Anesco – solar farm £2,952.00 received

Noted by the Parish Council. The Clerk to liaise with the Clerk to Flitton and Greenfield when the next invoice is due to be submitted.

 7074.3.4 VAT Refund - £5,819.32 received

 Noted by the Parish Council.

 7074.3.5 Allotment Rent received to date £367.50

 Noted by the Parish Council.

 7074.3.6 Rents received – School, Tennis Club, Recreation Club

 Noted by the Parish Council.

 7074.3.7 TSB

The Clerk confirmed that she had queried a £5.00 charge per month on the Parish Council bank statement over the last 7 months. The bank confirmed that this was due to the original set up of the account and that the bank will reimburse the money and amend the set up details.

The Clerk confirmed that as she is not a signatory, she is unable to make any changes on the account. She said that she was able to ascertain that the signatories on the account consist of Robert Fraser, Brenda Rogerson, Andy Rayment, Paul Ellis, Jim Geddes and John Read. Cllrs agreed that the Clerk should be added to the mandate as a signatory and John Read removed. The Clerk said that she has requested a form to change the mandate. The Clerk said that she is also looking into making payments online and once the mandate has been updated she will take this forward.

**7075 Highways**

7075.1 Damaged village entrance signs

CBC Cllr Jamieson has asked highways to clean the graffiti from the signs and this is on a list to be done.

7075.2 Traffic Management/Parking Control

CBC Cllr Jamieson said that the Phyghtle petition has been received, accepted as a valid petition and registered. The petition will be presented directly to the Council’s Traffic Management meeting on a date to be agreed.

 7075.3 Traffic Monitoring – traffic strips

The Clerk said that she has emailed CBC Cllr Jamieson to arrange for further traffic monitoring, the last one being undertaken a year ago.  This would be the same as last time, traffic strips between the speed camera and 30 mph speed limit at a cost of £350 for 7 days. The Clerk said that she has not heard back and will chase this up. (**Action Clerk**)

7075.4 Footpaths – water problem

The Clerk said that she has reported the footpath issues raised at the last meeting, including the water collecting outside Manor Park Farmhouse and on the footpath and she is awaiting a reply from the Rights of Way Officer, Michelle Flynn.

7075.5 Brick Wall repair

Cllr Rogerson confirmed receipt of a quote of £380 to repair the wall. Cllr Nethersole proposed, seconded by Cllr Ellis to accept the quote, agreed by all.

 7075.6 Blocked drain

The Clerk to report a blocked drain outside The Cottage, Church Road/corner of Home Farm Way. (**Action Clerk**)

 7075.7 Recycling bin outside Post Office

The Clerk read out an email from a resident reporting that the rubbish bin outside the Post Office was overflowing last week and nearly all the rubbish was recyclable. They asked if a recycling bin could be placed there. The Parish Council agreed that it would be the responsibility of the Post Office and Cllr Nethersole agreed to talk to the owners.

 (**Action Cllr Nethersole**)

**7076 Village Matters**

7076.1 Community Christmas Event

Nothing to report.

7076.2 Solar Farm

See Point 7074.3.3.

7076.3 Burial Ground

Nothing to report.

7076.4 Recreation Club

7076.4.1 Land Registry/New Lease

The Chairman said that he is awaiting comments regarding the new lease. Cllrs agreed that at least one Representative from the Parish Council needs to be on the Recreation Club Committee and this should be written into the lease.

 7076.4.2 Disabled parking

The Chairman said that the Club have suggested locating the parking bays on hard standing at the entrance to the club instead of the proposed area. It was agreed that a meeting of the sub committee be held with the Club to discuss it further.

 7076.4.3 Recreation ground gates

Nothing to report. A meeting of the sub committee to be held with the Club to discuss it further.

 7076.4.4 Advertising Policy

Cllrs agreed for the Clerk to shorten the policy and circulate it to all Cllrs.

 (**Action Clerk**)

 7076.4.5 Recreation Ground improvements

The Clerk reported that she had received email correspondence from Steve Maker, Westoning FC Chairman. The Club has recently had The FA conduct some testing on the Recreation ground and they have sent a report which he will supply to the Parish Council. It advises the grounds are in a bad state and it could be a large renovation project as it has not been maintained properly for many years. He is happy to discuss with both the Parish Council and the Recreation club to consider ways to work together on this as ultimately they would like to have all of their football teams playing back on the Recreation  ground in the coming season's. Currently they can only accommodate 4 teams playing there.

CBC Cllr Jamieson said that he will look into whether any funding is available from CBC.

 7076.4.6 Petanque

The Petangue Club has approached the Recreation Club to use the car park. They will need to undertake some minor adjustments to be able to play on the surface at a cost of £600. The Parish Council agreed to the request in principle but requested that the Club attend a Parish Council meeting to formally discuss their proposals. The Chairman agreed to pass this request on to the Club. (**Action Chairman**)

7076.5 Westoning Newsletter

Cllr Davies said that the newsletters have been distributed. The Clerk to put the item back on the agenda in May.

 7076.6 Play Area

Nothing to report.

 7076.7 Planting of bushes/trees – front gardens of Grand Union Housing owned houses

It was reported that the trees have not been replaced. The Clerk to email CBC Cllr Jamieson with the Reference number 322833 and he will chase this up.

 7076.8 Great British Spring Clean/Great Big School Clean

The Parish Council noted the date of 13th April. The Chequers have agreed to supply hot food and drink.

 7076.9 Overgrown conifer

The Clerk was asked to write to the resident of 20 Tyburn Close to ask them to cut back the conifer in the front garden as it is obscuring the street light. (**Action Clerk**)

**7077 Planning**

7077.1 Planning Applications:

7077.1.1 CB/19/00287/FULL – 2 Chestnut Close – single storey rear extension, garage conversion, infill of passage way and bay windows to front elevation.

 The Parish Council has no objection to the application.

7077.2 Other Planning Matters

7077.2.1 Appeal 2nd April – Site at Park Farm, Westoning

The Clerk to email and confirm that Cllr Rayment is still able to attend the appeal on behalf of the Parish Council. (**Action Clerk**)

**7078 Village Reports**

Westoning School – an Ofsted report is awaited. The school is due to become part of a Multi Academy Trust group of schools, the process is very slow.

**7079 Parish Council Administration**

 7079.1 Asset Register

 The Clerk said she has amended the register. Cllrs to confirm any other amendments.

 7079.2 Parish Council Policies annual review

(Standing Orders, Financial Regulations, Risk Assessment)

Cllr Davies proposed, seconded by Cllr Ellis to accept the documents, agreed by all.

 7079.3 Annual Parish Council Meeting – Wednesday 8th May

The Parish Council agreed to hold the Annual Parish Council meeting on Wednesday 8th May at 8pm.

Annual Meeting of Parish – Monday 13th May

The Parish Council agreed to hold the Annual Meeting of the Parish on Monday 13th May at 8pm. The Clerk to invite Westoning School, The WI, Tennis Club, Church, Recreation Club, Spensley Trust, Petanque Club, Football Club and Westoning Players. (**Action Clerk**)

**7080 Village Communications**

There were no communications.

**7081 General correspondence:**

There was no correspondence.

**7082 Date of next meeting: Parish Council Meeting**

 **Wednesday 10th April 2019 at 8pm**

 **Village Hall, Westoning**

 The meeting closed at 9.45pm

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