

Supporting information for Bletsoe PC – 6th March meeting

Item 3 – New parish councillor

Welcome to Clare Goduti our new parish councillor – declaration of acceptance of office to be signed at the meeting. Clare has received the latest copy of the Bugle and the code of conduct and has asked to attend the new councillor training session run by BATPC.

Item 4 – minutes –circulated via email

Item 6 – Public Open Session (15 minutes)

Item 7 – Planning – written report circulated – no new applications to consider

Item 8 – Rights of Way – I have sent an email which includes a link to the Borough's current consultation. I have also outlined the key questions from the online response form. You can of course still reply as individuals but the Borough would welcome a response from the parish council and will accept this after our March meeting. This consultation was also highlighted in my January clerk's report.

Item 9 – Clerk's report – see below

The parish council met with Nick Smith from St Modwen who outlined their proposals for the development of Thurleigh Airfield. I will email you a copy of the notes taken at the meeting. The biggest concern was that this proposal will bring more traffic to the area and inevitably add to the severe congestion at the A6 roundabout near Clapham during rush hour. St Modwen do not own the surrounding land (mostly owned by Bedfordia) and their proposal to increase some of the roads to a dual carriageway would require the co-operation of local landowners and also bring traffic closer to Bletsoe at the far end of The Avenue. It should be noted that this is still a concept and that the Borough have not yet decided whether to take this site forward for consultation in its Local Plan.

Sharnbrook FC – I have sent you an email from Julie Russon regarding use of the village playing field for football training in the summer months on weekday evenings instead of Saturday's. PC need to formally approve this request.

Insurance - I met with Came & Company who are our insurance brokers. I discussed cover for volunteers including the Lady Smockers. Our insurance cover treats any volunteers acting on behalf of the parish council as a paid employee so they are fully covered and this also includes Public Liability. They were pleased that groups must inform the Clerk of dates of any work, a risk assessment and details of key person in charge. However, should the Lady Smockers charge for events to fundraise or open a separate bank account which the parish council are then expected to make a yearly contribution to then the group should operate as a standalone organisation and organise their own insurance. The cost for this would be approx. £160 per annum. There would be nothing to prevent the parish council funding this insurance premium. If the parish council purchase a shed or machinery which requires insurance we could include on our insurance schedule providing it remains as an asset of the parish council. If it is an asset belonging to the Lady Smockers then they should insure it themselves or they might choose not to insure it if it has a low value.

The next meeting will take place on Monday 22 May – this will be the Annual Parish Meeting (APM) followed by the Annual Meeting of the Parish Council. **The APM usually starts at 7pm** to allow for both meetings to take place in one evening.

Grass cutting – the churchyard cutting will now be the responsibility of St Mary's Church and the parish council will make a yearly contribution of £400 starting from the new financial year. The parish council will continue to make arrangements for cutting the children's play area. I have received a quote from Greg Lawrence to cut the children's play area. His quote is £300 for 10 cuts and he has full PL insurance, and will remove clippings from the site at each cut. Greg has undertaken work for St Mary's Church, and is the approved contractor for Biddenham and Brickhill for any tree works. The budget for 2017-18 was set at £300 so we have the funds to approve his appointment.

Police Community Priority Setting Meeting on Tuesday 21st March 2017 – Paul Vine has volunteered to attend this meeting on behalf of the parish council. You will need to agree any priorities for him to take.

Item 10 – Lady Smockers report

Email circulated to all members and Shane will provide a verbal report at the meeting

Item 11 - Financial Matters

- (i) **Grant request from St Mary's Church** – email circulated. The parish council did include an amount of £1169 within its budget for the financial year 2016-17. This must now be formally approved by the PC in the same way as any other accounts for payment.
- (ii) **Accounts for payment** – written report circulated
- (iii) **To note the spend against budget** – written report circulated
- (iv) **Risk assessment and asset register** – good practise to review every year a few minor tweaks highlighted in bold and red
- (v) **To confirm the re-appointment of the internal auditor.** I would recommend retaining the services of Gill Wiggs – her costs are very reasonable (£135) and she has many years' experience as a parish clerk and internal auditor. She provides a written report and is independent of anyone in the parish, the council or the clerk.
- (vi) **To agree the financial regulations** – again good practise to review these with a few minor tweaks highlighted in bold and red
- (vii) **To note the report from Cllr Foster regarding inspection of parish council accounts**
As part of our risk assessment a member of the parish council should review the accounts, bank reconciliations, review invoices submitted to ensure everything is accurate and up-to-date. I have circulated the email send from Cllr Foster after her visit – she found no discrepancies and confirmed that all records are up-to-date and accurate records kept.
- (viii) **To agree the standing orders**
Again, minor revisions highlighted in bold and red

Item 12 – NDP – to receive an update – I have emailed you the 2nd draft of the NDP. This now needs to be formally approved. Ann will provide a verbal update at the meeting.

Please can I suggest that highways issues i.e. potholes, are reported online via the Borough website www.bedford.gov.uk rather than waiting for the next parish council meeting. You might also like to know about an app called **Cleanmystreet** which you can download to your phone. If you see a problem, take a photo and send a message via this app – this is sent to the Borough and it also gives a map reference making it easy to locate the problem. <http://www.lovecleanstreets.com/reports/home> for full details.

If you wish to report a problem with streetlighting please let me know via email as the parish council are responsible for the street lights (except Memorial Lane). I will need the column lamp number and the location – I will then contact EoN who look after our streetlights.

Item 14 – Date of next meeting – Monday 22 May

Annual Parish Meeting at 7pm followed immediately by

Annual Meeting of the Parish Council

A Southern
3rd March 2017