

Supporting information for Bletsoe PC – 22 May meeting

Item 5 – minutes –circulated via email

Item 6 – Public Open Session – statutory requirement but hopefully after having the APM there won't be any need for public questions.

Item 8 – To allocate areas of responsibility within the parish council – suggest carry on with existing duties with exceptions highlighted below:

Vice Chairman – Paul Caves

Town and Parish Network – Alison Foster although all members would be circulated the agenda and could attend

Play Area – Paul Caves

Street Furniture – was Edward Bean suggest Clare takes this

Village Hall Representative – Ann Gibbons

Website and notice boards – Ann Gibbons

NDP – Ann Gibbons

Finance – Alison Foster

Transport – Edward Bean

Planning – All members but Mary will co-ordinate any planning applications that arrive in between meetings

Village Playing Field – Paul Vine

Tree Warden – Adrian Fett

Item 9 – Town Close Charity

Jean Jeavons term of office expires May 17 – she has kindly agreed to carry on and this needs to be recorded in the minutes that the parish council approve a further term of office for 3 years.

Item 10 – Report from The Lady Smockers

Verbal report from one of the committee

Item 11 – School transport policy for 6th Formers

Email has been circulated regarding this item – Bletsoe PC has been asked to object against the recent budget cuts to School Transport which will result in an increase in bus fares for 6th Form students.

Item 12 – Planning – written report circulated

(i) 1 application for Rhonda, Rushden Road to consider.

(ii) Local Plan – to consider and approve the parish council's response to the Local Plan. You will have received literature regarding the local plan already and it is our response to the consultation questionnaire and the sites submitted which needs to be agreed. **Deadline is 5pm on Friday 9th June.**

Item 13 – Report on NDP

Verbal report from Ann Gibbons

Item 14 - Financial Matters

(i) To approve the insurance renewal premium

Last year was our final year as part of a long-term agreement. Came & Company are our insurance brokers and have sourced three quotes for us to consider. Full details of the quotes were emailed to all councillors. Their recommendation is that Bletsoe PC accept the Inspire quotation as outlined below:

We recommend Bletsoe PC accept the Inspire quotation which has an annual premium of £703.92 including insurance premium tax, as this meets the Council's insurance requirements.

This can be reduced by a further 5% if Bletsoe PC enter a 3-year binding agreement with Inspire. This would bring the annual premium down to **£668.73**.

The UK Government have announced a further increase of 2% to Insurance Premium Tax (IPT) with effect from the 1st June 2017. This increase is reflected in your renewal premium.

(ii) **To approve the accounts for payment** – separate report emailed

(iii) **To approve the Statement of Governance for 2016/17** – circulated via email

(iv) **To approve the Annual Return for 2016-17** – circulated via email

(v) **To note the Internal Auditors report for 2016-17** - circulated by email and there were no matters arising or areas for concern.

(vi) **To consider the effectiveness of the internal audit and the parish council's system of internal controls**

This is something the parish council should consider each year. The internal auditor has concluded that the parish council has acted lawfully throughout the year and that the accounts and policies are all in good order. At each meeting the parish council receive a report outlining the spend against budget and all accounts are approved at full council and cheques signed by two councillors. A member of the parish council also undertakes a separate audit of the accounts and this was carried out recently and no matters of concern. The council has complied with all the requirements of the Transparency Act and this information is all on the parish website. In addition, the parish council regularly review its Asset Register, Standing Orders, Financial Regulations and Risk Assessment. You hold membership to BATPC and the Clerk has membership of SLCC – both bodies can provide professional free advice to the council. I would note that the council has considered this matter and concludes they are satisfied with its internal controls and management of the council's finances. Next year providing the council do not have a turnover of more than £25K there will be no requirement for an external audit but I would still strongly recommend undertaking an internal audit.

Item 15 - Clerk's Report

The children's play area is due for inspection at the end of May. The toddler swings have been removed as they had been damaged and were no longer fit for purpose. I have instructed Solutions 4 Playgrounds to purchase replacement swings x 2 and fit these when they undertake the play inspection. In addition, they will risk assess the pond on the playing field and any actions arising will be reported at the July meeting.

Bulk waste collection is scheduled for Saturday 3rd June 1pm – 4pm at several locations. Full details are on the parish notice boards and website.

I have contacted Highways to ask if they could incorporate additional road markings and signage to warn motorists approaching the staggered junction (Riseley crossroads) when the replacement road surfacing is laid on the Thurleigh Road. I am awaiting further information from Highways.

Mr Hayes from 6 Bourne End Lane has lodged an appeal with the planning inspector as he has been turned down for planning permission by the Borough for the erection of a single dwelling house. Details relating to the appeal were emailed to all members on the 12 May.

No other matters for consideration.

Item 17 – Date of next meeting – Monday 3 July 7:30pm

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.

A Southern
12 May 2017