

Minutes of Tempsford Parish Council Meeting held on Tuesday 16th September 2008 at 7:30pm in the Stuart Memorial Hall

Apologies

Present:	Mr A Besant	Chairman	
	Mr J Donnelly	Vice Chairman	
	Mr S Cooney	Councillor	
	Mr C Bettles	Councillor	
	Mrs D Clerk	Councillor	
	Miss L Infield	Councillor	Yes - for late arrival at 19:50
	Mr I Gosling	Councillor	Yes
	Mrs J Ward	Clerk	
	Mrs P Turner	District Councillor	Yes - for late arrival at 19:55
	Mrs J Davison	District Councillor	
	Mr J Scott	County Councillor	Yes
	Ross Paterson	Beat Bobby	N/A
	Members of the Public	Nil	

- 1 The Chairman opened the meeting at 19:30.
Apologies for Absence
 Apologies for absence were received from Cllrs. John Scott, Ian Gosling and also from Cllrs Liz Infield and Trisha Turner for late arrival.
- 2 **Declarations of Interest**
 No declarations of interest were declared.
- 3 **Approval of Minutes**
 The minutes of the Ordinary Meeting of the 15th July 2008 were approved as a true record and signed by the Chairman.
- 4 **Public Session**
 No public present
- 5 **Affordable Housing**
 After a short presentation given by Julia Mackie, Programme Manager for The Rural Housing Trust it was agreed by all councillors that housing needs survey to coincide with the Parish Action Plan be put into motion.
 The clerk was also requested to write and thank Julia Mackie for her attendance and very informative presentation.
- 6 **Reports**
 6.1 **Clerk's Report** including Matters Arising from the last Minutes
 See appendix 1 attached to these minutes
An enquiry had been received from Mrs Edwards of 4 Stuart Court regarding the rough section of gravel from the gateway to Station Road that reverts to a muddy path whenever it rains. Following discussions it was resolved that Cllr. Adrian Besant would raise this on the walk and talk meeting with Paul Joyce from Amey. The following points were also agreed: Request that Mrs Edwards contacts Beds Highways using the contact details on the www.tempsford.org website and to direct people to the website for contact numbers for these matters and have them raise the issue directly with the relevant body. Should no action result, then the Parish Council would follow up the matter. The onus should be on the individual to raise the matter with the statutory body first, not the Parish Council.
Dog in Mill Lane:-Cllr Liz Infield updated the council on the court action: - The owner had been ordered to keep it under control and muzzled when in public.
 The clerk was asked to re-write to the Estate Office.
Speed data: the council received speed data information for Station Road for August 2005 provided by PC Ross Paterson.

ACTION

Clerk

Clerk

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Clerk

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		ACTION
6.2	County Councillor - Mr John Scott No report	
6.3	District Councillor – Mrs Jo Davison Closure of Blunham Post Office: Official notice was imminent and it was expected to confirm the closure. No closing date has been advised. Kitchen Waste: Collection across the district is proving very successful. There is a need to reduce the amount of wastage being received from 12-13 tons per week. District Councillor – Mrs Tricia Turner New Unitary Authority: An update was given to the council on the progression so far. Cllr. Adrian Besant asked if copies of leaflet 220 that are in public places could be collected to go out with the next edition of Tempsford Times. Cllr. Trisha Turner to make enquiries.	Cllr T Turner
6.4	Highways Cllr. Adrian Besant spoke of a Walk and Talk meeting planned with Paul Joyce from Amey, and also of a proposed 5 Year Programme of highways maintenance which also invited ideas/suggestions from the Parish Council. It was agreed that all councillors would liaise with AB on this issue.	All Councillors
6.5	Parish Partnership Cllr Adrian Besant reported that the strip of pathway in Church Street had been completed. This work had not been agreed with and AB suggested a letter to Highways. Cllr Jim Donnelly and Adrian Besant to draft letter.	Cllrs J Donnelly & A Besant
6.6	Council Liaison Meeting Cllr Liz Infield had attended the meeting where New Housing and Jobs in Bedfordshire, Local Infrastructure and the New Unitary Authority were topics of discussion.	
6.7	Parish Action Plan Cllr Dan Clark reported that a PAP stand had been in place for the Village Show and the need to set up the next meeting. Cllr Adrian Besant mentioned that the Action Plan could be included in the User Groups Open Meeting to take place in the hall on 28 th November 2008.	Cllr. D Clark
6.8	Street Lighting Updated electricity supply – see appendix 1. Cllr Jim Donnelly updated the council on the lamp upgrades to take place. Cllr Adrian Besant suggested asking if the stands could also be upgraded at the same time and what costs would be incurred.	Cllr Jim Donnelly
6.9	Parish Website Cllr Jim Donnelly stated that the website was progressing well and expanding. More items need to be included. Ideas welcomed.	All
7	Town & Parish Council Survey The clerk took copies of the surveys that had been completed by some councillors and agreed to compile and return to Mid Beds DC.	Clerk
8	Play Areas	
8.1	RoSPA Inspection: Worked scheduled by DSD Services: Cllr Steve Cooney stated that DSD had not completed some of the work. It was resolved not to pay the invoice until they had and the clerk was requested to contact them and relay this information and ask DSD to return and complete the work. Work Party: Cllr Steve Cooney agreed to organise a work party to get various other jobs completed. Gannock Castle: Cllr Steve Cooney reported that no water signs existed. The clerk was asked to contact Beds CC to get this resolved.	Clerk Cllr Steve Cooney Clerk

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		ACTION
8.2	<p>Play Area Improvements: Cllr Adrian Besant spoke of various items of equipment and will be passing brochures round to councillors. Cllr Steve Cooney agreed to attend a Play Area Event organised by BRCC to take place at Shuttleworth on 25th October 2008. The clerk was requested to contact Lisa White at MBDC for play equipment advice and guidance.</p>	<p>Cllr Adrian Besant Cllr Steve Cooney Clerk</p>
9	<p>Notice Board Following discussions Cllr Steve Cooney proposed that the board be left in same place. Cllr Chris Bettles seconded this proposal. A vote of 5 – 1 for this proposal. Cllr Jim Donnelly proposed that one pole could be moved 90° and agreed to talk to Angus Lambie about this.</p>	<p>Cllr Jim Donnelly</p>
10	<p>Cemetery</p>	
10.1	<p>Cemetery Report See appendix 1</p>	
10.2	<p>Cemetery Rules It was agreed to make minor amendments to the rules and the clerk to create an electronic version. Cllr Jim Donnelly to pass the required wording to the clerk.</p>	<p>Clerk</p>
11	<p>Finance For full report see appendix 1</p>	
12	<p>Planning</p>	
12.1	<p>Planning Report See appendix 1</p>	
12.2	<p>Site Allocation Document See appendix 1 - Action points from the previous minutes item 10.2.</p>	
13	<p>Correspondence For list of correspondence see appendix 1 Councillors had received a copy of a letter from Mr Martin. The clerk was asked to respond.</p>	<p>Clerk</p>
14	<p>Next Meeting Date is on 18th November 2008 at 19:30 in the Stuart Memorial Hall. Please pass any agenda items and/or reports for information only to the clerk by 11th November 2008.</p>	
15	<p>The Chairman declared the meeting closed at 22:15 and thanked everyone for their attendance and contributions.</p>	

Jan Ward
Clerk to Tempsford Parish Council
22nd September 2008.

I certify these minutes to be a true record of the meeting held on 16th September 2008.

Chairman

Cllr Adrian Besant

18th November 2008.

Tempsford Parish Council Meeting 16th September 2008.

Information Sheet Relating to Agenda Items

6.1 Clerk's Report

Action points from the previous minutes:

Item 4.1 Dog in Mill Lane. A letter has been sent to the house agents (copy attached) no response has been received. Court action taken on Sept 5th. Further information not available yet.

Item 5 Parish Partnership – Request for Speed Data Collection in Church Street and Station Road. Copy of response will be available at the meeting.

Item 10.2 Site Allocation Document – Cllr. Adrian Besant has responded on behalf of the Council as follows:

We are surprised to say the least that any of these proposed sites put forward by the site agent (rather than the estate owners?) have reached this far in the survey!. None of them warrant any further consideration as appropriate sites for future housing in Mid Beds. These are WORKING farm yards!

We are glad to see that the District Council's initial comment is that as Tempsford is a Small Village, allocations will only be considered if there is an exceptional need for development. We would hope that all other suitability information is taken into account, namely, several sites being in a conservation area, have proximity to flood plain, and all lack access to surgery and schools.

Other matters:

Tempsford Churchyard. A letter has been received and responded to from Mr Myers, Gannock House regarding overhanging branches from the churchyard. Bob Morwood (Mids Beds) has been emailed again for a response to the tree management document.

No Cold Calling Zone signs are now in place. Contact details: Angela Williamson, Community Safety Team, 01234 228617.

Parish & Town Councils LAA Reference Group Meeting to be held on Thursday 30th October 2008 at The Rufus Centre in Flitwick. All councils are invited to send a councillor and their clerk. Cllr. Adrian Besant and Jan Ward to attend.

Two delegates are invited to attend the Central Beds Rural Conference to be held on Saturday 11th October 2008 at Whipsnade Zoo Conference Rooms. Cllr. Dan Clark to attend.

Town & Parish Council Receptions invitation to attend one of two venues from Beds CC. Tuesday 25th November 2008 at County Hall or Thursday 27th November 2008 at The Rufus Centre both at 6pm. Cllr. Adrian Besant and Jan Ward to attend on 27th November.

CPRE Planning meeting on 29th September 2008 at The Rufus Centre Flitwick. Cllr. Adrian Besant as a possible attendant.

6.8 Street Lighting Electricity.

The supply has now been updated for Beds County Council to cover and maintain all except the following five lights.

PC 1 Bakers Lane

PC 20 Outside 124 Station Road

PC 30 Outside Ouse Farm

PC 34 Mill Lane

PC 41 Camkyl

Chairman's Initial.....

Date: 18/11/08

10.1 Cemetery Report

Interments: Cremated remains of Jack Usher in plot 155 in the old cemetery on 18/07/08.

Memorial: Additional inscription for Kathleen Infield plus a double base to cover plots 20 & 21 approved on 22/08/08.

Exclusive Rights of Burial: Mrs P Woodhall, plots B27, B28 and B29 in the new cemetery.

11.1 Finance: Audit for Year End 31st March 2008

Audit: BDO Stoy Hayward have completed the audit for year ending 31st March 2008.

The Annual Return will be presented to members at the meeting for approval and acceptance by the council. A notice of conclusion will then be displayed on the notice board for 14 days for members of the public to make arrangements to inspect the accounts.

BDOStoyHayward

Tempsford Parish Council Issues Arising Report

The following issues have been raised as there are minor errors on the annual return which we wish to draw to the attention of the Council so they do not occur again in future years.

The comparative figures disclosed in Section 1 of the Annual Return do not agree to the audited Annual Return for the year ended 31 March 2007 by £ 1.

Why has this issue been raised?

This is a note for the reader of the accounts and the council to highlight these minor errors.

What do we recommend you do?

The council must ensure in future years that the comparative figures agree to the audited Annual Return of the previous year.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England and Wales - A Practitioners Guide, NALC/OVW/SLCC

For and on behalf of BDO Stoy Hayward LLP

Date: 20 August 2008

11.2 Current Statement of Accounts

Current a/c balanced to last statement date 29/08/08

Bank Accounts	
Savings Account	£15,060.02
Tempsford 2000 Account	£956.60
Current Account	£14,674.31
Total	£30,690.93

4% Government Stock Holdings	£19.14
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Expenses				
Date	Ref. no.	Payee/From	Detail	Total
16/09/2008	36	BPFA	Membership Fees	£25.00
	37	Bedford Borough Council	DSD - Play Area Work	£1,231.49
	38	BDO Stoy Hayward	External Audit	£158.63
	39	A R Worboys Ltd	Grass Cutting	£1918.78
	40	Mrs J Ward	Wages & Expenses	£375.52
		Staples	Wages & Expenses	£23.63
Total				£3,733.05

Income				
Date	Ref. no.	Payee/From	Detail	Total
22/07/2008	30	Mrs P Woodhall	Deed of Grant for plots 27 28 29b	£300.00
25/07/2008	33	G & H Seamer	Cremated remains of Jack Usher	£60.00
09/08/2008	31	HM Treasury	4% Consolidated Stock	£0.30
28/08/2008	32	I R Quince	Memorial for Katleen Infield	£10.00
11/07/2008	34	Lloyds TSB	Interest from Savings A/c 07423791	£32.18
12/08/2008	35	Lloyds TSB	Interest from Savings A/c 07423791	£33.26
Total				£435.74

12.1 Planning Report

No planning applications to report.

Street Nameplates

There is a capital scheme for the replacement of street nameplates that do not come up to standard. The clerk is to complete a survey for Tempsford and request any street nameplates that need replacing.

13 Correspondence

List of correspondence to be passed round all councillors and returned to the clerk.

Volunteer Centre leaflets

Cambs. & Peterborough Minerals & Waste Consultation.

Creating Central Beds leaflet.

Annual Report for Mid Beds Citizen Advice Bureau

Bedford Borough Council Allocation & Design Consultation

Carillion WSP Motorway and main trunk road information letter

Highways Beds CC Road Closure Notice

MBDC Local Democracy Week information

East of England Review of Plan Consultation

Various magazines