

COLMWORTH PARISH COUNCIL

Minutes of a Meeting of Colmworth Parish Council held on Wednesday 15th March 2017 at 7.30pm in Colmworth Village Hall

Present: Cllr. D. Michell (Chairman), Cllr E. Pegler, Cllr K. Knight, Cllr. T. Frew, Cllr. P. Ball, L. Crawford (Clerk), Borough Cllr T. Wootton, A. Clarke (Chairman of the Village Hall Committee), B. Brightman (prospective new Councillor) and two members of the public.

2017/3/1. Apologies

Cllr. R. Jones

2017/3/2. Declarations of Interest

None.

2017/3/3. Minutes of the last Parish Council meeting (16th January 2017)

Having been previously circulated the minutes of the previous meeting were approved as an accurate record of the meeting. Proposed by Cllr Knight, seconded by Cllr Frew.

2017/3/4. Public Open Forum

A. Clarke apologised for a cold meeting in January and assured the Council that the heating problems were now resolved.

Two members of the public raised concerns about the development at Kitium House in relation to footpaths, mud on the road, and obstructions (due to construction traffic parking in the road). One member of the public and a Councillor raised concerns about cement lorries from the site travelling too fast in the village. The Clerk will write to the developers and Cllr Jones (responsible for planning) will be made aware. One member of the public raised concerns about some antisocial behaviour / vandalism in the village. Damage to benches in the Country Park and to hedgerow plants on neighbouring land in early March were reported to the police. The Clerk is in private conversation with some parents regarding damage to daffodils and will make them aware of these issues as well.

2017/3/5. Councillor Vacancy

Beverley Brightman was nominated by Cllr Michell, Cllr Ball seconded and Councillors voted unanimously in favour. Beverley was duly co-opted as a Councillor and signed a declaration of acceptance of office.

2017/3/6. Ward Report

- Borough Councillor's Report
 - Bedford Borough Council is working on its Local Plan for development of new homes and employment to 2035. They need to find 8000 new homes of which they propose up to 2000 be met by one or more new settlements by 2035. Eventually these new settlements are likely to provide 4000-6000 homes each. New settlements have been proposed for Wyboston, Sharnbrook, Twinwoods, and Thurleigh Airfield. Cllr Wootton explained that parishioners in Keysoe were concerned about a new road proposed through their village to the Thurleigh airfield site. The remaining houses are proposed to come from:
 - urban and edge of urban areas, (2000 homes)
 - Group 1 villages: Wilstead, Bromham, Sharnbrook, Clapham and Gt Barford (500-600 homes each)
 - Group 2 villages: Carlton, Harrold, Milton Ernets, Oakley, Turvey and Roxton (25-50 homes each)
 - Group 3 and 4 villages such as Colmworth do not have specific allocations but may wish to bring forward sites for development through implementing Neighbourhood Plans.

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- There will be a consultation between 18th April and 2nd June. Cllr Wootton recommends that the Parish Council hold a separate meeting to form an opinion and respond to the consultation.
- A428 / Black Cat Roundabout Improvements. Highways England has announced a consultation to be held between the 6th March and 23rd April on proposals to improve the Black Cat roundabout and provide a new dual carriageway to Caxton Gibbet. Two of the three proposals for the Black Cat involve three tiers of traffic. Cllr Knight and L. Crawford (Clerk) will attend an exhibition at Wyboston on 21st March. Cllrs. expressed concern that the improvements to the Black Cat were going ahead when there was no decision on whether the A1 would be moving. The Clerk reported that she had asked this question of Highways England who had responded to say that it was a priority to improve the Black Cat and they were experienced at handling situations where the parameters might change.
- The overall average band D Council Tax has increased by 4.26% on the current year. The total band D Council Tax payment for Colmworth will be £1731.34 for the year.
- Post 16 transport will be removed to some colleges. Where transport continues the cost will rise from £381 per pupil to £890 which Cllr Wootton feels is very unfair to rural areas which have very little public transport.
- Ward Fund.
 - The Parish Council received £791 to replenish the bark at the play area. This was spread by Martin Phillips in February.
- Report from Ward Forum 27th February (DM)
 - Andrew Prigmore explained that Highways have recently acquired ROW (Rights of Way - bridleways and footpaths) and they are surveying all ROW in the parishes.
 - Sergeant Jason Geary and PC Charlotte Norris reported that Bedfordshire Police are currently recruiting more officers and PCSOs into rural communities. They explained that the Rural Crime division covered specific rural crimes such as hare coursing, Gypsy and Traveller related issues whilst Sgt Geary is responsible for the team that deal with day to day crimes in rural areas. PC Norris explained that she covered villages in the north of Bedfordshire along with PCSO Laura Hoggard.

2017/3/7. Asset Inspection and matters arising (DM)

Cllr Brightman offered to view all the assets and photograph as many as possible to ensure that they still exist and determine whether any obvious repairs are necessary. Cllrs Michell and Frew agreed to support her with the task and Cllr Frew confirmed that the trimmer is still in his garage.

2017/3/8. Appoint a grass cutting contractor for 2017 (Playing Field)

The Clerk submitted two quotes for cutting the grass on Colmworth Playing Field. A third quote had been sought but no one responded / was able to quote out of the three companies approached. It was agreed to accept Will Saunders quote for cutting the grass. Councillors requested that the Clerk see if she could negotiate a reduction in the cost of raking and collecting the grass and treating the grass for weeds and moss but if this was not possible Cllr Pegler proposed that we accept the quote. Cllr Michell seconded this. Will Saunders quoted £56 +VAT for each cut (up to a maximum of 10 cuts between April and October), £360 +VAT to perform one operation to rake up the grass cuttings, remove and dispose of them and then cut the grass and pick up the mowings, and £236 +VAT to treat the grass for moss and weeds. The Clerk will ask Will to let us know how long people / pets should be excluded after treatment and what notices should be displayed.

It was agreed to accept Kevin Morgan-Pell's quote for cutting the grass in the Country Park at a cost of £200 per cut with 2 cuts expected and a third cut if weather conditions necessitate this. Competitive quotes have been sought in previous years and will be sought again in 2018. The Council have budgeted £500 for grass cutting in the park and if a third cut is required Cllr Frew is confident that this can be met from fund raising. If only two cuts are required the additional £100 will be earmarked for future years. Proposed by Cllr Frew and seconded by Cllr Knight.

2017/3/9. Review Risk Assessment and Clerk's Home Working

Having been previously circulated the risk assessment / inspection of the Clerk's home working carried out by Cllr Thomson of Staploe Parish Council in June 2016 was approved as suitable proof of a low risk working environment. Proposed by Cllr Pegler and seconded by Cllr Knight

Having been previously circulated the Parish Council risk assessment was updated and risk assessments for Gardening and Conservation Using Hand Tools and a separate assessment for mowing, strimming and hedge trimming were adopted to cover work carried out by the Gardening Club in the Triangle and by the volunteers in the Country Park Working Group. Denis Smith has kindly provided a list of volunteers and tasks carried out by the Gardening Club and Nina Frew has provided a list for the Country Park Group. John Douglas kindly offered to donate a face guard, and harness for the Parish Council to use with the strimmer / any power tools which specify this in the risk assessment. Cllr Frew confirmed that goggles were available amongst the Parish Council tools in the Village Hall garage.

The Clerk suggested that we should include the risk that J. Douglas might not be able to cut the grass paths in the Country Park in which case it could cost the Council as much as £900 to get them cut professionally. Cllr Pegler proposed that it was not necessary to include this and Cllr Frew seconded this. The Risk Assessments were proposed by Cllr Michell, seconded by Cllr Knight.

2017/3/10. Poor Lands Charity

- Trustees Meeting
- Bank account

Cllr Frew was appointed to replace Jackie Ayto and Cllr Jones was appointed to replace Mary Prior as trustees to the Poores Land charity following the November and January meetings respectively. Cllr Ball (existing trustee), Cllr Frew and Cllr Jones are due to meet to formally appoint a chairman and change bank mandates and contact details for the bank account as a matter of urgency. The annual return for 2015-16 is now overdue. Cllr Frew is currently the contact person for the charity on the Charity Commission website.

2017/3/11. Planning

- Finsbury Park Farmhouse alterations. The Parish Council had no objections.
- The Squirrels extension. The Parish Council had no objections.
- Bedford Borough Council Local Plan preferred option and consultation. (See Ward Report). It was agreed that Cllr Pegler and Cllr Jones as members of the Neighbourhood Plan Working Group should meet to discuss this and make recommendations to the Parish Council regarding their response to the consultation on the Borough Council's preferred option and their feedback regarding the four supersites.
- Neighbourhood Plan Update. Cllr Pegler reported that there had been a recent meeting of the Neighbourhood Plan Working Group to discuss the latest guidance and to review and timetable the Neighbourhood Plan. The Group agreed to continue on the current path.

2017/3/12. Highways

- Village gates. Cllr Knight is due to meet Gareth Turner tomorrow (16th March) to agree exact locations for the installation of the gates. It was agreed that the Clerk could pay up to £2700 for the gates upon receipt of the invoice from Beds BC and the clearance of the balance of funds from the anonymous donor.
- Vehicle Activated Signs (VAS). It was agreed not to pay £50 to Westcotec for inspecting the VAS as they had not sought approval before incurring costs to inspect the signs. It has been confirmed by Westcotec that it is not possible to repair the signs and Beds BC are no longer responsible for repairing them. The Clerk has complained to Beds BC (who supplied the signs) about the poor quality but A. Prigmore does not accept that responsibility lies with the Highways Department. It was agreed that the VAS be left in place until they cease to work altogether at which point they will be decommissioned. At present the signs are working but the circuit board has deteriorated within the unit so some lights are not visible.

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- Queens Road – drainage and bin lorries. Cllr Knight has reported poor drainage and damage to the verges. This has been caused, at least in part, by Beds BC bin lorries. The Clerk has reported this to Environmental Services.
- Honeydon Road – mud on road related to the development at Kitium House. This will be reported along with the concerns about the footpath and vehicle obstructions.
- Colley Close – ditch and flooding. The culvert under the access road to Colley Close had become partially blocked and in heavy rain, water backed up in the ditch and overflowed causing flooding in Colley Close. Thanks to prompt work by the Clerk, Cllr Michell, Cllr Knight and Beds BC, the ditch was cleared and the culvert unblocked. Beds BC are responsible for this ditch because they own the land on both sides of it (normally it would belong to the landowner). Also, Tim Moorbey arranged for the ditch upstream to be cleared. However, the ditch downstream (opposite the Village Hall) may require clearing but, for the time being, it will be monitored. Beds BC have cut the hedge, dredged the ditch and cleared the culvert which is now draining well. Cllr Michell asked the Clerk to arrange for the drains within the Close to be cleared as well.
- Village Walk (Highways Issues) Channels End and Ducks Cross. Cllr Knight and the Clerk will meet with Gareth Turner in April or May.
- Fly tipping is still an issue in Mill Road. The Clerk will chase this and Cllr Knight will meet with the Environmental Services to resolve this.
- A428 / Black Cat improvement consultation. See comments under Ward Report 2017/3/6.
- A1 proposals
 - new motorway section to the east of Colmworth / improvements in situ. The Clerk will be meeting with Alistair Burt on behalf of Staploe Parish Council on 17th March to ask that communication improves. There is no consultation yet and the project is in its early stages.

2017/3/13. Rights of Way / Footpaths

- Drainage at head of Footpath 10. Following complaints from a resident, the hedge on Honeydon Road, opposite Holland House, has been cut back. However, the ditch needs to be cleared to improve drainage of footpath FP10. On 20th December, Gareth Turner inspected the site and was concerned that excavating the ditch may damage root systems of trees in the hedge. Cllr Ball explained that many ponds had been filled in which may have contributed to the drainage problem.
- The complainant contacted Cllr Michell again for a progress report and was advised that the situation would be reviewed once more when he has the next site meeting in Colmworth with Gareth Turner of Highways. The complainant reminded Cllr Michell that the 'trees' used to be hedgerow saplings which were not cut on a regular basis.
- Cllr Michell has received a complaint that the footpath to the south of the Country Park is not clearly marked but further clarification of the problem is needed – Cllr Michell agreed to follow up.

2017/3/14. Chronicle

The February issue made a gross profit of £176.24 after printing costs of £279.76. For the May issue, 4 existing advertisers have renewed for another year and Cll Michell awaits a decision to renew from another 7 existing advertisers.

For the financial year to date 2016-17, sales were £1,510.00, cost of sales (printing, software annual sub. and postage) were £1,193.15 generating a net profit of £316.85. Assuming some of the advertisers renew this month, sales and profit will increase by the year end.

The bank balance on 9th March was £2,207.38 and there were 5 unpaid sales invoices (£312.00) of which one (£60.00) was overdue.

Cllr Michell proposed that the existing advertising tariffs be retained for the year. Cllr Knight and Cllr Brightman seconded the proposal.

2017/3/15. Playing Field & Play Area

- Play Area inspection report. M. Philips is inspecting weekly. Cllr. Frew checked the inspection reports presented by the Clerk at the meeting.

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- Play Area works and maintenance. The kick boards around the junior multiplay have been replaced and the bark replenished to give the required depth of 300mm. The Clerk suggested the following works program for M. Philips during the coming year which was proposed by Cllr Ball and seconded by Cllr Knight.
 - March - replace floor to toddler multiplay
 - April – repair gate posts to village hall car park with A. Clarke and J. Douglas
 - May – stain wooden climbing frame with child friendly preservative
 - July – repair and stain the noticeboard on Little Staughton Rd
 - October – other miscellaneous jobs in the play area
 - March 2019 – spread another 1000L of bark if required
- Proposal to move the large gate in the Village Hall car park. A. Clarke reported to Cllr Knight that after further investigation there would not be any advantage to be gained by moving the gate. It was agreed to accept A. Clarke and J. Douglas kind offer to repair the gate with help from M. Philips if required.

2017/3/16. Finance

- Income and expenditure. Cllr Pegler approved the payments and Cllr Knight seconded.

Colmworth Parish Council					
Summary of Transactions for approval at meeting on 15th March 2017					
Receipts to Main Parish Council Account 73419584					
Date	Payee	Details	Reference	Payment Type	Amount
15/03/2017	Anonymous donor	Donation for the Country Park		Cash	£50.00
Total					£50.00
Receipts to Chronicle Account 10232793					
Date	Payee	Details	Invoice number / reference	Payment Type	Amount
13/01/2017	Kymbrook Pre-School	Advertising in Colmworth Chronicle	10149	Credit	£36.00
30/01/2017	Cambridge Golf Academy	Advertising in Colmworth Chronicle	10150	Credit	£60.00
03/02/2017	Colmworth Golf Club	Advertising in Colmworth Chronicle	10142	Credit	£60.00
22/02/2017	The Snooty Tavern	Advertising in Colmworth Chronicle	10153	Credit	£60.00
24/02/2017	Bri-Ag	Advertising in Colmworth Chronicle	10148	Credit	£60.00
03/03/2017	Morgan Pell	Advertising in Colmworth Chronicle	10154	credit	£60.00
08/03/2017	Thelma Marks	Advertising in Colmworth Chronicle	10145	Credit	£10.00
Total					£130.00
Payments from Main Account 73419584					
Date	Payee	Details	Cheque Number / Reference	Payment Type	Amount
07/02/2017	NEST Pension (L. Crawford)	Pension for January		BACS	£63.08
08/02/2017	B & C Maintenance (M. Phillips)	Play area inspections 16th Dec - 13th Jan	170101	BACS	£18.75
14/02/2017	Bedford Timber	Boards for play area around bark	Colmworth Village	BACS	£153.38
14/02/2017	M J Giddings	Bark for play area	86992	BACS	£765.50
14/02/2017	B & C Maintenance (M. Phillips)	Play area inspections	170201	BACS	£15.00
06/02/2017	Opus Energy	Power to street lights 6th Jan - 5th Feb 2017		Direct Debit	£29.20
08/03/2017	NEST Pension (L. Crawford)	Pension for February		BACS	£63.08
28/02/2017	L. Crawford	Pay for February 2017	100170	Cheque	£344.49
13/03/2017	B & C Maintenance (M. Phillips)	Play area inspections and maintenance	170301	BACS	£82.50
15/03/2017	Russell Jones	Cutting keys for Village Hall and hall car park gate	100169	Cheque	£13.50
15/03/2017	L. Crawford	Expenses for Jan and Feb 2017	100171	Cheque	£20.00
15/03/2017	K Webb Ltd	Internal audit Nov 2016 (paid late)	78	BACS	£50.00
15/03/2017	T. Frew	Sundry expenses in the Country Park	100173	Cheque	£8.97
21/03/2017	Opus Energy	Power to street lights 6th Feb - 5th Mch 2017		Direct Debit	£25.32
24/03/2017	L. Crawford	Pay for March 2017	100172	Cheque	£344.49
Total					£1,997.26
Payments from Chronicle Account 10232793					
Date	Payee	Details	Invoice number		Amount
08/02/2017	The Print Shop	Printing February Chronicle	1849	BACS	£279.76
Total					£279.76
Transfers					
Date	Payee	Details	Cheque Number / Reference		Amount
None					
Total					£0.00
Posted balances after the above transactions clear					
Main Parish Council Account 73419584					£14,507.19
Chronicle Account 10232793					£2,207.38

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Cllr Pegler checked the bank reconciliation against the bank statements.

COLMWORTH PARISH COUNCIL BANK RECONCILIATION 1st APR 2016 TO 13th MCH 2017						
Prepared by Mrs. Lucy Crawford, Parish Clerk						
BARCLAYS						
Main Account 73419584						
DATE			Receipts	Payments	Transfers	Balance
01-Apr-16	Balance bf	£18,793.25				
13-Mar-17	Posted balance per accounts	£14,993.00	£11,860.07	£15,660.32	£0.00	<u>£14,993.00</u>
Unpresented cheques / uncleared payments:						
	None					
	Total			£0.00		
13-Mar-17	Balance as per bank statement	£14,993.00				
13-Mar-17	Posted balance - cleared balance	£-				
13-Mar-17	Balance cf	£14,993.00				
BARCLAYS						
Chronicle Account 10232793						
			Receipts	Payments	Transfers	Balance
01-Apr-16	Balance bf	£1,614.53				
13-Mar-17	Posted balance as per accounts	£2,207.38	£1,786.00	£1,193.15	£0.00	<u>£2,207.38</u>
13-Mar-17	Balance as per bank statement	£2,207.38				
13-Mar-17	Posted balance - cleared balance	£-				
13-Mar-17	Balance cf	£2,207.38				
A savings account was not opened with Skipton.						
Cheque 100147 for £100 to open this account was cancelled on 18/1/2017 - cannot open the account due to						
SUMMARY OF ALL ACCOUNTS						
			Receipts	Payments	Transfers	Balance
01-Apr-16	Balance bf	£20,407.78				
13-Mar-17	Balance per accounts	£17,200.38	£13,646.07	£16,853.47	£-	<u>£17,200.38</u>
13-Mar-17	Balance per bank statements	£17,200.38				<u>£17,200.38</u>
13-Mar-17	Balance cf	£17,200.38				
Internal Transfers:						
	None					
Public Works Loan for Country Park. Loan Number 494311						
Opening Balance Outstanding 1/4/2016	Principal Repayments to 13/3/2017	Closing Balance Outstanding 13/3/2017				
£15,859.03	£632.00	£15,227.03				
Payment made on 28th July 2016 of £677.95 included £312.40 principal repayment & £365.55 interest						
Payment made on 30th Jan 2017 of £677.95 included £319.60 principal repayment & £358.35 interest						

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Colmworth Parish Council Reserves as of 13/3/2017							
Fund Name	Funds Reserved 1/4/2016	Income to 13th Mch 2017	Expenditure to 13th Mch 2017	Transfers to / from Current up to 13th Mch 2017	Funds Reserved 13th Mch 2017	Funds to be added on 1/4/2017	Balance close of 1/4/2017
Garden Club	£111	£40.00	£16.63		£134.80		£134.80
Chronide	£1,615	£1,786.00	£1,193.15		£2,207.85		£2,207.85
Legal expenses for renewal of Playing Field lease	£3,000		£460.00	-£2,250.00	£290.00		£290.00
Reserved for early repay't of PWLB loan for Country P'k	£9,000			-£9,000.00	£0.00		£0.00
Insurance excess	£0.00			£100.00	£100.00		£100.00
Country Park	£415		£415.00		£0.00	£1,000.00	£1,000.00
Neighbourhood Plan (if grant funds don't cover)					£0.00	£1,000.00	£1,000.00
Traffic calming					£0.00	£725.00	£725.00
Street lighting					£0.00	£725.00	£725.00
Elections					£0.00	£750.00	£750.00
Total earmarked reserves					£0.00		£6,932.65
Available reserves					£0.00		£10,267.73

£50 will be added to the Country Park reserve after the meeting (received from an anonymous donor via Tom Frew at the meeting).

£1000 for traffic calming / street light replacement will be set aside into a new reserve when the precept arrives. It was agreed to set aside the money saved on electricity for the street lights (£204) into this reserve.

If the village gates have not been installed and paid for before year end any donations will be put into a reserve for this purpose.

- **Savings Account.** The Clerk reported that the Council were unable to open an account with CCLA (who provide savings accounts for charities, religious organisations and the public sector) because we do not meet their minimum fund thresholds. However, Cllrs agreed to set up a Barclays basic business savings account using our existing bank signatories which offers a rate of 0.05% to help segregate reserve funds. Proposed by Cllr Knight, seconded by Cllr Frew.
- **Rotating signatories to PC accounts.** It was agreed that these should not be rotated as it has taken a long time to get the existing signatories set up and the current arrangement is working well. Proposed by Cllr Knight, seconded by Cllr Frew. Cllr Ball, Cllr Michell, Cllr Jones and the Clerk are signatories. The latter three are online signatories. Cllrs and the Clerk do not act as signatories to payments where they are the beneficiary.

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Colmworth Parish Council Review of Budgets March 2017

	Actual 2015-16 £		Original budget Jan 2016 £	Interim budget Sept 2016 £		Expected to 31st Mch 2017 £		Variance against interim budget	
	Breakdown	Totals		Breakdown	Totals	Breakdown	Totals	£	Comments
Regular Income									
Precept	8,400		8,568	8,568		8,568		0	
Council Tax Support Grant	555		41	41		41		0	
Interest	0			0		0		0	
Total regular income		8,955	8,609		8,609		8,609	0	
Exceptional income									
Chronicle advertising	1,645			1,800		1,882		82	
Neigh'd Plan Reserve	7,996			0		0		0	
Fayre Proceeds	1,801			0		0		0	
Gardening Club (GC) Reserve	195			40		40		0	Fund raising
Country Park (CP) Reserve	160			0		0		0	Fund raising
Donations excl GC & CP	50			2,700		2,700		0	For gates. £1469.20 received to date. Remainder due on fitting the gates
Ward Fund	1,083			0		792		792	Bark for play area
Other	441			0		0		0	
Total exceptional income		13,371	0		4,540		5,414	874	
Total income		22,326	8,609		13,149		14,023	874	
Regular Expenditure									
Clerk's Salary & Pension	3,173			3,936		4,057			
Clerk's expenses	422			392		421			
PAYE	378			266		297			
Total Salary and expenses		3,972	4,000		4,593		4,774	181	Expenses higher than expected and mistake calculating PAYE on additional hours.
Councillors expenses				0		0		0	
Country Park Loan principal repaym't		632	632		632		632	0	
Country Park Loan interest payment		724	724		724		724	0	
Insur'ce premium		725	730		752		906	154	Revalued assets and insured at higher value
Insur'ce excess				250		100		-150	£100 transferred to reserves
Power to street lights				300		96		-204	First bills started later than expected
General Maint'ce, Inspection & Repairs		49	50		100		250	150	Tree inspections £250 (completed this financial year as surveyor in area)
Playing field Grass & Hedge Cutting		533	700		740		686	-54	
Playing field / play area inspec'n & maint'ce		266	300		200		214	14	
Country Park		221	500		500		730	230	See note below table
Gard'ng Club (Triangle)		91	100		8		17	9	
Gard'ng Club Assets £50+		120			0		0	0	
Neigh'd Plan				77		64		-13	One meeting in church (free)
Churchy'd m'ance				200		200		0	
Other expenditure			250	300		0		-300	Contingency
Secn 137			100	0		0		0	
Play Area RoSPA Insp'ion				77		77			
Subs	152			126		126			
Training	240			44		34			
Audit costs	150			400		310			
Website Costs	52			63		63			
Vllg Hall Hire	90			90		90			£65 to 13/3/17 Invoice due
Admin (payroll admin, Freedom of Info)	41			195		108			
Total Admin		725	700		995		808	-187	Audit costs < expected
Total regular expenditure		8,059	8,786		10,372		10,201	-171	
Exceptional expenditure									
Chronicle	1,162			1,220		1,289		69	
Fayre expenses	419			0		0		0	
Fayre donations	1,100			0		0		0	
Neigh'hd Plan reserve	4,197			3,774		3,774		0	Grant repaid
Ward fund purchase	920			0		841		841	
Legal fees (playing field)				750		460		-290	
Clerk's additional hours	330			438		438		0	
Holiday backpay for D. Robins	688			103		103		0	
Election	794			0		0		0	
Other assets purchased (excl. GC, CP)	330			0		2,700		2,700	Gates. Expected purchase end Mch. Met by donations.
Total exceptional expenditure		9,939	0		6,285		9,605	3,320	Ward fund and gates not in budget
Total expenditure		17,998	8,786		16,656		19,806	3,149	
Regular income less regular expenditure		896	-177		-1,763		-1,592	171	
Total income less total expenditure		4,328	-177		-3,507		-5,783	-2,275	
		Neighbourho od plan			Neighbourho od plan			Village gates	

Only budgeted for cutting meadows in Sept. Petrol for J. Douglas and other sundries not included. Country Park costs increased due to thistles in grass (unsuitable for hay)

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- The Clerk's pay and expenses exceeded the figure in the interim budget by £181 – the expenses were difficult to estimate in a new role and the Clerk had underestimated the cost of the additional hours agreed in September 2016. However, because the hours matched those approved in September, the expenses were as per itemised costs and the overall budget for regular expenditure after these additional costs would not exceed the interim budget the additional cost was agreed. Cllr Pegler proposed this and Cllr Knight seconded.
- **Correct budget for 2017/18 for Clerk's pension.** Following the January meeting the Clerk discovered she had made a clerical error and significantly underestimated the cost of her pension in the 2017/18 budget (by £433.51). She offered to forego the difference by claiming for fewer hours but Cllr Knight proposed that her salary should remain at 7 hours per week plus pension and the costs be met from the following sources:
 - Transparency Code fund (£391.84 if granted – to be confirmed at the end of March)
 - Neighbourhood Plan regular budget (£226) which was due to cover Village Hall hire and printing if not met from grants. However, at the last meeting the Parish Council agreed to set aside £1000 of reserves into an earmarked reserve on 1st April 2017 to cover these costs so this £226 is no longer required.
 - Finally, if necessary, the hours allocated for maintenance tasks by the Handyman could be reduced from 80 during the year to 50.
- Cllrs voted unanimously in favour of this proposal.
- Review Financial Regulations. The regulations were reviewed and the following were updated:
 - p4 1.13. Changed Power of Wellbeing to General Power of Competence
 - p4 1.15 removed references to Wales
 - p6 3.1 and 3.3 removed references to a 3 year forecast – not necessary
 - p15 13 replaced mower with strimmer

2017/3/17. Training

- Cllr R. Jones to attend New Councillor Induction Training 6th July
- The Clerk will send Cllr Brightman a list of dates for induction training

2017/3/18. Triangle and Country Park

- Cllr Knight requested that it be recorded in the minutes how wonderful the Triangle is looking. The Clerk suggested writing a letter of thanks to all the volunteers involved. Cllrs unanimously agreed.
- New assets. The information board was installed on the Triangle in January with an estimated value of £40. As this is below the insurance excess it will be added to the asset register but not insured.
- Volunteers – duty of care. The Clerk has been made aware that the Parish Council have a duty of care to volunteers working on Council land ie. in the Triangle, the Country Park and the Playing Field. She has obtained a list of names of the volunteers involved and the tasks they undertake. Risk Assessments have been prepared and safety equipment will be provided (either by donations or the Clerk was given permission to purchase a face guard, and goggles as required). Some volunteers are using their own power tools (mowers, hedge trimmers, strimmers) and the Parish Council own a strimmer which is currently used and maintained by Cllr Frew. The Clerk provided Cllr Frew with a document identifying the strimmer as property of the Parish Council with a copy of the safety manual and a service schedule which was designed to be attached to the handle of the strimmer when not in use. The Clerk will seek advice from Bedford Borough Council and Zurich insurance regarding requirements for training / first aid for volunteers.

2017/3/19. Transparency Code

- Grants for hours for the Clerk. The Clerk has made an application for 3 hours per month to maintain the website from the Transparency Code Fund during 2016/17. This amounts to £393.84. Although the Clerk has already been paid for the additional hours worked to comply with the Transparency Code out of Council funds the cost of this exceeded the original salary budget for the year. The Clerk was paid for 40 additional hours in the summer and moved from 5 to 7 hours per week. If our application is successful the Transparency Code Grant will be received after the year end (31st March 2017) but it will be used to contribute to the salary and pension budget in 2017/18.

2017/3/20. Meeting dates

Wednesday 15th March 2017 (Roman Room)

Thursday 11th May 2017 (main hall for the Annual Parish Meeting)

Subsequent meetings will be in the Roman Room:

Thursday 25th May 2017

Wednesday 5th July 2017

Wednesday 13th September 2017

Wednesday 1st November 2017

Wednesday 10th January 2018

Wednesday 7th March 2018

2017/3/21. Correspondence

- Future of Bedford Hospital – meeting 8th March. Noone will attend.
- Police Priority Setting – meeting 21st March. Cllr Jones will attend.
- Post-16 school transport –this will increase from £381.90 to £890 per annum. The Parish Council strongly objected to this but the Borough Council have decided to go ahead.

Date of Next Meetings:

- Annual Parish Meeting Thursday 11th May
- Annual Meeting of the Parish Council Thursday 25th May

The meeting closed at 10.30pm