

COLMWORTH PARISH COUNCIL

Minutes

**of the Annual Meeting of Colmworth Parish Council on Thursday 25th May 2017 at 7.30pm
in the Village Hall at Colmworth**

Present: Cllr. D. Michell (Chairman), Cllr K. Knight, Cllr. P. Ball, Cllr. B. Brightman, Cllr R. Jones, L. Crawford (Clerk), and two members of the public.

1. Election of Chairman. Cllr Jones nominated Cllr Michell and Cllr Knight seconded the nomination. There being no other nominations Cllr Michell was unanimously elected as Chairman and signed his declaration of acceptance of office.

2. Election of Vice Chairman. Cllr Jones nominated Cllr Pegler in her absence and Cllr Brightman seconded the nomination. There being no other nominations Cllr Pegler was unanimously elected as Vice Chairman and will be asked to sign her declaration of acceptance of office within 28 days of the meeting.

3. Apologies. Cllr E. Pegler, Cllr T. Frew, Borough Cllr T. Wootton

4. Declarations of Interest and Confirmation of Changes to Registers of Interest

There were no declarations of interest regarding items on the agenda. Cllrs L. Knight, D. Michell, P. Ball, and B. Brightman did not need to make any changes to their registers of interest. Cllr Frew, Cllr Pegler and Cllr Jones submitted updated forms.

5. Minutes of the last Parish Council meeting (15th March 2017).

Having been previously circulated the minutes were approved as an accurate record of the meeting. Cllr Ball proposed and Cllr Knight seconded.

6. Public Open Forum

A member of the public suggested the Parish Council meetings were too long and that there was too much on the agenda. Another parishioner suggested that there be a cut off time at 9.30pm after which Councillors vote on whether to continue or not. Cllr Michell and the Clerk both agreed that shorter meetings are a target for the coming year. The Clerk explained that there has been some catching up to do to get policies in place and a lot of changes e.g. to the budgets. She must review some items e.g. the standing orders, financial regulations, and risk assessment annually and put them on the agenda but anticipates that future reviews are likely to be very quick as Councillors will be familiar with the content. Standing Orders currently state that meetings shall not last more than 3 hours. It is possible to choose a shorter time limit with an option to vote to extend this if necessary at the meeting. This could be considered at a future meeting if Councillors choose to change Standing Orders.

A member of the public suggested that flyers be used to publicise meetings more often since the Trumpet, Facebook and the noticeboards only reach a relatively small audience. Councillors agreed that sometimes flyers were helpful and are used where necessary but, where possible, events are publicised in the Chronicle which is delivered to every house in the parish.

A parishioner requested the support of the Parish Council to request that the Borough reinstate a drain on his land which the Borough had dug up to alleviate flooding in Queens Road. Cllr Michell asked him to send his request in writing providing details of timings, locations and describing what he would like the Borough to do. The Parish Council will then talk to the Borough.

8. Neighbourhood Plan Working Group (NPWG)

- Receipt of the minutes of the last meeting. There was a residents meeting (not a NPWG meeting) on 20th May to publicise Bedford Borough's Local Plan and invite parishioners to participate in the consultation and to explain the aims and progress of Colmworth's Neighbourhood Plan. 31 people attended.
- Recommendations made. The NPWG proposed to the residents meeting that they continue to prepare a Neighbourhood Plan but do not submit it until the Borough's Local Plan is in place (likely to be in early 2019) because there may be no need for a Neighbourhood Plan if local communities

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in Group 3 villages are given control over development in their parishes. Residents supported this proposal at the meeting. Cllrs agreed to this proposal.

- Review of delegation arrangements and terms of reference of the working group. Cllr Jones will consider the terms of reference / constitution with the NPWG before discussing them at the next Parish Council meeting.
- Appointments. Cllr Jones will continue as Chairman and Cllrs Pegler and Frew will continue as members of the working group.

9. Country Park Working Group

- Review of delegation arrangements and terms of reference of the working group. This item was postponed until a future meeting at which Cllr Frew is present.
- Consideration of any recommendations made by the group – none at present.
- Appointments. Cllr Frew represents the Parish Council on this group.

10. Staffing Committee

- Review of delegation arrangements and terms of reference of the working group. Having been previously circulated terms of reference for the group were adopted by the Parish Council. Cllr Knight proposed and Cllr Jones seconded.
- Consideration of any recommendations made by the group. None.
- Appointments. Cllrs Michell, Pegler and Knight were appointed for another year.

11. Gardening Club

- Consider terms of reference in relation to the Parish Council. This item was postponed until a future meeting at which Cllr Frew is present. Cllr Frew represents the Parish Council on this group.

12. Appointment of members to other responsibilities

- Chronicle. D. Michell
- Highways. L. Knight
- Speed / lorry watch. E. Pegler
- Social events. L. Knight & E. Pegler
- Rights of Way. D. Michell
- Business Representative. R. Jones
- Village Hall & St Denys. L. Knight
- Colmworth Poors Land Charity. Cllrs Ball, Jones and Frew
- Planning Cllr Jones

13. General Power of Competence

It was resolved that Colmworth Parish Council are not eligible to exercise the General Power of Competence in the coming year because their Clerk does not hold the Certificate of Local Council Administration. This power enables the Council to do anything an individual can do. However, there are many other powers which the Council can use to carry out its functions.

14. Determine date of the meetings at which the following will be reviewed:

Item for review	Last reviewed	Date for review
Standing Orders	September 2016	September 2017
Financial Regulations	March 2017	March 2018
Complaints Procedure	September 2016	November 2019 (every 3 years thereafter)
Media Policy	September 2016	January 2018 (every 3 years thereafter)
Data Protection & Freedom of Information	July 2016	July 2017 (every 3 years thereafter)
Determining the time and place of ordinary meetings of the full council	March 2017	January 2018

15. Review land and asset registers

Old noticeboard in Channels End – consider adding to register / restoring. Cllr Ball suggested this may have been donated. One resident had told her they found it useful. Cllr Michell offered to ask two residents of Channels End to canvas opinion in Channels End.

Having been previously circulated with the accounts the asset register was approved as an accurate record of the assets on 31st March 2017. Assets are listed at cost for audit purposes and at replacement value for insurance purposes. The village gates will be added to the registers and insurance companies were asked to include the value of these (£2,700) in their quotes and exclude anything below the value of their excess. The register below assumes an excess of £100.

ASSET REGISTER						
Ref No	Description / Location	Date acquired	Purchase cost (for audit)	Replacement value	Value to insure	Notes
Colmworth Parish Council (General)						
CPC1	Notice board at Little Staughton Road	Pre-2000	£600.00	£1,500.00	£1,500.00	Refurbished in 2013 for £600. Proxy cost of £600 given.
CPC 1.5	Notice board at Village Hall	February 2012	£650.00	£2,000.00	2000	
CPC2	5 street lights on telegraph poles	July 2000	£1,325.00	£2,750.00	£2,750.00	
CPC3	Street light & column at Church Rd - nr pumping station	Dec. 2002	£1,050.00	£1,600.00	£1,600.00	
CPC4	Dog litter bin - Chapel Lane	Oct. 2003	£68.00	£87.00	£0.00	Below excess of £100
CPC5	Dog litter bin - Green Lane	Jan. 2007	£76.00	£87.00	£0.00	Below excess of £100
CPC6	Dog litter bin - Church Road - near to Church	Nov. 2009	£94.00	£186.00	£186.00	
CPC7	Dog litter bin - Honeydon Road	Estimated Oct 2003	£68.00	£87.00	£0.00	Below excess of £100
CPC8	Dog litter bin - Shelford Lane	Estimated Oct 2003	£68.00	£87.00	£0.00	
CPC9	Vehicle activated speeding sign - Little Staughton Rd	February 2007	£4,500.00	£5,700.00	£5,700.00	
CPC10	Vehicle activated speeding sign - Church Road	Sept. 2007	£4,500.00	£5,700.00	£5,700.00	
CPC12	Bench at Triangle	February 2014	£186.45	£190.00	£190.00	
CPC13	Edging for Triangle	2013-14 accounts	£259.46	£265.00	£265.00	
CPC14	Defibrillator and cabinet at Village Hall	January 2015	£1.00	£1,515.00	£1,515.00	Donated Beds Fire & Rescue Service as part of their defibrillator initiative. Value in 2015 was £1500
CPC15	Projector	July 2015	£415.83	£419.99	£419.99	
CPC 15.5	Triangle Village Green Unit VG51. Community asset.	1st Oct 1970	£1.00	£0.00	£0.00	
CPC16	Triangle light meter	2015-16 accounts	£330.00	£333.30	£333.30	
CPC18	Village sign roundel (Bedfordshire) ^b	Pre 2000	£1.00	£0.00	£0.00	Original value unknown.
CPC19	Lions head water pumps x 5 (Lt. St. Rd, Church End / Honeydon Rd, Chapel End, Wilden Rd, City Lane. Community assets.	Pre 2000	£5.00			Don't insure - would not replace. Community assets. 3 more added to this register (5 in total)

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CPC20	Bow saw x2	July 2016	£1.00	£20.00		Donated
CPC21	first aid kit	July 2016	£1.00	£38.00		Donated
CPC22	claw hammer and way marker disc	July 2016	£1.00	£10.00		Donated
CPC23	spade	July 2016	£1.00	£15.00		Donated
CPC24	fork	July 2016	£1.00	£15.00		Donated
CPC25	shovel x 2	July 2016	£1.00	£42.00		Donated
CPC26	slasher	July 2016	£1.00	£25.00		Donated
CPC27	pick axe	July 2016	£1.00	£20.00		Donated
CPC28	rammer	July 2016	£1.00	£45.00		Donated
CPC29	lever bar	July 2016	£1.00	£20.00		Donated
CPC30	hand auger	July 2016	£1.00	£25.00		Donated
CPC31	lump hammer	July 2016	£1.00	£13.00		Donated
CPC32	sledge hammer	July 2016	£1.00	£25.00		Donated
CPC33	pruning shears	July 2016	£1.00	£15.00		Donated
CPC34	small axes x2	July 2016	£1.00	£24.00		Donated
CPC35	ear defenders	July 2016	£1.00	£7.00		Donated
CPC36	warning signs	July 2016	£1.00	£12.00		Donated
CPC37	misc items in one cardboard box	July 2016	£1.00	£20.00		Donated
CPC38	long billhook	Nov 2016	£1.00	£20.00		Donated
	Total hand tools				£411.00	£19 nominal value. Donated by the footpath group and kept in the Village Hall garage ^c
CPC39	Brush cutter		£1.00	£600.00	£600.00	Stihl brushcutter. Andy Clarke's garage. Donated by the footpath group.
	Gardening Club Assets					
GC1	Triangle Lights	2015-16 accounts	£119.97	£121.17	£121.17	
	Colmworth Playing Field - Church Road -(CPF)					
CPF1	Playing Field - leased so not an asset but recorded here for clarity	March 2005	£1.00	£0.00	£0.00	Church Road - 99 year lease from BBC renewed on 10th March 2017.
CPF2	Goal posts	Nov. 2005	£485.00	£655.00	£655.00	
CPF3	Notice boards	Sept. 2006	£35.00	£45.00	£0.00	Below excess of £100
CPF4	Notice board on gate - est. val. £25 No cost	Feb.2010	£25.00	£29.00	£0.00	Below excess of £100
CPF5	Childrens' Play equipment	Feb. 2009	£50,000.00	£60,500.00	£60,500.00	Purchased through Big Lottery Grant
CPF6	Seat - from Bedford Borough Council	Sept. 2008	£150.00	£181.00	£181.00	
CPF7	Fencing and gate - School Lane	May 2009	£1,770.00	£2,145.00	£2,145.00	
CPF8	School Lane - no parking sign on Tythe Farm land	July 2009	£106.00	£128.00	£128.00	
CPF9	Small gate to Village Hall car park	August 2010	£375.00	£433.00	£433.00	
CPF9.5	Large gate to Village Hall car park from playing field	Pre-2000	£450.00	£450.00	£450.00	Value at installation unknown. First added to register in April 2017 but installed pre-2000. Based on replacement value. Includes cost of gate, posts and installation costs

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CPF10	Litter bin	November 2011	£82.00	£91.00	£91.00	
CPF12	Goal nets and ties	2013/14 accounts	£127.50	£132.00	£132.00	
CPF13	Safagrass mats for play equipment	2014-15 accounts	£88.00	£90.00	£0.00	Below excess of £100
	Colmworth Country Park (CCP)					
CCP1	Land at Church Road - Country Park	1 Feb 2008	£75,000.00	£0.00	£0.00	Approx 5 Hectares
CCP2	Gate on access road	Nov. 2008	£459.00	£555.00	£555.00	Supplied by M. J Little
CCP3	Oak trees and stakes (community asset - proxy cost)	Jan 2009	£1.00	£0.00	£0.00	Original cost £522
CCP4	Orchard trees (community asset - proxy cost)	Dec 2009	£1.00	£0.00	£0.00	Original cost £327
CCP5	Trees for copse extension (community asset)	Sep 2009	£1.00	£0.00	£0.00	Originally donated - value £3000
CCP6	Two table and seats sets - located by pond	April 2011	£589.00	£647.00	£647.00	
CCP7	Notice board/display stand	April 2011	£320.00	£351.00	£351.00	
CCP8	Table and seat set - located by Park entrance	October 2011	£252.00	£277.00	£277.00	
CCP9	Signage	July 2014	£210.00	£217.00	£217.00	
CCP10	Bird Hide at Country Park	July 2013	£1,375.00	£1,471.00	£1,471.00	
CCP11	Bridge at Country Park	August 2013	£5,600.00	£5,800.00	£5,800.00	
CCP12	WW1 Commemorative Plaque	May 2015	£96.00	£97.00	£0.00	Below excess of £100
CCP13	Bench in memory of H. Colgrave at entrance to CP	3rd August 2011	£250.00	£275.00	£275.00	Money for bench donated by Shirley Payne. CPC bought it.
CCP14	Bench in memory of J. Rainford north of orchard	October 2016	£1.00	£375.00	£375.00	Bench donated by Jean Rainford's daughter Jo. (Purchased for £375)
CCP15	Two low rustic style benches	2010 or later	£450.00	£500.00	£500.00	Original cost unknown.
	Total Value of Current Assets		£152,638.21	£99,083.46	£98,474.46	

Assets for 31st March 2016 were restated in the accounts submitted for 2016/17. See Adjustments below.

03/05/2017	Lucy Crawford					
	= asset was newly acquired in 2016/17					
	= asset was not a new acquisition but was restated from previous year.					
Assets are registered at their purchase cost for audit purposes. Proxy cost given to the Noticeboard at Little Staughton Rd (£600), Village Hall large gate as cost when purchased is unknown and they were bought before 2000. (See Governance & Accountability for Local Councils 5.59). Donated assets eg. the tools, the defibrillator and J. Rainford's bench are recorded at £1. (See Governance & Accountability for Local Councils 5.59).						
Community assets eg Triangle, trees, roundels on village signs and water pumps are valued at £1 as they have no resale value but need to be recorded as belonging to the Parish Council. (See Governance & Accountability for Local Councils 5.60).						
	^b The original village sign depicting the Bedfordshire emblem is held by Stephen Coleman (North Beds Archivist) Tel 0300 300 6027.					
	c Given to the Gardening Club by Ian Lack who used them for the Footpath Group in the past. Available for use by residents. Custodians are Tom Frew and Andy Clark					
	Donated assets listed at £1 for audit purposes. Trees previously listed at £849 now included as a community asset for audit purposes at £1 per plantation and excluded for insurance purposes (insurance companies will not insure them). Anything valued below the insurance excess of £100 is excluded from the insurance valuation.					

16. Select insurance provider from three quotes.

- Zurich, Came & Company, and Norris & Fisher supplied quotes. Zurich's quote for £576.36 for a 3-year fixed deal with £250 excess was selected. All items with a replacement value of £250 or less are not included in the insured assets.

17. Review of the council's and/or staff subscriptions

- Bedfordshire Association of Town and Parish Councils (£91 as per budget). Approved
- 50% of Clerk's Society of Local Council Clerk's Membership (£54 out of £108 total). Approved as per budget.
- Council for the Protection of Rural England (£36 renews 20th August). In budget- Cllrs would like to ask Cllr Frew whether he wishes to continue this subscription.

18. Ward Report (Borough Councillor T. Wootton)

Children's Services Inspection

At the beginning of April, Ofsted published its report on the Council's Children's Services function following an inspection undertaken in Jan– Feb. Overall, the Council requires 'improvement to be good', although adoption performance and the experience of care leavers was judged to be 'good'. The Council has produced an action plan in response to the report and is seeking to employ more social workers in the coming years.

Special Constables

Bedfordshire Police is undertaking a recruitment drive to bolster its cohort of Special Constables. Special Constables are volunteers who have the same powers as Police Constables, including powers of arrest and the ability to stop vehicles. They must volunteer for a minimum of 16 hours a month. There are currently 250 Special Constables in Bedfordshire.

East West Rail

A planned consultation on the implementation of the East West Rail scheme has been deferred during the lead up to the General Election on the 8th June. A consultation was originally to be held between the 5th May – 16th June on the planned rail link but this will now be held at a later date. The western section of the East West Rail scheme will connect Oxford, Milton Keynes and Bedford. In addition to this, a central section is planned which will extend the line to Cambridge.

Mobile Library Consultation

As a reminder, the Council is currently holding a public consultation on the future of its Mobile Library and Library Link services. Colmworth is set to benefit from the new timetable with a Mobile Library stop at the telephone box every other Friday between 3.30pm until 4pm vs the current 4 weekly timetable. The consultation will end on the 9th June.

Local Plan 2035

A consultation is being held from the 24th April - 9th June on the Council's Local Plan 2035 which sets out proposed sites for housing and employment growth. For more information see www.bedford.gov.uk/localplan2035

The next Ward Forum meeting is scheduled for November hosted by Staploe Parish Council in Duloe Village Hall. Date to be confirmed.

19. Ward Fund application for 2017/18 (up to £1000 available).

- expressions of interest exceed this amount – determine how to allocate the fund:
 - Church noticeboard. Borough Councillor Tom Wootton invited Kate Abrahams (Church Warden at St Denys Church) to apply to the Ward Fund for a replacement noticeboard. Cllr Knight offered to research this on behalf of the church. She obtained three quotes and has selected one for £800 excluding VAT. Councillors agreed to apply to the Ward Fund for £800 for this noticeboard.
 - Dog bins for Triangle and Country Park. With the assistance of Nina and Cllr Tom Frew, the Clerk obtained three quotes for one larger dog bin for the Triangle and three 25L dog bins for the Country Park along with stakes and met posts. She presented the options to Cllrs who agreed to apply to the Ward Fund for £161.08 for the larger bin for the Triangle (and any necessary fixtures and fittings up to the £200 available) now. They agreed to select the Wybone 56L in green with a chute. This bin was selected because it was the cheapest, it has a chute to reduce smells, it is a good size and is easy to open to add the bags from the Country Park bins. Councillors agreed to move the existing 25L bin to the Country Park. Councillors agreed to wait to see if further funds would be available for the remaining 3 x 25L bins from the Ward Fund and if not they agreed to use unearmarked reserves or reallocated reserve funds to purchase the remaining bins from Glasdon £259.56. John Douglas kindly offered to donate posts and met posts. Cllr Brightman kindly offered to donate concrete.

20. Finance

- Receipts and payments are listed on p8 and were proposed by Cllr Jones and seconded by Cllr Michell. They include £54 for Cuprinol wood preservative for the play area. Play Safety inspected the play area on behalf of RoSPA and recommended the wood be treated with play safe preservative. Proludic (who supplied the wooden equipment) recommended Cuprinol and the Clerk obtained 3 quotes and selected the cheapest. This will come from the £200 maintenance budget for the playing field. Payments also include up to £70 for new Sundeala fibreboard backing for the Little Staughton Rd noticeboard which will come from the £200 budget for “other maintenance”.
- An annual direct debit for £35 was set up to the Information Commissioner’s Office for the Parish Council’s data protection registration. This was signed by Cllr Jones and Cllr Michell.
- The reconciliation of accounts statement is shown on p9 and the bank balances were checked against the bank statement by Cllr Jones.
- Internal audit of accounts 2016/17. This was conducted by Kim Webb (Accountant) of 20, Staploe on 21st April 2017 and her report circulated to Councillors. No concerns were raised.
- Approve Annual Return for 2016-17 accounts. Having been previously circulated Councillors unanimously approved the Annual Governance Statement and Accounting Statements which were signed by the Chairman and Clerk. They will be posted on the parish website before 6th June 2017.
- Revise budget for 2017/18 – adjust Clerk’s salary in view of Transparency Code grant. The Clerk confirmed that the Parish Council have now received £393.84. This will be used to fund 3 hours per month (0.7 hrs/week) of the Clerk’s salary, the remaining 6.3 hours per week to be funded from regular income (precept) to make a total of 7 hours per week as agreed in July 2016. The revised budget can be found on p10-11 and was proposed by Cllr Knight and seconded by Cllr Brightman. The Transparency Grant will be available in 2017/18 as well.
- Approve list of payments for the year. Having been previously circulated a list of regular payments up to the budgeted amounts were approved for the year and signed by Cllr Jones and Cllr Knight. These are to be signed by two Councillors at the next meeting following a payment being made.
- Allocate reserves. The Parish Council opened the year in April 2016 with £3000 in reserve for legal fees to agree a new 99-year lease on the playing field. £2250 was transferred out of this earmarked reserve during the year and £460 was used for legal fees. It was agreed to transfer the remaining £290 out of this earmarked reserve into general reserves. It was also agreed to increase the reserve for an insurance claim to £250 and to transfer £1000 into the traffic calming / street light replacement reserve from the precept as per the budget. Reserves are summarised on p12
- VAT reclaim. £537.78 has been reclaimed for VAT incurred in 2016-17. The Clerk has been advised that she may be able to reclaim VAT on items claimed by Councillors and volunteers where a receipt has been provided. She will make an additional claim and inform the Council of the outcome.

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Receipts to Main Parish Council Account 73419584				
Date	Payee	Details	Cheque Number / Reference	Amount
13/04/2017	Bedford Borough Council	Precept		£6,703.00
13/04/2017	Bedford Borough Council	Council Tax Support Grant		£10.50
18/04/2017	BATPC	Transparency Code Grant		£393.84
Total				£7,107.34
Receipts to Chronicle Account 10232793				
Date	Payee	Details	Cheque Number / Reference	Amount
03/04/2017	The Plough	Advertising in the Chronicle	10156	£60.00
17/05/2017	Top End Stores	Advertising in the Chronicle	10152	£96.00
17/05/2017	Birkdale Motors	Advertising in the Chronicle	10157	£60.00
17/05/2017	Equiworld	Advertising in the Chronicle	10161	£60.00
Total				£276.00
Payments from Main Account 73419584				
Date	Payee	Details	Cheque Number / Reference	Amount
13/04/2017	NEST	Clerk's pension March 2017		£63.07
21/04/2017	Opus Energy	Electricity for street lights 6th Mch to 5th Apr		£25.89
25/04/2017	Colmworth Village Hall	Hall hire for N'hd Plan 6th March 2017		£12.50
25/04/2017	Colmworth Village Hall	Hall hire for March meeting		£16.00
18/04/2017	Beds & Cambs Whole Home Mainten	Weekly inspections and replacing platform of toddler cl. Frame		£61.50
01/05/2017	W.T. Saunders Ground Care	Cut numbers 1 and 2		£134.40
08/05/2017	NEST	Clerk's pension April 2017		£63.70
01/05/2017	L. Crawford	Clerk's salary April	100174	£313.09
16/05/2017	Toner Giant	Magenta printer cartridge		£87.47
21/05/2017	Opus Energy	Electricity for street lights 6th Apr to 5th May		£23.72
25/05/2017	BATPC	Affiliation fees 2017-18		£91.00
25/05/2017	SLCC	50% of the Clerk's membership (shared with Staploe)		£54.00
25/05/2017	L. Crawford	Clerk's salary May 2017	100175	£312.89
25/05/2017	Kim Webb	Internal audit of accounts (May)		£50.00
25/05/2017	L. Crawford	Expenses (Mch - Apr)	100176	£10.03
25/05/2017	Play Safety	Annual Play Area Inspection		£92.40
25/05/2017	HMRC	1st Quarter PAYE Clerk	100177	£80.60
25/05/2017	Information Commissioners Office	Annual Data Protection Registration		£35.00
25/05/2017	Viking Direct	Office stationary (paper, file dividers, notebooks)		£37.29
25/05/2017	Sundeala Ltd	Fibreboard backing for Lt Staughton Rd noticeboard		£66.11
25/05/2017	Jewson	Cuprinol preservative to treat wood in play area	100179	£54.00
30/06/2017	L. Crawford	Clerk's salary June 2017	100178	£309.73
Sub Total				£1,994.39
25/05/2017	Zurich	Insurance		£576.36
Total				£2,570.75
Payments from Chronicle Account 10232793				
Date	Payee	Details	Cheque Number / Reference	Amount
02/05/2017	Print Shop	Printing Chronicle		£269.00
Total				£269.00
Posted balances after the above transactions clear				
Main Parish Council Account 73419584				£19,034.81
Chronicle Account 10232793				£2,310.38

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COLMWORTH PARISH COUNCIL BANK RECONCILIATION 1st APR 2017 TO 19th MAY 2017

Date of bank statem't	19/05/2017	Line of cash book:		24		
Prepared by Mrs. Lucy Crawford, Parish Clerk						
BARCLAYS						
Main Account 73419584						
DATE			Receipts	Payments	Transfers	Balance
01-Apr-17	Balance bf	£14,498.22				
19-May-17	Posted balance per accounts	£20,915.41	£7,107.34	£690.15	£0.00	<u>£20,915.41</u>
Unpresented cheques / uncleared payments:						
	None					
	Total			£0.00		
19-May-17	Balance as per bank statement	£20,915.41				
19-May-17	Posted balance - cleared balance	£-				
19-May-17	Balance cf	£20,915.41				
BARCLAYS						
Chronicle Account 10232793						
			Receipts	Payments	Transfers	Balance
01-Apr-17	Balance bf	£2,303.38				
19-May-17	Posted balance as per accounts	£2,310.38	£276.00	£269.00	£0.00	<u>£2,310.38</u>
19-May-17	Balance as per bank statement	£2,310.38				
19-May-17	Posted balance - cleared balance	£-				
19-May-17	Balance cf	£2,310.38				
SUMMARY OF ALL ACCOUNTS						
			Receipts	Payments	Transfers	Balance
01-Apr-17	Balance bf	£16,801.60				
19-May-17	Balance per accounts	£23,225.79	£7,383.34	£959.15	£-	<u>£23,225.79</u>
19-May-17	Balance per bank statements	£23,225.79				<u>£23,225.79</u>
19-May-17	Balance cf	£23,225.79				
Public Works Loan for Country Park. Loan Number 494311						
Opening Balance Outstanding 1/4/2017	Principal Repayments to 19/5/2017	Closing Balance Outstanding 19/5/2017				
£15,227.03	£0.00	£15,227.03				

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Budget 2017/18							
	Actual Year to 31st Mch 16 £		Actual Year to 31st Mch 17 £		Budget Year to 31st Mch 18 £		Comment
REGULAR INCOME							
	Brk'dn	Total	Brk'dn	Total	Brk'dn	Total	
Precept		8,400.00		8,568.00		13,406.00	
Council Tax Support Grant		555.00		41.00		21.00	Beds Borough Council are reducing this
Total Regular Income		8,955.00		8,609.00		13,427.00	Equal to regular expenditure
OTHER INCOME							
Chronicle advertising		1,644.80		1,882.00		1,720.00	
Gardening Club		195.40		40.00		0.00	
Country Park Reserve				50.00			
Ward Fund		1,083.29		791.70		0.00	Scouts and projector in 2015/16, bark for play area in 2016/17. Unknown for 2017/18
Transparency Code Grant		330.00				393.84	Confirmed since last meeting
Other		111.00		0.00		0.00	Contribution for Clerk's Society of Clerks membership £111 in 2015/16
Donations / sponsorship		210.00		0.00		0.00	
Donations for village gates				1,469.00		1,250.00	
Neigh'd Plan		7,996.00		0.00		0.00	No grants received since 2015/16
Fayre Proceeds		1,800.58		0.00		0.00	No fayre held in 2016 or 2017
Total Other Income excl VAT		13,371.07		4,232.70		3,363.84	VAT is reclaimed and therefore excluded from budget
Total Income excl VAT		22,326.07		12,841.70		16,790.84	
REGULAR EXPENDITURE							
							6.3 hrs per week (3 hours per month in exceptional expenditure covered by TC grant to give total of 7 hrs /wk)
Clerk's Salary & Pension	3,065.20		4,030.61		4,266.41		
Clerk's employment expenses (staff cost)	385.30		331.20		342.00		£18 HWA*, 10.50 travel = £28.50 per month
Clerk's other expenses	143.91		116.35		144.00		£2 postage, £7 printing, £3 stationary = £12 per month
PAYE	378.00		297.00		0.00		No PAYE expected 2017/18 but any PAYE would be deducted from Clerk's salary
Total of Clerk's regular employment costs & expenses		3,972.41		4,775.16		4,752.41	
Councillors expenses		0.00		0.00		50.00	Travel to meetings, printing etc.
Loan repaym't		1,355.90		1,355.90		1,355.90	
Training		240.00		34.00		120.00	4 courses x £30 (2 for LC, 2 for Cllrs) nothing for CILCA at present
Grass & Hedge Cutting (playing field)		533.00		686.00		896.00	£560 for cutting, £236 for moss & weed control, £100 for hedge cutting (£200 on alternate years)
Insur'ce		725.19		906.00		1,015.00	2016/17 insurance increase of £157 due to increased valuation. Total for 2016/17 = £906. Increases to £1015 in 2017/18 (due to increased valuation plus village gates).
Audit costs		150.00		310.00		220.00	2016/17 additional audit costs due to issues with 2015/16 accounts. £120 for BDO external audit, £100 for 2 internal audits
Power (Street lights & Triangle lights)		0.00		96.00		300.00	Street lights £287 and triangle lights £13 (estimate). Noone paying for street lights in previous yrs.
General Maint'ce, Inspection & Repairs		49.00		250.00		305.00	2016/17 £250 tree inspections. 2017/18 Street light maintenance £105, £200 other eg noticeboards, dog bins, repairs to street lights, gates, vehicle activated signs
Annual Play Area Insp'ion		71.00		77.00		77.00	Play Safety invoice
Playing field / play area repairs		195.02		165.00		400.00	2017/18 Repairs and maintenance to play area £200, annual bark top up £200.
Country Park		221.00		739.00		841.00	In 2015/16 the meadow grass was used for hay so no cutting costs. In 2016/17 we will spend £200 on fuel to cut paths, £500 cutting meadow (thistles and ragwort), £141 other eg. wood preservers, dog bins, bags etc.

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	Actual Year to 31st Mch 16 £	Actual Year to 31st Mch 17 £	Budget Year to 31st Mch 18 £	Comment
REGULAR EXPENDITURE CONT.				
Traffic calming / street light replacement			1,000.00	Regular savings for a future project
Regular tree work			150.00	Felling dead trees / making branches safe
Subs	152.00	126.00	203.00	BATPC £90, CPRE £36, SLCC £28 in 2015/16 (DR shared between 5 Councils), £0 in 2016/17 (LC already a member), £77 shared with Staploe in 2017/18
Admin	40.81	108.00	207.00	2015/16 no info commissioner, quarterly payroll manag'mt costs £28, 2016-2018 £35 info commissioner, £72-£80 for monthly payroll, £92 other
N'hd Plan costs excluding grant funded costs		64.00	226.00	6 x 3 hr meetings in main hall at £7 each + £100 admin
Website costs	52.38	63.00	22.79	Colmworth.org reduced to holding page in Sept 2016
Handyman for play area insp'tion and general m'tnace	0.00	124.00	615.00	Started in Jan 2017. 80 hours x £7.50 2017/18
Vllg Hall Hire	90.00	65.00	111.00	6 meetings x 3 hrs at £5 per hour + Parish Meeting x 3 hrs at £7 per hour. Lower in 2016/17 due to free meeting (heating)
Churchyard maintenance	0.00	200.00	200.00	Nothing contributed in 2015/16 (error)
Literature & info		0.00	60.00	eg manuals and reference materials for Clerk
Contingency	0.00	0.00	300.00	
Total Regular expenditure	7,847.71	10,144.06	13,427.10	
OTHER EXPENDITURE				
Chronicle	1,161.68	1,193.00	1,206.00	Printing 4 issues at £275 each, £80 software, £40 print cartridges and postage
Additional hours for the Clerk	330.00	438.00	474.00	3 hours per month met from Transparency Code grant £394 + £80 from reserves. Total of 7 hours per week.
Holiday backpay for D. Robins	688.00	103.00		
Fayre Donations	1,100.00	0.00	0.00	
Fayre expenses	418.80	0.00	0.00	
Ward fund donations	504.13	0.00		Tents for Scouts
Assets Purchased (excl GC & CP)	745.83	0.00	2,700.00	2015/16 triangle lights & projector (ward fund), 2017/18 village gates
Gardening Club (Triangle)	91.41	16.63	0.00	
Gardening Club (assets purchased)	120.00			
Neighbourhood Plan (grant funded expenses)	4,197.00	3,774.00	0.00	2015/16 £3590.92 consultancy fees, £246.15 printing & stationary, £196 hall hire & £163.93 grant repaid (unspent). 2016/17 £3774 grant repaid
Picking up grass (playing field) 2017 only			360.00	Once moss under control should mulch in
Bark for play area (Ward Fund)		766.00		£200 annual top up of bark in future years
Exceptional tree work (C'try Park & Playing F'ld)	0.00	0.00	550.00	C'try Park £380 elm, £100 ash, £140 oak + £80 in P'lyng F'ld - £150 regular budget for tree work
Election costs	794.00	0.00	0.00	Contested election 2015/16
Legal fees (renewing lease on playing f'ld)		460.00		
Extra churchyard maintenance (extra payment due to no payment in 2015/16)			100.00	
Total Other Expenditure	10,150.85	6,750.63	5,390.00	
TOTAL EXPENDITURE EXCL VAT	17,998.56	16,894.69	18,817.10	VAT is reclaimed and therefore excluded from budget
REGULAR SURPLUS / DEFICIT	1,107.29	-1,535.06	-0.10	
OTHER SURPLUS / DEFICIT	3,220.22	-2,517.93	-2,026.16	
TOTAL SURPLUS / DEFICIT	4,327.51	-4,052.99	-2,026.26	To be met from reserves
Figures in blue have been updated since the last meeting on 15th March 2017				
*HWA = Home Working Allowance				

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Colmworth Parish Council Reserves Agreed				19/05/2017			
Date of Parish Council Meeting:				25/05/2017			
Fund Name	Funds Reserved 01/04/2017	Income to reserve 19/05/2017	Expenditure from reserve 19/05/2017	Transfers to / from Current up to 19/05/2017	Funds Reserved 19/05/2017	Funds to be added from unearmarked reserves on 25/05/2017	Balance close of 25/05/2017
Garden Club	£134.80				£134.80		£134.80
Legal expenses for renewal of Playing Field lease	£290.00				£290.00	-£290.00	£0.00
Insurance excess	£100.00				£100.00	£150.00	£250.00
Country Park	£1,050.00				£1,050.00		£1,050.00
Neighbourhood Plan (if grant funds don't cover)	£1,000.00				£1,000.00		£1,000.00
Traffic calming / street light replacement	£1,450.00	£1,000.00			£2,450.00	£1,000.00	£3,450.00
Elections	£750.00				£750.00		£750.00
Village gates	£1,469.20				£1,469.20		£1,469.20
Garden Club	£134.80				£134.80		£134.80
Chronicle	£2,303.38	£276.00	£269.00		£2,310.38		£2,310.38
Total earmarked reserves	£8,682.18	£1,276.00	£269.00	£0.00	£9,689.18	£860.00	£10,549.18
Earmarked savings (excludes G. Club, Chronicle & short term reserves)							£6,634.80
Available reserves	£8,119.42				£13,536.61		£12,676.61
Available reserves = total balance in the accounts less the earmarked reserves							
Earmarked savings = total earmarked reserves less Gardening Club funds, Chronicle funds and any short term reserves eg for village gates							

21. Speeding

- Report on Traffic Calming Survey. Cllr Michell has given the results to Cllr Pegler to compile and analyse. The item was postponed until Cllr Pegler is next in attendance.
- Speed Indicator Devices. These are being used by some parishes to record speed data and show a smiley or sad face. They cost around £3000 each but can be moved around and they gather data but not number plates. They can therefore be used to gather evidence of a problem and request road engineering solutions or enforcement options but they cannot be used to identify speeding motorists so they cannot help with enforcement. Councillors agreed that they did not want to use funds earmarked to contribute to average speed cameras for this but agreed to investigate whether these could be rented or perhaps purchased and rented out to other parishes.

22. Consider Lone Working Policy for Clerk

- This policy proposes that meetings held by the Clerk with parishioners be held at the Village Hall with a councillor present. Having been previously circulated the policy was agreed in principle but Councillors agreed that they would like Cllr Pegler's input before finalising the policy for publication.

23. Poor Lands Charity

- Report of the Trustees Meeting. The Parish Council's only responsibility to the charity is to appoint trustees. Cllr Jones reported that a trustees meeting was held in April. The following appointments

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were made: Cllr Jones – Chairman, Patricia Ball – Honorary Secretary, Tom Frew – Treasurer. Cllr Jones submitted the Annual Return for the charity and bank mandates and personal details forms have been submitted to Barclays to enable the trustees to become signatories to the account.

24. Planning

- Chapel Farm manège. There were no objections.
- Bedford Borough Council Local Plan preferred option and consultation. Cllr Jones proposed that the Parish Council could not represent the diverse views in the parish on where development should take place but the residents meeting reached consensus on item 9a and 9b and therefore he proposed that the Parish Council make the following response and Cllrs agreed.
 - 9a) Do you agree or disagree with the approach for Group 3 and Group 4 settlements in the preferred development strategy (that rather than having specific sites allocated in the local plan there should be a local plan policy to allow small amounts of development if supported by the local community)? *“Agree”*
 - 9b) If not, how should Group 3 and Group 4 settlements be treated in the development strategy? Do you have any comments on the wording of the draft policy for Group 3 and Group 4 settlements? *“The wording of the Policy is too vague and does not reflect the text in the explanatory notes. However, the Parish Council does strongly agree with the intent of empowering the residents of Group 3 and 4 settlements to take control of future developments in their neighbourhoods. The concern the Parish Council has is that for each application there is requirement to provide EVIDENCE that the majority of the local community is in favour of the proposal, that there is EVIDENCE to demonstrate that the proposal is limited to that necessary to meet local needs and that this is EVIDENCED by an up-to-date study of the nature and scale of the local need could be too burdensome for a applicants wishing to undertake small scale development in villages (1-4 dwellings within or adjacent to the existing SPA, say) or for those wishing to make alterations to their existing properties. The Parish Council also considers the obligation to prove that the MAJORITY OF THE COMMUNITY is in favour is almost impossible to achieve and this should be based on the majority of the respondents having no objection and the unanimous support of the Parish Council.”*
- (Neighbourhood Plan Update covered at item 8).
- Policy for viewing planning applications. The Clerk had previously circulated a policy which proposed that planning applications be viewed and advertised with an option to “call it in” to be discussed at a Parish Council meeting (which may require postponing the deadline for comments with the planning department) or for the Clerk to be delegated respond to say, “No objection”. She explained that the current practice of commenting by e-mail between meetings is not permitted as decisions should be made in public. Cllr Jones agreed to investigate this further.

25. Highways

- Village gates – installation and payment. These were installed at the beginning of May. We await the invoice from Bedford Borough Council and the final contribution from our anonymous donor (£1250).
- Report of Village Walk (Highways Issues) Channels End and Ducks Cross. Cllr Knight reported that the walk on 28th April with the Clerk, Cllr Michell, Gareth Turner and Andrew Prigmore had resulted in a request for: repairs to signs and pot holes, removal of some fly tipping on Mill Road, investigation re clearance of the culvert near Low Farm, digging out the ditch and building up the footpath opposite Holland House. In addition, the Clerk was asked to write to a resident re removal of stones on the verge.
- Parking on paths and pavements. Cllr Knight reported that residents had raised concerns with her about parking on the pavement in Little Staughton Road. This was causing an obstruction for people with pushchairs and walking frames. Cllr Ball reported that there is parking available for a number of cars behind the houses on the east side of Little Staughton Road but she believed better use could be made of the spaces. She will investigate further and make a proposal.
- Communication from resident of Channels End regarding:
 - Low loaders & other vehicles mounting the verge, risk of harm to inhabitants / motorists, speeding, stones on the verge, request for restrictions, speed limit changes and curbs. The resident did not believe it was safe to remove the stones from the verge.

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- Cllr Michell explained that the resident had complained about these issues in the past and that it was his understanding that many of these issues had been resolved. Councillors agreed that the Clerk should write to request evidence (dates, times, vehicle registration numbers if possible, photos if possible and descriptions of the problems as they occur) so that the Parish Council can take this up with local businesses, Highways and the police as necessary.

26. Rights of Way / Footpaths

Nothing to report since the Annual Parish Meeting on 10th May.

27. Derelict BT phonebox by Cornfields

- It was agreed that the Clerk should request that this phone box be removed as it does not contain a phone, the glass is broken and it has become a venue for fly posting and is looking unsightly.

28. Street lights

- Review street light inventory. Having been previously circulated for review the inventory was approved with no changes.
- Explore opportunities to reduce costs. The Clerk explained that the current electricity cost is £300 per year in total for 6 lights. Options include:
 - Removing or decommissioning the lights (the Clerk will research costs)
 - Replacing lights with more energy efficient ones (estimated cost to replace would be around £500 per lantern but could reduce electricity consumption by around 50-60%)
 - Switching the lights off during part of the night e.g. midnight to 5am to save energy (estimated 40% reduction in electricity)
 - Asking the Borough to upgrade them for us. They have a scheme where they will upgrade the lights and we would pay them the £300 we would normally have paid in electricity until the cost of the lights is covered. However, the Borough would then own the lights and would dictate the regime and normally insist on part night. The Clerk has asked for further information about this but the Borough Council have explained it is not a priority for them and we could wait a long time for this to happen.
 - It was agreed that the Clerk and Cllr Michell would prepare an article for the Chronicle to canvas opinion.

29. Playing Field & Play Area

- Play Area inspection report. The play area was inspected in May and there were no new issues and all issues were minor ones already in the works programme for Martin Philips e.g. treating the wooden play equipment with wood preservative and cutting back some tree branches. Some items are classed as medium risk (football goals and basketball hoop) due to the nature of the activity rather than the condition of the equipment.
- The Parish Council have received a request to use the Playing Field for an event on 2nd September. Cllrs agreed to this request and to it being used free of charge providing the hirer provides a copy of their insurance covering their activities and a risk assessment. Having been previously circulated the Council adopted a policy to be forwarded to potential hirers called "Hiring the Playing Field for an Event" which specifies what the Parish Council requires.

30. Triangle and Country Park

- Select tree surgeon from three quotes. The tree work in the Country Park cannot take place until after July due to birds nesting and bats. However, the work in the playing field to cut back branches needs to happen before the summer holidays ideally. The Clerk presented three quotes. Cllrs suggested that Andrew Brightman was the preferred tree surgeon as Cllrs had experience of his work and he is local but they asked the Clerk to ask if he can match the cheapest quote.

31. Bringing the village together

- Improved advertising for events and possible Colmworth Village Day. Cllr Knight proposed that she form a smaller committee / working group to find out whether the various groups in the village would like to arrange a whole day or weekend of events and what support they might need from the Parish

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Council. This would be easier to promote than lots of ad hoc events. Councillors agreed that this was a good idea and Cllr Brightman offered to help.

29. Training

- Cllr Jones is due to attend training on 6th July. The Clerk agreed to forward the training dates to Cllr Brightman.

30. Transparency Code

- A grant of £393.84 has been received for 3 hours work per month for the Clerk to comply with the Transparency Code in 2016/17
- The Clerk proposed that she make an application for 3 hours per month in 2017/18. The amount would be £457.47 which is slightly higher this year as the Clerk has discovered that pension costs can be included. Councillors approved this application.

31. Review Clerk's salary, pension, and contract

- It was agreed that the staffing committee should meet to discuss the Clerk's annual salary review when Cllr Pegler is available.
- The Clerk requested that her employee's pension contribution be increased to 5% net of tax relief and that tax relief be added to her pension (it is currently 5% after tax relief has been added). This reflects the figures in the budget and there is no additional cost to the Council. Councillors agreed.
- Having been previously circulated for annual review the Clerk's contract remained unchanged.

32. Correspondence – all covered under previous agenda items.

Date of Next Meeting: Wednesday 5th July