Minutes of a Meeting of Colmworth Parish Council held on Thursday 10th January 2019 at 7.30pm in the Roman Room of the Village Hall at Colmworth.

Present: Cllr. E. Pegler (Chair), Cllr. L. Knight, Cllr. T. Frew, Cllr. P. Ball, Cllr. G. Palmer, L. Crawford (Clerk), Borough Cllr. T. Wootton and 3 members of the public.

2019/001. Apologies
Cllr. B. Brightman. Cllr. B. Brightman was absent in November and her last attendance was on 4th October 2018. If a Councillor does not attend for a six month period without prior approval from the Parish Council they cannot continue as a Councillor. The reasons for her absence have been submitted in writing to the Clerk and were approved by the Parish Council. Proposed by Cllr. E. Pegler and seconded by Cllr. L. Knight.

2019/002. Declarations of Interest and Confirmation of Changes to Registers of Interest
None

2019/003. Approve the minutes of the Parish Council meeting on 1st November 2018
Having been previously circulated the minutes were approved as an accurate record of the meeting and a typo was corrected in the bank reconciliation and reserves for the May, July, and September (April 2017 should have read 2018 in all three sets of minutes).

2019/004. Public Open Forum
A representative of the Friends of St Denys explained that the Cars and Bikes of Character events have been increasingly successful and have been overflowing onto the playing field regularly. He asked if it was OK to continue to do this providing the field was dry. He explained that the field does drain quite well but that it would not be used if it was wet. The Parish Councillors agreed that they were happy for them to continue to use the field providing it is dry. Borough Cllr. Tom Wootton suggested that the Friends of St Denys get quotes for grasscrete at the gate.

The same resident offered to renovate the noticeboard at Channels End at a cost of £50 or less. Councillors agreed that this could come out of the contingency budget.

The editor of the Chronicle magazine reminded the Council that the deadline for copy for the February edition is 15th January.

2019/005. Average Speed Cameras

- Feedback from Chronicle article in November and speeding meeting in December. 27 people attended the meeting about speeding on 2nd December and 60 people have sent expressions of support for Average Speed Cameras. There has been one objection on the grounds that the cameras generate revenue. £5,712.50 has been pledged towards the cameras. This, along with the £3,530 pledged by the Parish Council means that there is only £757.50 still to raise to reach our target of a £10,000 contribution towards the cameras. Borough Cllr. Tom Wootton has offered money from the Ward Fund in 2019 if he is re-elected and the Ward Fund is continued. He explained that Average Speed Cameras for Colmworth will be in the manifesto for the Conservative Mayoral Candidate Giovanni Carofano.
- Cllr. L. Knight explained that she had held discussions with Bedford Borough Council about the cameras and we have been informed that, with this contribution, Colmworth will be a priority should funding become available from April. Cllr. L. Knight proposed that the Clerk write a letter of thanks and an update to everyone

who has pledged towards the cameras (and the HGV signs) but she proposed that this be approved by Bedford Borough Council Highways Department before it was sent. Those who have pledged will be asked to hold the money in reserve. Funds which have already been donated to the Parish Council will be held in earmarked reserve until we are ready to purchase the cameras or they will be refunded.

2019/006. Events

- Litter pick Saturday 9th March. The Clerk will order 20 sets of litter picking equipment to be delivered to Cllr. T. Frew before the event. The event will start at 10am meeting at the Triangle where volunteers will be given a safety briefing and issued with a high vis vest, a litter picker, a bag hoop and some rubbish bags and they can then litter pick in an area of their choice. Bags of rubbish will be collected by the Borough Council from the Triangle and Low Farm, Wilden Road.

2019/007. Ward Report

- Borough Cllr. Tom Wootton's report

Colmworth Parish Council: Update from Borough Councillor Tom Wootton – January 2019

Local Plan 2030

The Council approved the Local Plan for submission on the 5th December. Following the removal of the proposed Colworth Garden Village and its planned 2500 homes (because it was too close to the Santa Pod Raceway) the Local Plan period has been shortened from 2035 to 2030. That lowers the housing need figure from 7855 to a minimum of 3636.

The final allocations are set out in the below table taken from the report. As can be seen the majority of houses (2260 of 3636) in this plan period will be on greenfield sites.

Policy 3S – Amount and distribution of housing development

A minimum of 3,636 new dwellings will be allocated and distributed as follows:

i.	Bedford urban area: 2,532 dwellings (of which 1,785 dwellings will be delivered by 2030)
ii.	Urban extensions: 210 dwellings
iii.	Stewartby strategic brownfield allocation: 1,000 dwellings (of which 100 dwellings will be delivered by 2030)
iv.	*Criterion deleted*
v.	Key service centres: 2,000 dwellings
vi.	Rural service centres: 260 dwellings

In the settlements listed below, it will be necessary to identify sites to meet the following levels of development, generally in and around defined Settlement Policy Area boundaries. Other than in Roxton, all sites will be allocated in Neighbourhood Development Plans:

i	Bromham – 500 homes
ii	Clapham – 500 homes
iii	Great Barford – 500 homes
	Sharnbrook – 500 homes
iv	Carlton – 25-50 homes
v	Harrold – 25-50 homes
vi	Milton Ernest – 25-50 homes
vii	Oakley – 25-50 homes
viii	Roxton – 25-50 homes (see Policy 28)
ix	Turvey – 25-50 homes
	Willington – 25-50 homes

It is not clear why the Stewartby option has been reduced; that is a brownfield site and capable of taking 1000+ homes by 2030, not just the 100 it has been allocated. This rejection of a brownfield site and at the same time the selection of yet another greenfield site in Sharnbrook for 500 houses is not easily explained and is almost certain to be challenged. In common with the other village developments, the Sharnbrook proposal means inevitable additional strain on roads and local facilities both in the immediate area and for surrounding villages.

Because of the shortened time period, the Local Plan is going to be subject to almost immediate review to take account of the strategic implications arising from the 'Oxford – Cambridge Arc' and associated developments. As a consequence, and in the light of planning guidance, the need to identify sites for Garden Villages will mean continued speculation and developer pressure.

The Local Plan will now be examined by the Planning Inspectorate which will make comments and, where appropriate, suggestions for modifications so that it complies with national policies and legal requirements. Local authorities are not obliged to take on board the views of the Planning Inspector, but doing so could ensure the Local Plan is deemed to be 'sound' should it be subject to challenge from developers in the future. Depending on the workload of the Planning Inspectorate at the time of submission, it is likely to take several months for the Council's Local Plan to be reviewed.

Bedfordshire Police Funding

The Home Office has announced plans to increase funding for police forces next year which could see Bedfordshire Police's resources rise by £8m. Around £5.6m of this sum will be realised should the Police & Crime Commissioner choose to increase the policing element of Council Tax. Of the remaining sum, £1.3m will come from the central government core grant and there will be additional £1.1m to cover pension costs.

Rough Sleeper Support

The Council has in place a package of support for rough sleepers during the winter period.

Last year a grant of £307k was received from central government for 6 additional support workers and a Rough Sleeper Outreach Co-ordinator to ensure effective working with partner organisations. Furthermore, additional units of accommodation are being provided, along with 10 emergency accommodation beds.

For more information on the support available to those facing homelessness or rough sleeping see https://bedfordhomeless.org.uk/

Bromham Road Bridge

Traffic travelling westbound over the Bromham Road bridge in Bedford is to be redirected from January 2019 – April 2019. This is due to Network Rail's preparatory works for the demolition and rebuilding of the bridge to accommodate the electrification of the line.

Specific dates and details of the diversion will be advertised in the area. The scheme may well have a knock-ion effect on traffic throughout the town.

Bedford Hospital Inspection

The Care Quality Commission's (CQC) latest inspection found that overall Bedford Hospital 'requires improvement'. This grading was given to urgent & emergency services (including A & E) and maternity, although the remaining 6 categories were rated 'good'.

The Hospital's Chief Executive, Stephen Conroy, told local media that since the inspection the Hospital has opened its Urgent Treatment Centre (UTC) which is seeing around 50 patients a day and taking the pressure off A & E services. He also reiterated plans to retain key services including maternity, A & E and paediatrics as part of the intended merger with Luton & Dunstable Hospital.

Council Website

Following a period of redevelopment and testing, the Council has launched its new website at www.bedford.gov.uk. This is part of the implementation of the 'Digital Operating Model' to save over £10m a year by 2020 through the improved use of technology.

School Cameras

The Council has agreed to allocate £650k, from a predicted underspend on this year's budget, to purchase 38 cameras to enforce parking restrictions outside of schools as a means of improving safety. The maintenance costs will be covered by the income from fines issued.

Alzheimer's Society Scheme

The Alzheimer's Society is publicising a new service in Bedford Borough. 'My Future Plans' provides one-to-one support for those who have been diagnosed with the disease and their careers to discuss future care arrangements. For further details call 01234327380 or email sam.marshall@alzheimers.org.uk

Winter Maintenance

The Council's website provides updates on winter maintenance, including gritting operations. It also notifies residents of changes to school and adult services transport, bus services and waste collections. See http://apps.bedford.gov.uk/winterupdates/

Cllr Tom Wootton: tom.wootton@bedford.gov.uk / 07771565227

- Consider request from Chronicle for additional £135 towards purchase of computer, printer and software for the Chronicle (£718.29 ex VAT received from Ward Fund but products cost £853.27). The Clerk explained that the original proposal for equipment costing £718.29 was no longer available when the funding arrived. Then David Michell recommended some products but some could only be purchased with a card (which the Parish Council could not do). The Clerk then prepared a new list of products from PC World which met David Michell's specifications but they exceeded the grant by £135. Even with the new payments account the Clerk explained that the deal David Michell had recommended from Dell was no longer available at the same price and would be more expensive than the £853.27 quoted from PC World. Councillors agreed that the Parish Council would spend £719.60 to purchase the desktop PC and printer recommended by the Clerk, plus MS Office 365, and Photoshop from PC World. The editor to the Chronicle (who was present at the meeting) agreed to this. Councillors suggested that the Chronicle should be able to raise sufficient funds from advertising to cover the monitor and antivirus software but if not they could make another application to the Parish Council or the Ward Fund for a further grant.
- Report on wooden planter for Triangle (Bedford Borough refused our application for a stone planter on safety grounds) and consider allocation of remaining funds (£230.72). Cllr. T. Frew reported that he had built the wooden planter and it was in place on the Triangle. The remaining funds are to be used to create a "Green Man" sculpture out of the poplar stump, and to purchase bulbs, plants and bark for the planter.
- Requests for Village Hall. £486.75 received by the Parish Council for hall insulation and taps. Nothing yet for projector but £374.99 expected.

- Ward Fund 2019: it was agreed that any Ward Funding available to Colmworth should be directed towards the Average Speed Cameras as a priority. If any funding is available after that then other items such as a mower will be considered.

2019/008. Planning

- Government updates to National Planning Policy Framework may put Bedford Borough Council Local Plan 2030 and their 5 year housing supply at risk. Cllr. G. Palmer reported that the proposed updates to the framework would revert to a method put forward in 2014 for calculating housing need if a Unitary Authority's local plan was more than 5 years old. Bedford Borough Council have objected on the grounds that this method of calculation is not evidence based. If they do use this method for calculating housing need then it would increase the housing requirement for Bedford Borough by 2,500 homes so the Borough Council would no longer have a 5 year housing supply. This makes it more vulnerable to opportunistic / speculative developers. Cllr. G. Palmer suggested that this would be unlikely to affect small villages such as Colmworth as there is not much land available inside the Settlement Policy Area.
- Cllr. G. Palmer also reported that the developers of the supersite at Colworth are preparing a new proposal. It is for a smaller number of homes sited further away from Santa Pod.

2019/009. Highways and Rights of Way

- Consider need to identify any 'Lost Ways', i.e. paths that have been used in the past but not captured on the Definitive Map of Bedford Borough Council. The Government has allowed until 1st January 2026 for this. Councillors agreed that this should be advertised in the Chronicle and Cllr. L. Knight will contact the leader of the village walking group to make her aware.
- Installation of "Unsuitable for HGV" signs in Wilden Road. Cllr. L. Knight explained that the signs are due to be installed in January. We have requested that the proposed location for the sign at the western end facing Wilden be moved eastwards to avoid it being missed by HGV drivers turning right from Great Barford Road. Bedford Borough Council have agreed that they will accommodate this request subject to the position of underground services. The Parish Council have contributed £1,250 towards the signs and we have received pledges / donations of £1,250 to reach the total target of £2,500.

2019/010. Finance

- Receipts and payments are on p7. Proposed by Cllr. E. Pegler and seconded by Cllr. G. Palmer.
- The bank reconciliation is on p8 This was matched to the bank statement by Cllr. E. Pegler. Reserves are shown on p9.
- Review online bank mandates on Community Account. Cllr. L. Knight and the Clerk are currently set up as online signatories. Despite several attempts to do so Barclays have not made Cllr. B. Brightman an online signatory. Therefore, Cllr. G. Palmer was nominated as a third online signatory by Cllr. L. Knight and this was seconded by Cllr. E. Pegler. Mandate change forms were signed to add Cllr. G. Palmer and remove Cllr. B. Brightman. Cllr. E. Pegler and Cllr. P. Ball are also signatories but not for online banking.
- New payments account. The Clerk explained that it has become difficult to purchase items without using a card for online purchases. Financial regulations state that only the Clerk is permitted to use a debit card with a simple mandate (ie. just one signature). Cllr. G. Palmer proposed that the Parish Council set up a "payments" account with the Clerk having a simple mandate. This account could be used to transfer money from the main PC account with the authority of two Parish Councillors

signing off the transfer at a meeting and then transferring the money online with the authorisation of the Clerk and a Councillor. The Clerk would then be able to use this to make the relevant payment online but the account would not permit any transactions which exceeded the balance in the account. Cllr. E. Pegler seconded this proposal and Councillors voted unanimously in favour.

- Review of internal audit procedures. There is to be one internal audit in April by Kim Webb. Having been previously circulated the templates and procedures for the audit were approved. Proposed by Cllr. T. Frew and seconded by Cllr. P. Ball.

2019/011. Policies and new regulations

- The Council's equality and diversity policy was reviewed and no amendments were deemed necessary.
- The Public Sector Bodies (Websites & Mobile Applications) (No 2) Accessibility Regulations 2018 came into effect on 23/9/2018 and existing parish and town council websites have until 23/9/2020 to become compliant with the Regulations. The aim of the Regulations is to get to a position where most people can use a website without having to adapt it. The Parish Council uses the Project Involve website provider as supplied by Bedford Borough Council and the Clerk has asked them to confirm whether our site is compliant and whether any changes need to be made.
- The financial regulations were reviewed and proposed by Cllr. E. Pegler and seconded by Cllr. L. Knight.

2019/012. Country Park, Playing Field, Gardening Club and Triangle.

- The Clerk presented three quotes for each of the following tasks:
- M. Ibbett was selected as the contractor for cutting the meadows in the Country Park at a cost of £5 per bale +£13.50 per acre for topping assuming the hay cannot be sold due to the presence of ragwort. If it can be sold then the job can be done for free. Proposed by Cllr. T. Frew and seconded by Cllr. E. Pegler.
- W. Saunders was selected as the contractor for cutting the grass paths in the Country Park (£77.25 per visit). Proposed by Cllr. T. Frew and seconded by Cllr. L. Knight.
- W. Saunders was selected for cutting and treating the grass on the playing field (£899.85). Proposed by Cllr. E. Pegler and seconded by Cllr. P. Ball.
- Richard Arnold was selected for inspecting the Parish Council owned trees on the Triangle, Country Park and Playing Field (£200). Proposed by Cllr. E. Pegler and seconded by Cllr. T. Frew.
- Other matters re the Country Park, Playing Field and Gardening Club:
    - Cllr. L. Knight presented the electricity meter reading for the Triangle (used to power the Christmas lights). The reading was 00076.17kWh on 10th January 2019. This means that the Triangle lights have used 32.34kWh between November 2017 and January 2019. If the unit rate remains at 15.74p (as it was in August 2017) then the cost of this is £5.09. The Clerk will inform the representatives of Manor Farm Barns, thank them for their generosity in previous years and ask them to send an invoice. Proposed by Cllr. E. Pegler and seconded by Cllr. L. Knight.

Colmworth Parish Council Summary of 2018/19 Transactions for Approval at Meeting on 10th Jan 2019

Receipts to Main Parish Council Account 73419584

Date	Payee	Details	Payment type	Amount
26/11/2018	HGV Donor 1	Donation towards HGV signs	Credit	£650.00
27/11/2018	HGV Donor 2	HGV sign donation	Credit	£100.00
06/12/2018	HGV Donor 3	HGV sign donation	Credit	£50.00
07/12/2018	ASC Donor 1	Donation towards speed cameras	Credit	£500.00
13/12/2018	Bedford Borough Council	Ward Fund donation for taps and insulation	Credit	£486.75
Total				**£1,786.75**

Payments from Main Account 73419584

Date	Payee	Details	Payment type	Amount
28/11/2018	NEST	Clerk's pension for 2nd Sep to 1st Nov	Direct Debit	£136.80
09/11/2018	1&1 Internet	Colmworthpc.org.uk e-mail accounts	Direct Debit	£1.19
21/11/2018	Opus Energy	Electricity for street lights 6th Oct - 5th Nov	Direct Debit	£26.36
22/11/2018	NEST	Clerk's pension for 2nd Nov to 1st Dec	Direct Debit	£68.40
28/11/2018	L. Crawford	Clerk's salary for November 2018	Standing order	£342.91
29/11/2018	NEST	Clerk's pension for 2nd Dec to 1st Jan	Direct Debit	£68.40
23/11/2018	1&1 Ionos Internet	Colmworthpc.org.uk e-mail accounts	Direct Debit	£1.19
01/11/2018	Jewson	Planter for the Triangle	Cheque	£193.14
21/12/2018	Opus Energy	Electricity for street lights 6th Nov -5th Dec	Direct Debit	£27.36
28/12/2018	L. Crawford	Clerk's salary for December 2018	Standing order	£342.91
23/12/2018	1&1 Ionos Internet	Colmworthpc.org.uk e-mail accounts	Direct Debit	£1.19
10/01/2019	Colmworth Village Hall	Q4 hall invoice for hire	BACS	£37.25
10/01/2019	Beds & Cambs Whole Home Maintenance	October play area inspections	BACS	£20.00
10/01/2019	Beds & Cambs Whole Home Maintenance	November play area inspections	BACS	£25.00
10/01/2019	Beds & Cambs Whole Home Maintenance	December play area inspections	BACS	£20.00
10/01/2019	Colmworth Village Hall	Ward Fund donation for taps and insulation	BACS	£486.75
10/01/2019	L. Crawford	Expenses Nov & Dec (& grass seed)	Cheque	£21.61
10/01/2019	Mrs F. Frew	Gardending Club lights for Triangle	Cheque	£22.00
10/01/2019	Mrs F. Frew	Country Park teak oil / Timbercare	Cheque	£15.00
21/01/2019	Opus Energy	Electricity for street lights 6th Dec - 5th Jan	Direct Debit	£29.41
28/01/2019	PWLB	Country Park Loan Repayment	Direct Debit	£677.95
Total				**£2,564.82**

Chronicle Account 10232793

Account closed 27/9/2018

Transfers

Date	Recipient / Payee	Details	Payment type	Amount
10/01/2019	CPC main acc to paymts acc	Transfer to open new payments account	Transfer	-£10.00
10/01/2019	CPC main acc to paymts acc	Transfer to open new payments account	Transfer	£10.00

Posted balances after the above transactions clear

Main Parish Council Account 73419584	**£22,119.03**
Chronicle Account 10232793	**£0.00**
Payments Account	**£10.00**

COLMWORTH PARISH COUNCIL BANK RECONCILIATION 1st APR 2018 TO 9th Jan 2019

Date of bank statem't **09/01/2019**

Prepared by Mrs. Lucy Crawford, Parish Clerk

			BARCLAYS			
DATE			Main Account 73419584			
			Receipts	**Payments**	**Transfers**	**Balance**
01-Apr-18	Balance bf	£15,142.74				
09-Jan-19	Posted balance per accounts	£23,485.19	£16,437.70	£9,984.48	£1,889.23	**£23,485.19**
Unpresented cheques / uncleared payments:						
			None			
09-Jan-19	Balance as per bank statement	£23,485.19				
09-Jan-19	Posted balance - cleared balance	£-				
09-Jan-19	Balance cf	£23,485.19				

			BARCLAYS			
			Chronicle Account 10232793			
			Receipts	**Payments**	**Transfers**	**Balance**
01-Apr-18	Balance bf	£2,619.23				
09-Jan-19	Posted balance as per accounts	£-	£78.00	£808.00	-£1,889.23	**£0.00**
Unpresented cheques / uncleared payments:						
None						
	Total			**£0.00**		
09-Jan-19	Balance per bank statement	£-				
09-Jan-19	Posted balance - cleared balance	£-				
09-Jan-19	Balance cf	£-				

			SUMMARY OF ALL ACCOUNTS			
			Receipts	**Payments**	**Transfers**	**Balance**
01-Apr-18	Balance bf	£17,761.97				
09-Jan-19	Balance per accounts	£-	£16,515.70	£10,792.48	£-	**£23,485.19**
09-Jan-19	Balance per bank statements	£23,485.19				
09-Jan-19	Balance cf	£23,485.19				

Public Works Loan for Country Park. Loan Number 494311

Opening Balance Outstanding	Principal Repayments to	Closing Balance Outstanding
01/04/2018	09/01/2019	09/01/2019
£14,565.56	£342.21	£14,223.35

Colmworth Parish Council Reserves 9th Jan 2019				09/01/2019				
Date of Parish Council Meeting:				10/01/2019				
Fund Name	**Funds Reserved**	**Income to reserve**	**Expenditure from reserve**	**Transfers to / from Current up to**	**Funds Reserved**	**Funds to be added / withdrawn from unearmarked reserves on**	**Balance close of**	**Comment**
	01/04/2018	**09/01/2019**	**09/01/2019**	**09/01/2019**	**09/01/2019**	**10/01/2019**	**10/01/2019**	
Transparency code fund	£179.65		£41.66		£137.99		£137.99	For software for Clerk's computer
Insurance excess	£250.00				£250.00		£250.00	
Hedge cutting	£100.00			-£100.00	£0.00		£0.00	Used in autumn 2018
Country Park	£1,078.31		£19.91		£1,058.40		£1,058.40	£19.91 for wildlife posters in the hide
Neighbourhood Plan (if grant funds don't cover)	£1,000.00				£1,000.00		£1,000.00	
CPC Traffic calming / street light replacement	£3,400.00				£3,400.00		£3,400.00	£1250 promised plus underwrighting up to total of £2500 towards HGV signs in Wilden Road in Nov - Dec 2018
HGV Sign donations	£0.00	£650.00			£650.00		£650.00	
Average Speed Camera donations	£0.00	£500.00			£500.00		£500.00	
Training	£0.00	£250.00	£0.00	£0.00	£250.00		£250.00	For Clerk's Core Skills course
Elections	£750.00				£750.00		£750.00	
Garden Club	£320.77	£391.67	£333.48		£378.96	-£22.00	£356.96	Ward fund for planter. Bulbs purchased July, Triangle planter Sep, perspex Nov, lights Dec
Ward funding for Chronide & Hall	£0.00	£1,205.04	£0.00	£0.00	£1,205.04	-£1,205.04	£0.00	Funds transferred to hall and Chronide equipment purchased
Chronide	£2,619.23	£78.00	£808.00	-£1,889.23	£0.00		£0.00	Remaining Chronide funds transferred to unearmarked reserve.
Total earmarked reserves	**£9,697.96**				**£9,580.39**		**£8,353.35**	
Available reserves	**£8,064.01**				**£13,904.80**			
Total reserves	**£17,761.97**				**£23,485.19**			

Earmarked reserves = funds set aside for a specific purpose. These can only be reallocated to another purpose if the council passes a resolution to do so.
Available reserves = total balance in the accounts less the earmarked reserves. This should be between 50-100% of our annual precept
at the end of the financial year (ie. £6,835-£13,670). On 9th Jan we have £13904.8 of available reserves
but this is expected to fall to £8929.39 by 31st March 2019 which is within the recommended range.

2019/013. Agree meeting dates for 2019

Date	Type of meeting	Location	Meeting start time	Meeting End Time	Comment
Thursday 10th January 2019	Parish Council Meeting	Roman Room, Village Hall	7.30pm	9.30pm	
Thursday 7th March 2019	Parish Council Meeting	Roman Room, Village Hall	7.30pm	9.30pm	
Thursday 4th April 2019	Extraordinary Parish Council Meeting	Roman Room, Village Hall	7.30pm	8.30pm	May not be needed
Thursday 9th May 2019	Annual Parish Meeting	Main hall, Village Hall	7.30pm	9.30pm	
Thursday 16th May 2019	Annual Parish Council Meeting (ACM)	Roman Room, Village Hall	7.30pm	9.30pm	
Thursday 6th June	Extraordinary Parish Council Meeting	Roman Room, Village Hall	7.30pm	8.30pm	May not be needed
Thursday 4th July	Parish Council Meeting	Roman Room, Village Hall	7.30pm	9.30pm	
Thursday 8th August	Extraordinary Parish Council Meeting	Roman Room, Village Hall	7.30pm	8.30pm	May not be needed
Thursday 5th September	Parish Council Meeting	Roman Room, Village Hall	7.30pm	9.30pm	
Thursday 3rd October	Extraordinary Parish Council meeting (budget)	Roman Room, Village Hall	7.30pm	8.30pm	
Thursday 7th November	Parish Council Meeting	Roman Room, Village Hall	7.30pm	9.30pm	
Thursday 5th December 2019	Extraordinary Parish Council meeting	Roman Room, Village Hall	7.30pm	8.30pm	May not be needed

Meetings listed in black are confirmed Parish Council meetings. Those in blue are extra hall bookings made in order to take advantage of the free set up time for regular meetings. These will only be used if there is a matter which requires attention before the next scheduled ordinary Parish Council meeting.

2019/014. Training

- The Clerk asked to attend VAT training in Old Warden for £40. Councillors agreed that this could be paid out of the training budget up to £40 plus mileage (halved if Staploe agree to share).
- Concillors training requests. None.

2019/015. PAYE and pension reports

- Review contractor for administering these for 2019/20. Lynn at Ladywell Accountancy Services has quoted £75. The Clerk sought alternative quotes for this earlier in the year and all were in excess of £100. The Clerk could administer it but Councillors felt that it was wise to have the support of an expert and using Ladywell's services would save the Clerk time. The Parish Council accepted the quote. Proposed by Cllr. T. Frew and seconded by Cllr. P. Ball.

Date of Next Meeting: Thursday 7th March 2019

The meeting closed at 9.15pm