

FELMERSHAM & RADWELL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 13 NOVEMBER 2018

Attendees:

Councillors: Peter Hartop (Chair), Marjorie Pipe (Vice Chair), Jason Boswell, Rosie Cheetham, Rosemary Drewery and Clive Just

Parish Clerk/Responsible Finance Officer: Trevor Roff

Public: There were no members of the public in attendance

		Action
57/18	Parishioners Talk Time	
	There were no issues raised during Parishioners Talk Time.	Note
58/18	Apologies for Absence	
	Apologies for absence had been received from Cllrs. Coleman and Borough Councillor Doug McMurdo.	Note
59/18	Declaration of Interests	
	Cllr. Pipe declared an interest in the appointment of the Internal Auditor, as a neighbour of the applicant, and took no part in the discussion at item 65/18(f).	Note
60/18	Approval of Minutes of Parish Council Meeting Held on 11 September 2018	
	The meeting considered the draft minutes of the last meeting. <u>RESOLVED:</u> The minutes of the meeting, held on 11 September 2018, were approved and signed as a correct record. <i>(Proposed by: Cllr. Hartop, Seconded by: Cllr. Pipe, All in favour)</i>	Note PC
61/18	Matters Arising	
	All matters arising were considered and updates provided as part of specific agenda items with the exception of an update in relation to the planning application for the proposed demolition of the existing two storey dwelling with garage and erection of a new two storey dwelling with garage at Avonworth, 34 Grange Road, Felmersham (Planning Application No: 17/01910/FUL). This had been considered by the Parish Council at its last meeting but had been subsequently withdrawn by the applicant. In addition, <u>Planning Application No: 18/01848/FUL</u>, relating to the proposed change of use of existing agricultural buildings for use as a fleet pre-delivery inspection facility and covered car storage (including external works and alterations, comprising cladding, flues, security fencing, widening of access and provision of a sliding gate) at New Farm, Moor End Lane, Radwell, MK43 7HZ, had been approved by the Local Planning Authority at its meeting on Monday 29 October 2018.	Note Note

	<u>Outline Planning Application No: 18/02043/OUT</u>, relating to the proposed erection of two 3-bedroom semi detached dwellings with associated parking and residential amenity space on a site of mixed use at Land East of Town Lot Lane, Felmersham, had been refused outline planning permission by the Local Planning Authority.		Note
62/18	Reports		
	(a)	Borough Councillor	
		Doug McMurdo, Borough Councillor, had provided a detailed update on the following key issues: (i) Government Budget: The Chancellor presented the Government's Budget to the House of Commons on 29 October 2018. The following announcements are of particular relevance to the Borough Council: • Small retailers will benefit over the next 2 years from a 1/3rd cut in their business rate bills. • A £675 million Future High Street Fund will be established and English Councils will be encouraged to bid for funds to support urban regeneration. • The Borough Council is to receive £620,000 in the current year to assist with adult social care pressures. The Borough Council will also receive a share of an additional £410 million for adults' and children's social care next year. • £20 million has been committed to accelerate planning for the East West Rail link between Bedford and Cambridge. • English Councils will receive a total of £420 million this year to repair potholes. (ii) Putnoe Walk In Centre and Urgent Treatment Centre: The Bedfordshire Clinical Commissioning Group (BCCG), the body which organises NHS services locally, has announced that the Putnoe Walk in Centre is to remain open to May 2020, albeit with reduced hours. While weekend opening hours will continue as 8am – 5pm, it will close at 2pm on weekdays, as opposed to 6pm currently. The BCCG recently stated its intention to close the Centre from Spring 2019; this was linked to plans to open a new Urgent Treatment Centre (UTC) on the Bedford Hospital site. The UTC opened as planned on the 1 October 2018 and provides same-day appointments for minor illnesses over a 12 hour period, 7 days a week via referrals from Accident & Emergency (A&E) and the 111 phone service. A key aim is to reduce pressure on the Hospital's A & E function. The UTC saw 250 patients in its first week. (iii) Wixams Station: The Borough Council has announced a proposal to invest £14 million to build a train station at Wixams. In 2006 the Wixams housing developer, Gallagher, agreed to deliver a train station or otherwise contribute a maximum £13.4 million towards the scheme, although spiralling costs have seen the project stall. The Borough Council now proposes to invest £14 million to the overall estimated £27.4 million cost of the scheme. This would be funded from borrowing and paid back from the station's income. The plan is in its early stages and £200,000 has been set aside to undertake a feasibility study.	Note Note Note

		(iv) Visitor Information Centre: A new Visitor Information Centre opened at St Paul's Church, Bedford on 17 October 2018. Opening initially on Wednesdays, Fridays and Saturdays between 10.30am – 4pm, the Visitor Centre has been established by volunteers wanting to promote the Borough a tourist destination. (v) Covanta: The High Court heard, on 10 and 11 October 2018, a Judicial Review of the decision of the Environment Agency to grant a permit to US firm Covanta to build a waste incineration plant at Stewartby. The High Court, however, rejected the appeal that was brought by the campaign group Bedfordshire Against Covanta Incinerator. (vi) National Adoption Week: The Borough Council marked National Adoption Week in October 2018 by urging people who are interested in adopting a child in care to get in touch with them. The Borough Council's Adoption Team can provide more information via (01234) 718718 or on the web-site at adoptionandfostering@bedford.gov.uk. (vii) Flu Vaccine: The Borough Council has issued a reminder to parents and guardians that 2 and 3 year olds are eligible to receive the flu vaccine to protect them in the colder months. Children aged 4 are also eligible if they were 3 years old on 31 August 2018. (viii) Childcare: Since September 2017 the Government has provided 30 hours free childcare for 3 and 4 year olds for 38 weeks of the year (i.e. excluding school holidays). More information on eligibility is available at: https://www.childcarechoices.gov.uk/.	Note Note Note Note Note
	(b)	Felmersham Village Hall	
		The report of the Village Hall Committee identified that arrangements for the annual Quiz Night, to be held on Saturday 24 November 2018, had been finalised and tickets are now available. The Village Hall Committee has also discussed trying to encourage younger members of the community to join the Committee as the majority at the moment are OAP's and females.	Note
	(c)	Bedfordshire Police Crime Statistics	
		The Parish Council considered the crime statistics for September and October 2018 which recorded one incident of assault occasioning actual bodily harm (ABH) in Grange Road, Felmersham on 30 September 2018.	Note
63/18	Update on Current Issues		
	(a)	Highways	
		The Portfolio Holder, Cllr. Pipe, reported on the following highway issues: (i) Overgrown Hedge: There had been a positive response to the requests made to residents to trim hedges that overhang roads or footpaths. There are still, however, some residents who seem to think that the request does not apply to them (minute 52/18(a) (i) of the meeting held on 11 September 2018 refers).	Note

		(ii) New Drain/Ditch: Bedford Borough Council had distributed letters to all householders with a property that abuts the ditch reminding them of their responsibilities to keep the ditch clear (minute 52/18(a) (iii) of the last meeting refers). (iii) Highway Repairs: Borough Highways have ground down the bumps on the pavement outside the bus shelter and repaired pot holes at the junction of Memorial Lane and Old Road and in Church End. The problems with kerbs in Grange Road had initially been marked for attention and the repairs had now been completed.	Note Note
	(b)	Traffic Issues	
		The Portfolio Holder, Cllr. Coleman, had circulated the following updates: (i) Inconsiderate Parking - The Row, High Road: Several residents have expressed concern at the danger caused by a resident in The Row, High Road who habitually parks his black car and white van outside his home; turning right out of Grange Road is especially dangerous. These vehicles completely block the area and are actually parked over the white line marking the edge of the road. The matter has been referred to the Highways Team at Bedford Borough Council for investigation. (ii) Speed Checks: There had been a recent police presence checking traffic speed in the High Road, Felpersham. Revised arrangements were also being made for locally administered speed watch checks to be undertaken at appropriate locations.	Note Cllr. Coleman
	(c)	Parish Litter	
		There were no issues to report to the meeting.	Note
	(d)	Parish Trees	
		The Portfolio Holder, Cllr. Cheetham, updated the meeting as follows: (i) Dead Tree on Jubilee Lawn: The Tree Inspector from Bedford Borough Council has arranged for the dead tree on Jubilee Lawn to be removed; a replacement will be planted as part of the 2019/2020 replanting programme (minute 52/18(d) of the last meeting refers). (ii) Tree Management - Tithe Barn: A resident of Tithe Barn, Felpersham had complained about a large number of branches coming down during the latest storm and some additional saplings which had sharp spikes. The issue was reported to Borough Council and a Tree inspector inspected the tree; it has been identified as a Black Locust tree which has brittle branches that often come down in windy conditions. The inspector has arranged for a fractured branch and three self-set saplings to be removed and had further advised that residents can contact the Environmental Helpdesk requesting that Street Cleansing attend to the removal of fallen debris from this tree; the contact details are Env.Services@bedford.gov.uk. The tree will be subject to further inspection in approximately 12 months time.	Note Note

	(e)	Grounds Maintenance	
		The Portfolio Holder, Cllr. Boswell, reported on various incidents of fly tipping e.g. Tyres on the road out of Felmersham heading towards Odell/Sharnbrook and Carlton Road (near Chellington) and these concerns have been reported to the Environmental Helpdesk at Borough Hall. Fly tipping reports have, as a consequence, been raised under references D76311 and D76313 and these have been forwarded to the street cleansing team for action. The meeting considered the need for cutting/trimming of the Play Area hedgerow, including both sides of the hedge adjacent to The Old Road. <u>RESOLVED:</u> That quotations be obtained for the cutting/trimming of the Play Area hedgerow and the work be undertaken from the existing 2018/2019 budget.	Note Note PC
	(f)	Radwell Matters	
		The Portfolio Holder, Cllr. Boswell, reported that a member of the Parish had requested that the two bus shelters in Radwell are changed for structures that provide shelter from the elements. This would be further considered by the Parish Council as part of its Parish Assets replacement programme.	Note
	(g)	Parish Assets	
		The Portfolio Holder, Cllr. Just, updated the meeting on the following: (i) Public Notice Board: The former Bedfordshire County Council notice board on the village green by the bus shelter is in need of repair (minute 52/18(g) of the last meeting refers). Bedford Borough Council had advised that these notice boards had been decommissioned by the former Bedfordshire County Council and, at that time, Parish Council's were offered the opportunity to take over responsibility for them or to have them removed. A local resident had renovated the notice board a couple of years ago using ordinary plywood and cork tiles but it is now in need of some further remedial maintenance. It has not been possible to find a commercial repair solution but the Portfolio Holder has indicated a preparedness to renew the board (using 12mm marine ply treated with sealer and a single piece of cork glued with appropriate adhesive). The approximate cost for the materials required is £120. <u>RESOLVED:</u> That the repairs to the notice board, at an estimated cost of £120, be approved funded from the existing budget for Parish Assets. (ii) Installation of LED Lighting: The Parish Council, at its meeting on 9 January 2018, had considered the potential upgrade of ageing and inefficient street lamps in the Parish (minute 07/18(f) refers). There are 12 streetlights in the Parish and, of these, there are 2 recently installed Heritage style lamps in Church End, Felmersham.	Note Cllr. Just Note

		The meeting recognised that the Parish Council had previously moved from obsolete mercury to a more energy efficient type of light, but modern LED lamps would be more efficient with cost savings over time. The lights are currently charged at around 77 watts each, whereas an LED lantern would be in the region of 20 watts; the payback period is estimated at approximately 6 to 8 years (see minute 07/18(f) of the January 2018 meeting). The Streetlighting Contractor had provided a quotation for the work and Borough Councillor McMurdo had confirmed that the sum of £2,000 was available from the Borough Council Ward Fund in 2018/2019. The total project cost, based upon the quotation received, is £2,720 and the balance of £720 would need to be identified from Parish Council resources to fund the investment. <u>RESOLVED:</u> That the investment project for the installation of new LED lighting in the Parish of Felmersham & Radwell be approved at a total cost of £2,720 and that (i) the allocation of £2,000 from the Borough Council Ward Fund in 2018/2019 be supported and (ii) the balance of funding be met from the approved 2018/2019 budgets for Streetlighting (£300) and Parish Assets (£380) and the General Contingency (£40). <i>(Proposed by: Cllr. Just, Seconded by: Cllr. Cheetham, All in favour)</i>	Note
	(h)	Communications	PC
		The Portfolio Holder, Cllr. Just, reported that the implementation of super fast broadband across both villages had not been entirely successful to date with Radwell, in particular, suffering slow speeds and downtime. The Borough Council has advised that the situation was being investigated and it was expected that the current issues would be resolved in the near future. The Chairman referred to the recent Government announcement about its commitment to "gigabit broadband" to deliver speeds up to 1Gbps and that Bedfordshire had been selected as a priority area for implementation.	Note
	(i)	External Affairs	Note
		The Portfolio Holder, Cllr Drewery, provided an update in respect of London Luton Airport. London Luton Airport Limited and Luton Borough Council are investing an estimated £200 million in a Direct Air to Rail Transit (DART) system which will transport passengers between Luton Airport Parkway station and London Luton Airport. A journey time of around 3 minutes is expected and the project is scheduled to be completed by late Spring 2021. The Airport itself had grown since 1938 from a municipal airfield to an international airport serving a predicted 16 million passengers this year. This number is set to rise to 18 million by 2020, as a result of its £160 million transformation project. The works to the new ground floor arrivals were targeted for substantial completion by the end of October 2018.	Note

		Works had also commenced on the second multi-storey car park. Airspace is congested making it difficult for communities to have proper respite; in this regard the Department of Transport have said that all airports need to review their airspace, but this will not be a quick process. The number of complaints had decreased with the Westerly departures being the main cause of complaints. LLA has the capacity to grow without putting in another runway.	Note
	(j)	Rights of Way	
		The Portfolio Holder, Cllr. Hartop, reported on the following matters: (i) Several parishioners have complained that the Public Bridleway from Felmersham to Sharnbrook, designated Bridleway SHA/15/C (notionally Sharnbrook Parish), through the first 2 river meadows has been cultivated and the width is now narrower than the statutory 3 metre (10') width. At the time of this report it is unclear what has been planted in these fields; should this be grass the bridleway will naturally become re-instated. This matter has been referred to the Rights of Way Team at Bedford Borough Council for investigation. (ii) Similarly a footpath in Radwell, opposite the Old Swan and referenced PAV/A1/B, is bounded by electric fences on both sides and is narrower than the statutory 1.5 metre (5') width in places. Previously, problems have occurred elsewhere in the parish with dog walkers and electric fences. Large grassed over mole hills also present a hazard to safe passage, particularly because electric fences prevent detours, and landowners need reminding of their statutory responsibilities. This matter has also been referred to the Rights of Way Team at Bedford Borough Council for investigation.	Note Note
64/18	Planning Matters		
	(a)	Local Plan 2030: Update	
		The meeting considered an update on the emerging Local Plan and acknowledged that Bedford Borough Council has now consulted on the submission version of the Bedford Borough Local Plan 2030. The consultation concluded on 30 October 2018 and the Borough Council confirmed that the representations made by stakeholders during the January to March 2018 consultation remain valid and did not need to be resubmitted. The outcome of the consultation is scheduled to be reported to meetings of the Borough Council on 5 December 2018 and, if approved, the Local Plan 2030 and supporting documents will be sent to the Planning Inspectorate for formal examination. It is the Borough Council's intention that the document will eventually be adopted as part of the development plan. Copies of the Local Plan for Submission and supporting documents can be viewed on the Bedford Borough Council website at www.bedford.gov.uk/localplan2030. <u>RESOLVED:</u> That the update provided in respect of the emerging 2030 Local Plan be acknowledged.	Note Note

	(b)	Planning Application: Paddock Heights, Moor End Road, Radwell	
		The Parish Council considered the planning application that had been submitted in respect of the proposed erection of a replacement dwelling and garage at Paddock Heights, Moor End Road, Radwell, Beds, MK43 7HY (<u>Planning Application Number 18/02688/FUL</u>). The meeting expressed concern at the effect of this application on the street scene; properties on the east side of Moor End Road are all 2 storey and those on the west side are bungalows as a result of the higher land profile. Although the architect has been careful to keep the proposed roof line below a line from the roof of Owls Rest to the top of the nearest chimney on McQueen Cottage, the front appearance of what is being proposed would dominate the street scene from its elevated position. A bungalow would be preferable and it was felt that the Parish Council should object to the application and that the Local Planning Authority should seriously consider the street scene impact. <u>RESOLVED:</u> That the Parish Council objects to the proposal in respect of planning application reference 18/02688/OUT, for the reasons outlined above, and Bedford Borough Council be notified accordingly.	Note Note PC
	(c)	Neighbourhood Planning	
		The Portfolio Holder reported that the further consultation with the community on emerging proposals and policy options was in progress and that the closing date for responses is Friday 30 November 2018 (minute 53/18(f) of the last meeting refers). A community "drop in" session had also been held on Saturday 27 October 2018 to provide information and to support residents in completing the survey representation forms; 43 residents attended this event. The Steering Group continue to commit essential time and energy to the initiative and the arrangements being made to will enable future policies to be determined and the Neighbourhood Plan to be drafted in line with the views and requirements of the community. <u>RESOLVED:</u> That the update provided in respect of the neighbourhood planning process be acknowledged.	Note Note
65/18		Finance & General Administration	
	(a)	Schedule of Receipts & Payments: 2018/2019	
		The schedule of receipts and payments, covering the period 1 September 2018 to 31 October 2018 and attached at <u>Appendix A</u>, was considered. <u>RESOLVED:</u> That the schedule of receipts and payments, attached at <u>Appendix A</u> to the minutes, be approved. <i>(Proposed by: Cllr. Boswell, Seconded by: Cllr. Pipe, All in favour)</i>	Note PC

	(b)	Financial Position - Account Balances							
		The financial position of the Parish Council, as at 31 October 2018, was reported as follows: <table><tr><td>Current Account</td><td>£13,606.92</td></tr><tr><td>Business Reserve Account</td><td>£8,358.18</td></tr><tr><td>TOTAL</td><td>£21,965.10</td></tr></table> This compares to a total balance, as at 31 August 2018, of £16,544.35. The Parish Clerk confirmed that the second instalment of the Parish Precept, in the sum of £8,750, had been received on 13 September 2018. RESOLVED: That the financial position of the Parish Council, as at as at 31 October 2018, be acknowledged.	Current Account	£13,606.92	Business Reserve Account	£8,358.18	TOTAL	£21,965.10	Note Note Note
Current Account	£13,606.92								
Business Reserve Account	£8,358.18								
TOTAL	£21,965.10								
	(c)	Budget Monitoring Report – 2018/2019							
		The meeting considered and acknowledged the Budget Monitoring Report for the period to 31 October 2018 (circulated prior to the meeting). This identified expenditure incurred and income received against the approved 2018/2019 revenue budget with no overall areas of concern or significant variances at this stage. The meeting acknowledged the need to keep the financial position under review with regular budget monitoring reports. In relation to neighbourhood planning, the meeting considered the need to commit further funding to the initiative. Having regard to the variance that existed, it was considered that the sum of £500 should be allocated from the general contingency to cover expected costs to the end of the financial year. RESOLVED: (1) That the budget position statement, for the period to 31 October 2018, be received and the financial position be kept under review. (2) That a further allocation of £500 be made from the General Contingency allocation to the Neighbourhood Planning budget. <i>(Proposed by: Cllr. Pipe, Seconded by: Cllr. Boswell, All in favour)</i>	Note PC PC PC						
	(d)	Proposed 2019/2020 Budget							
		The meeting considered the draft budget for 2019/2020, attached at Appendix B, which had been prepared having full regard to the principles outlined in the Revenue Budget Policy Statement (approved by the Parish Council at its meeting on 10 November 2015). The meeting considered each budget head of expenditure and income in turn and commented favourably on the structure of the budget that achieved a common subjective analysis. This helped to promote a consistent approach in terms of financial reporting and analysis and enabled improved budget comparisons to be achieved over time.	Note						

		In preparing the draft 2019/2020 budget, the Responsible Finance Officer had considered the income received and expenditure incurred to the end of October 2018 and the previous year's income and expenditure for the period November to March. This enabled a full year comparison to be made and, therefore, assisted the budget setting process. Due regard was also given to known items of income and expenditure for the remainder of the 2018/2019 financial year and also expenditure that had been incurred in 2018/2019 that would not be repeated in 2019/2020. The proposed budget endeavours to provide essential financial support, including maintenance needs, for the range of parish assets and key areas of service. It also makes some provision for the replacement and upgrade of assets, although in reality these are often expensive and will often rely on established Reserves or other funding sources. The Parish Council does have a relatively healthy Business Reserve Account that would permit some capital or "one-off" priority investment; it is essential, however, that a reasonable balance is maintained as the annual revenue budget offers limited opportunity to replenish the Reserve. It is also important to ensure, as far as possible, that any investment has no long term ongoing revenue commitment that would otherwise put added pressure on the annual budget. The meeting also considered the allocation of funding in 2019/2020 for special projects and determined, as a priority, support for the provision of speed activation signs in the villages (at an estimated cost of £6,000). This could be funded from Reserves and external funding sources (e.g. Ward Funding). <u>RESOLVED:</u> That the draft Revenue Budget for 2018/2019, attached at <u>Appendix B</u>, be approved. <i>(Proposed by: Cllr. Cheetham, Seconded by: Cllr. Hartop, All in favour)</i>	Note
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	(e)	Proposed 2019/2020 Precept	
		In determining the 2019/2020 budget, due regard was given to the level of Precept to be applied. The 2018/2019 Precept had been based upon 361.12 Band D equivalent properties (being the indicative number of properties calculated as at 30 November 2017) at a £48.46 Band D Council Tax level (i.e. a total Precept of £17,500). The meeting supported a Precept of £18,000 for 2019/2020, the equivalent of a 2.9% increase to provide for a small increase in costs in 2019/2020. This will increase the Band D Council Tax to £49.84 based upon the Tax base at 30 November 2017 [Note: The Tax Base is re-calculated annually as at 30 November in each year and, as such, there may be a small variation in actual sum collected from the Precept]. <u>RESOLVED:</u> That, on the basis of the approved budget outlined at (d) above, the Parish Council approve the Precept of £18,000 for 2019/2020. <i>(Proposed by: Cllr. Drewery, Seconded by: Cllr. Just, All in favour)</i>	Note
			PC

	(f)	Appointment of Auditor - Financial Statements 2018/2019	
		The meeting considered the need to appoint an Internal Auditor in advance of financial year end and, in this regard, the existing Auditor had agreed to undertake the role for the 2018/2019 financial statements for the sum of £150. Mr. Patrick Doyle has performed this role exceptionally well in previous years and has the necessary experience and competencies. The meeting considered the proposed terms of reference for the audit (circulated prior to the meeting) and these would form part of the letter of engagement of the Internal Auditor. The letter of engagement would set out the expectations of the Parish Council in respect of the Internal Audit, including a proposed plan of work. RESOLVED: (1) That Patrick Doyle be retained as the Parish Council's Internal Auditor for the 2018/2019 financial statements at a fee of £150. (2) That the Terms of Reference for the Internal Audit of the 2018/2019 financial statements be approved. <i>(Proposed by: Cllr. Cheetham, Seconded by: Cllr. Just, All in favour)</i>	Note Note PC PC
	(g)	Audit Plan: 2019	
		The meeting considered the internal and external audit plan for 2019 (circulated prior to the meeting) which sets out the key internal control arrangements and timescale for the completion of the financial statements and the corresponding internal and external audit process. The Parish Clerk reminded the meeting that, as a smaller authority with a turnover below £25,000, Felmersham & Radwell Parish Council are no longer subject to routine external audit and there is no requirement to submit the Annual Return to an External Auditor. There is still, however, a requirement to complete and publish an Annual Return by 30 June in accordance with the requirements of Regulation 13(3) of The Accounts & Audit Regulations 2011 and to comply with the Transparency Code for Smaller Authorities. RESOLVED: That the Internal and External Audit Plan be approved.	Note Note PC
	(h)	Policy for Dealing with Habitual or Vexatious Complainants	
		The Parish Council considered the adoption of a formal policy for dealing with habitual or vexatious complainants (circulated prior to the meeting). Following the introduction of the Freedom of Information Act, the public and press have a right to make requests for information held or owned by the Parish Council and these requests will be processed using the adopted Freedom of Information Publication Scheme and Complaints Procedure as appropriate. There may, however, be occasions where the requests for information, complaints or grievances may be deemed vexatious or habitual and the policy seeks to establish an appropriate mechanism for dealing with these instances.	Note

	<u>RESOLVED:</u> That the Policy for Dealing with Habitual or Vexatious Complainants be adopted by the Parish Council. <i>(Proposed by: Cllr. Pipe, Seconded by: Cllr. Cheetham, All in favour)</i>	PC
66/18	Correspondence	
	Key items of correspondence received since the last meeting include: (a) Weekly lists from the Borough Council of applications received under the Licensing Act 2003 & Local Government (Miscellaneous Provisions) Act and the Gambling Act 2005. These can be found at the following web-site link: http://www.bedford.gov.uk/business/licences_and_street_trading/licensing_act_2003/applications.aspx (b) Regular news updates from Bedford Community Voluntary Service (CVS) with details of a range of events and courses organised by the voluntary, community and social enterprise sector. (c) Regular press releases from Bedford Borough Council with details of local issues, service development proposals and organised events. (d) Product and contact details from a number of suppliers of street furniture and play equipment. (e) Correspondence from the Bedfordshire Association of Town & Parish Councils, dated 12 September 2018, in respect of the responsibilities outlined by Surveillance Camera Commissioner England & Wales for the operation of surveillance camera systems in public places. (f) Correspondence from Bedford Borough Council, dated 14 September 2018, explaining the arrangements for the forthcoming consultation on the submission version of the Bedford Borough Local Plan 2030 that commences on 18 September 2018 and concludes on 30 October 2018. Copies of the Local Plan for Submission and supporting documents can also be found at www.bedford.gov.uk/localplan2030. (g) Correspondence from Bletsoe Parish Council, dated 14 September 2018, outlining that the draft Bletsoe Neighbourhood Development Plan had been published for “pre-submission consultation” in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. The statutory consultation had taken place from Saturday 15 September 2018 to Wednesday 31 October 2018 and the Parish Council had been invited to review and comment on the Pre-Submission Plan. Following this consultation, the Bletsoe Neighbourhood Development Plan will be amended and then submitted to Bedford Borough Council, as required, for Regulation 16 consultation and independent examination. The Plan, if successful at examination, will then proceed to a local referendum.	All Note Note Note Note Note Note

	(h) Briefing Document from CPRE (Campaign to Protect Rural England) Bedfordshire, dated 17 September 2018, outlining their initial comments on the Government plans for development and population growth on the Oxford-Milton Keynes-Bedford-Cambridge Corridor.	Note
	(i) Briefing Document from CPRE Bedfordshire, dated 17 September 2018, outlining their initial comments on the establishment by the Government and Local Authorities in the Region of another QUANGO – “The Central Growth Board” – to pursue development opportunities on the Oxford-Milton Keynes-Bedford-Cambridge Corridor. Similar Growth Boards are also being created in Oxfordshire and Cambridgeshire.	Note
	(j) Communication from Royal Mail to raise awareness of scam mail in the local community.	Note
	(k) Correspondence from Bedford Borough Council, dated 19 September 2018, in respect of various consultations that are currently being undertaken. These include (i) The Local Plan 2030, (ii) The adoption of a Tenancy Strategy for Social Housing and (iii) The Older Persons' Accommodation Strategy. The correspondence also provides an update on the now adopted version of the Heath & Wellbeing Strategy following consideration of all consultation responses by the Health & Wellbeing Board.	Note
	(l) Correspondence from the Rt. Hon Alistair Burt MP, dated 19 September 2018, inviting representatives of the Parish Council to meet with him on Saturday 10 November 2018 (from 10.00am to 12noon at Cardington Village Hall, Southill Road, Cardington) for a discussion of local concerns of mutual interest.	Note
	(m) Invitation from Bedfordshire Police to the Bedfordshire Hate Crime "TAKEASTAND" conference, taking place on Saturday 13 October 2018 at The University of Bedfordshire, Polhill Avenue, Bedford.	Note
	(n) Correspondence from the Borough of Bedford Local Access Forum highlighting the opportunities and encouraging access to the countryside via the Public Rights of Way network across the Borough.	Note
	(o) Correspondence from "Images by Hand" outlining a service for the provision of illustrated parish maps.	Note
	(p) Correspondence from Bedford Borough Council enclosing "Starting School 2019" posters with arrangements for the admission of children to primary/lower schools. This has been displayed on the parish notice boards.	Note
	(q) A copy of the annual report and accounts of the Bedfordshire Association of Town & Parish Councils (BATPC) for the year ended 31 March 2018.	Note
	(r) A copy of the October 2018 edition of the newsletter from Bedfordshire's Police and Crime Commissioner, Kathryn Holloway.	Note
	(s) Crime statistics for September 2018 covering the north rural area, listed in "Beat Code" order. There were no instances recorded in Felmersham and Radwell during this period.	Note

(t)	Correspondence from Bedford Borough Council, dated 10 October 2018, about National Empty Homes Week, which takes place from Monday 15 October 2018 to Sunday 21 October 2018.	Note
(u)	Correspondence from Bedford Borough Council, dated 18 October 2018, outlining the Officer recommendation to grant permission in respect of planning application 18/01848/FUL that concerns the proposed change of use of existing agricultural buildings for use as a fleet pre-delivery inspection facility and covered car storage at New Farm, Moor End Lane, Radwell.	Note
(v)	Correspondence from DLP Planning Limited, dated 19 October 2018, in respect of planning application number 18/01848/FUL (see above) and specifically providing feedback to the Parish Council response to the consultation on the planning application that had been submitted to the Local Planning Authority.	Note
(w)	Correspondence from Borough Highways, dated 19 October 2018, outlining road closure arrangements to facilitate Remembrance Day events.	Note
(x)	Correspondence from Bedford Borough Council, dated 19 October 2018, outlining details of the consultation on the Empty Homes Strategy which sets out how the Council aims to bring long-term empty homes back into use.	Note
(y)	Correspondence from Borough Highways, dated 20 October 2018, outlining the proposed temporary road closure on Moor End Lane, Radwell between 8.00am and 3.00pm on Thursday 8 November 2018 to facilitate a safety examination of the railway bridge.	Note
(z)	A copy of the official Girlguiding magazine for Bedfordshire, GO Guiding, with details of a range of activities being undertaken.	Note
(aa)	A copy of the Autumn edition of "Council Matters" issued by Came & Company Local Council Insurance.	Note
(bb)	Invitation to the Annual General Meeting of The Villager Minibus (Sharnbrook) Ltd on Wednesday 14 November 2018 (7.30pm) at Sharnbrook Leisure Centre at Sharnbrook Upper School.	Note
(cc)	The November 2018 edition of the Bedfordshire Bugle had been received and had been circulated to all Parish Councillors for consideration.	Note
(dd)	Briefing Document from CPRE (Campaign to Protect Rural England) Bedfordshire outlining their formal response to the submission version of the Bedford Borough Local Plan 2030.	Note
(ee)	Correspondence from the Community Engagement Team at Bedford Borough Council in respect of the next meeting of the Parish & Town Council Network on Tuesday 13 November 2018 at Borough Hall.	Note
(ff)	A copy of the November 2018 edition of the newsletter from Bedfordshire's Police and Crime Commissioner, Kathryn Holloway.	Note

	(gg) Correspondence from Bedfordshire and Luton Community Foundation (BLCF), dated 5 November 2018, with details of Surviving Winter fundraising appeal to support those who may struggle with food or fuel poverty during the winter months by providing essential items such as blankets, food or even helping people pay their energy bills. (hh) Crime statistics for the period ending October 2018 covering the north rural area, listed in "Beat Code" order. This identified one incident of assault occasioning actual bodily harm (ABH) in Grange Road, Felmersham on 30 September 2018 (which was reported on 2 October 2018). (ii) Correspondence from UK Power Networks, dated 9 November 2018, in respect of the forecast of unsettled weather affecting parts of the South East and East of England, including contact details for those experiencing power cuts and advice on preparing the local electricity network for the conditions.	Note Note Note
67/18	Date of Next Meeting	
	The next meeting will take place on Tuesday 8 January 2019 at 7.30pm. The schedule of meeting dates for the remainder of 2019 is as follows: Tuesday 12 March 2019 Tuesday 14 May 2019 Tuesday 9 July 2019 Tuesday 10 September 2019 Tuesday 12 November 2019 All meetings are scheduled to commence at 7.30pm.	Note Note

APPENDIX A

FELMERSHAM & RADWELL PARISH COUNCIL

TRANSACTIONS: 1 SEPTEMBER 2018 - 31 OCTOBER 2018

SCHEDULE OF RECEIPTS

TRANSACTION DATE	DESCRIPTION	AMOUNT RECEIVED £	VAT £
10 SEPT 2018	BEDFORD BOROUGH - GRASSCUTTING CONTRIBUTION	624.15	
13 SEPT 2018	BEDFORD BOROUGH - PRECEPT (2ND INSTALMENT)	8,750.00	-
289 SEPT 2018	BANK INTEREST	0.32	-
31 OCTOBER 2018	BANK INTEREST	1.41	-
TOTAL RECEIPTS		9,375.88	-

SCHEDULE OF PAYMENTS

TRANSACTION DATE	DESCRIPTION	AMOUNT PAID £	VAT £
11 SEPT 2018	A R WORBOYS - GRASS CUTTING: 24 AUGUST 2018	337.11	56.19
11 SEPT 2018	A R WORBOYS - GRASS CUTTING: 7 SEPTEMBER 2018	337.11	56.19
17 SEPT 2018	PARISH CLERK PAYROLL: SEPTEMBER 2018	460.89	-
17 SEPT 2018	BEDFORD BOROUGH COUNCIL: PAYROLL SERVICE	15.00	2.50
1 OCTOBER 2018	VILLAGE HALL COMMITTEE: HALL HIRE	30.00	-
1 OCTOBER 2018	A R WORBOYS - GRASS CUTTING: 20 SEPTEMBER 2018	337.11	56.19
1 OCTOBER 2018	PARISH CLERK/OFFICE EXPENSES: SEPTEMBER 2018	9.99	1.67
12 OCTOBER 2018	E-on: ELECTRICITY SUPPLY	170.13	8.10
16 OCTOBER 2018	PARISH CLERK PAYROLL: OCTOBER 2018	483.39	-
16 OCTOBER 2018	BEDFORD BOROUGH COUNCIL: PAYROLL SERVICE	15.00	2.50
26 OCTOBER 2018	BEDFORD BOROUGH: NEIGHBOURHOOD PLANNING	1023.98	170.66
26 OCTOBER 2018	A. MUSKETT LTD: QUARTERLY STREET LIGHT MTCE	61.20	10.20
26 OCTOBER 2018	A R WORBOYS - GRASS CUTTING: 5 OCTOBER 2018	337.11	56.19
26 OCTOBER 2018	A R WORBOYS - GRASS CUTTING: 19 OCTOBER 2018	337.11	56.19
TOTAL PAYMENTS		3,955.13	476.58

FELMERSHAM & RADWELL PARISH COUNCIL**PROPOSED REVENUE BUDGET: 2019/2020**

<u>EXPENDITURE</u> (Net of VAT)	<u>BUDGET</u> <u>£</u>	<u>NOTES</u>
Amenities	7,820	
Trees/Arboriculture Work	1,000	
Grass Cutting – Open Space	4,500	(Note i)
Street Lighting (Electricity)	620	
Street Lighting (Maintenance)	220	
Street Lighting (Improvements)	300	(Note ii)
Play Area – Inspection	110	
Play Area – Repairs & Maintenance	250	
Parish Assets (Notice Boards/Bins/Bus Shelters)	500	
Christmas Trees (Light Connection/Disposal)	320	(Note iii)
Employee Costs	6,170	
Salary	5,800	(Note iv)
Payroll Service	150	
Homeworking Allowance	220	
Printing, Stationery and Office Sundries	200	
Professional Fees	250	
Internal Auditor	150	
Other Professional Fees	100	
Premises Related Expenditure	910	
Village Hall Hire	60	
Village Hall Insurance	850	(Note v)
Other Expenditure	1,480	
Training Courses	100	
Donations (Villager Minibus)	100	
Subscriptions (BATPC)	280	
Neighbourhood Planning	1,000	(Note vi)
Insurance	600	(Note vii)
General Contingency	1,200	
TOTAL EXPENDITURE	18,630	

	<u>BUDGET</u>	<u>NOTES</u>
	<u>£</u>	
<u>INCOME</u>		
Precept	18,000	
Proposed 2019/2020 Precept	18,000	(Note viii)
Other Income	630	
Investment Interest	5	
Grass Cutting Contribution	625	(Note ix)
TOTAL INCOME	18,630	

NOTES

- (i) The grass cutting budget is based upon (i) 10 cuts per annum for the churchyard, (ii) 19 cuts per annum to the playing field and (iii) 15 cuts per annum to village spaces and roadside verges (ordinarily grass cutting takes place during the period April to November). The budget is based upon a quotation for the service in 2017 and a small allowance for ongoing service needs and inflation.
- (ii) Provision has been made in the budget for potential replacement or upgrade to an existing street lighting column if required.
- (iii) Provision has been made for annual light connection/disconnection and tree disposal. It is assumed that residents or a sponsor from Radwell will bear the cost associated with the provision of a Christmas tree.
- (iv) The budget reflects salary scales and hourly pay rates in line with the National Joint Council (NJC) negotiations for local government staff, including incremental progression and national pay awards. Allowance is also made for mileage payments at HMRC approved rates.
- (v) Following competitive quotations, a 3 year Long Term Agreement with Hiscox was approved effective from 17 July 2016. The annual premium is £733.20 plus Insurance Premium Tax of £87.98 (at 12%). A small allowance has been made for the index linking of sums insured.
- (vi) Provision has been made in the budget for the commitment to the Neighbourhood Planning initiative.
- (vii) A three year Long Term Agreement (LTA) with Inspire commenced on 1 June 2018 with an annual premium of £575.50 (including Insurance Premium Tax (12%) and Administration Fee (£50). A small allowance has been made for the index linking of sums insured.
- (viii) An increase in the Parish Precept of 2.9% to £18,000 is proposed for 2018/2019 to reflect year on year price increases. The 2018/2019 Precept was based upon 361.12 Band D equivalent properties (being the indicative number of properties calculated as at 30 November 2017) at a £48.46 Band D Council Tax level (i.e. a total Precept of £17,500). This will increase to £49.84 based upon the revised Precept [Note: The Tax Base is re-calculated annually as at 30 November in each year and, as such, there may be a small variation in actual sum collected from the Precept].
- (ix) The Borough Council makes an annual contribution of £624.15 towards the cost incurred by the Parish Council in maintaining the highway verges within the villages by grass cutting in exercise of established powers under Section 96 of the Highways Act 1980. For the purpose of urban grass cutting, the minimum frequency required is six cuts per annum and the extent of urban cutting is defined as the 30/40mph speed limit sign, or the village name plate, whichever is the furthest from the centre of the villages.