

# FELMERSHAM & RADWELL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 22 MAY 2018

**Attendees:**

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

Parish Clerk/Responsible Finance Officer: Trevor Roff

Public: There were no members of the public in attendance

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 24/18 | <b>Parishioners Talk Time</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |
|       | <p>In relation to speeding traffic, a resident has asked why the Borough Council were specifically told by the Parish Council that the majority of parishioners wanted a reduced speed limit (not concerns over speeding). The recollection of the meeting and Cllr. Coleman specifically, as Traffic Portfolio Holder, was that traffic had received the largest number of comments during the 2006 Parish Plan consultation and questionnaire and the issue of speeding had been conveyed to the Borough Council. This is consistent with the statement in the original 2006 Parish Plan summary report, at the link: <a href="http://www.felmersham.net/parishplan/parishplan-history.htm">http://www.felmersham.net/parishplan/parishplan-history.htm</a>, which does state that "this topic received the greatest number of comments during the consultation period and on returned questionnaires". In this regard, information was obtained during the Parish Plan consultation period from a range of communication methods and events that provided the evidence for the final Parish Plan report (including a presence at the Village Fair in July 2004, letters to every household in the Parish newsletter, "Ouse News", suggestion boxes at various locations, a comments facility on the Felmersham web-site, direct consultation with established village organisations and the engagement of young people).</p> | Note   |
|       | <p>The Parish Council had also, on behalf of residents, conveyed to the Borough Council the significant concerns at the continuing problem of speeding in Felmersham village and, in particular, The High Road. Correspondence with the Borough Council had very much emphasised the risks and poor visibility in this location (with examples of previous accidents provided) and the need to avoid a real tragedy as the road has to be crossed by children to access the school and the two bus stops in this location necessitates passengers crossing a road that often suffers from speeding traffic.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Note   |
|       | <p>The Borough Council, as the Transport Authority with overall responsibility for implementing speed control measures in the Borough, had carefully considered, consulted upon and eventually introduced the 20mph speed limit throughout Felmersham village. The Parish Council had supported these proposals.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Note   |
|       | <p>The meeting also considered the recent unauthorised encampment at the Daisy Bank Picnic Site in Felmersham and the enforcement procedures that had been mobilised to promptly resolve the situation. Borough Councillor McMurdo had reported that he had been in dialogue with Borough Council Officers about the implementation of a height barrier for this location to hopefully assist in the future.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Note   |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 25/18 | <b>Apologies for Absence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |
|       | Apologies for absence had been received from Borough Councillor McMurdo.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Note                  |
| 26/18 | <b>Declaration of Interests</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |
|       | Trevor Roff declared a specific interest in the item on the Local Plan 2035 (minute 31/18(a) below) as his Partnership, Regeneration Positive, was involved in matters with landowners in connection with potential land allocations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Note                  |
| 27/18 | <b>Approval of Minutes of Parish Council Meeting Held on 13 March 2018</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |
|       | <p>The meeting considered the draft minutes of the last meeting.</p> <p><b>RESOLVED:</b></p> <p><b>The minutes of the meeting, held on 13 March 2018, were approved and signed as a correct record.</b></p> <p><i>(Proposed by: Cllr. Cheetham, Seconded by: Cllr. Coleman, All in favour)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Note</p> <p>PC</p> |
| 28/18 | <b>Matters Arising</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |
|       | <p>All matters arising were considered and updates provided as part of specific agenda items with the exception of the continued failure, despite reminders, of Stonewater Housing Association to respond to the Parish Council request for tenant eligibility criteria. The Parish Council is now aware of several local people who have expressed an interest in moving into Swansholme and are waiting to know the criteria for being selected. The Housing Association have been made aware that the Parish Council are keen to establish a list of potential beneficiaries and appropriate arrangements whereby Stonewater Housing Association consult the Parish Council if a property becomes available to ensure that local people are considered as a priority for occupancy. It had been observed that one of the properties was now available on an exchange basis and, as such, a further request for this information would be sent.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | PC                    |
| 29/18 | <b>Reports</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |
|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                       |
|       | (a)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Borough Councillor</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                       |
|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Doug McMurdo, Borough Councillor, had provided a detailed update on the following key issues:</p> <p>(i) <b>Local Plan 2035 Update:</b> The Borough Council's latest consultation on its draft Local Plan, setting out preferred sites for the development of around 8,000 new homes to the year 2035, including Colworth Garden Village, ended on 29 March 2018. The Borough Council Executive, at its meeting on 16 May 2018, had considered the outcome of the consultation and now had to decide whether or not to make any amendments to the proposed submission version of the Local Plan. It is very likely that changes will be made as the Executive report confirms the need for additional work on the evidence base, following difficulties with the delivery of Colworth Garden Village, to enable an amended "Plan for Submission" to be subject to further consultation.</p> | Note                  |

|  |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |
|--|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|  |       | <p>The Borough Council is also considering the possibility of changing the timescale covered by the plan to reduce the number of dwellings that need to be allocated. The revised Local Development Scheme, that sets the timescale for the Local Plan process, identifies that a further report will be submitted to the September 2018 Executive, followed by a period of consultation in Autumn 2018 and approval of the preferred sites for development at the Executive/Full Council in December 2018.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Note |
|  | (ii)  | <p><b>National Planning Policy Framework:</b> Running parallel to the Borough Council's development of the Local Plan is a consultation being held by the Government on updating its National Planning Policy Framework (NPPF), its main planning policy document. This is proposing the introduction of a standard methodology across England for use by all Councils in assessing how many homes they need to deliver through their Local Plans, which would replace the current system of local Councils determining their own housing targets.</p> <p>Initial indications are that, under the new methodology, the Borough Council would have to account for the development of around 14,000 new homes in its Local Plan, compared with its own figure of 8,000. This increased target will not apply if the Local Plan is submitted before the updated NPPF, and the new methodology, are published. The latest indications are that the NPPF will not be published until the summer and that local authorities will have a further 6 months after that date to submit their Local Plan without being subject to the new standard housing need methodology. This means that the Borough Council is likely to have until early 2019 to submit its Local Plan, thus allowing more time to consider alternative sites for development if necessary.</p> | Note |
|  | (iii) | <p><b>Licensing Policy:</b> The Borough Council has agreed a new Statement of Licensing Policy 2018 – 2023 that introduces a presumption against new applications being granted for licenses to sell alcohol in Midland Road, Tavistock Street and the High Street. This is in response to a review which has demonstrated a link between the proliferation of premises selling alcohol in these areas and instances of crime and anti-social behaviour. Following approval of the 'Cumulative Impact Policy' on 2 May 2018, applicants will have to demonstrate that their application for an alcohol license will not have a detrimental effect.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Note |
|  | (iv)  | <p><b>Hospital Merger Delayed:</b> Bedford Hospital's proposed merger with Luton &amp; Dunstable Hospital is now unlikely to take place until April 2019. The original merger target date of April 2018, which was acknowledged to be ambitious, had been missed due to the need for further discussions with NHS England, the Department for Health and NHS Improvement around the financial arrangements that underpin the merger. Included in the merger business case is a request for around £150 million of capital investment across both hospital sites. Both Chief Executives have stated their optimism that the merger will be supported with capital when the Government releases its next round of funding, possibly in the summer. The merger was announced in the autumn of 2017 with a commitment to retain key services such as A&amp;E, maternity and paediatrics at Bedford Hospital.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                               | Note |

|  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |
|--|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|  |     | <p>(v) <b>New Special School:</b> The Government has announced plans for a new special school in Kempston. The Bedford Inclusive Learning and Training Trust will offer 200 places for children aged 3-19 with learning difficulties. More information is available at the following link: <a href="https://www.gov.uk/government/news/new-measures-to-support-children-with-send">https://www.gov.uk/government/news/new-measures-to-support-children-with-send</a>.</p> <p>(vi) <b>River Festival 2018:</b> The River Festival 2018 will be held on Saturday 14 and Sunday 15 July 2018 on Bedford's Embankment. The event attracts around 300,000 people with attractions including live entertainment, river events, funfair and arts and crafts.</p> <p>(vii) <b>Parenting Support:</b> Parents and carers of children aged 0 – 12 years old are being offered support through the Borough Council's "Positive Parenting Programme". This is a scheme of 8 weeks duration, from May to July 2018, providing information and support on parenting skills. More information is available by contacting <a href="mailto:triplep@bedford.gov.uk">triplep@bedford.gov.uk</a> or by calling (01234) 276367.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>Note</p> <p>Note</p> <p>Note</p> |
|  | (b) | <b>Felmersham Village Hall</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |
|  |     | <p>The Portfolio Holder, Cllr. Pipe, reported that the Village Hall Committee (VHC) had organised a successful Village Bake Off on 22 April 2018 and this had raised the sum of £213. The annual inspection of the play area had been undertaken by the RoSPA Play Safety Team on 8 May 2018 and this had identified a number of relatively minor actions to respond to low or medium risks and these were being attended to. Endeavours were also being made to remove graffiti that had appeared on the equipment in the playground.</p> <p>The meeting considered the financial position of the Village Hall for the period ending 31 March 2018 which identified a balance in hand of £21,034. An update was provided on the progress with the Land Registry about the transfer of the School land and buildings from the Borough Council to the School Governors (minute 42/16(j) of the meeting held on 12 July 2016 refers). Cllr. Pipe reported that the VHC had been very frugal since the change to the education system in view of the continued uncertainty over the cost of legal services involved in this process.</p> <p>Cllr. Pipe reported that the VHC had received a further domestic rates bill from Bedford Borough Council and this was being challenged (minute 62/17(b) of the meeting held on 20 November 2017 refers). It is considered that the Village Hall is entitled to rate relief as a registered charity; the mandatory rate relief for properties occupied by charities is 80% as set out in the Local Government Finance Act 1988. In addition, Village Halls continue to be eligible for 20% discretionary relief from the local rating authority.</p> | <p>Note</p> <p>Note</p> <p>Note</p> |
|  | (c) | <b>Bedfordshire Police Crime Statistics</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |
|  |     | The Parish Council considered the crime statistics for March and April 2018 which recorded no reported crimes in the Parish during this period.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Note                                |

|       |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |
|-------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 30/18 | <b>Update on Current Issues</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |
|       |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                 |
|       | (a)                             | <p><b>Highways</b></p> <p>The Portfolio Holder, Cllr. Pipe, reported on the following highway issues:</p> <p>(i) <b>Potholes:</b> A walk around Felmersham village had taken place with the Highways Team at Bedford Borough Council on 24 April 2018 following a number of complaints about potholes. Those identified for attention would be marked for repair, with reinstatement expected in the near future. It was reported that the Highways Team do undertake monthly checks in the villages and, although there are quite a few potholes, most of them are not deep enough for repair; holes must be a certain depth before they are repaired and, as such, only defects that exceed the statutory depth for safe passage would be scheduled for attention. The Portfolio Holder reported that time constraints prevented a visit to Radwell on this occasion but a further visit would be organised.</p> <p>(ii) <b>Flooding by the Barn at The Sun:</b> This matter has been previously reported and Borough Highways had previously agreed that arrangements would be made for a drain to be opened to allow the water to drain into a culvert. This outstanding matter had been raised again with Borough Highways during the walkabout.</p> <p>(iii) <b>Broadband Installation - Reinstatement Works:</b> The highways visit identified that the standard of the reinstatement work following installation of broadband apparatus was inadequate and Borough Highways would be seeking to achieve necessary improvements to the identified defects from the third party contractor.</p> <p>(iv) <b>Erosion of Radwell Village Green:</b> The erosion of the Green, through parking of cars, had previously been raised with Borough Highways without a resolution. The Portfolio Holder had, therefore, again raised the matter during the recent visit to Felmersham with a request that potential options/solutions should now be investigated.</p> | <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> |
|       | (b)                             | <b>Traffic Issues</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                 |
|       |                                 | The Portfolio Holder, Cllr. Coleman, reported that following staff changes in the team at Bedfordshire Police responsible for coordinating speed watch checks, revised arrangements would now been undertaken for these checks at appropriate locations in the villages.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Cllr. Coleman                                   |
|       | (c)                             | <b>Parish Litter</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                 |
|       |                                 | <p>The Portfolio Holder, Cllr. Cheetham, reported that the permanent sign at the Jubilee Lawn, to encourage greater responsibility for litter clearance, had been installed (minute 63/17(c) of the meeting held on 20 November 2017 refers).</p> <p>The Portfolio Holder also reported that, despite weather conditions, the annual community litter pick held on 17 March 2018 had been successful. The Parish Council conveyed its sincere thanks to all those who gave their time and energy to help with the event.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>Note</p> <p>Note</p>                         |

|  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |
|--|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
|  | (d) | <b>Parish Trees</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |
|  |     | There were no issues to report to the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Note |
|  | (e) | <b>Grounds Maintenance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |
|  |     | The Portfolio Holder, Cllr. Hartop, reported that complaints about the state of the grass-cutting on Radwell Green had received a response from the contractor (see (f) below) and, with improvements to the weather, it was envisaged that the standard of the grass-cutting in the villages should also improve. A similar complaint was received for a “missed cut” of the verge on the corner of Grange Road and Carlton Road; the complainant was advised that where there are flowering plants the grass cutter would most likely decide not to cut the verge until June. The complainant would rather have the verge cut than leave the flowers and the contractor would be notified accordingly. An outstanding area of land that had not been cut, opposite Pinchmill Lower School, would also be reported to the contractor. | PC   |
|  | (f) | <b>Radwell Matters</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |
|  |     | The Portfolio Holder, Cllr. Boswell, reported that there had been several Parishioner complaints regarding the cutting of grass on the Village Green in Radwell. They have stated that the grass has not been cut in places and that the clippings have been left behind; it was reported that one of the Parishioners had gone over it again. The local community had put on an event on 19 May 2018 to celebrate the Royal Wedding and there had been a keenness to ensure that the Green was in good order for this event.                                                                                                                                                                                                                                                                                                          | Note |
|  |     | The contractor has explained that the first cut of the green was very tricky due to the grass being wet and endeavours included a further cut, with a heightened mower, to try to help disperse the grass. The contractor was very aware of the upcoming Royal Wedding event and undertook to ensure that the green was in good condition for the local event.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Note |
|  | (g) | <b>Parish Assets</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |
|  |     | The Portfolio Holder, Cllr. Hartop, reported that several people had asked why there was not a flag flying on the parish flagpole on St. George’s Day (23 April 2018). A flag had, however, been organised to commemorate the Royal Wedding on Saturday 19 May 2018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Note |
|  | (h) | <b>Communications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |      |
|  |     | The Portfolio Holder, Cllr. Just, reported that in mid-April 2018 BT Openreach finally connected fibre into the new boxes: 8 near Grange Road and 9 in Radwell, so high-speed broadband should now be available to everyone.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Note |
|  |     | It was further reported that the major damage caused to the verges on The High Road/Trinity Close junction remained outstanding; the ground is still uneven and there are still patches without grass (see minute 30/18(a) above).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Note |

|       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                 |
|-------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|       | (i) | <b>External Affairs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |
|       |     | There were no issues to report to the meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Note                                            |
| 31/18 |     | <b>Planning Matters</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                 |
|       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                 |
|       | (a) | <b>Local Plan 2035: Update</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                 |
|       |     | <p>The meeting considered the outcome of the recent Local Plan 2035 consultation that had been organised by Bedford Borough Council during January, February and March 2018 on the plan's legal compliance and soundness. This stage precedes the decision to submit the plan for formal examination and around 3,200 representations were received from 1,800 respondents. These representations are now available to view on the Borough Council's web site <a href="http://www.bedford.gov.uk/localplan2035">www.bedford.gov.uk/localplan2035</a>.</p> <p>Colworth Garden Village was a key allocation in the published plan; it had been proposed that the new settlement in this location would deliver 4,500 dwellings (2,500 before 2035) and new high quality employment land along with a parkway rail station and community facilities. It was intended that the new station would serve the local existing and new community, the extended Colworth Business Park as well as intercept traffic on the A6 heading for Bedford Midland Station. The development scheme, however, relied on joint working between Wrenbridge (the site promoter) and the operator of Santa Pod Raceway to resolve concerns about noise. Despite ongoing negotiations it has not been possible to reach agreement about noise mitigation works on the Santa Pod site and, without these, a satisfactory noise environment is unlikely to be achievable. The operator of Santa Pod Raceway has objected to the emerging Local Plan on that basis and there is no sign that an agreement will be forthcoming in the foreseeable future.</p> <p>The Local Planning Authority have now confirmed, for that reason, the Local Plan as it stands is not ready to be examined. The Borough Council must believe the plan to be 'sound' when it is submitted for examination and, as the garden village proposal is unlikely to be deliverable, this is not the case at the present time. The matter had been the subject of a report to the Executive of the Borough Council on 16 May 2018 and the purpose of the report was to explain that other options for meeting the required number of dwellings now need to be considered, including the possibility of changing the timescale covered by the plan to reduce the number of dwellings that need to be allocated. The draft plan will, therefore, need to be amended and a further period of consultation held before the process can move forward. The Executive meeting on 16 May 2018 did not, however, agree how the plan should be changed as more work is needed before that decision can be made.</p> <p>In terms of the timetable, the Government is planning to update the National Planning Policy Framework which will introduce a new way to calculate housing numbers for inclusion in local plans and, for Bedford, these numbers will be higher than they are at present. However, transitional arrangements will be put in place so that authorities such as Bedford who have made significant progress with their evidence base and their plans can carry on with the current numbers to get their plans in place.</p> | <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> |

|  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                     |
|--|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|  |     | <p>Indications are that plans submitted for examination before the end of 2018 will benefit from the transitional arrangements. The Local Development Scheme, essentially the timetable for progressing the Local Plan, will be updated to reflect this and the Executive will be asked to agree the updated timetable. In practical terms, a further consultation will take place in the autumn to invite representations on a changed local plan before it is submitted to the Secretary of State.</p> <p>The Borough Council acknowledges that repeating the consultation is not ideal, but the planning system is set up to respond to this eventuality. In any event, it is better that the plan is changed to make it robust otherwise there is a very real risk that it would be found 'unsound' by the examining Inspector. Importantly, residents and others with an interest in the plan and its policies will be able to comment on the revisions before submission takes place. The Borough Council has taken legal advice and this has confirmed that the second consultation cannot be restricted to only those parts of the plan that have changed. However, the Borough Council intends to make it very clear that all submissions made during the consultation in January-March 2018 will be sent to the examining Inspector; so where proposals remain the same, there will be no need for stakeholders to resubmit responses.</p> <p><b>RESOLVED:</b></p> <p><b>That the update provided in respect of the emerging 2035 Local Plan be acknowledged.</b></p> | <p>Note</p> <p>Note</p> <p>Note</p> |
|  | (b) | <b>Tree Preservation Order - The Spinney, Hunts Lane, Felmersham</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     |
|  |     | <p>The Parish Clerk reported that, in respect of <u>Tree Preservation Order Number 18/00702/TPO</u>, relating to the proposed crown reduction and pollarding of a number of trees at The Spinney, Hunts Lane, Felmersham, Beds, MK43 7JQ, the Planning Authority had been advised that the Parish Council had no objection to the proposed works.</p> <p><b>RESOLVED:</b></p> <p><b>That the decision to notify the Borough Council that the Parish Council had no objection to Tree Preservation Order 18/00702/TPO be ratified.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Note</p> <p>PC</p>               |
|  | (c) | <b>Planning Application: East Grange, Hunts Lane, Felmersham</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                     |
|  |     | <p>The Parish Council considered the full planning application that had been submitted in respect of the demolition and replacement of the existing single storey side/rear extensions to the Grade II listed house along with associated external works at East Grange, Hunts Lane, Felmersham, Beds, MK43 7JQ (<u>Planning Application Number 18/01154/FUL</u>). The proposal also includes minor internal changes on the ground floor.</p> <p><b>RESOLVED:</b></p> <p><b>That the Parish Council has no objections to the proposal in respect of planning application reference 18/01154/FUL and Bedford Borough Council be notified accordingly.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Note</p> <p>PC</p>               |

|       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
|-------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
|       | (d) | <b>Listed Building Consent Application: East Grange, Hunts Lane, Felpersham</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
|       |     | <p>The Parish Council considered the listed building consent application that had been submitted in respect of the demolition and replacement of the existing single storey side/rear extensions to the Grade II listed house along with associated external works at East Grange, Hunts Lane, Felpersham, Beds, MK43 7JQ (<u>Listed Building Consent Application Number 18/01155/LBC</u>). The proposal also includes minor internal changes on the ground floor.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the Parish Council has no objections to the proposal in respect of listed building consent application reference 18/01155/LBC and Bedford Borough Council be notified accordingly.</b></p> | <p>Note</p> <p>PC</p> |
|       | (e) | <b>Neighbourhood Planning</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |
|       |     | <p>The Portfolio Holder for Neighbourhood Planning, Cllr. Drewery, reported that the Steering Group continues to meet to progress the Neighbourhood Plan and to consider the suitability of sites that had been submitted for potential housing growth in the Parish, including a new site that had been put forward in Carlton Road for a small scale development. In terms of timescales, the most recent Project Plan envisages that a draft Neighbourhood Plan would be submitted to the Borough Council in late 2018.</p>                                                                                                                                                                              | <p>Note</p>           |
| 32/18 |     | <b>Finance &amp; General Administration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |
|       |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                       |
|       | (a) | <b>Schedule of Receipts &amp; Payments: 2017/2018</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |
|       |     | <p>The schedule of receipts and payments, covering the period 1 March 2018 to 31 March 2018 and attached at <b><u>Appendix A</u></b>, was considered.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the schedule of receipts and payments, attached at <u>Appendix A</u> to the minutes, be approved.</b></p> <p><i>(Proposed by: Cllr. Boswell, Seconded by: Cllr. Hartop, All in favour)</i></p>                                                                                                                                                                                                                                                                                                          | <p>Note</p> <p>PC</p> |
|       | (b) | <b>Schedule of Receipts &amp; Payments: 2018/2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |
|       |     | <p>The schedule of receipts and payments, covering the period 1 April 2018 to 30 April 2018 and attached at <b><u>Appendix B</u></b>, was considered.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the schedule of receipts and payments, attached at <u>Appendix B</u> to the minutes, be approved.</b></p> <p><i>(Proposed by: Cllr. Just, Seconded by: Cllr. Pipe, All in favour)</i></p>                                                                                                                                                                                                                                                                                                               | <p>Note</p> <p>PC</p> |

|                          |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |            |                          |           |              |                   |                                                         |
|--------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------|--------------------------|-----------|--------------|-------------------|---------------------------------------------------------|
|                          | (c)               | <b>Financial Position - Account Balances</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                         |            |                          |           |              |                   |                                                         |
|                          |                   | <p>The financial position of the Parish Council, as at 30 April 2018, was reported as follows:</p> <table><tr><td>Current Account</td><td>£14,851.37</td></tr><tr><td>Business Reserve Account</td><td>£8,355.03</td></tr><tr><td><b>TOTAL</b></td><td><b>£23,206.40</b></td></tr></table> <p>This compares to a total balance, as at 31 March 2018, of £15,568.10 and includes the first instalment of precept in the sum of £8,750.</p> <p>The Parish Clerk/Responsible Finance Officer reported that a claim for the refund of Value Added Tax incurred on supplies in 2017/2018 had been submitted to HM Revenue &amp; Customs on 1 April 2018 in the sum of £1,237.73 and this had been repaid in full on 18 April 2018.</p> <p>The meeting considered a request for funding from the Church Warden of the Church of St Mary, Felmersham. The request outlined that parts of the retaining wall bounding the churchyard along The High Road are crumbling and in need of reinstatement; the cap stones are becoming an immediate safety issue. Quotations had been obtained and the cost of the work was £2,950, excluding Value Added Tax, traffic control and accommodation costs. The meeting, whilst sympathetic, envisaged that other fund raising efforts and sources of grant would be exploited by the Church before any shortfall in funding could be considered by the Parish Council.</p> <p><b>RESOLVED:</b></p> <p><b>(1) That the financial position of the Parish Council, as at as at 30 April 2018, be acknowledged.</b></p> <p><b>(2) That further consideration be given to the request for funding for repairs to The Church of St. Mary boundary wall when information is available on the outcome of other grant applications and fund raising endeavours and the Church Warden be notified accordingly.</b></p> | Current Account         | £14,851.37 | Business Reserve Account | £8,355.03 | <b>TOTAL</b> | <b>£23,206.40</b> | <p>Note</p> <p>Note</p> <p>Note</p> <p>PC</p> <p>PC</p> |
| Current Account          | £14,851.37        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |            |                          |           |              |                   |                                                         |
| Business Reserve Account | £8,355.03         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |            |                          |           |              |                   |                                                         |
| <b>TOTAL</b>             | <b>£23,206.40</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                         |            |                          |           |              |                   |                                                         |
|                          | (d)               | <b>Budget Monitoring Report – 2017/2018</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                         |            |                          |           |              |                   |                                                         |
|                          |                   | <p>The meeting considered and acknowledged the budget monitoring report for the year ended 31 March 2018 (circulated prior to the meeting). This identified expenditure incurred and income received against the approved 2017/2018 revenue budget and the overall position identified an annual surplus of £2,560.14 (compared to an annual loss of £1,990.12 in 2016/2017).</p> <p>In relation to the most significant budget variances, (i) the sum of £303.00 had been received from burial fees (ii) £877.49 had been incurred to comply with the Transparency Code requirements, fully offset by the receipt of grant and (iii) the costs associated with the Neighbourhood Plan totalled £1,761.51 in 2017/2018, compared to allocated funding of £1,500.00. There had been a number of savings compared to the original budget, including a net saving of £1,563.96 on amenity budgets, a saving of £40.35 on printing, stationery and office sundries, a saving on professional fees of £50.00, and there was a balance of £1,230.00 remaining on the contingency allocation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Note</p> <p>Note</p> |            |                          |           |              |                   |                                                         |

|  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |
|--|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|  |     | <p>The meeting acknowledged the need to keep the financial position under review with regular budget monitoring reports.</p> <p>The Clerk/Responsible Finance Officer reported that the Ministry of Housing, Communities &amp; Local Government (MHCLG) had now confirmed that the Local Government Act 1972 Section 137 allowance for the financial year 2018/2019 will be £7.86 per elector. Section 137 enables local Councils to spend a limited amount of money for purposes for which they have no other specific statutory authority. This is the amount that results from increasing the allowance for 2017/2018 (£7.57) by the % increase in the retail index between September 2016 and September 2017, in accordance with Schedule 12B of the 1972 Act).</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the budget position statement, for the period ended 31 March 2018, be acknowledged and the financial position be kept under review.</b></p> | <p>Note</p> <p>Note</p> <p>Note</p> |
|  | (e) | <b>National Joint Council - Salary Award</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                     |
|  |     | <p>It was reported that agreement had been reached between the National Employers and the National Joint Council (NJC) on the public sector pay award, effective from 1 April 2018, with a 2% pay increase on most pay scale points. The national pay award would apply to the post of Clerk/Responsible Finance Officer from 1 April 2018.</p> <p>The post holder is currently remunerated at pro-rate salary at scale point 38 (£33,437 per annum) which equates to £5,422.22 per annum based upon an average of 6 hours per week. This will increase to a pro-rata salary at scale point 38 (the final point of the pay-scale) of £5,530.69 per annum (based upon a revised annual salary of £34,106 per annum from 1 April 2018).</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the application of the 2% National Joint Council salary award to the post of Clerk/Responsible Finance Officer, from 1 April 2018, be approved.</b></p>                   | <p>Note</p> <p>Note</p> <p>PC</p>   |
|  | (f) | <b>Annual Governance Statement – 2017/2018</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                     |
|  |     | <p>The meeting considered the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2018 relevant to smaller authorities with an annual gross income or gross expenditure is £25,000 or less (circulated prior to the meeting). The Annual Governance Statement represents Section 1 of the Annual Return.</p> <p>Parish Councils with a turnover of no more than £25,000 (which are already subject to the Transparency Code for Smaller Authorities and have been in existence for more than 3 years) are exempt from submitting the AGAR to the external auditor. The necessary Certificate of Exemption had been prepared and submitted to the External Auditor, Mazars, on 30 April 2018. A copy of the completed certificate of exemption also has to be published on a public website or placed on display before 2 July 2018.</p>                                                                                            | <p>Note</p> <p>PC</p>               |

|  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                           |
|--|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
|  |     | <p>Parish Councillors considered the Annual Governance Statement and confirmed their responsibility for ensuring a sound system of internal control including the preparation of the accounting statements by answering “Yes” to the relevant sections of the Annual Return.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the Annual Governance Statement (at Section 1 of the Annual Return) for the year ended 31 March 2018 be approved.</b></p> <p><i>(Proposed by: Cllr. Cheetham, Seconded by: Cllr. Coleman, All in favour)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Note</p> <p>PC</p>                     |
|  | (g) | <b>Accounting Statements – 2017/2018</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                           |
|  |     | <p>The meeting considered the Accounting Statements for the year ended 31 March 2018 (circulated prior to the meeting) which identified a total balance at year end of £15,568 (compared to the balance brought forward as at 31 March 2017 of £13,008); the Accounting Statements represent Section 2 of the Annual Return. The meeting also considered an explanation of the key year on year variances that accompanied the Accounting Statements.</p> <p>Smaller authorities are required, in accordance with Regulation 15(2) of the Accounts &amp; Audit Regulations 2015, to make available the financial statements and other documents for public inspection for a period of 30 working days which must include the first 10 working days of July and, as such, it has been determined that the notice of the period for the exercise of public rights must be displayed from 4 June 2018 to 13 July 2018. Arrangements for the public inspection would, therefore, been made in line with these timescales.</p> <p>Smaller authorities must also publish various documents on a public web-site in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. In relation to the financial statements, the documents must include the (i) Certificate of Exemption (page 3 of the Annual Return), (ii) Annual Internal Audit Report (page 4 of the Annual Return), (iii) Annual Governance Statement (Section 1, Page 5 of the Annual Return), (iv) Accounting Statements (Section 2, Page 6 of the Annual Return), (v) analysis of variances, and (vi) bank reconciliation. Arrangements would, therefore, been made in line with these requirements.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the Accounting Statements (at Section 2 of the Annual Return) for the year ended 31 March 2018 be approved.</b></p> <p><i>(Proposed by: Cllr. Hartop, Seconded by: Cllr. Cheetham, All in favour)</i></p> | <p>Note</p> <p>PC</p> <p>PC</p> <p>PC</p> |
|  | (h) | <b>Asset Register – 31 March 2018</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                           |
|  |     | <p>The meeting considered the Asset Register as at 31 March 2018, attached at <b>Appendix C</b>, which identified a total value of assets held of £55,929.03 (compared to the balance as at 31 March 2017 of £55,401.46).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Note                                      |

|  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                   |
|--|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|  |     | <p>The increase in the value of fixed assets during the financial year reflects the acquisition of new information technology equipment (£457.49) and an information sign at Jubilee Lawn (£70.08).</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the Asset Register as at 31 March 2018, reproduced at <u>Appendix C</u>, be approved.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Note</p> <p>PC</p>             |
|  | (i) | <b>Internal Audit Report - 2017/2018 Financial Statements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                   |
|  |     | <p>The Clerk/Responsible Finance Officer reported that the financial accounts for the financial year 2017/2018 had been subject to Internal Audit. A copy of the Internal Audit Report had been previously circulated and had confirmed that the financial position is correctly stated and that the Parish Council appears to be well run, effectively and efficiently organised and meets the various legislative and other standards required of it. The internal audit report also confirms that the Parish Council has complied with the Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 by publishing information prescribed by the Regulations.</p> <p>The Internal Audit Report represents a specific section of the Annual Return which records the objectives of internal control, and the internal audit conclusions following the independent audit process.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the Annual Internal Audit Report for the year ended 31 March 2018 be approved.</b></p>                                                                                                                                                                       | <p>Note</p> <p>Note</p> <p>PC</p> |
|  | (j) | <b>Review of Effectiveness of Internal Control</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |
|  |     | <p>Regulation 4 of the Accounts and Audit Regulations (2003) required audited bodies to conduct a review at least once a year of the effectiveness of its system of internal control and to publish a statement on internal control (statement of assurance) each year with the body's financial statements.</p> <p>The Accounts and Audit (Amendment) (England) Regulations 2006 came into force on 1 April 2006; whilst many of the amendments clarify or correct elements of the original 2003 Regulations, two of the amended regulations in particular have an impact on the process for preparing the annual statement of assurance:</p> <ul style="list-style-type: none"> <li>• Regulation 4 requires the findings of the review of the system of internal control to be considered by a committee of the relevant body, or by members of the body meeting as a whole;</li> <li>• Regulation 6 requires bodies to review the effectiveness of their system of internal audit once a year and for the findings of the review to be considered by a committee of the body, or by the body as a whole, as part of the consideration of the system of internal control referred to in Regulation 4.</li> </ul> | Note                              |

|  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                   |
|--|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|  |     | <p>The Parish Council considered the review of the effectiveness of internal audit that had been undertaken (previously circulated) as part of its wider review of the effectiveness of the system of internal control. This included an assessment in relation to the scope of the internal audit, independence, competence, relationships, audit planning and reporting.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the Review of the Effectiveness of Internal Control be approved.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Note</p> <p>PC</p>             |
|  | (k) | <b>Insurance Renewal: 2018/2019</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                   |
|  |     | <p>The Parish Council considered the insurance renewal terms (circulated prior to the meeting). The existing Long Term Agreement (LTA) with Aviva expires on 31 May 2018 – the premium in 2017/2018 was <b>£531.88</b>. In preparing the 2018/2019 revenue budget, the Parish Council recognised that terms from 1 June 2018 would be subject to prevailing market conditions and a budget of £560 was allocated for this purpose.</p> <p>Insurance renewal terms have now been received from the independent insurance broker, Came &amp; Company. The quotations range from £603.16 to £1,053.51 and provide variations in the level of cover offered. Following consideration of the cover provided by the three alternative insurance providers, Came &amp; Company have recommended that the Parish Council accepts the Inspire (AXA) Insurance quotation which has an annual premium of <b>£603.16</b> including insurance premium tax and administration fee, as this meets the Council's insurance requirements. If the Parish Council are prepared to enter into a 3 year binding agreement with Inspire (AXA), the annual premium can be reduced by a further 5%, giving a premium of <b>£575.50</b>, including insurance premium tax and administration fee.</p> <p><b><u>RESOLVED:</u></b></p> <p><b>That the insurance renewal terms offered by Inspire (AXA) with an annual premium in 2018/2019 of £575.50 (including insurance premium tax and administration fee to Came &amp; Company), in line with the Long Term Agreement to 31 May 2021, be approved.</b></p> | <p>Note</p> <p>Note</p> <p>PC</p> |
|  | (l) | <b>General Data Protection Regulation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |
|  |     | <p>The General Data Protection Regulation (GDPR) will become law in the UK on 25 May 2018. It replaces the existing law on data protection, the Data Protection Act 1998, and gives individuals more rights and protection regarding how their personal data is used. Parish Councils, like any other organisation, must comply with its requirements.</p> <p>The meeting considered the necessary arrangements to ensure compliance with the provisions of GDPR and, in doing so, considered the following papers:</p> <ol style="list-style-type: none"> <li>1. A report to introduce the GDPR, its underlying principles and implications - this includes (at Appendix B) Privacy Notices that are required to comply with the GDPR;</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Note</p>                       |

|  |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                           |
|--|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
|  |     | <p>2. A GDPR Implementation Checklist that identifies the steps to be taken to ensure compliance with the Regulation and which had helped established arrangements to ensure compliance;</p> <p>3. A proposed new Information &amp; Data Protection Policy.</p> <p>Advice had been received from the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) and this is reflected in the Information and Data Protection Policy (previously circulated).</p> <p>It was reported at the meeting that NALC had been lobbying hard for a proportionate regime that works for the Local Council sector and reflects its size and data usage, and addresses the new burden of the Data Protection Officer (DPO) requirement in particular, especially for small councils and parish meetings. It is understood that further clarification will be provided and that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England from the requirement to appoint a DPO under the GDPR. NALC have advised that officials from the Department for Culture, Media and Sport have confirmed that all other measures will still apply, but that appointing a DPO to support a Council's approach to data protection is expected to be discretionary and may, therefore, be regarded as good practice.</p> <p>The Parish Clerk reported that the necessary application to register the Parish Council with the Information Commissioner's Office has been submitted and acknowledged. There is an annual fee, which is currently £35.</p> <p><b>RESOLVED:</b></p> <p>(1) That the report on the introduction, principles and potential implications of the General Data Protection Regulation (GDPR) be received and acknowledged;</p> <p>(2) That the Privacy Notices, identified at Appendix B in the report referred to at (1) above, be adopted and uploaded to the Parish Council web-site by 25 May 2018;</p> <p>(3) That the new Information &amp; Data Protection Policy be adopted from 25 May 2018 and that it should be subject to regular review;</p> <p>(4) That, pending further clarification, the Parish Clerk/Responsible Finance Officer be appointed as the designated Data Protection Officer from 25 May 2018.</p> | <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>PC</p> <p>PC</p> <p>PC</p> |
|  | (m) | <b>Standing Orders</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                           |
|  |     | <p>The National Association of Local Councils (NALC) has published new model standing orders, updating the 2013 model standing orders.</p> <p>The 2018 model standing orders incorporate or reference the requirements of new legislation introduced after 2013, as follows:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Note                                                                                      |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
|  | <ol style="list-style-type: none"> <li>1. Amendments to the Public Bodies (Admission to Meetings) Act 1960 which provides the right to report to Council and Committee meetings;</li> <li>2. Amendments to the Local Government Act 1972 which permit electronic service of summons and agendas on Councillors;</li> <li>3. The Smaller Authorities (Transparency Requirements) (England) Regulation 2015 which require Councils in England with a gross annual income or expenditure (whichever is higher) that does not exceed £25,000 to publish certain information electronically;</li> <li>4. The Local Government (Transparency Requirements) (England) Regulation 2015 which require Councils in England with a gross annual income or expenditure (whichever is higher) that exceed £25,000 to publish certain information electronically;</li> <li>5. The Public Contracts Regulation 2015 which introduced requirements for the tendering and award of contracts (i) with an estimated value over £25,000 in England and (ii) with an estimated value which exceeds the thresholds in the Public Contracts Directive which is currently £4,551,413 for a public works contract and £181,302 for a public service and public supply contract in England and Wales;</li> <li>6. Utility Contracts Regulations 2016 which introduced requirements for the tendering and award of a contract for a utility activity with an estimated value which exceeds the relevant financial thresholds, currently £363,424 for a supply, services or design contract, £4,551,413 for a works contract and £820,370 for a social or other specific services contract;</li> <li>7. Changes to data protection legislation introduced by the General Data Protection regulation (GDPR) which come into force on 25 May 2018. The Data Protection Act 1998 is expected to be repealed by the Data Protection Act 2018 by this date.</li> </ol> <p>There are a few further minor drafting improvements and, in addition, relevant standing orders now encourage corporate responsibilities in relation to the provision and management information (including personal data).</p> <p>Felmersham &amp; Radwell Parish Council has adopted these model standing orders, with suitable minor amendments to suit the circumstances and needs of the Parish Council, and these were last considered and adopted by the Parish Council at its meeting on 8 September 2015 (minute 9/15(e) of the meeting refers). The meeting considered an updated version (previously circulated) that had been prepared based upon the model standing orders and reflecting the specific circumstances of the Parish Council.</p> <p>The current draft version of the Standing Orders incorporates the Recommended Code of Conduct (that had been updated in May 2015); it is now recommended that this is adopted as a separate document.</p> | <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|

|       |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |
|-------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
|       |                       | <p>It was reported that the model standing orders that are in bold type contain statutory requirements and it is recommended that these are adopted without amendment. Other model standing orders not in bold are designed to help Parish Councils operate effectively but do not contain statutory requirements so they have generally been adopted as drafted, with suitable minor amendments to suit the circumstances and needs of the Parish Council.</p> <p><b>RESOLVED:</b></p> <p><b>(1) That the revised version of the Standing Orders be approved.</b></p> <p><b>(2) That the Parish Council Code of Conduct be reaffirmed.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Note</p> <p>PC</p> <p>PC</p>               |
|       | (n)                   | <b>Grant Request : The Villager</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                               |
|       |                       | <p>The meeting considered a request for grant from The Villager Minibus (Sharnbrook) Ltd. The main source of income continues to be the concessionary fares received from local authorities in the areas where scheduled services are provided; although, due to cutbacks, this was reduced from £9,590 to £9,013 in the last financial year. Grants received from local Parish Councils remain an important source of income, enabling the organisation to build up a reserve from surplus funds in each financial period for the time when a new bus will be required (at an estimated cost of £75,000). These grants totalled £2,810 in 2017/2018.</p> <p>The service is used by the residents of Felmersham and Radwell on a regular basis, particularly the Thursday service to Olney Markey, and also the service to Milton Keynes and Peterborough.</p> <p>In considering the request, it was relevant that the sum of £100 was identified in the approved 2018/2019 budget for donations.</p> <p><b>RESOLVED:</b></p> <p><b>That a donation of £100 be made to The Villager Minibus (Sharnbrook) Limited from the approved annual budget.</b></p> <p><i>(Proposed by: Cllr. Just, Seconded by: Cllr. Drewery, All in favour)</i></p> | <p>Note</p> <p>Note</p> <p>Note</p> <p>PC</p> |
| 33/18 | <b>Correspondence</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                               |
|       |                       | <p>Key items of correspondence received since the last meeting include:</p> <p>(a) Weekly lists from the Borough Council of applications received under the Licensing Act 2003 &amp; Local Government (Miscellaneous Provisions) Act and the Gambling Act 2005. These can be found at: <a href="http://www.bedford.gov.uk/business/licences_and_street_trading/licensing_act_2003/applications.aspx">http://www.bedford.gov.uk/business/licences_and_street_trading/licensing_act_2003/applications.aspx</a></p> <p>(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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>All</p> <p>Note</p>                        |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>(c) Regular press releases from Bedford Borough Council with details of local issues, service development proposals and organised events.</p> <p>(d) Product and contact details from a number of suppliers of street furniture and play equipment.</p> <p>(e) Correspondence from ROSPA Play Safety, dated 13 March 2018, confirming that the inspection of Felmersham Play Area had been scheduled to take place during May/June 2018.</p> <p>(f) Correspondence from Bedfordshire Association of Town &amp; Parish Councils, dated 14 March 2018, in respect of the Government consultation on a draft update of the National Planning Policy Framework and highlighting the specific consultation questions most relevant to the parish sector.</p> <p>(g) Correspondence from Bedford Borough Council dated 15 March 2018 informing that, following consideration of the application from Riseley Parish Council, the whole civil parish of Riseley has been designated as a Neighbourhood Area. As a result of the designation, Riseley Parish Council are able to proceed to prepare a Neighbourhood Development Plan.</p> <p>(h) A copy of the final comments on the submission version of the Bedford Borough Local Plan 2035 submitted by CPRE (Campaign to Protect Rural England) Bedfordshire.</p> <p>(i) Correspondence from Bedford Borough Council, dated 15 March 2018, confirming the adoption of the Sustainable Drainage System (SuDS) Supplementary Planning Document by the Borough Council.</p> <p>(j) Correspondence from Bedford Shopmobility, dated 19 March 2018, outlining the service available for visitors to Bedford. Bedford Shopmobility is a registered charity that hires out mobility scooters and wheelchairs for visitors to Bedford town centre.</p> <p>(k) Communication from Mazars, newly appointed external auditors, outlining the arrangements for the assurance reviews of smaller authorities in the County of Bedfordshire area. This included copies of the new-look annual return, now known as the Annual Governance and Accountability Return (AGAR), that has to be completed and published by the Parish Council.</p> <p>(l) A copy of UK Power Networks' Spring Newsletter to keep stakeholders informed of developments within the industry.</p> <p>(m) Notification from the Bedfordshire Clinical Commissioning Group of revised opening hours of the Putnoe Walk in Centre effective from 1 April 2018. The revised hours will be Monday to Friday 8.00am - 6.00pm and Saturday, Sunday and Bank Holidays from 8.00am - 5.00pm.</p> <p>(n) Crime statistics for the period March 2018 covering the north rural area, listed in "Beat Code" order. This reported one incident of the unauthorised fishing/taking fish by other than licensable means, or possession of an unlicensed instrument with intent to fish/take fish with or without a Section 27A authority, in Sharnbrook Road, Felmersham on 12 March 2018. This incident, however, relates to the Parish of Sharnbrook.</p> | <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

|      |                                                                                                                                                                                                                                                                                                     |      |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| (o)  | A copy of the Spring 2017 edition of "Council Matters" issued by Came & Company Local Council Insurance.                                                                                                                                                                                            | Note |
| (p)  | Details of the Annual General Meeting of the Campaign to Protect Rural England (CPRE) Bedfordshire on Tuesday 17 April 2018 in the Howard Room, Bedford Corn Exchange.                                                                                                                              | Note |
| (q)  | Correspondence from the Community Engagement Team at Bedford Borough Council, dated 5 April 2018, inviting nominations for the post of Chair to the Parish & Town Council Network following the resignation of the existing post-holder, Andrew Gell.                                               | Note |
| (r)  | Details of a campaign by The Royal British Legion to recruit volunteer caseworkers across Bedfordshire and Hertfordshire.                                                                                                                                                                           | Note |
| (s)  | Correspondence from Bedfordshire Police, dated 11 April 2018, clarifying the monthly crime statistics issued and how they differ from the crime figures presented to the Home Office according to Home Office Counting Rules.                                                                       | Note |
| (t)  | Invitation to the Bedford African Community Event to be held at the Harpur Suite, Bedford on Saturday 23 June 2018.                                                                                                                                                                                 | Note |
| (u)  | Invitation from Bedfordshire's Police & Crime Commissioner to attend the launch of her Annual Report "Two Years On" at The University of Bedfordshire Campus on 3 May 2018. This event will detail the progress made in delivering the pledges and priorities set out in the Police and Crime Plan. | Note |
| (v)  | Communication from the Bedfordshire Association of Town & Parish Councils, dated 23 April 2018, on the reform of data protection legislation and the arrangements for compliance with the General Data Protection Regulation.                                                                       | Note |
| (w)  | Correspondence from the Community Engagement Team at Bedford Borough Council in respect of the next meeting of the Parish & Town Council Network held on Tuesday 1 May 2018 at Borough Hall.                                                                                                        | Note |
| (x)  | Crime statistics for April 2018 covering the north rural area, listed in "Beat Code" order. There were no instances recorded in Felmersham and Radwell during this period.                                                                                                                          | Note |
| (y)  | Details from Borough Highways, dated 25 April 2018, of the arrangements for temporary road closures on cul-de-sac and minor roads within the Borough of Bedford to facilitate events to celebrate The Royal Wedding on 19 May 2018.                                                                 | Note |
| (z)  | Notification of Highway England resurfacing and urgent repairs to surfaces across the East to restore roads following the recent Beast from the East.                                                                                                                                               | Note |
| (aa) | Further update from the National Association of Local Councils, dated 26 April 2018, on the reform of data protection legislation effective from 25 May 2018.                                                                                                                                       | Note |
| (bb) | Correspondence on behalf of Marcol and Bedfordia Group, dated 30 April 2018, in respect of the promotion of Twinwoods new settlement and summarising their recent submission to Bedford Borough Council as part of the latest consultation on the draft 2035 Local Plan.                            | Note |

|       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                     |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|       | <p>(cc) The May 2018 edition of the Bedfordshire Bugle had been received and had been circulated to all Parish Councillors for consideration.</p> <p>(dd) Correspondence from Bedfordshire Association of Town &amp; Parish Councils, dated 8 May 2018, in respect of the Government consultation on unauthorised developments and encampments.</p> <p>(ee) Further guidance from Bedfordshire Association of Town &amp; Parish Councils, dated 8 and 14 May 2018, in respect of the data protection bill and General Data Protection Regulation with specific reference to the requirement of Parish Councils to appoint a Data Protection Officer.</p> <p>(ff) Notification of the appointment of Sharnbrook Borough Councillor, Doug McMurdo, as Speaker of Bedford Borough Council. The meeting conveyed its congratulations and best wishes to Borough Councillor McMurdo in respect of this achievement.</p> <p>(gg) Correspondence from Bedford Borough Council in respect of the "Big High Street Showcase" on Saturday 2 June 2018 (from 9.30am to 4.30pm).</p> <p>(hh) Details of the "Bubble Rush 2018" event at Cranfield University, Bedford on Sunday 15 July 2018 in support of Keech Hospice Care. An advertisement poster has been displayed on the parish notice boards.</p> <p>(ii) Correspondence from Seafarers UK, dated 14 May 2018, outlining British Merchant Navy Day on 3 September 2018 and inviting neighbourhoods to help raise public awareness of the ongoing dependence on seafarers and shipping.</p> <p>(jj) Correspondence from Ringhouse Developments, dated 17 May 2018, in respect of the proposed Wyboston Garden Village new settlement that had been submitted to Bedford Borough Council for consideration as part of the 2035 Local Plan.</p> | <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> |
| 34/18 | <b>Date of Next Meeting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |
|       | The next meeting will take place on <b>Tuesday 10 July 2018 at 7.30pm.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Note                                                                                |

**APPENDIX A**

**FELMERSHAM & RADWELL PARISH COUNCIL**  
**TRANSACTIONS: 1 MARCH 2018 - 31 MARCH 2018**

SCHEDULE OF RECEIPTS

| TRANSACTION DATE      | DESCRIPTION             | AMOUNT RECEIVED<br>£ | VAT<br>£ |
|-----------------------|-------------------------|----------------------|----------|
| 23 MARCH 2018         | BURIAL FEE: MR S B HILL | 303.00               |          |
| 31 MARCH 2018         | BANK INTEREST           | 0.33                 | -        |
| 31 MARCH 2018         | HMRC: VAT RECOVERY      | 1237.73              |          |
| <b>TOTAL RECEIPTS</b> |                         | <b>1,541.06</b>      | <b>-</b> |

SCHEDULE OF PAYMENTS

| TRANSACTION DATE      | DESCRIPTION                                    | AMOUNT PAID<br>£ | VAT<br>£     |
|-----------------------|------------------------------------------------|------------------|--------------|
| 13 MARCH 2018         | A. MUSKETT LTD: QUARTERLY STREET LIGHT MTCE    | 61.20            | 10.20        |
| 13 MARCH 2018         | SSP DIRECT: SUPPLY OF CUSTOM SIGN              | 84.10            | 14.02        |
| 13 MARCH 2018         | VILLAGE HALL HIRE: SEPTEMBER 2017 - MARCH 2018 | 40.00            | -            |
| 13 MARCH 2018         | VILLAGE HALL HIRE: NEIGHBOURHOOD PLANNING      | 30.00            | -            |
| 16 MARCH 2018         | PARISH CLERK PAYROLL: MARCH 2018               | 439.00           | -            |
| 26 MARCH 2018         | PARISH CLERK/OFFICE EXPENSES: MARCH 2018       | 7.99             | -            |
| <b>TOTAL PAYMENTS</b> |                                                | <b>662.29</b>    | <b>24.22</b> |

**APPENDIX B****FELMERSHAM & RADWELL PARISH COUNCIL  
TRANSACTIONS: 1 APRIL 2018 - 30 APRIL 2018****SCHEDULE OF RECEIPTS**

| <b>TRANSACTION<br/>DATE</b> | <b>DESCRIPTION</b>                           | <b>AMOUNT<br/>RECEIVED<br/>£</b> | <b>VAT<br/>£</b> |
|-----------------------------|----------------------------------------------|----------------------------------|------------------|
| 12 APRIL 2018               | BEDFORD BOROUGH - PRECEPT (FIRST INSTALMENT) | 8,750.00                         | -                |
| 30 APRIL 2018               | BANK INTEREST                                | 0.37                             | -                |
| <b>TOTAL RECEIPTS</b>       |                                              | <b>8,750.37</b>                  | <b>-</b>         |

**SCHEDULE OF PAYMENTS**

| <b>TRANSACTION<br/>DATE</b> | <b>DESCRIPTION</b>                           | <b>AMOUNT<br/>PAID<br/>£</b> | <b>VAT<br/>£</b> |
|-----------------------------|----------------------------------------------|------------------------------|------------------|
| 1 APRIL 2018                | BATPC - ANNUAL AFFILIATION FEE               | 169.00                       | -                |
| 1 APRIL 2018                | PARISH CLERK - HOMEWORKING ALLOWANCE 2018/19 | 216.00                       | -                |
| 1 APRIL 2018                | SLCC - ANNUAL SUBSCRIPTION                   | 64.00                        | -                |
| 12 APRIL 2018               | E-on ELECTRICITY SUPPLY                      | 146.44                       | 6.97             |
| 17 APRIL 2018               | BEDFORD BOROUGH COUNCIL - PAYROLL SERVICE    | 15.00                        | 2.50             |
| 17 APRIL 2018               | PARISH CLERK PAYROLL - APRIL 2018            | 485.60                       | -                |
| 25 APRIL 2018               | PARISH CLERK/OFFICE EXPENSES: APRIL 2018     | 16.03                        | -                |
| <b>TOTAL PAYMENTS</b>       |                                              | <b>1,112.07</b>              | <b>9.47</b>      |

# FELMERSHAM & RADWELL PARISH COUNCIL

## ASSET REGISTER 2018

Asset Register 2017 - as at 31 March 2017 the following assets were held:

| Item                                | Date<br>Acquired | Location<br>Held | Approximate<br>Value £ |
|-------------------------------------|------------------|------------------|------------------------|
| Lamp Post x 8                       | Pre 1 April 2014 | Village          | ]                      |
| Notice Boards x2                    | Pre 1 April 2014 | Village          | ]                      |
| Seats x 4                           | Pre 1 April 2014 | Village          | ]                      |
| Brick Bus Shelter                   | Pre 1 April 2014 | Village          | ]                      |
| Bus Shelters x3                     | Pre 1 April 2014 | Village          | ]                      |
| Benches x2                          | Pre 1 April 2014 | Village          | 53,880]                |
| Phoenix Seats x4                    | Pre 1 April 2014 | Village          | ]                      |
| War Memorial                        | Pre 1 April 2014 | Village          | ]                      |
| Old Type Street Light Post          | Pre 1 April 2014 | Village          | ]                      |
| Litter and Dog Bins x8              | Pre 1 April 2014 | Village          | ]                      |
| Village Entrance Gates              | Pre 1 April 2014 | Village          | ]                      |
| Parish Burial Ground                | Pre 1 April 2014 | Village          | ]                      |
| Play Area                           | Pre 1 April 2014 | Village          | ]                      |
| Flag Pole                           | Pre 1 April 2014 | Village          | ]                      |
| Provision of Tree Pit               | October 2015     | Village          | 700.00                 |
| 100m low voltage white lights       | November 2015    | Village          | 459.00                 |
| 100m low voltage coloured lights    | November 2015    | Village          | 305.00                 |
| Bonito Storage Cabinet (Black)      | July 2016        | Clerk's Address  | 57.46                  |
| <b>TOTAL VALUE AT 31 MARCH 2017</b> |                  |                  | <b>55,401.46</b>       |

Amendments made during 2017/2018:

| Acquisitions           | Location        | Make/Serial<br>Number              | Purchase Cost<br>£ |
|------------------------|-----------------|------------------------------------|--------------------|
| Defibrillator AED Unit | The Sun P/House | D049844                            | 0                  |
| Defibrillator Cabinet  | The Sun P/House | CHT-14-1424                        | 0                  |
| HP Notebook AY023NA    | Clerk's Address | Hewlett Packard/<br>S/N CND63710HT | 399.17             |
| Epson XP-342 Printer   | Clerk's Address | Epson<br>S/N X358048953            | 58.32              |
| Information Sign       | Jubilee Lawn    | -                                  | 70.08              |
| <b>TOTAL VALUE</b>     |                 |                                    | <b>527.57</b>      |

| <b>Disposals</b><br>(at original cost value) | <b>Date<br/>of Sale/Scrap</b> | <b>Sales Value<br/>£</b> |
|----------------------------------------------|-------------------------------|--------------------------|
| Sales                                        | -                             | -                        |
| Other Disposals (e.g. Scrapped)              | -                             | -                        |
| <b>TOTAL VALUE</b>                           |                               | <b>0</b>                 |
| <b>TOTAL VALUE AS AT 31 MARCH 2018</b>       |                               | <b>55,929.03</b>         |

The basis of valuation of assets is original cost.