

10.01.24

Minutes of **BROGBOROUGH PARISH COUNCIL** held on **Wednesday 10th January 2024** at 7.30pm at the Village Hall, Ridgeway Road, Brogborough.

PRESENT:- Parish Councillors, Denise Tuitt (Chair), Tom Elsdon, Alison Moss, Neil Wright, Jeannette Newbery, Unitary Councillor Saverio Bongo, Sue Clark and Robert Morris, the Clerk Lizzie Barnicoat, and no members of the public.

1. WELCOME BY CHAIR AND APOLOGIES FOR ABSENCE TO BE RECEIVED:- Parish Council Chair welcomed all to the meeting, there had been no apologies for absence, all present.

2. DECLARATION OF PERSONAL AND PREJUDICIAL INTEREST TO BE DECLARED:- There were no new declarations of interest received for the meeting.

The Chair adjourned the meeting

3. OPEN FORUM:-
No public statements received.

The Chair reconvened the meeting

4. PARISH COUNCILLOR VACANCY:-

It was noted the Parish Council have the ability to co-opt. Clerk had collated a document for the newsletter and village wide circulation.

5. PLANNING AND DEVELOPMENT MATTERS:-

Planning applications received after the publication of the agenda – will be shared accordingly. There are currently no planning decision notices in the parish between meetings to make you aware of.

6. UNITARY WARD COUNCILLOR REPORTS: -

Unitary Councillor SC update given on Prologis, the local authority would like some further information from the applicant so there will be a further round of consultation expected in February/March time. There has been an updated circulated on Marston Valley - Stakeholder Group between meetings to group members, the highways remodelling work remains ongoing, the full highways data has not been submitted yet and there is not expected to be a group meeting until the highways data has been shared.

The local authority budget proposals were outlined, the number 47 bus has the potential to be lost it was noted.

No further update on the Ridgmont Lower School consultation which has now closed, awaiting the responses to be analysed. The Marston Vale East West Rail Stakeholder Group has been combines with the group that focuses on areas up to Bletchley as opposed to Kempston Hardwick and Stewartby.

Cllr. Morris outlined further details on the budget proposals including consultations items, that were being considered within the various scenarios being looked at.

Unitary Councillor SB Brogborough Parish Council - Open Letter to Residents from Universal Destinations and Experiences had been shared with Councillors between meetings it was noted. There was a discussion on the information available to the public on the proposals.

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Station Road Streetworks order notice discussed, to be shared with local business representatives to ensure the nearby organisations are aware, Cllr. Tuitt and Cllr Newbury to share amongst local networks.

7. POLICY DOCUMENTS FOR REVIEW:-

Circulation of NALC model employment contract, Standing Orders, Financial Regulations shared with all Councillors. They were discussed and it was agreed to insert edits to be highlighted by the Clerk and brought back to the next meeting, Cllr. Tuitt to support with this.

It was noted that at the next meeting the asset register, internal audit control documents and financial risk assessment to start being considered as future agenda items.

8. FINANCE MATTERS:- Updated transaction report provided to all Councillors as of 2nd January 2024 including copy of the Council bank balances known to date across the Metro Bank accounts had been collated.

a) Banking access and arrangements

The latest with Metro Bank access was that access had been confirmed with new signatories, standing orders amendment had also been actioned it was noted. The address needs to be updated for the correspondence address which will be dealt with during the next bank visit by the signatories. Thanks was given to those who had persevered with this item.

It was confirmed that access was limited to the three named Parish Councillors only and that the only standing order/direct debit currently in place was to Npower.

The latest with Barclays access was that Cllr. Moss to follow up and seek for the closure of the accounts with the remaining balances of £437.25 and £0.18 to be actioned as per the previous closure notice letter that clearly stated these accounts are to be closed with monies to be transferred to Metro Bank. Grass cutting local authority payment to go to Metro Bank current account Councillors agreed.

It was also agreed to delete the following action from the Parish Council meeting in December regarding at opening a new bank account with Barclays, that Councillors Moss, Newbery, Tuitt are signatories, with two out of three signing mandate and the correspondence address to be listed as the Parish Clerk to give the Council an increased chance of accessing own funds in light of the continued challenges with Metro Bank.

b) Payments for approval

Invoices received since the last meeting:

Andy Muskett Ltd street lighting maintenance October to December 2023 £57.60

Village Hall hire of hall for meetings – figure not known it was awaiting invoice

Marcus Louw invoices received and outstanding these are being reviewed currently with the contractor it was noted.

It was unanimously agreed to approve this items for payment, resolution passed.

The following payments made between meetings via direct debit were ratified by the Parish Council, unanimously agreed:

Npower street lighting energy August £26.59

Npower street lighting energy September £26.26

Npower street lighting energy October £38.89

Npower street lighting energy November £44.64

Npower street lighting energy December £51.33 – it was detailed that Clerk had checked why the prices keep increasing, looking to find end of tariff date to check, and has also registered for online account access to Npower.

Invoices it had previously been reported it was understood had been paid, without formally approval or in keeping with the dual authorisation mandate of the Parish Council noted as having

been carried out but now Council in possession of corresponding bank statement to show the payment dates/amount the following amounts were confirmed and the Parish Councillor unanimously agreed to approve and ratify the following payments:

Central Bedfordshire Council election recharges £111.78

BATPC membership renewal £97.00

Lous Grass cutting £216.00

It was noted that the PAYE April to September 2023 cost had thought to have been paid, however, this appeared to be outstanding, along with payments for associated PAYE costs dating back to the last paid 22/23 1st quarter. Approximate calculations had been made and shared with Councillors being built into the budget consideration for 2024/25. The Clerk would need to follow up and liaise with HMRC regarding the best way to resolve the outstanding PAYE submissions and payments.

Outstanding payments that had been previously reported to the Council that to be processed were unaimously agreed to be actioned and paid, resolution passed, were:

ROSPA play area inspection invoice £217.80

Backlight Ltd administration support August to November £825.36 plus VAT

Information Commissioner Officer membership registration £35.00 direct debit to be set up with agreement this to be linked with the Metro Bank account, mandate completed

Advanced Turf Machinery Ltd flail cut of Badgers Meadow £180.00

BATPC Chair training course £90.00

CPRE Planning workshop course £50.00 Cllr. Wright had been booked to attend 3rd February session non member charge was £50.00

Gallaghers insurance renewal £1605.61

Andy Muskett Ltd street lighting maintenance July to September 2023 £57.60

Andy Muskett Ltd street lighting maintenance October to December 2022 £57.60

Andy Muskett Ltd street lighting maintenance January to March 2023 £57.60

Andy Muskett Ltd street lighting maintenance April to June 2023 £57.60

Reimbursement of remembrance poppies Cllr. Tuitt

It was noted that Kim Severs internal audit invoice still awaited so figure not known at present.

c) Quotations for consideration –

Street lighting maintenance – Andy Muskett Ltd had confirmed that costs for 2024/25 **are on a three year fixed rate until March 2025 Councillors noted this figure had been incorporated into the budget planning for 2024/25..**

Tree survey works – The garages at the back of Highfield Crescent, the second block of garages that has a path going to Prologis the area is growing back again. Tree survey was carried out previously, the recommendations need to be reviewed with quotations to follow up. Clerk had sought to arrange a site meeting with the potential contractor Bartlett Tree Services to look at the options going forwards. Bartlett Tree Services had confirmed that they would be following up the tree survey in 2021 with a visit to carry out a review of the trees identified for immediate work (three to six months) and short term work (within one year) from the previous visit and will collate a price alongside list of priority to enable guidance for the budget. This had unfortunately not arrived ahead of the meeting but would be factored into the budget consideration for 2024/25.

Grass cutting - Clerk had sought quote from Louw's Landscaping for the 2024 grass cutting season and to understand the specification standards. The Clerk had shared the latest communications with the contractor, it had been confirmed that the invoice reference 128S the contractor will not charge for the field cutting on this invoice as it was very hot and the grass only grew a little in-between cuts. There had been ongoing communications on the payments sent by the Council and received by the contractor. The outstanding payments are believed to be in the region of £4320 for 2022 and £2016 for 2023. The quote for 2024 season would be to continue the current schedule with a cut every three weeks on a Saturday at a cost of £450 for the field and £260 for the roadside verges. The specification being

to cut all roadside verges Including the bigger grass areas at the end of the roads and to cut play area and foot ball field grass while keeping edges and tree bases clean of long grass and any other pole coming from the grass

Clerk had sought quote from Advanced Turf Machinery for the 2024 grass cutting season and to understand the specification standards, these were shared with Councillors for the Badgers Meadow cutting.

Parish Council website – the Clerk had shared some cost comparisons of options to the Parish Council to potentially consider as a way forward for budget purposes only at this stage.

Cllr Bongo arrived at this point of the meeting and reported that tree planting is available as part of a local authority programme initiative. Feedback from the Police Priority setting meeting given that evening with retail theft, anti social behaviour plus speeding and traffic issues plus local encouragement of engagement with the police.

d) Budget consideration and approval for 2024/25 – document reviewed in detail by Councillors looking at the forthcoming financial year being mindful of the commitments made and other works due to take place prior to the end of this current financial year. It was discussed and agreed to set the budget at £19,664.00 for the 2024/25 financial year. It was noted this included a number of provisions such as: village improvements, remembrance items plus the updated NALC salary award confirmation which had been circulated to all Councillors ahead of the meeting. Councillors were mindful of the launch of A428 Legacy Funding: Social Value and Community Funds plus the Parish Council and rural community grants information received relating to UK Shared Prosperity Fund and Rural England Prosperity Fund Community Grants Scheme which would be shared village wide in the next newsletter to encourage other groups and organisations to take advantage of funding opportunities available.

e) Precept consideration and approval for 2024/25 - the local authority supporting information had been shared with all Councillors ahead of the meeting. There was a detailed discussion on the precept level for 2024/25 with the following options considered:

Precept collection £10,500 an increase of £1.38 per Band D property a month.

Precept collection £11,500 an increase of £2.12 per Band D property a month.

Precept collection £12,500 an increase of £2.86 per Band D property a month.

It was discussed and unanimously agreed to set the precept at £10,500 for 2024/25, resolution passed. Clerk to submit precept request to the local authority.

9. MINUTES OF THE LAST MEETING:-

Draft minutes from 6th December had been shared with all Councillors, it was unanimously agreed to approve the meeting minutes as a true and accurate record unanimously agreed, resolution passed?. Chair to sign.

TO CONSIDER MATTERS ARISING: -

Clerk had received contact details for Jed Gibson who had advised of the steps needed to be taken for changing administration access to the Parish Council website, Clerk was following this up. Ongoing, might be superseded by budget discussion.

No change on Register of Interest forms Cllr Tuitt and Wright recently completed but not showing online yet. Cllr Elsdon form not online, even though completed. Clerk had checked early January and the three are not showing online.

CBC We're reviewing restrictions on dogs control orders and alcohol in public areas, Clerk had sought clarity on the areas relating to dog exclusion order or dogs under control and circulated copies of the local authority signage for this order. The local authority source and install the signs

to ensure a consistent approach in the local area. Site meeting with Officer to be arranged by Clerk, contact made early January to seek a site meeting.

Interim Clerk support the draft contract had been updated as agreed at the last meeting, to reflect to engage with Backlight Light for the short term with support welcomed to assist the Parish Council with the associated administrative and financial matters. Hours to be recorded of work done as and when required in the short term. Document to be signed by both parties, Clerk and Chair to action.

Still awaiting copy of internal audit report in full and invoice for the work carried out by Kim Severs.

VAT reclaim, detailed at September meeting some helpful information received from HMRC. Clerk had been notified recently via telephone on 23rd October from HMRC that a recent claim had been unable to be processed due to no accompanying copy of bank statement to confirm new bank details. Clerk now in receipt of finance files to collate a VAT reclaim for 1st April 2020 onwards. This will be actioned.

Ward Councillor Grant 21/22 Defibrillator communications with local authority outlined, the local authority had confirmed retention of £939.82, this would be actioned now to release the funds to the Council.

Cllr Clark item to be followed up to check on progress regarding the concern raised at the last meeting relating to the northbound slip road of Junction 13 coming off the motorway, the traffic lights appear to have been removed. New white lines have been painted at the junction but the removal of the traffic lights is now making the junction dangerous, with there being no poles in situ it was noted. Cllr Clark to follow up with contact at National Highways, awaiting update.

Support had continued with a village parking issue matter in front of a dropped kurb in the village, following the report at the last meeting it was confirmed the vehicle blocking the dropped kurb had now been moved.

A letter of thanks was to be collated by the Parish Council to thank Lyn for her commitment and dedication to the parish of Brogborough following service of 25 years is ongoing.

It was raised by a Parish Councillor that they had recently received a resident communication regarding Bedford Road parking issues, it was detailed that parking restrictions have been in place for some time with it being the local authority responsibility to enforce or amend any such parking restriction in this area as the local highways authority, this to be fed back to the resident. December meeting, this was done.

Central Bedfordshire Council Planning Obligations Supplementary Planning Document (SPD) Consultation response had been submitted by the Clerk.

The £219.07 allocation go towards the Village Hall fencing project, had been followed up, Parish Council pro forma invoice had been raised and sent to CBC

CBC Leisure Parish Schedule for Brogborough, to be collated and submitted alongside the Recreational Open Space Strategy (ROSS) Survey, ongoing.

Clerk had sought clarity on why multi user paths are preferred to separate paths for different users with the local authority Officer response shared that There tends to be one right of way (route) across a parcel of land owned by a private landowner and they aim to try and make that one route accessible to as many types of users as possible. The lowest level is a footpath which allows for walkers, then a bridleway which is walking, cycling, horse riding, then restricted byway walking, cycling, horse riding, carriage driving (non-motorised vehicles) and finally you get to a road which can be used by all previously mentioned and motorised vehicles. There are not separate routes for different users as that would require a 2m path for walkers to run alongside a 4m bridleway for horses and cyclists etc so that would mean the landowner would have to provide more of their land i.e. 6 metres, which they tend not to want to do as they do not get paid to provide public access. In order to create routes which are as accessible to as many user groups as possible we try to get a

single 4m bridleway route which would allow shared use by walkers (incl wheelchairs, mobility scooters), cyclists and horses and we term these multi user or shared user routes.

Clerk had followed up with CBC Officer to look at missing signs and posts for the routes and paths around the Round House to see if a site meeting could be arranged.

Clerk had drafted a letter for households local to Badgers Meadow.

Clerk had referenced Badgers Meadow, grass verge parking and encroaching vegetation on pavements in updated newsletter article in addition to local authority information on PressReader.com and careers advice available to residents.

Back dated ROSPA reports had now been received and shared with all Councillors. Latest report had been reviewed, no items identified as immediate risk, general maintenance would be considered and factored into budget 2024/25 considerations. It was noted the Village Hall items are included within the items inspected.

The issue of the alleyway at the last meeting, along the rear of the shops remaining overgrown, Cllr. Tuitt to follow up and see if the path can be registered as an established right of way, was ongoing it was noted with local authority suggesting there should be a check carried out with the Land Registry on who owns the path.

Salt and grit bins reported to local authority for a quote for new bins had been sent again, still awaiting quote feedback.

N Power invoices from 1st September to end of November requested, received and circulated.

Update on debt owed of £240.80 to BPO Pay relating to a HMRC outstanding payment the Clerk had followed up, they have advised written communication be made with HMRC and confirmed this debt would be returned to the client (HMRC). HMRC contact to notify them of the contact detail change plus gaining online access has been instigated. Ongoing.

10. CORRESPONDENCE RECEIVED:-

Central Bedfordshire Council's Draft Planning Obligations Supplementary Planning Document (SPD) Consultation response confirmation communication

Workplace Health Bulletin: December 2023

Launch of A428 Legacy Funding: Social Value and Community Funds – circulated

CPRE Understanding Planning Workshop reminder – NW booked to attend

Office of the Police and Crime Commissioner for Bedfordshire Newsletter - November 2023 – circulated

Bedfordshire Police Call for public questions to leaders of Bedfordshire's criminal justice system – circulated

Bedfordshire PCC consults with residents about police precept for 2024/25

New OPCC funding opportunities 2024/2025 – Community Safety Fund and Ministry of Justice Fund, not relevant to Parish Council services

Final Update of 2023 - BATPC Affiliation Fees 2024/25, Civility and Respect Newsletter and Webinars, New Model Contract Published – circulated

National Highways M1 junction 10 to junction 13 Dynamic Hard Shoulder enhancement scheme - Start of Works - circulated

CBC Highways Act 1980 - S.26, S118 and S119 - Proposed Diversions, Creations and Extinguishments of Public Rights of Way which form a part of the restoration of the former Brogborough Landfill Site in the parishes of Lidlington, Marston Moreteyne – Officer clarity on mulit user paths followed up along with missing way markings

CBC Salt and grit bin communications – actioned

Unitary Councillor SC update on Marston Valley - Stakeholder Group – circulated

ROSPA play inspection report request for electronic copies – received, circulated

Npower invoices received electronically – received, forwarded

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Andy Muskett Ltd, Louws Landscaping Ltd and Advanced Turf Machinery Ltd requests for quotes for 2024 communications
Bartlett Treet Services communications regarding 2021 survey and request for prices
Unitary Councillor SB CBC - Bedfordshire Employment and Skills Academy (BESA) material and website received – newsletter insert
Parish Council website communications
CBC Have a say on how your Council Tax is spent - circulated
Unitary Councillor SB Brogborough Parish Council - Open Letter to Residents from Universal Destinations and Experiences – circulated
CBC The Safer Central Community Survey – circulated
BRCC Merry Christmas
National Highways M1 junction 10 to 13 - Traffic Management update – no planned closures
CPRE Workshop Booking – Brogborough invoice
CBC Remittance Advice note from 09.01.2024 – Section 106 payment £219.07, circulated
Crime Stats - December 2023- circulated

11. PARISH CLERK VACANCY:-

It was noted this remains vacant with work being done on collating a job description and advert.

12. DATE OF NEXT MEETING: - Wednesday 7th February 2024 at 7.30pm, meeting closed 10.10pm.

Signed

Dated