

**Minutes of Tempsford Parish Council Annual Meeting held on  
Monday 16<sup>th</sup> May 2016 at 19.30 hrs. in the Stuart Memorial Hall**

**Present:-**

Mr. A. Besant	Chairman – Councillor
Mr. J. Donnelly	Councillor – Vice Chairman.
Mr. D. Clark	Councillor
Mr. C. Bettles	Councillor
Mr. S. Cooney	Councillor
Mr. Simon Fraser	Councillor
Mrs. Liz Bull	Councillor
Mrs. L. Collins	Clerk
Members of the public	2

The Chairman opened the meeting at 19.30 hrs.

The present Chairman handed the Chair to the Vice Chairman (Cllr. Donnelly) to start proceedings to elect the Chairman for the ensuing year.

**1. Election of Chairman for ensuing year**

Nominations were invited for the position of Chairman by Cllr. Donnelly. Cllr. Clark proposed Cllr. Besant for Chairman. No other nominations were proposed. This was seconded by Cllr. Cooney. Cllr. Besant accepted the position and was duly elected.

**Resolution – Cllr. Besant elected as Chairman for ensuing year.**

**2. Election of Vice Chairman for ensuing year.**

The Chair was handed back to Cllr. Besant, as Chairman. Nominations were invited for the position of Vice Chairman. One nomination was proposed for Cllr. Jim Donnelly by Cllr. Cooney. Seconded by Cllr. Fraser. Cllr. Donnelly accepted the position of Vice Chairman and was duly elected for the ensuing year. .

**Resolution – Cllr. Donnelly elected as Vice Chairman for ensuing year.**

**3. Receipt of Declaration of Office**

Declaration of Office was duly signed by both Cllr. A. Besant and Cllr. J. Donnelly and witnessed by the Clerk, Linda Collins.

**4. Apologies for absence** – Apologies received from Cllr. Doreen Gurney.

**5. Declarations of Interest**

No declarations of interest were received and the Clerk pointed out that if any Councillor has acquired any new interests since the last election, they should add this to their entry on the register within 28 days of this meeting.

**6. Acceptance of Minutes**

Minutes of the meeting held on the 21st March 2016 were approved and signed. Minutes of the Annual Parish Meeting held on the 22<sup>nd</sup> April 2016 were approved, but will be signed at the next Annual Meeting in 2017.

**6a Approval of Governance Statement**

This was read to Council by the Clerk asking the Council to approve each sentence for financial governance.

**Resolution to Approve the Governance Statement: Council so approved. It was signed by the Chairman and Clerk and endorsed with the Minute number.**

## **7. Police Report**

The Clerk reported that she had looked at the police.uk website and there seemed to be no incidents reported. An email had been received from Tau Chamboko Rural Liaison Officer who wanted to attend one of our meetings to discuss his role.

**Clerk to Action by sending date of meetings.**

## **8. Public session**

There were two people present from the public and they wanted to ask the Council about the letter some residents had received from Highways England regarding the A428 upgrade wanting to inspect land in and around their properties. The Chairman and Clerk informed the public that they had received letters/emails stating that Highways England are at the beginning of the process of developing options and to that end a wide study corridor along the existing road has been defined in order to provide a picture of the ecological context surrounding the road. No routes had been identified at present. They will be looking to hold a discussion forum with local parishes in the summer.

## **9. CBC**

Councillor Zerny had tried to sort out why the food recycling bags had been dumped in the brook. He had received a letter from Biffa explaining their findings and explanation and he had also spoken to Craig Siddle. They could not confirm any liability. It was decided there was no need to pursue it further.

## **10. Planning**

CB/16/01374/FULL 2 Church St.. No objections. CB/16/01828/FULL 13 Church Street – No objections. **Clerk to inform CBC.**

- Follow up of comments made to CBC on planning – CBC replied that they did not have time to follow up on all comments and suggested we go to the website and follow the planning number which will tell you the situation of that application.
- Mobile homes at the Anchor. - The Clerk had received emails from the Planning Enforcement officer regarding the position of these homes; he would keep her informed of the situation. She had also received information from the Conservation officer regarding block paving and swimming pools that are being installed in properties in the area.
- Neighbourhood plan –There was a discussion on the need for a plan and how to progress it. The Clerk had received help from John Hobbs of Potton who are in the process of doing their Neighbourhood plan; she will pass this to Councillors. It may prove too costly for the village to do. Cllr. Zerny said that it would be worth looking into. Also need to ascertain from CBC, as the A1 may well be moved, how long a Neighbourhood Plan is valid for.

The Chairman produced two maps which he had received with regard to “call for sites” from the Estate. These were for Biggin Farm and Church Farm.

The Council had been approached about building with no planning permission  
**- Clerk to look into this item.**

## 11. Highways.

The A428 upgrade was discussed in the public session.

- Signs – the Chairman had not heard anything further.
- Willows – again nothing further.
- Grass cutting on verges. Cllr. Clark to respond to the letter the Chairman received regarding grass verge cutting.
- Kiers update – no further forward with the entrance to Kiers. A letter has been received from a resident regarding path leading up to new playfield which was read to the Council. The Chairman will talk to A. Rootsey regarding the letter and the fact the resident has not received any reply. The Clerk will reply to a resident's letter that it has been presented to Council about its outcome.
- Cllr. Bull commented on the grass at Stuart Court that needed to be cut by Kiers.

## 12. Children's Play Area.

- Goalposts – the children are using the goalposts in the new play area frequently.
- Rubbish bins Church Street play ground – Chris Bettles is putting the bin out. The bushes still need cutting back near the fort. **Clerk to contact M.Zwetsloot** again. Grass is being taken on to the road, when machinery is taken out of the play area.
- Dog Signs – resident had contacted the Council about the signs and whether dogs were allowed in Church St. Playing area. There are signs, but they have confusing "messages"; we need better ones. **Clerk to contact CBC regarding dog signs.**
- Inspection will be done next week of the play areas.
- Chain link fence in Station Road in a bad state. Chairman suggested it is removed and just have the wooden fence there.
- Willow tree hanging over play area Station Road. Chairman to contact Henry Spencer from estate as it belongs to the estate.
- Membrane under fort in Church St. play area: this has been taken up and disposed of. The Council will inspect the area in the autumn for re-seeding.

## 13. Cemetery/Churchyard

The money has been received from the Insurance Company for the replacement cemetery door. A quote had been received from JRK regarding the shelving for the hut. The Council thought it was too expensive, and rejected the plans to include shelving.

**Action: Clerk to inform JRK.**

Cllr. Bettles commented that a new gate was needed for the cemetery entrance for the new part of the cemetery. **Clerk to look at cost for new door and get quote for fixing.**

## 14. Queen's 90<sup>th</sup> birthday celebrations.

Two meetings have now been held. It has been decided that it will be an afternoon tea from 2-6 on June 11<sup>th</sup> at the Stuart Memorial Hall. There will be competitions, music, games, crafts. A new flyer will be sent out at end of May to remind people to drop a slip in to say whether they will be coming, so we can judge numbers for catering. It will be by ticket only.

## 15. Finance.

The payments approved for payment were:

### Invoices to be approved for payment:-

Date	Payee	Details	Total.
30.03.16	JRK	Door for cemetery hut.	£850.00
30.03.16	Linda Collins.	Clerk Wages March.	£200.56
18.04.16	Four Seasons	Goalposts and basketball net.	£330.95
03.04.16	Mark Zwetsloot	March Cutting of grass	£335.00
30.04.16	Linda Collins	Wages and allowance Expenses	£200.56 £25.00
02.05.16	Mark Zwetsloot	April grass cutting. (2 cuts)	£670.00
	BATPC	Affiliation fees due June.	£122.00
01.05.16	Dataflame	Domain Renewal (via. Cllr. Donnelly)	£33.59
<b>Total</b>			<b>£2767.66</b>

## Income and Expenditure

### Bank Statement 81 & 82. as at 30.4.16.

Date	Ref	Details	Expenditure	Income	Balance
<b>29.2.16</b>		<b>Balance b/f</b>			<b>£3462.00</b>
04.03.16	Chq. 838	CBC election costs	£122.59		£3340.37
10.03.16	Chq 839	CPM Playgrounds	£711.60		£2628.77
15.03.15	Deposit	Quince – Memorial		£10.00	£2638.77
01.04.16	Chq 840	Linda Collins – Wages Jan & Feb	£413.36		£2225.41
04.04.16	Chq 841	HMRC Clerks tax.	£16.20		£2209.21
11.04.16	Bank Giro	CBC Precept		£12,500.00	£14709.21
<b>30.4.16.</b>	<b>Balance</b>				<b>£14709.21</b>

**Balance Tempsford 2000 account as at 30.4.16 .....£621.45**

### Bank Reconciliation as at 30th April 2016

Current Account and Cash book balance	£14709.21
Savings Account	£15454.24
Tempsford 2000	£621.45
<b>Total</b>	<b>£30784.90</b>
<b>Less above payments</b>	<b>£2767.66</b>
<b>Balance</b>	<b>£28017.24</b>

### \*\*\* APPROVAL OF ACCOUNTING STATEMENT. \*\*\*\*\*

The Clerk passed around the Accounting Statement for the Return 2016 and explained what it entails and the internal audit process. Also all statements that would be sent to BDO were distributed to Councillors to see.

**RESOLUTION; TO APPROVE THE ACCOUNTING STATEMENT AS PRESENTED TO COUNCIL. The Council agreed.**

## INSURANCE

Renewal of the Council's insurance was due on 1<sup>st</sup> June. The Clerk had obtained two quotes, one from Zurich who we changed to last year and one from Aon who

used to insure the Council. Their quote last year was £1167.97; however, when asked for a quote this year they quoted ... £566.22!! The Clerk had queried this and they said they had looked at their quotes. Zurich's quote this year was £788.76 but the Clerk has to wait for the new quote including new assets.

**RESOLUTION OF COUNCIL – The Council agreed to the quote from Aon for this year and to obtain quotes again next year.**

**16. Correspondence.**

There was no correspondence to read out at the meeting, but emails had been sent round to Councillors as necessary.

**17. Confirm dates for future meetings.**

18<sup>th</sup> July, 19<sup>th</sup> September and 21<sup>st</sup> November. All confirmed. The Clerk suggested should we book next year's Annual Parish Meeting now for our usual Monday or a Monday in April to see if more people would attend. Comments about it being a Friday and end of week were made. Clerk and Chairman to work out which Monday in April it will be as it is Easter during this time. The meeting was declared closed by the Chairman at 21.38 hours and he thanked everyone who attended and contributed to discussion.

**I certify these Minutes to be a true record of the meeting held on the 16<sup>th</sup> May 2016.**

**Chairman – Cllr. A. Besant**

**18<sup>th</sup> July 2016.**