

Meeting:	Stevington Parish Council 11th May 2023 at 7.50pm (<i>immediately after Annual Parish Meeting</i>)
Council Members in attendance:	Cllr. Peter Fisher (PF) Cllr. Janet Day (JD) Cllr. Richard Taylor (RT) Cllr. John Strutt (JS) Cllr. Mouritz Botha (MB)
Apologies received:	None
Non-attendance:	None
Borough Council Member:	Cllr Jon Abbott (JA) – outgoing due to change of Ward Cllr Robert Rigby (RR) – incoming Cllr Dylan Simmons (DS) - incoming
Clerk to the Council:	Rosemary Plum (RP)
Public Attendance:	2 Residents

MINUTES OF MEETING

1. Welcome and Introductions

- Chaired by Outgoing Cllr. Peter Fisher

2. Election of Chair and signature Declaration of Acceptance of Office

- Chaired by Outgoing Cllr. Peter Fisher

PROPOSAL: Nomination of Cllr Janet Day to as Chair of Stevington Parish Council.

PROPOSED BY: Cllr. Mouritz Botha

SECONDED BY: Cllr John Strutt

VOTE: Unanimously agreed

3. Election of Vice Chair

- Chaired by Outgoing Cllr. Peter Fisher

It was decided to leave the role of Vice Chair vacant at the present time.

Thanks were given to PF, who is now standing down as Councillor, for his many years commitment as a Councillor and Chair.

Thanks were also given to Cllr Jon Abbott for his work and support during his term as Borough Councillor covering the Stevington Ward.

Cllr Robert Rigby paid tribute to the 'tremendous amount of work' of work carried out by Cllr Abbott, saying he will be sorely missed by all Parish

Councillors and the incoming Borough Councillors for the Ward, Cllrs Rigby and Simmons will 'try to emulate him as much as they can'.

4. Apologies for Absence

- Chair by newly elected Chair – see Item 2
- None received.

5. Declarations of Interest

None received.

6. Declaration of Acceptance of Office and Register of Interests for all Councillors

Stevington now has four Parish Councillors following uncontested elections in May 2023 with three vacancies available for co-option to the Parish Council.

PROPOSAL: For the Acceptance of Office

PROPOSED: Cllr John Street

SECONDED: Cllr Richard Taylor

7. Review PC Roles and Responsibilities

a) Appointments to representative posts – SSCC, Barringer Trust

- The person who acts as a representative is also a trustee of the Village Hall.
- The Village Hall Committee are currently looking at the definition of their Trustees structure in order to reduce personal risk.
- Appointment of the SSCC Barringer Trust representative is deferred to a future meeting.
- In the meantime, the Clerk will try to contact the current representative and ask if they are prepared to continue and links will be maintained pending longer term decision.

RP

b) Appointments to working groups and Committees

- I. Flood Group & Resilience – JS agreed to continue as portfolio holder
- II. STAG group - informal links will continue with RT
- III. Friends of Stevington Windmill – defer to future meeting. Clerk to check on any existing involvement of former councillors with this key asset for the village.
- IV. Planning Group – Clerk will send applications for consideration to all Parish Councillors.
- V. Stevington Magazine (3rd party village publication). JS contributes on behalf of the Stevington Environmental Group.
- VI. Police – MB agreed to continue as portfolio holder
- VII. Highways & Pavements – RT agreed to continue as portfolio holder
- VIII. Environment & Footpaths – JS agreed to continue as portfolio holder

RP

- IX. Playground Checks – JD agreed to continue as portfolio holder
- X. Liaison Good Neighbours Scheme – JD agreed to continue as portfolio holder

- c) Other designated officers
None appointed.

8. Review of Governance Documents

- I. The Parish Council NALC legal briefing on all the following:
 - a) Standing Orders
 - b) SPC Policies
 - c) Financial Regulations
- II. Councillors will look at the policies in due course and update where required, with the RP.
- III. RP will review all documents as some date back to 2015 and add to Agenda for September meeting.
- IV. Create a Communications and Social Media policy.
- V. Risk & Fidelity documents to be checked by RP. RP

9. Open Forum (15 mins)

- I. Thanks given by Tricia Lennie for 2 x grants to organisations loosely connected with Friends of St Mary's. The Community Shop received £500 and the Good Neighbours Scheme received £150 which has allowed them to launch the scheme in Stevington.
- II. Stevington Parish Council agreed to be one of 3 partners in a large lottery funding application subject to AGAR and Charity Funding regulations permitting this. RP
- III. Stevington Parish Council was invited to be part of a joint priorities enquiry on what residents would like for the village. The deadline for this is 21st May.

10. Minutes of Previous Meeting

The minutes were agreed as a true reflection of the meeting and signed by the Chair.

11. Matters Arising from Minutes of previous meeting (for information only)

- a) Storage of Flood Equipment - JS will send specifics to RP to allow the Parish Council to go ahead and purchase. JS/RP
- b) JD asked Damien about flailing hedge. Deferred to March as it would interfere with wildlife at this time of year. JD
- c) Issue about hedges around the playing field. Asked JS to look at it with the Environment Group. JS

- d) Date for Coffee with a Cop – MB Suggested 3rd June as it's the 1st Saturday of month. MB will chase and liaise with community hub.
- e) Removal of old speed signs. JA will pass onto RR and DS for conversation with Andrew Prigmore at Borough Hall. Proposal to remove defunct speed sign by the old Chapel and replace with SID. The sign on the bend at Court Lane is worth keeping until it dies completely. MB
JA
- f) JD phoned resident distressed by request to shoot on land to reassure her.
- g) Litter pick – push back to after May due to change of Clerk and Committee. This will be deferred to the next meeting. Get onto Borough soon to get equipment. RP
- h) Defibrillator training – combine with neighbouring Parish to get economies of scale
- i) Hard drive back up – deferred to next meeting. JD/RP
- j) Replacement bin at The Cross, outside the Red Lion – JA will continue to chase. Bollards replace years ago and paid for from ward funds. JA felt Borough should pay for it so need to be taken up by DS with Iain Booth. RP
JA/RP
- k) Working Group re agreement with social centre – pick up with new Council
- l) Silver Street enforcement – JA to followed up with Borough Highways Dept as part of review of ANPR. RP
JA/RT
- m) Insulation
- n) Risk Assessment for Morlock – still not received. RP check emails. Defer to next meeting. RT/RP
- o) Village entry gates – Money was allocated by JA who will continue to chase and liaise with DS and RR JA/RP
- p) Playground checks – Weekly checks are required for insurance. RP to confirm frequency with insurers. JD/RP
- q) Add notice on website to contact Parish Council if attention is required to the play equipment. RP
- r) Archive storage – Completed
- s) Remembrance Sunday – Check with Church about the order of service for the day. JD/RP

12. Clerk's Report (for information only)

All matters were dealt with under the Agenda items.

13. Planning Update

- a) Recent planning applications
Nothing to report. RP to check with Borough Council that they are still sending copies of planning applications to the Parish Clerk. RP

14. Highways & Traffic Management Update

- a) Report from Cllr Taylor (See Appendix 1)
 - I. Repositioning of signage on Park Road pole - need to rethink about the way devices are fitted and by whom as it's a high-risk job. Not an easy area to park. Suggest the Borough supports us in doing this.

- II. Send traffic report to DS and RR for follow up with Borough.
- III. Battery on speed monitoring devices need changing every 8 weeks.
- IV. Approval received from Beds Police for first speed watch meeting to go ahead, providing advance notice of sites is given. Trying to get a monthly schedule with Parish Council being advised in advance of session dates.
- V. Bottlebank currently sited on border between Stevington and Bromham and believe to actually be in Bromham parish. We need the following questions to be answered:
 - Can the Borough carry out a safety audit on nearby roads?
 - Was a road safety audit carried out when the bottle bank was put in place?
- VI. Glass collection – when is that coming into effect?
- VII. New Ward Councillors were asked to investigate risks attached to the bottle bank and the possibility of it being moved.

RT/RP

- b) Incident Log & Reporting Form
Ongoing with updates by RP.

RP

15. Environment

- a) Report from Cllr. Strutt (See Appendix 2)

- I. Stevington Environment Group will be meeting in May to review manifesto and resolution which may be brought to the Parish Council.
- II. Flood group going well. Specific conditions of operation, reporting and information protection and insurance has been covered in a document agreed with Bedford Borough Council.
- III. Bedford Borough Council ordering flood defence kit. We need to order shed for storage as quickly as possible.

JS

PROPOSAL: To purchase and locate a shed behind the village hall (JS has agreement from Village Hall Management) for storage of flood defence kit.

PROPOSED: Cllr John Strutt

SECONDED: Cllr Richard Taylor

16. Police Matters

- a) Crime Report from Cllr Botha (See Appendix 3)
 - I. No incidents in April. Residents are lucky to live in a safe Parish but people should still be encouraged to put security cameras on their property, not leave cars unlocked, close windows when not at home.
 - II. Awaiting confirmation of Coffee with a Cop for 3rd June.

17. Community Matters

- a) Report from Cllr Day (See Appendix 4)
 - I. The Good Neighbours Scheme had a successful event as part of Coronation Big Help Out day on 8th May.

- II. Covid-19 Help Scheme will be closed as soon as Good Neighbours Scheme gains traction in the Parish.

18. Finance

a) Payment of Accounts (See Appendix 5)

- Court Lane Landscapes – Tree maintenance £796.99
- Mrs R Plum – Clerk Fees April & May £638.40

The accounts as presented above were approved.

b) Agree fee for use of Clapham office.

A sum of £30 per calendar month (£360 per year) was agreed to be paid to Clapham Parish Council for the use of their Parish office, address and secure document storage.

PROPOSED: Cllr Janet Day

SECONDED: Cllr Mouritz Botha

19. Correspondence

- I. The correspondence list was reviewed and will be distributed by email to Parish Councillors.
- II. Email request asking If the Parish Council can support a request from Stevington Community Shop to the Oakley Post Office for a mobile postal service for Stevington. JD/RP
- III. Enquiry from a resident asking whether the Parish Council could arrange painting of the fence between his property and the Village Hall. The matter will be looked into. JD

20. Any other Business *(for information only)*

- I. DS has been speaking to the newly elected Mayor who will be undertaking annual attendance at/visits to Parish Council meetings. Provide a few topics to DS of particular interest to Stevington and he will update the Mayor. RP

21. Date of 2023-24 Meetings

13th July 2023 in the Village Hall

The meeting was closed by the Chair at 9:00pm

Signed as a true reflection of the meeting:

Signed	
Dated	13 th July 2023

Chair

