

**STEPPINGLEY PARISH COUNCIL MEETING MINUTES**

For: Steppingley Parish Council  
 Held on: Tuesday, 9 July 2024

**PRESENT**

Pauline Henninger  
 Keith Herring  
 Hugh Jackson  
 (Chair)  
 Melissa Jordan  
 Marcus Webb  
 Julie Todd (Clerk)

**IN ATTENDANCE**

Cllr Ian Adams – CBC  
 Cllr Gareth Mackey - CBC  
 Cllr Heather Townsend – CBC  
 1 Member of the Public

**APOLOGIES**

Chris Wood  
 Lionel Yarde

<b>Agenda Item</b>	<b>Action</b>	<b>ACTION</b>
<b>1.</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Wood and Yarde.	
<b>2.</b>	<b>Members' Interests</b> None	
<b>3.</b>	<p><b>CBC Councillors' Reports</b></p> <p><u>Grass Cutting</u> – in current contract north of district gets 6 cuts per year whilst south gets 14. Looking to even number of cuts out across district.</p> <p><u>Steppingley Road Field</u> – over 3,000 objections – CBC still entering objections manually. Probably be on October DCM agenda.</p> <p><u>Windmill Road Parking</u> – Traffic Management are reviewing.</p> <p><u>Peakes End Bend</u> – Cllr Adams has requested accident data and will be visiting with CBC.</p> <p><u>Oakfield Gardens Crematorium Lighting</u> – Cllr Adams has requested (and chased for a response) that lighting (except security) be switched off/dimmed at night.</p> <p><u>Froghall Farm</u> Cllr Adam and Clerk sent emails to Assets Department and Iain Berry respectively but no response. Cllr Jackson expressed hope that Assets would be more open with SPC than previously.</p> <p><u>CBC Executive</u> – Leader and Deputy Leader have resigned together with 4 members of the Executive. Appointments will be made by end of the month.</p> <p>Cllr Townsend gave apologies for September meeting.</p>	<p><b>IA</b></p> <p><b>IA</b></p>
<b>4.</b>	<p><b>Minutes of AGM Meeting: 14/06/24</b></p> <p>Cllr Jordan proposed that the minutes be accepted as a true and accurate record of the meeting. Cllr Henninger seconded and it was unanimously agreed. Cllr Jackson signed the minutes.</p>	

<p><b>5.</b></p>	<p><b>Reports</b></p> <p><u>a. Planning</u> Steppingley Field – see (3) above.</p> <p><u>b. Highways</u> Cllr Wood will review state of highways on his return from holiday.</p> <p><u>c. Footpaths, P3, Hedges, Tree Warden &amp; Conservation</u> Tree Survey – it was agreed to ask Richard Hedges to quote for medium priority work as detailed in June 2024 report.</p> <p><u>d. SVA Liaison</u> - Village Hall - Windows – currently getting more quotes. Heating – quote for ARC infra red heaters mounted on the ceiling - £4.5k. Funeral directors to be approached offering village hall as a venue for wakes - Village Website – completed except for booking system and PC pages. Current website to remain live until October - Beer Festival – provisionally 21/08/24. - SPC/SVA Lease – photocopy given to Cllr Jackson who has contacted solicitors Thomson Snell &amp; Passmore if they hold the original.</p> <p><u>e. Recreation Ground</u> - Play Equipment Whatsapp Survey – swings and climbing frames are most popular items. Cllr Jackson proposed and Cllr Henninger seconded that a monthly inspection of the play equipment is undertaken for SVA. This was unanimously agreed. Playground safety inspection report – it was agreed to ask RPM and CPM to quote for works as recommended in report.</p> <p><u>f. Steppingley Profile</u> Coloured tarmac for bend by French Horn – Cllr Jordan to discuss with Cllr Wood and obtain an outline quote.</p> <p><u>g. Communications</u> Speedwatch group – a number of residents have volunteered to start a group. Training will be from Beds Police.</p> <p><u>h. Finance</u> The financial spreadsheet was circulated prior to the meeting.</p> <p>Accounts – as of 30/06/24</p> <table border="1" style="width: 100%;"> <tr> <td>Current Account</td> <td>£4,157.36</td> </tr> <tr> <td>Reserve Account</td> <td>£15,131.41</td> </tr> </table>	Current Account	£4,157.36	Reserve Account	£15,131.41	<p><b>CW</b></p> <p><b>LY</b></p> <p><b>MJ</b></p> <p><b>MW</b></p> <p><b>Clerk/MW</b></p> <p><b>MJ</b></p>
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	<p>Invoices for approved for payment</p> <table border="1"> <tr> <td>27/06/24</td> <td>Wisteria Landscaping</td> <td>Fitting Rec Gate</td> <td>£230.05</td> </tr> <tr> <td>01/07/24</td> <td>Julie Todd</td> <td>April-June Salary</td> <td>£400.10</td> </tr> <tr> <td>01/07/24</td> <td>HMRC</td> <td>Clerk's Tax</td> <td>£100.00</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>£730.15</td> </tr> </table> <p>Invoices Paid since May Meeting</p> <table border="1"> <tr> <td>22/05/24</td> <td>Wysteria</td> <td>Recreation Grate</td> <td>£710.57</td> </tr> <tr> <td>24/06/24</td> <td>Gigaclear</td> <td>Pavilion Wi Fi</td> <td>£36</td> </tr> <tr> <td>25/06./24</td> <td>BATPC</td> <td>Annual Subscription</td> <td>£100</td> </tr> <tr> <td>25/0624</td> <td>Chris Wood</td> <td>Tree Expenses</td> <td>£53.98</td> </tr> <tr> <td>25/06/24</td> <td>Fire Security Sols</td> <td>Pavilion Inspection</td> <td>£150</td> </tr> <tr> <td>25/06/24</td> <td>Richard Harris</td> <td>Recreation Road Hedges</td> <td>£275</td> </tr> <tr> <td>25/06/24</td> <td>Robert Yates</td> <td>Tree Survey</td> <td>£480</td> </tr> <tr> <td>30/06/24</td> <td>Unity Bank</td> <td>Service Charge</td> <td>£18</td> </tr> </table> <p>Internal Controls Checks (ICC) – Cllr Jackson proposed and Cllr Webb seconded to adopt an ICC policy. Cllr Herring will undertake quarterly reviews and duly completed first quarter review.</p>				27/06/24	Wisteria Landscaping	Fitting Rec Gate	£230.05	01/07/24	Julie Todd	April-June Salary	£400.10	01/07/24	HMRC	Clerk's Tax	£100.00	Total			£730.15	22/05/24	Wysteria	Recreation Grate	£710.57	24/06/24	Gigaclear	Pavilion Wi Fi	£36	25/06./24	BATPC	Annual Subscription	£100	25/0624	Chris Wood	Tree Expenses	£53.98	25/06/24	Fire Security Sols	Pavilion Inspection	£150	25/06/24	Richard Harris	Recreation Road Hedges	£275	25/06/24	Robert Yates	Tree Survey	£480	30/06/24	Unity Bank	Service Charge	£18	
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<b>6.</b>	<p><b>Policies and Procedures</b>                  The documents were circulated prior to the meeting.                  a) Standing Orders – proposed to accept Cllr Webb, seconded Cllr Jackson – unanimously agreed.                  b) Financial Regulations - proposed to accept Cllr Henninger, seconded Cllr Webb – unanimously agreed.                  c) Risk Assessment – proposed to accept Cllr Henninger, seconded Cllr Jackson – unanimously agreed.                  d) Asset Register – it was agreed the pavilion should be included in "Recreation Ground". With this amendment, Cllr Jackson proposed and Cllr Henninger seconded that the Register be adopted – unanimously agreed.</p>																																																				
<b>7.</b>	<p><b>Correspondence</b>                  Distributed by email.</p>																																																				
<b>8.</b>	<p><b>Matters to be Brought Forward to Next Meeting</b>                  Reserve Policy</p>																																																				

<b>9.</b>	<b>Date and Time of Next Meeting</b> Tuesday, 10 September @ 7.30 pm in the village hall Cllr Webb gave apologies for September meeting.	
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The above are considered a true and accurate account of the meeting.

Signed .....

Date .....