

**STEPPINGLEY PARISH COUNCIL MEETING MINUTES**

For: Steppingley Parish Council  
 Held on: Tuesday, 12 March 2024

**PRESENT**

Pauline Henninger  
 Hugh Jackson (Chair)  
 Melissa Jordan  
 Marcus Webb  
 Chris Wood  
 Lionel Yarde  
 Julie Todd (Clerk)

**IN ATTENDANCE**

Cllr Ian Adams - CBC

**APOLOGIES**

Cllr Heather Townsend

<b>Agenda Item</b>	<b>ACTION</b>	
<b>1.</b>	<b>Apologies for Absence</b> Apologies were received from Ward Cllr Heather Townsend.	
<b>2.</b>	<b>Members' Interests</b> None	
<b>3.</b>	<p><b>CBC Councillors' Reports</b></p> <p>Ward Councillor Adams reported:</p> <p><u>Byway Tyres</u> – Cllr Adams personally removed the dumped tyre. SPC thanked him.</p> <p><u>Flitwick Road</u> – there will be a carriageway patch and 8 tons of aggregate will be used to fill in side gutters in the next 2 weeks. The ditch past The Drovers needs attention. Cllr Webb to send Ward Cllr Adams photos.</p> <p><u>Eversholt Road by Woods</u> – Cllr Jordan to report pothole on FMS.</p> <p><u>Local Cycling and Walking Infrastructure Plans</u> – Ward Cllr Adams circulated the aspirational network map.</p> <p><u>Crematorium Lighting</u> – it was agreed to send a letter to Iain Berry, AD Assets, CBC pointing out Steppingley's dark sky policy re lighting at Crematorium and on path to the Crematorium.</p> <p><u>Garden Waste</u> – from April 2024 there will be a charge of £55 for emptying green waste bins.</p> <p><u>Bill Jellis Farm</u> – Ward Cllr Adams to investigate what are the plans for the site.</p> <p><u>Ward Councillor Grant</u> – will start again in April.</p>	<p><b>MW/IA</b></p> <p><b>MJ</b></p> <p><b>Clerk</b></p> <p><b>IA</b></p>
<b>4.</b>	<p><b>Minutes of Last Meeting: 30/01/24</b></p> <p>Cllr Webb 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>Matters Arising:                      5b. Highways – Cllr Wood to contact CBC re SID on Flitwick Road.                      5c. Inclusive Farms – both the Clerk and Cllr Henninger received phone calls from Mr Duxbury. It was agreed that the PC should have contacted Mr Duxbury directly.                      5d. Pavilion – Cllr Jackson had obtained an estimate of £310 +VAT for a keypad system. Installation of the WiFi is underway.</p>	<p><b>CW</b></p>
<p><b>5.</b></p>	<p><b>Reports</b>  <u>a. Planning</u>                      CB/24/00405/FULL Lower Barn, Rectory Road – no objection.</p> <p><u>b. Highways</u>                      Eversholt Road – Cllr Wood to survey and report potholes.</p> <p><u>c. Footpaths, P3, Hedges, Tree Warden &amp; Conservation</u>                      Tree Survey is due – 3 quotes to be obtained – Wilby Tree Surgeons, Steve Dear and RGS for discussion at May meeting.</p> <p><u>d. SVA Liaison</u>                      - Village Hall - Windows – work to start on 18/03/24. Heating – looking to update and obtaining quotes for decorating. Hoping to promote venue for wakes once Crematorium is operation.                      - Pavilion – Cricket Club have now produced the fixture list for the coming season and are in talks with the SVA re the licence. It was agreed that the pavilion be available for letting during the cricket season.                      - Pavilion – BBQ - It was agreed a bbq would enhance the facility. Cllr Jordan to obtain a quote and liaise with the Cricket Club re putting down slabs.                      - Pavilion – Benches – It was agreed to purchase 3 benches – 2 Marmax heavy duty picnic benches with extended tops £495 + VAT and 1 Marmax sturdy picnic bench. Both styles are wheelchair accessible.                      - Village Website – changing to Steppingleyvillage.co.uk and will include pages for The French Horn and the PC.</p> <p><u>e. Recreation Ground</u>                      Playground safety inspection is due to take place. It was agreed that the PC would undertake a full review of the play equipment once received.</p> <p><u>f. Steppingley Profile</u>                      Nothing to report.</p> <p><u>g. Communications</u>                      Nothing to report.</p>	<p><b>CW</b></p> <p><b>Clerk</b></p> <p><b>MJ</b></p> <p><b>Clerk</b></p>

	<p><u>h. Finance</u> The financial spreadsheet was circulated prior to the meeting.</p> <p>Accounts</p> <table border="1"> <tr> <td>Current Account</td> <td>£6,305.44</td> </tr> <tr> <td>Reserve Account</td> <td>£10,000.00</td> </tr> </table>	Current Account	£6,305.44	Reserve Account	£10,000.00	
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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 Henninger, seconded Cllr Jackson – unanimously agreed. b) Financial Regulations - proposed to accept Cllr Yarde, seconded Cllr Henninger – unanimously agreed. c) Risk Assessment – proposed to accept Cllr Henninger, seconded Cllr Yarde – unanimously agreed. d) Asset Register – proposed to accept Cllr Henninger, seconded Cllr Jackson – 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> None</p>					
<b>9.</b>	<p><b>Date and Time of Next Meeting</b> Tuesday, 14 May 2024 in the village hall 7.30 pm - Annual General Meeting 8.30 pm - Annual Parish Meeting</p>					

The above are considered a true and accurate account of the meeting.

Signed .....

Date .....