

Melchbourne and Yelden Parish Council

Chairman: Peter Wilkinson

Clerk: David Brough

MINUTES

Minutes of the Annual Parish Council Meeting held 15th May 2024 at 8pm in Melchbourne Village Hall

Present: Cllrs Peter Wilkinson (Chairman), Simon Paynter, Frank Morgan, Mark Fitzsimmons, Paul Alexander, Jason Gordon, Sarah Croft, Craig Young, David Brough (Clerk), four members of the public.

1 **Election of Chairman**

Resolved to elect Peter Wilkinson as the Chairman for the coming year. The Declaration of Acceptance of Office was signed.

2 **Election of Vice Chairman**

Resolved to elect Craig Young as the Vice Chairman for the coming year.

3 **Apologies for absence and Introductions:** None.

4 **Declarations of interest in items on the agenda:** None.

5 **Requests to grant dispensations for declared interests:** None.

6 **Public Open Session:** One parishioner spoke in relation to a blocked drain on Church Lane, Yelden. The council was due to address this issue later in the meeting.

7 **Approval of the minutes of the parish council meeting** held on 20th March 2024.

Resolved to approve the minutes as an accurate record of the meeting.

8 **Clerk's report on the Action List**

No items beyond those already on the agenda.

9 **Finance**

- *To approve payments and note receipts.*

Resolved to approve the payments listed in the appendix.

- *To review the bank balance and the "Spend vs Budget" analysis.*

The council noted the balances and analysis with no concerns. See appendix for reports.

- *Annual accounts (2023/24): To receive the internal audit report and approve the end-of-year accounts and the Annual Governance & Accountability Return (AGAR) form.*

Resolved to approve the accounts and AGAR to be sent to the external auditor.

10 **Defibrillator access code**

To consider a request to make the defibrillator cabinet codes available to a local group.

It was **resolved** that the cabinet codes could be made available to a local group of residents who use a Whatsapp group to communicate in emergencies. Councillors will consider whether to create a dedicated and equivalent Melchbourne Whatsapp group – this would be run separately to the parish council.

11 **Insurance**

To approve the annual insurance premium.

It was **resolved** to approve the quote from Clear Councils for £378.68.

12 **Yelden Village Hall applications to Chelveston Community Benefit Fund**

- *To consider providing a letter of support for Yelden Village Hall for their grant application for £3,354 from Chelveston Community Benefit Fund for replacement exit double doors.*

It was **resolved** to provide a supporting letter for this application.

- *To consider providing a letter of support for Yelden Parochial Church Council for their grant application for £468.42 from Chelveston Community Benefit Fund for event shelters for the Strawberry Fayre.*

It was **resolved** to provide a supporting letter for this application.

- *To consider providing a letter of support for Yelden Village Hall for their grant application for £20,348.69 from Chelveston Community Benefit Fund to replace the playground equipment. Also to consider other potential methods to fund this project.*

Following a lengthy discussion around the benefits of the parish council carrying out the grant applications instead of the village hall committee, it was agreed that Cllrs Fitzsimmons and Young would meet with the Clerk to discuss how to structure this approach; confirmation would also be needed from the Benefit Fund that the parish council could make the application and then gift the playground.

13 **Crime report**

No reported crime.

14 **Planning:**

New applications received since the last meeting (to include any received after the agenda is issued up to the date of the meeting).

None received.

Monitoring of applications and enforcement

The below application, to which the parish council objected, is awaiting determination by Bedford Borough Council.

APPLICATION NO: 24/00466/FUL

PROPOSAL: Erection of a temporary agricultural workers dwelling.

LOCATION : Hill Farm Melchbourne Road Riseley Bedford Bedfordshire MK44 1BY

The following is a long-standing item of enforcement:

Reference: 14/00392/UNAUTU. Location: Hill Farm, Melchbourne Road, Riseley.

Details: Investigation regarding the right to live on the land.

History: Planning application 22/01571/MAF was refused by BBC Planning in November 2022, 23/01212/FUL was refused in August 2023, and 23/02188/OUT in December 2023. New application in March 2024 awaiting determination.

15 **Councillors' Reports and Updates:**

- Ward Councillor – Cllr Martin Towler

Cllr Towler was not present due to a clash of meetings, but provided a report which is available on request.

- Chelveston Wind Farm Community Benefit Fund Trust

No significant items were noted.

- Highways, drains and streetlights

To consider if there is any action the parish council can take in relation to a water leak on Church Lane. Councillors have concerns that the leaking water will create a road hazard in the winter and are keen for this to be resolved well before then. It was noted that the leak was not foul water and that Anglian Water were carrying out tests to determine the source of the leak. It was agreed that the council would continue to liaise with the borough council to add pressure on Anglian Water. Separately, it was noted that the Melchbourne gullies had been cleared successfully by the borough council.

- Report on Speeding (VAS) – Cllr Morgan

Cllr Morgan reported that the speed signs continued to function correctly.

- Report on River Til/Yelden Flood group – Cllr Alexander

No update.

16 **Business for future agendas** – no decisions can be taken

None.

Date of the next meeting: Wednesday, 17th July 2024 at 8pm – Yelden Village Hall.

Melchbourne and Yelden Parish Council
Payments & Receipts - May 2024

Date Paid	Category	Payee/Payer	Desc	Transfers	Receipts	Payments Gross	Cashbook Balance	Bank balance
Lloyds Bank							£ 16,418.34	£ 16,418.34
09/04/2024	VAT Refund	HMRC			£ 929.62			
15/04/2024	Streetlights: Elect	NPower	NPower Streetlight (Qtrly)			£ 45.28		
15/04/2024	Precept Income	BBC	Precept Part 1		£ 4,356.50		£ 21,659.18	£ 21,659.18
Not yet paid	Internal Audit	KJ Betts	Annual internal audit			£ 155.00		
Not yet paid	Staff Costs	Multiple	Salary + Qtrly PAYE			£ 876.53	£ 20,627.65	

Melchbourne and Yelden Parish Council

2023/24 - Balance - May 2024

		£
Lloyds Current Account	Current Balance (Forecast)	20,628

Allocation of Balance Sheet

River Til Reserve	9,956	Balancing figure
Allotments Reserve	1,422	
General reserve	9,250	
VAT refund due	0	

Melchbourne and Yelden Parish Council
Spend vs Budget report

2023/24 P&L (Net of VAT) - As at Mar 2024

<u>Income</u>		YTD (Actual) Gross	YTD (Actual) Net	Annual Budget	Full year (Est)	Variance	
Precept Income		8,111	8,111	8,111	8,111	0	
	Chelveston Grant for Street Scene Works	1,313	1,313	0	1,313		
	Chelveston Coronation Grant	200	200		200		
Other Income		1,513	1,513	0	1,513	1,513	
VAT Refund		0		0		0	
Allotment Income		14	14	13	14	1	
CiL Receipts (Section 106)		0	0	0	0	0	
Bank Interest		0	0	16	0	-16	
Total Income		9,638	9,638	8,140	9,638	1,498	
<u>Outgoings</u>							
Employment Costs	Staff Costs	5,259	5,259	5,173	4,383		
		5,259	5,259	5,173	4,383	790	
	Village Hall Hire	120	120	90	120		
	Payroll fees	94	78	0	78		
	ICO - Annual Data Protection	35	35	35	35		
	Membership BATPC	0	0	93	0		
	Training: Councillors	0	0	60	0		
	Clerk Expenses	55	55	16	55		
	Internal Audit	150	150	135	150		
	External Audit	252	210	0	210		
	Website running cost	352	310	270	310		
	Election costs	91	91	0	91		
Admin		1,149	1,049	699	1,049	-350	
Insurance	Insurance	342	342	265	342	-77	
	Maintenance	0	0	1,174	0		
	Streetlights: Elect	251	240	500	194		
Parks and open spaces		251	240	1,503	194	1,309	Accrual for 2 year land maintenance
	Grant Honeycomb	100	100		100		
	Grant Coronation - Yelden VH	100	100		100		
	Grant Coronation - Melchbourne VH	100	100		100		
Grants out		300	300	200	300	-100	
	Defib Maintenance & Speed sign accrual	705	588	300	588		Defib battery replacement
	Street Scene Works	3,118	2,598	0	2,598		
Miscellaneous		3,823	3,186	300	3,186	-2,886	Partial offset with Other Income
Total Outgoings		11,125	10,377	8,140	9,454	-1,314	