



AGENDA

23rd May 2024

The Annual Meeting of Blunham Parish Council will take place on Thursday 30/05/24 at 7pm at the Village Hall. All Councillors are hereby summoned to attend. Times are approximate and members of the public are welcome to attend. Clerk to the Council – Jo Graves, Tel: 07563 527415 clerk@blunham-pc.gov.uk

Jo Graves

	Item	Requirement	Time
01:05/24	Election of Chair and Vice Chair	a) Nomination for Chair to be considered. Elected member to sign Declaration of Acceptance of Office of Chair. b) Nominations for Vice Chair to be considered.	7.00pm
02:05/24	Apologies for Absence	To note apologies.	7.05pm
03:05/24	Declarations of any new Pecuniary Interests	Any new Pecuniary Interests should be declared. They must then be added to the register within 28 days. Existing pecuniary interests already registered do not need to be declared. Members cannot take part in any discussions or vote on matters in which they have a pecuniary interest.	7.10pm
04:05/24	Appointment of Representatives	See info sheet for current representatives.	7.12pm
05:05/24	Meeting dates for 2024/2025	a) To agree the Full Council Meeting Dates (see info sheet) b) To agree dates for Planning Committee meetings if required. c) To agree Terms of Reference for Planning Committee, Staffing Committee, Maintenance Committee and Neighbourhood Plan Steering Group.	7.15pm
06:05/24	Minutes of previous meetings & review of matters arising from that meeting & previous agreed actions.	To confirm and adopt the Minutes of the meeting of Blunham Parish Council held on Thursday 28 th March 2024. Matters arising from the minutes (for information only)	7.20pm
07:05/24	Public Session	An opportunity for the public to ask the Council questions & make observations about agenda items. There is 15 mins set aside for this agenda item. All questions & comments should be directed to the Chairman. Members of the public are respectfully reminded that this is the only part of the meeting that they can participate in.	7.25pm
08:05/24	Unitary Councillors Report		7.40pm
09:05/23	Highways	See information sheet. To receive Highways Committee report & any other Highways matters that need Full Council consideration. a) To agree where the balance of the funds (£4,000) from speed cushion reserve should be allocated.	7.50pm
10:05/24	Maintenance	See information sheet. To receive Maintenance Committee report & any maintenance matters that need Full Council consideration including a) To consider revised prices as per the grass cutting and maintenance contract with Mark Zwetsloot. b) To consider request from Church regarding mausoleum in Churchyard.	7.55pm
11:05/23	Communications	See information sheet. To receive Communications Committee report & any other communications matters that need Full Council consideration. a) To note that councillor recruitment flyer will be delivered with June Blunham Matters resulting in a reduction of cost from £225 +VAT to £85 + VAT. b) To consider questions for Blunham Matters survey.	8.10pm
12:05/23	Community Safety	See information sheet. To receive Community Safety Reps report & any other community safety matters that need Full Council consideration. a) To consider response to Police and Crime survey.	8.15pm

13:05/23	BSSC/Play Area Update	See information sheet. To receive BSSC/Play Area report and any matters that need Full Council consideration. a) To receive latest playground quarterly inspection report. b) To consider arrangements for updating the licence agreement with BSSC for the playground.	8.20pm
14:05/24	Planning	Planning applications to be considered, plus any other planning matters that need Full Council consideration a) CB/24/01091//FULL – Part single and part two storey side extension with single storey rear extension – 40 Station Road, Blunham MK44 3NZ Link to documents on CBC website: https://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeResultDetail&TheSystemkey=637416 b) CB/24/01466/NMA – Non material amendment to planning permission CB/18/04789/OUT (Outline Application: residential development together with new access and associated landscaping).Amendment sought: Removal of Condition 20 – requirement to carry out off-site works to Public Footpath No.6 – Land between 19 and 73, The Hill, Blunham Link to documents on CBC website: https://plantech.centralbedfordshire.gov.uk/PLANTECH/DCWebPages/acolnetcgi.gov?ACTION=UNWRAP&RIPNAME=Root.PgeResultDetail&TheSystemkey=637791 Planning Decisions c) CB/24/00880/FULL – Single storey rear extension – 132 Grange Road, Blunham MK44 3NT - Granted	
15:05/23	Neighbourhood Plan	a) To note that CBC have confirmed the area covered by the Blunham Neighbourhood Plan. b) To consider the purchase of Parish Online to assist the Neighbourhood Plan and Parish Council administration.	8.40pm
17:05/23	Reports from Representatives	See information sheet. • To receive any reports from Parish Councillors who represent the Parish Council on other committees. • To receive reports from Councillors who have attended meetings on behalf of the Parish Council.	8.50pm
18:05/24	Finance Statement	See information sheet. a) To approve payments due & receive financial statement of accounts. b) To acknowledge receipt of first instalment of precept from CBC in sum of £27,855. c) Bank Reconciliation, to nominate a Councillor to undertake quarterly bank reconciliations. d) Insurance Renewal – to consider insurance renewal and approve insurance schedule. e) To approve continued use of Blue Parrot Payroll Services. f) To note that Cllr Burgoyne attended BATPC Chairmanship training.	8.55pm
19:05/24	Year End Accounts and Audit Submission 2023/2024	To consider and approve Year End Accounts, Internal Audit and External Audit Return (circulated with Agenda) a) Year End Financial Report 31/03/24, inc S137 expenditure. b) Internal Auditors Report, received, no issues raised. c) External Auditors Return (AGAR) – Annual Governance Statement d) External Auditors Return (AGAR) – Annual Accounting Statement e) Notice of Exercise of Public Rights – 04/06/24 to 15/07/24	9.00pm
20:05/24	Approval of Memberships & Subscriptions	a) To consider and approve membership and subscriptions (circulated with Agenda).	9.15pm
21:05/24	Approval of Regular Payments.	a) To consider and approve Direct Debits and Standing Orders (circulated with agenda) b) To consider and approve regular payments e.g. salary and pension contributions.	9.15pm
22:05/24	Approval of BACS Payments	a) In accordance with Financial Regulation 6.9, members to approve continued use of BACS method of payment for suppliers/employees not paid by Direct Debit, for the year.	9.15pm
22:05/24	Policy Document Approval	a) Code of Conduct b) Standing Orders c) Financial Regulations d) Complaints Policy	9.20pm

		e) Scheme of Delegation f) Other policies will be reviewed throughout the year.	
23:05/24	Correspondence	See information sheet a) To consider response to CBC Local Transport Plan consultation. b) To consider response to CBC Local Plan Blunham Settlement document.	9.25pm
24:05/24	Exempt Business	To resolve to exclude members of the public and press from the meeting under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business on the grounds that this business relates to: Agenda item 25:05/24 this business relates to labour relations issues.	
25:05/24	Staffing Committee	a) To consider temporary additional hours for the Clerk to update cemetery records.	9.30pm
26:05/24	Next Meeting Date	To agree next meeting date Thursday 30 th July 2024	9.30pm

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