

WIXAMS PARISH COUNCIL

Councillors, I hereby summon you to attend the meeting of WIXAMS PARISH COUNCIL on Tuesday, 16th January 2024 commencing at 7:45pm at the **Munson Room, Lakeview Village Hall** to consider the following items of business.

MEMBERS OF THE PUBLIC WELCOME!

Robbin Brough, Clerk to the Council
11th January 2024

AGENDA

1 Apologies for Absence

2 Declarations of interest in items on the agenda

3 Public Open Session

During the Public Open Session: Members of the public should note that the council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response at a later date. Any questions not presented to the council far enough in advance of the meeting may be noted and responded to at a later time.

After the Public Open Session: Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during the remainder of the meeting are not permitted.

- Barratt Homes to discuss proposed parking restrictions for Green Lane.
- Members of the public

4 To confirm the minutes of the parish council meeting held on 14th December 2023

5 Co-option

Proposal from Cllr Mardel: To delay cooption to fill remaining parish council vacancy until after the Standards Committee report from BBC Monitoring Officer has been received.

6 Co-option

To consider coopting to fill the remaining vacancy on the parish council – the total number of positions on the council is fifteen.

7 Clerk's report on actions

- Clerk to create a job advert for recruitment of a new clerk. **Complete** – Ad has been posted on Facebook, council website and via BATPC.
- Clerk to submit job advert to NALC if required. **Complete** – Advert was submitted to NALC for circulation.
- Clerk to request further quotes for extending CCTV coverage to Meadow Road. *Quote request and information has been given to two CCTV companies. Awaiting quotes.*
- Clerk to contact BBC Highways for a response to their request for the Borough Council to part fund the three pedestrian crossings in Wixams. **Complete** – Response received and forwarded to council.
- Clerk to request BBC Highways look into the matter of residents driving over pedestrian footpaths to access parking. **Complete** – Highways have confirmed this will damage the area and they will write to the owner and advise they must not drive over land or the footway to access parking.

8 Correspondence (new items flagged for council attention):

- Email received from resident requesting an update on the implementation of parking restrictions on the corner of Brooklands Ave and Peacock Gardens.

9 Finance

- To approve payments and note balances.
- To review and agree the proposed 2024/2025 budget and precept from Finance Committee.
- To receive and agree the revised Finance Committee Terms of Reference

Mrs R Brough, Clerk, Wixams Parish Council
E-mail: clerk@wixams-pc.gov.uk

- Update from Finance Committee
- To approve Cllr Taylor's request to be added to the banking mandates.
- To agree proposal from Finance Committee outlining the amount of funds to be placed in separate investment accounts:
 - £85k at 90 days' notice - look for 3% interest or higher
 - £125K at 180 days' notice - look for an interest rate of 3.75% or higher.
 - Keep 1 month's running costs in current account and transfer the balance to the Lloyds instant access savings account.

10 To receive the Crime Statistics report

Crime report issued to council prior to the meeting.

11 Councillors' Reports including:

- Report from Borough Councillors
- Update from Community Committee
- Update from Infrastructure Committee
- Update from HR Committee
- Update from GP Working Group

12 Planning Applications:

To consider any planning applications received since the last meeting – includes any received after the agenda is issued up to the date of the meeting.

APPLICATION NO: 23/02566/MAR Major Reserved Matters Application

PROPOSAL: All reserved matters for the erection of a Regional Distribution Centre (Use Class B8) with ancillary office accommodation (Use Class E(g)(i)), gatehouse and access arrangements, vehicle maintenance unit, recycling area, car parking, landscaping and other associated works, pursuant to outline permission ref. 15/00466/EIA.

LOCATION: Aldi Zander Way Wixams Bedford Bedfordshire MK42 6EY

13 Grant Applications:

- To consider a grant request from Wixam's Academy PTA to help fund the replacement of equipment for the Home Economics Department. The total cost of the project is £3,120.44.
- To consider a grant request from Lakeview Primary PTA for £612.00 to purchase three friendship benches to be placed in the sensory garden.

14 Revision to Committee Terms of References

Proposal from Cllr Ali: To remove the current limit on the number of councillors able to join a committee.

15 Revision to Committee Terms of References

Proposal from Cllr Ali: To have all committee members and chairs of each committee voted on by the full council.

16 Current CCTV Router Contract

To agree the method in which council would like to pay the outgoing clerk for the monthly sim card charges for the routers linked to the village CCTV equipment.

17 Parish Council Postal Address

Proposal from Cllr Whiteley: To use the Village Hall as the parish council postal address.

18 Parish Council Website - MS Form

Proposal from Cllr Whiteley: To use an embedded MS Form on our council website to aid in people self reporting.

19 Wixams Taxi Services

Proposal from Cllr Whiteley: To provide on the council website details of all private hire and taxi services that operate within Wixams.

*Mrs R Brough, Clerk, Wixams Parish Council
E-mail: clerk@wixams-pc.gov.uk*

20 Central Action List

Proposal from Cllr Whiteley: To create a councillor task action list for actions to be completed centrally available on cloud storage, and for councillors to play a more active role.

21 Service Level Agreements

Proposal from Cllr Whiteley: to introduce Service Level Agreements for councillors and the Clerk to the Council, working group to explore this.

22 Parish Council Email and Microsoft 365

Proposal from Cllr Whiteley: To purchase Microsoft 365 and adopt a robust cloud storage system, that will provide secure and fully functional email, individual cloud storage, Sharepoint facilities for working on shared documents, and full Microsoft Office suite for use by councillors.

23 Street Ranger

Proposal from Cllr Bowman: To agree to advertise for a Bank Street Ranger.

24 Interim Clerk

- To resolve that, under Section 1 Paragraph 2 of the Public Bodies (Admission to meetings) Act 1960, the press and public be excluded from the meeting for the next item of business due to the confidential nature of staff matters.
- To agree the hourly rate (SCP) which the interim clerk or clerks will be paid, their required duties and the number of hours per week.

25 Business for future agendas (No actions can be taken on items not on the agenda)

Date of the next meeting: 20th February 2024 – Munson Room, Lakeview Village Hall.