

Riseley Parish Council

Minutes of the Parish Council Meeting

Held on Thursday 21 May 2026 at Riseley Village Hall at 7.15pm

Open Forum

A resident raised concerns regarding the frequency of litter bin collections. The Parish Council advised that the situation would be monitored.

It was also reported that the stone from the top of the bridge had been removed. Cllr Wallis agreed to investigate the matter further.

1. Apologies for Absence

Apologies were received from:

- Cllr Paul Brown
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2. Declarations of Interest

No declarations of interest were made regarding items on the agenda.

3. Approval of Minutes

The minutes of the Parish Council meeting held on 16 April 2026 were approved as a true and accurate record.

Proposed, seconded, and unanimously agreed.

4. Correspondence Received After Publication of the Agenda

The Clerk advised that no additional correspondence had been received.

5. Community First Responders Presentation

The Parish Council received a presentation regarding the concerns affecting the future of the Riseley Community First Responders (CFR) group.

Following discussion, it was proposed and agreed that the Parish Council would formally raise concerns with the relevant authorities, including writing to the mayor and other appropriate parties in support of the local CFR team.

Annual Meeting of the Parish Council 2026

Appointment of Chairman and Vice Chairman

The following appointments were agreed:

- Chairman – Cllr Jowett
 - Vice Chairman – Cllr Felce
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Appointment of Representatives to Outside Organisations

The following appointments were confirmed:

- Riseley Recreational Association (RRA)
- Riseley Village Hall
- Town & Parish Network
- Villager Minibus
- Bedfordshire Association of Town & Parish Councils (BATPC)
- Riseley Community Flood Group

All appointments were agreed as previously held.

Assignment of Special Responsibilities

The following responsibilities were confirmed:

- Lighting
- Highways & Footways
- Planning
- Administration & Finance
- Ross Meadow & Allotments
- Rights of Way
- Brook / Environmental Issues
- Grass Cutting
- Newsletter
- Website & Communications
- Community Policing Issues
- Children and Youth
- Tree Warden
- Old School Field (OSF)

All responsibilities were agreed as previously allocated.

Authorisation of Continuance of Supply Contracts

The continuation of the following contracts and service providers was approved:

- Lighting Supply – SSE
 - Lighting Maintenance – Andy Muskett
 - Property Assurance & Public Liability – Zurich
 - Water Supply to Playing Field – Anglian Water (Wave)
 - Printing of Village Newsletter – As required
 - Delivery of Village Newsletter – Vacancy to be confirmed
 - Venue for Council Meetings – Riseley Village Hall
 - Inspection of Play Equipment – RoSPA
 - Salary Provision – Clifford Roberts
 - Village Handy Person – Cliff Collins
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Authorisation of Annual Subscriptions and Payments

The continuation of the following annual subscriptions and payments was approved:

- Society of Local Council Clerks (SLCC)
- Bedfordshire Association of Town & Parish Councils (BATPC)
- External Auditors – Mazars
- ICO – Data Protection Registration
- Internal Auditor – Mr Hindley
- Accounting Software – Scribe
- Clerk's Cloud Storage – Microsoft 365

Proposed, seconded, and unanimously agreed.

6. Planning

a. Planning Applications

The Parish Council considered current planning matters and noted the following:

- 124 High Street – Demolition and single rear extension – Permitted
- Proposed seven houses at land near Sackville Farm – Application withdrawn

- Gold Street window application – Permitted
- 162 High Street garden shed – Permitted

No planning appeals were reported.

7. Administration and Finance

a. Monthly Financial Report and Payments

The monthly finance report and invoices for payment were reviewed and approved.

b. Equality, Diversity and Safeguarding Policies

The Parish Council considered the Equality & Diversity Policy and Safeguarding Policy presented by the Clerk.

It was proposed and agreed to adopt both policies as presented.

c. Asset Register

The updated Asset Register, deferred from the April meeting, was considered.

Cllr Wallis advised that photographs and What3Words references would be added at a later date.

It was proposed and agreed to approve the Asset Register as presented.

Riseley Village

a. Bottle Bank

Cllr Gell summarised his previously circulated report regarding the bottle bank.

b. Riseley Flood Group Grant

The Parish Council discussed the Riseley Flood Group grant update.

8. Riseley Recreational Association (RRA)

a. RoSPA Report

Cllr Jones summarised the RoSPA inspection report received for the recreation ground.

The skate ramp was identified as the only high-risk item; however, the report requires further review. A hard copy of the report has been requested.

Cllr Gell and Cllr Jones will investigate further and report back at the next Parish Council meeting.

The Parish Council was also advised that Riseley Football Club will fund the required football pitch repairs at an approximate cost of £1,200.

9. Old School Field

a. Update from Cllr Davies

Cllr Davies first updated the Council regarding the recent accident at the Old School Field.

Further discussion took place regarding:

- Cutting of the field
- Proposed pump track
- Four Five -way swing
- Basketball net

The Parish Council also considered proposals for a shelter on the site. Planning permission would be required, with pre-application advice estimated at £7,000 overall, although Parish Councils receive a 50% discount and the development may fall within permitted development rights.

It was proposed and agreed to fund the initial £500 pre-application planning fee.

The Council was also advised that the Gardening Club Plant Sale would donate £600 towards the Old School Field project. A letter of thanks will be sent to the Chair of the Gardening Club.

10. Rights of Way

Business as usual was reported.

11. Tree Warden / Ross Meadow / Allotments

a. Tree Warden

Nothing to report.

b. Ross Meadow

The existing posts require replacement. Cllr Toseland agreed to investigate further.

c. Allotments

Invoices have now been issued to allotment tenants, and welcome packs will be circulated shortly.

12. Children and Youth

Nothing to report.

13. Brook

Nothing to report.

14. Highways & Footways

Cllr Wallis advised that correspondence had been received from Bedford Borough Council regarding outstanding highways repairs.

a. Outstanding Highways Repairs

Repairs remain outstanding and are awaiting action by Bedford Borough Council.

15. Lighting

Nothing to report.

16. Village Hall

Nothing to report.

17. Grass Cutting

It was noted that the verges outside the 30mph signs now appear to have been cut.

18. Newsletter

It was agreed that quarterly newsletters would continue.

19. Website

Nothing to report.

20. Environment & Village Appearance

Cllr Toseland thanked everyone who assisted with works on Bowers Lane.

21. Bedford Borough Council

Nothing to report.

Outstanding Items

- **02/22 – CIL Payment:** To remain on the agenda.
- **12/23 – Review of Parish Council Procedures and Protocols (DJ/CF & Clerk):** To be arranged following completion of the Asset Register and Risk Assessment, as several meetings will be required.
- **Children’s Community Hub :** Ongoing updates.

- **Helen's Meadow:** Legal processes remain ongoing.
- **Handy Person:** To remain on the agenda for future works. Cllr Davies will ask Cliff to monitor the Old School Field for any Litter ect.
- **Scribe Housekeeping :** The Clerk and Chairman will meet up next week.

22. Closing Forum

Nothing was raised

The Chairman closed the meeting at 21.09

Date of Next Meeting - The next meeting of the Parish Council will be held on **Thursday 18 June 2026.**