

1105139

**MINUTES OF A MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON  
MONDAY 11<sup>th</sup> APRIL 2016  
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30 P.M.**

Present: Councillors Mr L. Davison-Williams (Chair), Mr J. Selley, Mr M. Wright, Mr D. Gunter, Mrs B. Thomas, Mr J. Paxton, Mr R. Everson and Mr A. Channon.

Minutes: Mrs K. Kilby (Assistant Clerk).

In Attendance: CBC Cllr Ian Shingler and Police Superintendent Sharn Basra.

1. **APOLOGIES FOR ABSENCE** – Cllrs Mrs G. Gardner and Mr M. McNulty.

2. **SPECIFIC DECLARATIONS OF INTEREST** – None.

3. **POLICE REPORTS AND ISSUES.**

3.1 No Crime figures were received for March.

3.2 **Acknowledgement of attendance by Superintendent Sharn Basra.** –

Superintendent Sharn Basra advised the Council on the following:

- The Crime Statistics would not be given each month. The Crime figures would be available on the Police website – [www.police.uk/bedfordshire/69/crime/](http://www.police.uk/bedfordshire/69/crime/). Twelve crimes were committed in Barton-le-Clay in March, but no details were available.
- Due to having fewer PC's and PCSO's, the Police would attend fewer Council meetings.
- Superintendent Basra advised that there were plans to recruit additional PCSO's and he would investigate the recruitment of Special Constables to cover specific areas.
- The crime statistics were checked to ascertain any areas with high crime rates or for any patterns in the crimes being committed.
- Training was still available for Speed Watch volunteers.
- Superintendent Basra would request Police travelling North and South on the A6 Bypass, drive through the village if not on an emergency call.
- New contacts details are available for Community Policing.

Superintendent Basra asked the Council what they would like to see from the Police. What would the Police priorities be for the Village. **ACTION: Defer to next Council meeting for consideration.**

Cllr Davison-Williams thanked Superintendent Sharn Basra for attending the meeting and the Superintendent left the meeting.

4. **BARTON-LE-CLAY 'COMMUNITY FIRST RESPONDER' REPORT**

4.1 Barton-le-Clay Community First Responder's ('CFR') report was disseminated to all Councillors prior to the meeting. There were no questions from the Council.

5. **PUBLIC QUESTION TIME** – No members of the public attended the meeting.

6. **CENTRAL BEDFORDSHIRE WARD CLLR REPORTS** –

6.1 Cllr Shingler reported on the following:

- Central Bedfordshire Council ("CBC") had received a poor Ofsted report on the standard of Key Stage 2 education within Central Bedfordshire. CBC had responded regarding the points made within the report. Cllr Shingler to email copies of the Ofsted report and CBC's letter.

- CBC are to employ a consultant to review areas of Green Belt.
- Cllr Wright advised Cllr Shingler that the Parish Council would be submitting a response to the Central Bedfordshire Council's Environmental Framework Consultation.

Cllr Shingler left the meeting.

7. **PLANNING COMMITTEE** – Cllr Channon informed the meeting on the following issues:

7.1 **Matters Arising** –

Cllr Channon enquired whether planning consent was required to site a foot takeaway van on private land. **ACTION:** Assistant Clerk to enquire with Central Bedfordshire Planning department.

7.2 **Planning Applications:**

**CB/16/01095/FULL: 14 Arnold Close, Barton-le-Clay** – Part two storey, part single storey extensions to dwelling and demolition to existing garages – **No comment deemed necessary**

**CB/16/01295/FULL: 124 Osborn Road, Barton-le-Clay** – Two storey side and single storey front extensions. – **No comment deemed necessary.**

8.1 **APPROVAL OF MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 14<sup>th</sup> MARCH 2016.** (pgs. 5127 to 5131) – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Wright and CARRIED with 1 ABSTENTION.

8.2 **MATTERS ARISING OUTSIDE OF COMMITTEE REPORTS/UPDATES** – None.

9. **CHAIRMAN'S ANNOUNCEMENTS**

9.1 **Reminder to all Committee Chairs and outside body representatives regarding end of year reports** – Cllr Davison-Williams reminded all Committee Chairs and outside body representatives that the end of year reports were to be submitted to the Parish Office by 30<sup>th</sup> April 2016.

9.2 There were no other Chairman's announcements.

**COMMITTEE REPORTS/UPDATES**

10 **Policies & Resources Committee.** Cllr Davison-Williams informed the meeting on the following issues:

10.1 **Matters Arising** – None

10.2 **Approval and adoption of Annual Audit Plan.** – Cllr Davison-Williams PROPOSED the approval and adoption of the Annual Audit Plan, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION:** Cllr Davison-Williams to issue documents to internal auditor.

10.3 **Update of Barton Rovers FC rent review.** – Cllr Davison-Williams advised that a full report would be given at the next Policies and Resources meeting and advised that a copy of the Surveyors report would be disseminated to all Councillors. **ACTION:** Cllr Davison-Williams to email copy of Surveyors report to all Councillors and Chairman of Barton Rovers FC.

10.4 **Update Council on 2015/16 external audit procedures** – Cllr Davison-Williams advised the Council that paperwork received from the BDO (External Auditors) confirmed that the Council had been randomly selected for the "Intermediate review for 5% sample". This results in additional work being undertaken to produce evidence base information for the annual return.

He also advised that this selection may well increase the Council's "internal audit" costs.

10.5 **Approval of annual intruder alarm maintenance contract costs** – The council was advised that two quotations had been received for the costs for the annual intruder alarm maintenance contract at the Sports Pavilion and the Parish Office. The Council noted that an additional item had been quoted for by Ace Fire and Security and requested a requote removing the additional item. **ACTION:** Assistant Clerk to request a requote from Ace Fire and Security.

10.6 **Approval of costs for electrical works for Parish Office** – Quotations were received for the electrical works at the Parish Office. After discussion, Cllr Davison-Williams PROPOSED the approval of the quotation from MJT Electrical Services for the installation of a 6way Consumer Unit, an emergency light in the rear office and an external light and the relocation of a double socket at a total cost of £521.00, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with MJT Electrical Services.



- 10.7 **Approval of costs to complete a five year electrical condition report for the Sports Pavilion** – One quotation had been received for the cost to complete a five year electrical condition report at the Sports Pavilion. The Council requested a second quotation be sought. **ACTION: Cllr Davison-Williams to source second quotation.**
- 10.8 **Approval of the purchase of a key cabinet for the Parish Office.** – Cllr Davison-Williams PROPOSED the purchase of a key safe for the Parish Office at a cost of £72.00, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION: Cllr Davison-Williams to place order.**
- 10.9 **Update on candidate for the role of Clerk/RFO** – Deferred to the end of the meeting.
- 11 **Burial Ground Committee** – Cllr Gunter informed the meeting on the following issues:
- 11.1 **Matters Arising** – Cllr Gunter advised the Council that a site meeting had been held at the War Memorial and the findings to be reported at the next Burial Ground Committee meeting.
- 11.2 **Ratification of recommendations contained within the minutes of the Burial Ground Committee meeting held on 4<sup>th</sup> April 2016 (pg. 5135).** – PROPOSED by Cllr Gunter, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED
- 12 **Highways and Environment Committee** – Cllr Wright informed the meeting on the following matters:
- 12.1 **Matters Arising** – The Council was advised that the installation of gates at the entrance to Lovers Walk had now been completed.
- 12.2 **Acknowledgement of Bus Shelter Inspections of 22<sup>nd</sup> March 2016** – Cllr Wright advised that 3 shelter windows were showing signs of sun damage and would require replacing. Window order placed.
- 12.3 **Update on the lighting of the beacon for the Queen’s Birthday.** – The Council was advised that due to the high risks involved with organising this event and the lack of time to complete risk assessments this event would not take place this year. The Council agreed that risk assessments would be completed for future events. **ACTION: Assistant Clerk to advise Natural England and Mike Farraday of Councils decision.**
- 12.4 **Approval of authority for Highways & Environment Committee to submit response to Council’s response to Central Bedfordshire Council’s Environmental Framework Consultation** – After discussion, Cllr Wright PROPOSED Cllrs Wright and Davison-Williams complete CBC’s Environmental Framework Consultation questionnaire and email to all members for their approval, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. Cllr Davison-Williams requested all responses were returned within 48 hours. **ACTION: Cllrs Wright and Davison-Williams to complete questionnaire and submit approved response to Central Bedfordshire Council.**
- 12.5 **Ratification of recommendations contained within the minutes of the Highways & Environment Committee meeting held on 21<sup>st</sup> March 2016 (pg. 5132).** – PROPOSED by Cllr Wright, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED
- 12.6 **Ratification of recommendations contained within the minutes of the Highways & Environment Committee meeting held on 4<sup>th</sup> April 2016 (pg. 5138).** – PROPOSED by Cllr Wright, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED
- 13 **Leisure Committee** – Cllr Thomas informed the meeting on the following issues:
- 13.1 **Matters Arising** – None
- 13.2 **Acknowledgement of Playground Inspection Sheets of 5<sup>th</sup> April 2016** – Cllr Thomas acknowledged receipt of playground inspection sheets. Cllr Channon reported a problem with the Giro-spiral. **ACTION: Councils Groundsman to investigate problem with Giro-Spiral.**
- 13.3 **Acknowledgement of Fitness Equipment Inspections of 5<sup>th</sup> April 2016** – Cllr Thomas acknowledged receipt of fitness equipment inspection sheets. She advised the pedal on the cycle had seized. Caloo had been informed and were to carry out inspection and repairs.
- 13.4 **Approval of costs for RoSPA inspections.** – The Council was advised that the costs for the RoSPA inspections had been approved at the Committee meeting and would be ratified within the minutes in agenda item 13.7.



- 13.5 **Approval of the purchase of an additional gate at Arnold Recreation Ground play-area** – Quotations had been received for the installation of an additional gate in Arnold Recreation Ground and had been disseminated to all Councillors prior to the meeting. Following discussion, Cllr Thomas PROPOSED the purchase and installation of a yellow gate by M.J. Granger Grounds Maintenance at a cost of £560.00, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with M.J. Granger Grounds Maintenance.
- 13.6 **Ratification of recommendations contained within the minutes of the Horticultural Show Sub-Committee meeting held on 21<sup>st</sup> March 2016 (pgs. 5133 to 5134).** – PROPOSED by Cllr Thomas, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.
- 13.7 **Ratification of recommendations contained within the minutes of the Leisure Committee meeting held on 4<sup>th</sup> April 2016 (pgs. 5136 to 5137).** – With the exception of Item 8.1, the decision to withdraw the allotment holders use of the skip, Cllr Thomas PROPOSED the ratification of recommendations contained within the minutes of the Leisure Committee meeting held on 4<sup>th</sup> April 2016, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION:** Consideration of use of skip to be deferred to next Committee meeting.
- 14 **Sports Field Committee** – Cllr Selley informed the meeting on the following issues:
  - 14.1 **Matters Arising** – None
  - 14.2 **To approve purchase of replacement emergency lighting and additional smoke detector for Pavilion recommended within the Fire Safety report at a cost of £595.00** – The Council noted that the quotation for the works recommended within the Fire Safety report was out of date. To allow for the work to proceed, the Council agreed a maximum amount would be approved. Following discussion, Cllr Selley PROPOSED the approval of the work recommended within the Fire Safety report up to a maximum of £625.00, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order if cost is below £625.00, or to request a new quotation if above.
  - 14.3 **Approval of costs for test and inspection of lightning protection system** – Cllr Selley PROPOSED the approval of the test and inspection of the lightning protection systems at the Sports Pavilion at a cost of £207.00, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with Nimbus Lightning Protection Ltd and obtain two quotations for inspection in 2017.
  - 14.4 **Retrospective approval of the purchase of white liner paint** – Cllr Selley PROPOSED the retrospective approval of the purchase of white liner paint at a cost of £270.00, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED. **RESOLVED:** No further action required.
  - 14.5 **Approval of the use of training areas at Luton Road Sports Field during April/May 2016.** – A request had been received from Barton Rovers Youth to commence evening training on the Sports Field during April/May, until the field is closed for re-seeding. Following discussion, Cllr Selley PROPOSED the approval of Barton Rovers Youth teams using training areas between pitches, as mapped out for the managers until the field is closed for re-seeding, at no additional costs, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to advise Barton Rovers Youth of Councils decision.

**15 MONTHLY FINANCIAL REPORTS**

- 15.1 Balance Sheet & Summary, Profit & Loss and Committee Income & Expenditure Reports for period ending 31<sup>st</sup> March 2016 were disseminated to all Councillors prior to the meeting. No queries were raised.

Balance Sheet confirmed Current Assets: £199,271 less Liabilities: £1,647 totalling Net Assets: £197,625  
 Represented by General Fund: £88,548, Current Year Fund: £17,530 and Earmarked Reserves: £91,547.

Cllr Davison-Williams advised that any queries on monthly financial reports to be sent to himself.

**16 APPROVAL OF PAYMENT OF ACCOUNTS**

Payments approved as follows:

REF.	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC No.	MULTIPLE INV. TOTAL	CHK No.
0089/16	British Gas	Sports Pavilion Elec Charge (Jan-Mar)	159.37	7.96	167.33	4806		DD
0090/16	EON	Parish Office Elec Feb/Mar	98.76	4.94	103.70	4137		DD
0091/16	Anglian Water	Allotments Charge to 9/3/16	14.73	0.00	14.73	4602		
0092/16	Peninsula Business Services	HR Services - April	199.00	39.80	238.80	4151		DD

0093/16	NEST	Pension payments March 2016 (Payment due 22/04/16)	441.01	0.00	441.01	526		DD
0094/16	G. George	April Salary	Salary		Salary	4004		6318
0095/16	I. Swales	April Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6319
0096/16	K. Kilby	April Salary	Salary		Salary	4001		6320
0097/16	I. Nicholls	April Salary	Salary		Salary	4002		6321
	<b>TOTAL SALARIES</b>	<b>NET APRIL SALARIES</b>	<b>2,999.17</b>	<b>0.00</b>	<b>2,999.17</b>	<b>-</b>		
0098/16	HM Rev & Customs	Mth 12 PAYE	357.80	0.00	357.80	525		
0099/16	HM Rev & Customs	Mth 12 Nat. Emp'ee NI Contri	204.57	0.00	204.57	525		
0100/16	HM Rev & Customs	Mth 12 Nat. Emp'er NI Contri	234.15	0.00	234.15	525	796.52	6322
0101/16	Ian Swales	March Mileage (246) miles @ 60.1p	147.85	0.00	147.85	4107		
0102/16	Ian Swales	Expenses	70.22	14.03	84.25	Split	232.10	6323
0103/16	PPM	Pest Control Inspection March	62.41	12.48	74.89	4609		6324
0104/16	Kirkby Diamond	Professional Fees	850.00	170.00	1,020.00	9700		6325
0105/16	Barton Village Hall	Meeting Hire March	32.00	0.00	32.00	4112		6329
0106/16	Hertfordshire County Council	Stationary Supplies O/No 736	10.15	2.03	12.18	4113		6326
0107/16	DMH Solutions	LCRS Win 10 disk	39.00	7.80	46.80			6327
0108/16	Cash	Petty Cash	61.36	0.87	62.23	4191		6328
0109/16	Cawleys	Skip Emptying - Br'l Ground (Mar)	48.39	9.69	58.08	4314		DD
0110/16	Cawleys	Skip Emptying - Allotments (Mar)	200.72	40.14	240.86	4134		DD
<b>TOTAL APRIL 2016 PAYMENTS</b>			<b>6,230.66</b>	<b>309.74</b>	<b>6,540.40</b>			

**Approval of Payment of Accounts:** Cllr Davison-Williams PROPOSED that the Council approve the payments as listed above, Cllr Thomas SECONDED this motion, which was UANANIMOUSLY CARRIED.

- 17. **TIME ALLOCATION FOR COMMITTEE MEETINGS –**  
**18<sup>th</sup> April 2016 –** Burial Ground 7.30pm, Leisure 8pm and Horticultural Show Sub-Committee 8.30pm.  
**25<sup>th</sup> April 2016 –** Planning 7.30pm and Policies & Resources 8pm.
- 18. **MISCELLANEOUS CORRESPONDENCE RECEIVED –**
- 18.1 **Consideration of training to enforce Dog Control Orders on 28 April 2016 at a cost of £125.00 per delegate.**  
 – After discussion, the Council agreed to decline the offer of training to enforce Dog Control Orders.
- 18.2 **Acknowledgement of receipt of the Good Councillor Guide 2016 –** All Councillors acknowledged receipt of the Good Councillor Guide 2016.
- 19 **ITEMS OF AN URGENT NATURE OR FOR INCLUSION IN THE NEXT AGENDA –** None

The Assistant Clerk left the meeting.

- 10.9 **Update on candidate for the role of Clerk/RFO –** Deferred from earlier in the meeting.

Cllr Davison-Williams advised the Council that he had received two written references from the proposed candidates' referees. He went on to outline the content of the references and all Councillors agreed that the responses were satisfactory and that a formal offer should now be made to the candidate. **ACTION:** Cllr Davison-Williams to write to the candidate and make a formal offer of employment

The meeting closed at 10pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 11<sup>th</sup> April 2016, with \*no changes/\*with agreed amendments to page:                      item:  
 (\* Delete as applicable)

Dated this day the 9<sup>th</sup> May 2016

CHAIRMAN