

115177

MINUTES OF A MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON
MONDAY 11th July 2016
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30 P.M.

Present: Councillors Mr L. Davison-Williams (Chair), Mr D. Gunter (Vice Chair), Mr J. Selley, Mrs B. Thomas, Mrs G. Gardner, Mr M. Wright, Mr J. Paxton, Mr M. McNulty and Mr Alun Watson.

Minutes: Mrs K. Kilby (Assistant Clerk).

In Attendance: Mrs Ann Merryweather (Clerk), CBC Cllr Ian Shingler.

1. **APOLOGIES FOR ABSENCE** – Cllrs Mr A. Channon and Mr R. Everson
2. **CO-OPTION** – Mr Alun Watson, Signing of Declaration of Acceptance of Office and Election to committees.
 - 2.1. Cllr Davison-Williams PROPOSED Mr Alun Watson's co-option to Barton-le-Clay Parish Council and en-bloc election to Burial Ground, Leisure and Planning Committees, SECONDED by Cllr Wright and CARRIED with 7 IN FAVOUR and 1 ABSTENTION. Cllr Watson signed his Declaration of Acceptance of Office, witnessed by the Clerk.
3. **SPECIFIC DECLARATIONS OF INTEREST** – None.
4. **POLICE REPORTS AND ISSUES.**
 - 4.1 The Council was advised of the link to the Police website to peruse the crime statistics for Barton-le-Clay and surrounding villages. No questions were received from the Council.
 - 4.2 **Acknowledgment of receipt of the Police and Crime Commissioner's newsletter.** – For information purposes only.
 - 4.3 **Consideration of Councillor attendance at the Police & Crime Commissioner's Parish Council Forum on Saturday 10th September 2016.** – Any Councillors wishing to attend the PCC's Parish Council Forum were advised to contact the Assistant Clerk.
5. **BARTON-LE-CLAY 'COMMUNITY FIRST RESPONDER' REPORT**
 - 5.1 The Council was advised that no report had been received from the Community First Responders for July as the service had been temporarily suspended. The Council will be advised when re-instated.
6. **PUBLIC QUESTION TIME** – No members of the public attended the meeting.
7. **CENTRAL BEDFORDSHIRE WARD CLLR REPORTS** –
 - 7.1 Cllr Shingler reported on the following:
 - The Town and Parish Council conference was to be held on Wednesday 13th July 2016. Cllr Davison-Williams advised Cllr Shingler that himself and Cllr Gardner would be attending.
 - Cllr Shingler queried who had advised that the land to the East of Barton-le-Clay had not been submitted to the Central Bedfordshire Council Call for Sites. Cllr Davison-Williams advised that correspondence had been received from the land owner that a small section of the land had been submitted.
 - Cllr Shingler advised that the email system for reporting issues to CBC Highways was no longer in operation. All issues to be reported using 'Report It' on the CBC website.
 - CBC has requested to be kept up to date with all Councillor, Chairman and Parish Clerk details.

Cllr Shingler left the meeting.

8. **PLANNING COMMITTEE** – Cllr Gardner informed the meeting on the following issues:

8.1 **Matters Arising –**

Cllr Gardner enquired whether a response had been received regarding the advertising on the gates adjacent to the Tanning Studio on Bedford Road. The Assistant Clerk advised that no response had been received.

The Council was advised that an advertising board had been erected between the Fish & Chip Shop and Barton Supplies. **ACTION:** Assistant Clerk to advise Central Bedfordshire Council planning.

Cllr Gardner read a statement received from Central Bedfordshire Council, regarding the enforcement notice on the land at the Gravenhurst junction, A6.

8.2 **Planning Applications:**

CB/16/02327/FULL: Random, Private Road – Erection of single side extension, and roof alterations with rear dormer windows – After discussion, Cllr Gardner PROPOSED the Council object to the proposed alterations and modifications on the grounds that the proposed extensions and roof alterations would be visually dominant within the AONB and Green Belt and that the property should revert back to the approved plans of application CB/11/00405, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED.

CB/16/02637/FULL: 10 Stuart Road, Barton-le-Clay – Two storey side extension to existing property, comprising of double garage and living accommodation on the second floor. – After discussion, Cllr Gardner PROPOSED the Council object on the grounds that the proposed extensions are an overdevelopment of the site, increasing the footprint by more than 50% and are not in keeping with the street scene, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED.

ACTION: Assistant Clerk to submit Council’s comments to Central Bedfordshire Council’s planning department.

8.3 Delegation of authority to the Planning Committee to submit response for the Central Bedfordshire Local Plan – deadline 29th July 2016 – Cllr Gardner PROPOSED the Council delegate authority to the Planning Committee to submit a response for the Central Bedfordshire Local Plan, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Defer to next meeting.

8.4 Ratification of recommendations contained within the minutes of the Planning Committee meeting held on 27th June 2016 (pg. 5170). – PROPOSED by Cllr Gardner, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED

9.1 **APPROVAL OF MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 13th JUNE 2016. (pgs. 5161 to 5165)** – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Selley and CARRIED with 4 IN FAVOUR and 5 ABSTENTIONS.

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

10. **CHAIRMAN’S ANNOUNCEMENTS**

10.1 Cllr Davison-Williams advised that Gill George the Norman Road Playground Attendant was to retire on 25th July 2016. A card was passed around the Councillors for signing.

10.2 There were no other Chairman’s announcements.

COMMITTEE REPORTS/UPDATES

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

11.1 **Matters Arising** – None

11.2 **Approval of Clerks attendance on CiLCA course in October/November 2016 at a cost of £275.00.** – Cllr Davison-Williams PROPOSED the approval of the Clerk attending the CiLCA course in October/November at a cost of £275.00, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to complete booking form.

11.3 **Delegation of authority to the Policies & Resources Committee to submit response for Central Bedfordshire Council’s Library Opening Hours Consultation – deadline 5th September 2016.** – Cllr Davison-Williams PROPOSED the Council delegate authority to the Policies & Resources Committee to submit a response for

Central Bedfordshire Council's Library Opening Hours Consultation, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION:** Defer to next meeting.

- 11.4 **Approval of job description of Playground Keyholder** – Copies of the Playground Keyholder job description were disseminated to all members prior to the meeting. After discussion, Cllr Davison-Williams PROPOSED the approval of the job description of the Playground Keyholder, SECONDED by Cllr Wright UNANIMOUSLY CARRIED. **RESOLVED** No further action required.
- 11.5 **Approval of advertisement for Playground Keyholder vacancy** – Copies of the Playground Keyholder vacancy were disseminated to all members prior to the meeting. After discussion, Cllr Davison-Williams PROPOSED the approval of the advertisement with the deadline date to be changed to 12noon on 8th August 2016, and the pay scale to be increased to NALC pay scales in the next Precept, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED. **ACTION:** Clerk to email completed advertisement and Job Description to all Councillors and disseminate advertisement to agreed locations.
- 11.6 **Approval of a rota for opening and closing of Norman Road Playground** – Cllr Davison-Williams advised the Council that until the vacancy of Playground Keyholder had been filled, the Council would draw up a rota for the opening and closing of Norman Road Play-area. The Council's Groundsman would open each weekday morning. Councillors were requested to contact the Assistant Clerk to advise of availability. **ACTION:** Assistant Clerk to compile rota for opening and closing of Norman Road Play-area.
- 11.7 Ratification of recommendations contained within the minutes of the Pay & Personnel Sub-Committee meeting held on 4th January 2016 (pgs. 5091 to 5092). – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED.
- 12 **Burial Ground Committee** – Cllr McNulty informed the meeting on the following issues:
- 12.1 **Matters Arising** –
Cllr McNulty queried the previous Committee minutes regarding the grass cutting at the Churchyard and was advised that the grass had recently been cut to a satisfactory standard.
- 12.2 Ratification of recommendations contained within the minutes of the Burial Ground Committee meeting held on 27th June 2016 (pgs. 5166 to 5167). – PROPOSED by Cllr McNulty, SECONDED by Cllr Thomas and CARRIED with 8 IN FAVOUR and 1 ABSTENTION.
- 13 **Highways and Environment Committee** – Cllr Wright informed the meeting on the following matters:
- 13.1 **Matters Arising** –
The Council was advised that a map of traffic calming measures to be discussed at a meeting on Friday 22nd July 2016 with Steve Larkin of Central Bedfordshire Council had been forwarded to the Highways & Environment Committee. Cllr Thomas requested a copy be sent to all Councillors for perusal. Full discussion to be deferred to the next meeting.
- 13.2 **Acknowledgement of Bus Shelter Inspections of 8th June 2016** – Cllr Wright acknowledged receipt of the Bus Shelter inspection sheet and advised that no faults were reported.
- 13.3 **To consider Council's response to Central Bedfordshire Council's Passenger Transport Strategy – deadline 12th July 2016** – Defer to next meeting. **ACTION:** Assistant Clerk to request an extension to the deadline.
- 13.4 **Acknowledgement of the road closure of Barton Road, Sharpenhoe from 0900 to 1530 hrs on 12th July 2016** – For information
- 14 **Leisure Committee** – Cllr Thomas informed the meeting on the following issues:
- 14.1 **Matters Arising** – None
- 14.2 **Acknowledgement of Playground Inspection Sheets of 4th July 2016** – Cllr Thomas acknowledged receipt of playground inspection sheets. No faults were reported in Norman Road play-area. Arnold Recreation Ground play-area required maintenance on the new gate and spare parts required for the Pod Swing.
- 14.3 **Acknowledgement of Fitness Equipment Inspections of 4th July 2016** – Cllr Thomas acknowledged receipt of fitness equipment inspection sheets and advised no faults were reported.

- 14.4 To approve a cash float of £400.00 for the Horticultural Show. – After a brief discussion, Cllr Thomas PROPOSED the approval of a Horticultural Show float of £400.00, SECONDED by Cllr Gardner and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to arrange for breakdown of float.
- 14.5 Ratification of recommendations contained within the minutes of the Leisure Committee meeting held on 4th July 2016 (pgs. 5171 to 5172). – PROPOSED by Cllr Thomas, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.
- 14.6 Ratification of recommendations contained within the minutes of the Horticultural Show Sub-Committee meeting held on 4th July 2016 (pgs. 5173 to 5174). – PROPOSED by Cllr Thomas, SECONDED by Cllr Gardner and UNANIMOUSLY CARRIED.
- 15 **Sports Field Committee** – Cllr Selley informed the meeting on the following issues:
- 15.1 **Matters Arising** – None
- 15.2 To approve pitch fee increase for 2016/17 football season – The proposed fee increases for all pitches and Sports Field use were disseminated to all Councillors prior to the meeting. After discussion, Cllr Selley PROPOSED all pitch fees and tournament fees to be increased by 1.5%, SECONDED by Cllr Paxton and CARRIED with 8 IN FAVOUR and 1 ABSTENTION. **ACTION:** Clerk and Assistant Clerk to advise all Sports Field users.
- 15.3 To approve costs for carrying out water standard risk assessment at Sports Pavilion – Three quotations for water standard risk assessments were disseminated prior to the meeting. Following discussion, the Council requested a full breakdown of documentation provided within the risk assessment and possible maintenance contracts. **ACTION:** Assistant Clerk to disseminate breakdown of quotations received and defer to next meeting for further discussion and approval.
- 15.4 Ratification of recommendations contained within the minutes of the Sports Field Committee meeting held on 27th June 2016 (pgs. 5168 to 5169). – PROPOSED by Cllr Selley, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.
- 16 **MONTHLY FINANCIAL REPORTS**
- 16.1 Balance Sheet & Summary, Profit & Loss and Committee Income & Expenditure Reports for period ending 30th April 2016 were disseminated to all Councillors prior to the meeting. No queries were raised.
- 16.2 Balance Sheet confirmed Current Assets: £273,056 less Liabilities: £1,504 totalling Net Assets: £271,552 Represented by General Fund: £102,619, Current Year Fund: £74,913 and Earmarked Reserves: £94,020.
- 16.3 Balance Sheet & Summary, Profit & Loss and Committee Income & Expenditure Reports for period ending 31st May 2016 were disseminated to all Councillors prior to the meeting. No queries were raised.
- 16.4 Balance Sheet confirmed Current Assets: £264,554 less Liabilities: £1,155 totalling Net Assets: £263,399 Represented by General Fund: £102,619, Current Year Fund: £66,761 and Earmarked Reserves: £94,020.
- 16.5 Cllr Davison-Williams advised that any queries on monthly financial reports to be sent to the Parish Clerk.
- 17 **APPROVAL OF PAYMENT OF ACCOUNTS**

Payments approved as follows:

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0183/16	Cawleys	Skip Emptying - Br'l Ground (May)	33.46	6.70	40.16	4314		DD
0184/16	Cawleys	Skip Emptying - Allotments (May)	211.92	42.38	254.30	4134		DD
0185/16	BT	Telephone, Fax & broadband (Sept - Feb)	467.84	93.56	561.40	4105		DD
0186/16	British Gas	Sports Pavilion Elec Charge (May)	83.14	4.15	87.29	4806		DD
0187/16	EON	Parish Office Elec May/June	39.30	1.97	41.27	4137		DD
0188/16	Anglian Water	Office Charge to 7/6/15	52.86	0.00	52.86	4137		DD
0189/16	Anglian Water	Allotment Charge to 7/6/16	13.75	0.00	13.75	4602		DD
0190/16	Anglian Water	Pavilion Charge to 7/6/16	79.76	0.00	79.76	4809		DD
0191/16	Cawleys	Skip Emptying - Br'l Ground (June)	33.46	6.70	40.16	4314		DD
0192/16	Cawleys	Skip Emptying - Allotments (June)	211.92	42.38	254.30	4134		DD
0193/16	Central Bedfordshire Council	Rates Sports Pavilion - July	738.00	0.00	738.00	4811		DD
0194/16	Central Bedfordshire Council	Rates Parish Office - July	232.00	0.00	232.00	4137		DD

0195/16	Peninsula Business Services	HR Services - July	199.00	39.80	238.80	4151		DD
0196/16	NEST	Pension payments June 2016 (Payment due 22/07/16)	528.37	0.00	528.37	526		DD
0197/16	A. Merryweather	June Salary	Salary		Salary	4000	PAID	6373
0198/16	G. George	July Salary	Salary		Salary	4004		6374
0199/16	I. Swales	July Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6375
0200/16	K. Kilby	July Salary	Salary		Salary	4001		6376
0201/16	J. Nicholls	VOID	VOID		VOID		VOID	6377
0202/16	A.Merryweather	July Salary	Salary		Salary	4000		6378
	TOTAL SALARIES	NET JULY SALARIES	6,129.15	0.00	6,129.15	-		
0203/16	HM Rev & Customs	Mth 3 PAYE	722.40	0.00	722.40	525		
0204/16	HM Rev & Customs	Mth 3 Nat. Emp'ee NI Contri	363.95	0.00	363.95	525		
0205/16	HM Rev & Customs	Mth 3 Nat. Emp'cr NI Contri	416.88	0.00	416.88	525	1,503.23	6379
0206/16	Jan Swales	June Mileage (315) miles @: 60.1p	189.32	0.00	189.32	4107		
0207/16	Jan Swales	Expenses	69.91	13.98	83.89	Split	273.21	6380
0208/16	M J Granger Grds Mtce	Grass Cutting 16/6/16	350.06	70.02	420.08	Split		
0209/16	M J Granger Grds Mtce	Levelling B'grd area O/No: 756	230.00	46.00	276.00	4310		
0210/16	M J Granger Grds Mtce	Shrub Maintenance 22/6/16	510.03	102.00	612.03	Split		
0211/16	M J Granger Grds Mtce	Grass Cutting 28/6/16	350.06	70.02	420.08	Split	1,728.19	6381
0212/16	Wybone Ltd	Bin Bags O/No: 753	56.04	11.21	67.25	4140		6382
0213/16	Mr K. Homer	Removal of Goal Posts	60.00	12.00	72.00	4813		6383
0214/16	Be Safe Fire Protection Ltd	Fire Extinguisher Insp Office/Pavilion	68.00	13.60	81.60	Split		6384
0215/16	KBC Security Systems	Annual Intruder Alarm service O/No:	95.00	0.00	95.00	Split		6385
0216/16	Hertfordshire County Council	Stationary Supplies O/No 758	29.15	5.83	34.98	4113		6386
0217/16	Cash	Horticultural Show float	400.00	0.00	400.00	4608		6387
0218/16	Countrywide Grounds Maint	Grass Cutting 5/5/16 & 19/5/16	348.68	69.74	418.42	Split		6388
0219/16	Barton Village Hall	Meeting Hire June	32.00	0.00	32.00	4112		6389
0220/16	BATPC	Clerks CILCA course fee	275.00	0.00	275.00	9100		6390
0221/16	Cash	Petty Cash	48.67	0.25	48.92	Split		6391
TOTAL JULY 2016 PAYMENTS			13,669.08	652.29	14,321.37			

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 UNANIMOUSLY CARRIED.

- 18. **TIME ALLOCATION FOR COMMITTEE MEETINGS –**
25th July 2016 – Extra-Ordinary Meeting 7.30pm.
- 19. **MISCELLANEOUS CORRESPONDENCE RECEIVED –**
- 19.1 **Acknowledgement of receipt of January Issue of Bugle –** For Information only.
- 20 **ITEMS OF AN URGENT NATURE OR FOR INCLUSION IN THE NEXT AGENDA –** None

The meeting closed at 9.45pm.

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

Dated this day the 25th July 2016

CHAIRMAN