

005233

**MINUTES OF A MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON  
MONDAY 12<sup>th</sup> DECEMBER 2016  
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.35 P.M.**

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

Minutes: Mrs K. Kilby (Assistant Clerk).

In Attendance: Mrs Ann Merryweather (Clerk).

1. **APOLOGIES FOR ABSENCE** – Cllrs Mr J. Paxton and Mr M. Wright
2. **SPECIFIC DECLARATIONS OF INTEREST** – Cllr Selley declared an interest in agenda item 6.2, planning application CB/TCA/16/00469 18A Bedford Road, but remained in the meeting.
3. **POLICE REPORTS AND ISSUES.**
  - 3.1 The link to the Police website to peruse the crime statistics for Barton-le-Clay and surrounding villages was disseminated to all Councillors prior to the meeting.

**Crime Figures** – The crime figures for 1<sup>st</sup> November 2016 to 30<sup>th</sup> November 2016 were as follows: Burglary in a building other than a dwelling 1, Dangerous dog injure person or assistance Dog: 1, Other miscellaneous thefts not classified elsewhere: 1.  
**Total for 1<sup>st</sup> November 2016 to 30<sup>th</sup> November 2016: 3.**
  - 3.2 **Consideration and approval of three Police priorities for Barton-le-Clay.** – After consideration the Council agreed that the top three Policing priorities for Barton-le-Clay are:
    - Burglary
    - Anti-Social off road bikes
    - Speeding.

**PROPOSED** by Cllr Davison-Williams, **SECONDED** by Cllr Everson and **UNANIMOUSLY CARRIED.**  
**ACTION:** Clerk to submit priorities to the Police.
  - 3.3 Due to previous commitments, no Councillor was available to attend the Police Rural Crime Conference on Friday 16<sup>th</sup> December. Cllr Davison-Williams requested the place held for the Council be cancelled.
4. **PUBLIC QUESTION TIME** – No members of the public attended the meeting.
5. **CENTRAL BEDFORDSHIRE WARD CLLR REPORTS** – No report was received from Cllr Shingler
6. **PLANNING COMMITTEE** – Cllr Gardner informed the meeting on the following issues:
  - 6.1 **Matters Arising** – None
  - 6.2 **Planning Applications:**

**CB/16/05263/FULL:** 132 Manor Road, Barton-le-Clay – Part single, part two storey rear extension. – No comment.

**CB/TCA/16/00469:** 18A Bedford Road, Barton-le-Clay – Notification of Works to trees in a conservation area - Reduce crowns of 3 Ash trees by 30%. – No Comment.

**CB/TRE/16/00487:** 91 Manor Road, Barton-le-Clay – Works to trees subject to a tree preservation order: Top and side Lawson Cypress Trees at the front boundary to previous points. – No comment.
  - 6.3 **Ratification of recommendations contained within the minutes of the Planning Committee meeting held on 28<sup>th</sup> November 2016 (pg. 5232).** – **PROPOSED** by Cllr Gardner, **SECONDED** by Cllr Selley and **UNANIMOUSLY CARRIED**
  - 6.4 **Review of Committee Expenditure for 2016/2017 & Draft Committee Budgets.**
    - Transfers: As applicable.
    - Draft budgets 2017/2018

**Planning Budget:** The Council acknowledged the need to hold sufficient funds for consultation fees when responding to the Development Plan. Cllr Gardner PROPOSED the approval of the 2017/18 Planning budget as detailed on page 4903 of these minutes, resulting in a **£1,000 committee precept**. SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to complete **£1,000 automatic transfer to Planning (EMR 370)**.

**ACTION:** Clerk to research Planning Consultant to advise on Local Plan.

7.1 **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14<sup>th</sup> NOVEMBER 2016.** (pgs. 5218 to 5223) – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.

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

8. **CHAIRMAN’S ANNOUNCEMENTS**

8.1. Cllr Davison-Williams thanked all the Councillors for their help over the past year, and advised that he would be donating money to the Pasque instead of sending Christmas cards.

8.2 Cllr Davison-Williams reminded the Councillors about the Christmas Meal on Monday 19<sup>th</sup> December at 7pm at the Raven, Hexton.

8.3 There were no other Chairman’s announcements.

**COMMITTEE REPORTS/UPDATES**

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

9.1 **Matters Arising** – None

9.2 **To approve staff statutory Christmas holiday dates of 28<sup>th</sup> & 29<sup>th</sup> December 2016 and acknowledge Parish Office Christmas closure.** – Cllr Davison-Williams advised the Council that the office statutory Christmas holiday dates are: 28<sup>th</sup> and 29<sup>th</sup> December 2016. The office will close on 23<sup>rd</sup> December 2016 and re-open on 3<sup>rd</sup> January 2017.

9.3 **To approve Pitch Improvement Program Inspection at a cost £100.00.** – Cllr Davison-Williams advised the Council that the Bedfordshire FA has a pitch improvement programme (*PIP*) whereby an independent groundsman inspects pitch playing surfaces and makes recommendations for improvement. A grant could then be applied for with the Beds FA, for the recommended improvements. A quotation had been received for a cost of £100.00 for two visits, the initial inspection and a review. After discussion, Cllr Davison-Williams PROPOSED the Council request a PIP inspection at a cost of £100.00, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Clerk to place order with Bedfordshire FA.

9.4 **Exempt Business** - Resolution to exclude members of press and public from debate on agenda items 9.5 and 9.9 (Standing Order 67) “That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw” PROPOSED by Cllr Davison-Williams and SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

9.5 **To consider and approve employment of Burial Ground Attendant.** – A comparison of costs between, employing a Burial Ground Attendant and continuing using contractors and the Councils Groundsman to carry out all work at the Churchyard and Burial Ground, were disseminated to all Councillors prior to the meeting. After discussion the Council agreed that due to the increase in costs versus quality of work being carried out, further discussion is required at next Full Council meeting.

9.6 **Ratification of recommendations contained within the minutes of the Pay & Personnel Committee meeting held on 28<sup>th</sup> November 2016 (pgs. 5228 to 5229).** – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED

9.7 **Ratification of recommendations contained within the minutes of the Policies & Resources Committee meeting held on 28<sup>th</sup> November 2016 (pgs. 5230 to 5231).** – The Council was advised that the ‘Small Grant table should read Barton Helping Hands £182.14, not £175.00’. ‘Item 8.2 should read £74k and not £75k’. Ratification of the minutes with the above amendments was then PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.



9.8 **Review of Policies & Resources Committee Expenditure for 2016/2017 & Draft Committee Budgets**

- Transfers: As applicable.
- Draft budgets 2017/2018

**Policies & Resources Budget:** The Council acknowledged that the need to further investigate skip costs at the allotment. The Clerk was to contact British Telecom to investigate the possibility of removing the fax line from the contract. Further quotations were required for the servicing of the Council's maintenance equipment. The Clerk had proposed the creation of a new Ear Marked Reserve, EMR 328, for 'Health and Safety' to budget for PAT testing, Electrical Condition reports and any resulting repairs. **Approval of the Policies & Resources Budget and transfers to be made at January Full Council. ACTION:** Assistant Clerk to source alternative skip quotations for January Full Council.

The Assistant Clerk left the meeting for Agenda item 9.9

9.9 **Review of Pay & Personnel Committee Expenditure for 2016/2017 & Draft Committee Budgets**

- Transfers: As applicable.
- Draft budgets 2017/2018

**Salaries Budget:** The Council acknowledged that applicable increases have been made to employees' pension contributions as a result of Council policy and minimum wage increase had been made to the 2017/18 budget. A decision on the Salaries budget will be made at January Full Council once agreement has been reached regarding a Burial Ground Attendant. **Approval of the Pay & Personnel Budget and transfers to be made at January Full Council**

The Assistant Clerk returned to the meeting.

10 **Burial Ground Committee** – Cllr Everson informed the meeting on the following issues:

10.1 **Matters Arising –**

The Assistant Clerk advised the Council that the trees overhanging from St Nicholas Churchyard into Church Road had been cut back.

10.2 **To approve amendments to the layout of the new Burial Ground sign.** – Cllr Everson produced a scaled version of the amended layout for the new Burial Ground sign. After discussion, Cllr Everson PROPOSED the Council approve the amendments that the wording 'Sign Donated by and Stuart and Joyce Willison' be made 0.6" high and not 1" and 0.8" high and that the Parish Council Logo be made slightly larger if possible. Also, the Council to delegate authority to Cllrs Davison-Williams and Everson to sign off the amended layout. SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to contact James Pepper Memorials to advise of amendments and request a new draft layout is produced to be signed off.

10.3 **To approve part payment of construction of new Burial Ground sign.** – Cllr Davison-Williams advised the Council that Clarks Construction had requested part payment for the work completed so far. Richard Sheen, the Architect, has signed off the work and suggested a part payment of 90% be made. Cllr Everson PROPOSED the Council pay 90% of the invoice, equating to £6,004.30 plus VAT, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION:** Clerk to include payment in December payment schedule.

10.4 **Ratification of recommendations contained within the minutes of the Burial Ground Committee meeting held on 21<sup>st</sup> November 2016 (pgs. 5224 to 5225).** – PROPOSED by Cllr Everson, SECONDED by Cllr Gardner and UNANIMOUSLY CARRIED.

10.5 **Review of the Burial Ground Committee Expenditure for 2016/2017 & Draft Committee Budgets**

- Transfers: As applicable.
- Draft budgets 2017/2018

**Burial Ground Budget:** The Council acknowledged that the income for the Burial Ground is less than expected for 2016/17. The £100.00 donation to the Royal British Legion for the Poppy Wreath would be included within the S137 grants. The skip collections costs are to be included once quotations have been received. A new Account Code 4324 to be created for 'Churchyard Maintenance', transfers to be made from Churchyard Heritage (EMR 332). **Approval of the Burial Ground Budget to be made at January Full Council.**

**Burial Ground Transfers:** Cllr Everson PROPOSED the transfer of excess receipts over expenditure at the end of the year end to be transferred to New Burial Ground Project EMR 333, and the creation of new Account Code 4324 for Churchyard Maintenance, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

- 11 **Highways and Environment Committee** – Cllr Davison-Williams informed the meeting on the following matters: 005235
- 11.1 **Matters Arising** –  
Cllr Selley noted that the Speed Camera installed on Hexton Road was already having an effect on the speed of traffic entering the village.
- 11.2 **Acknowledgement of Bus Shelter Inspections of 22<sup>nd</sup> November 2016** – Cllr Davison-Williams acknowledged receipt of the Bus Shelter inspection sheets of 22<sup>nd</sup> November 2016 and advised that no faults were reported.
- 11.3 **Review of Highways & Environment Committee Expenditure for 2016/2017 & Draft Committee Budgets**
- Transfers: As applicable.
  - Draft budgets 2017/2018

**Highways & Environment Budget:** The Council acknowledged an increase in the budget from the previous year due to an increase of the Council's Grounds Maintenance Contract and the provision for phase 2 of the village traffic calming scheme. After seeking comments from Councillors, Cllr Thomas expressed concerns regarding the increase in Council Tax to residents and requested the Council try to temper it. **Approval of the Highways & Environment Budget to be made at January Full Council.**

**Highways & Environment Transfers:** Cllr Davison-Williams PROPOSED the transfer of £1,877.00 from General Reserves to Road Calming (EMR 351), SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. Cllr Davison-Williams also PROPOSED the transfer of any current financial year underspend from Planting Scheme Maintenance (Account 4403) to Trees & Shrubs Maintenance (EMR 341), from Bus Shelter Vandalism (Account 4503) to Bus Shelters (EMR 352) and from New Bins/Install/Fixing (Account 4505) to New Bins/Fixing (EMR 353). SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

- 12 **Leisure Committee** – Cllr Thomas informed the meeting on the following issues:
- 12.1 **Matters Arising** – None
- 12.2 **Acknowledgement of weekly Playground Inspection Sheets of 22<sup>nd</sup> & 29<sup>th</sup> November 2016** – Cllr Thomas acknowledged receipt of playground inspection sheets.  
Norman Road play-area – No faults were reported.  
Arnold Recreation Ground play-area – The new Pod Swing has been installed.
- 12.3 **Acknowledgement of Fitness Equipment Inspections of 22<sup>nd</sup> & 29<sup>th</sup> November 2016** – Cllr Thomas acknowledged receipt of fitness equipment inspection sheets and advised no faults were reported.
- 12.4 **Acknowledgement of PPM Investigation report of 11<sup>th</sup> November 2016.** – Cllr Thomas acknowledged receipt of the PPM inspection report.
- 12.5 **To approve costs of cutting back Dunstall Road/allotment hedge.** – Cllr Thomas PROPOSED the approval of the quotation from M.J. Granger for a cost of £300.00 to cut back the Dunstall Road/allotment hedge, SECONDED by Cllr Gardner and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with M.J. Granger and advise allotment holders of date hedge is to be cut.
- 12.6 **Ratification of recommendations contained within the minutes of the Leisure Committee meeting held on 21<sup>st</sup> November 2016 (pgs. 5226 to 5227).** – PROPOSED by Cllr Thomas, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED.
- 12.7 **Review of Leisure Committee Expenditure for 2016/2017 & Draft Committee Budgets**
- Transfers: As applicable.
  - Draft budgets 2017/2018

**Leisure Budget:** The Council acknowledged a reduction in the draft budget from the previous year achieved through an increase income from Barton Rovers Rent (Account 1650). The Council also acknowledged an increase in the allotments grounds maintenance expenditure budget (Account 4604), and the parks grass and hedge cutting due to Ground Maintenance Contract increase. Costs for re-marking Arnold Recreation Ground Basket Ball area to be obtained. **Approval of the Leisure Budget to be made at January Full Council. ACTION:** Assistant Clerk to source quotations for marking Basket Ball area in Arnold Recreation Ground.

**Leisure Transfers:** Cllr Thomas PROPOSED the transfer of any current financial year underspend as follows:  
 FROM Water Charges (Account 4602) TO Parks. Equip. Replacement (EMR 362).  
 Vire FROM Allotment Water/Pipework (EMR 364) TO Parks. Equip. Replacement (EMR 362)  
 FROM Bark (Account 4653) TO Parks. Equip. Replacement (EMR 362). SECONDED by Cllr Gardner and  
 UNANIMOUSLY CARRIED.

**13 Sports Field Committee – Cllr Selley informed the meeting on the following issues:**

**13.1 Matters Arising –**

**13.2 Review of Sports Field Committee Expenditure for 2016/2017 & Draft Committee Budgets**

- Transfers: As applicable.
- Draft budgets 2017/2018

**Sports Field Budget:** The Council acknowledged the need to budget for additional drainage required on the football pitches (EMR 382) £5,000 and to make provision for replacement Boiler Room plant (EMR 383) £4,500. Service Contracts (Account 4815) had increased due to the need for Legionella testing and a 5yr Electrical test. However, rental income from the O2 mast should increase from £3,250 to £4,000. **Approval of the Sports Field Budget and transfers to be made at January Full Council. ACTION: Assistant Clerk to obtain alternative costs for replacement boilers.**

**14 MONTHLY FINANCIAL REPORTS**

**14.1** Balance Sheet, Committee Income & Expenditure and Creditors & Debtors Reports for period ending 30<sup>th</sup> November 2016 were disseminated to all Councillors prior to the meeting.

**14.2** Balance Sheet confirmed Current Assets: £255,592 less Liabilities: £10,189 totalling **Net Assets: £245,402** Represented by General Fund: £102,619, Current Year Fund: £43,679 and Earmarked Reserves: £99,104.

**14.3** Cllr Davison-Williams advised that any queries on monthly financial reports to be sent to the Parish Clerk.

**15 APPROVAL OF PAYMENT OF ACCOUNTS**

Payments approved as follows:

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0380/16	SMRHS	Installation of new Pavilion boiler O/No: 790	4409.39	881.88	5291.27	9800		6483
0381/16	The Danwood Group	Copier Rental	233.50	46.70	280.20	4111		6484
0382/16	Central Bedfordshire Council	Rates Sports Pavilion - December	738.00	0.00	738.00	4811		DD
0383/16	Central Bedfordshire Council	Rates Parish Office - December	232.00	0.00	232.00	4137		DD
0384/16	Peninsula Business Services	HR Services - December	199.00	39.80	238.80	4151		DD
0385/16	British Gas	Pavilion Electric (October)	86.18	4.30	90.48	4806		DD
0386/16	NEST	Pension payments November 2016 (Payment due 22/11/16)	604.81	0.00	604.81	526		DD
0387/16	I. Swales	December Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6485
0388/16	K. Kilby	December Salary	Salary		Salary	4001		6486
0389/16	I. Nicholls	December Salary	Salary		Salary	4002		6487
0390/16	A. Merryweather	December Salary	Salary		Salary	4000		6488
	<b>TOTAL SALARIES</b>	<b>NET DECEMBER SALARIES</b>	<b>5,512.42</b>	<b>0.00</b>	<b>5,512.42</b>	<b>-</b>		
0391/16	HM Rev & Customs	Mth 8 PAYE	687.00	0.00	687.00	525		
0392/16	HM Rev & Customs	Mth 8 Nat. Emp'ee NI Contr	437.05	0.00	437.05	525		
0393/16	HM Rev & Customs	Mth 8 Nat. Emp'er NI Contr	500.95	0.00	500.95	525	1,625.00	6490
0394/16	E. Rhodes	December Salary	Salary		Salary	4004		6489
0395/16	PPM	Pest Control Inspection November	62.41	12.48	74.89	4609		6491
0396/16	EON	Parish Office Elec Nov	56.88	2.84	59.72	4137		DD
0397/16	Ian Swales	November Mileage (235) miles @ 60.1p	141.24	0.00	141.24	4107		
0398/16	Ian Swales	Expenses November	77.71	15.54	93.25	4140	234.49	6492
0399/16	MJT Electrical Services	Electrical works at Pavilion/Office	758.00	151.60	909.60	Split		6493
0400/16	Society of Local Council Clerks	Membership renewal	250.00	0.00	250.00	4108		6494
0401/16	Assoc. of Local Council Clerks	Membership renewal	10.00	0.00	10.00	4108		6495
0402/16	Cawleys	Credit Note for Inv 13045 (October)	-295.08	-59.02	-354.10	4134		DD
0403/16	C.R. Jacksons	Wooden post and rails	98.00	19.60	117.60	4807		6496

0404/16	Village Hall	Meeting Hire November x 3	96.00	0.00	96.00	4112		6497
0405/16	M J Granger Grds Mtce	Arnold Rec hedge cutting	322.07	64.41	386.48	4652		
0406/16	M J Granger Grds Mtce	Hexton Rd Allotment hedge cutting	186.66	37.33	223.99	4607	610.47	6498
0407/16	Countrywide Grds Mtce	Grass Cutting 17th & 31st October	348.68	69.74	418.42	Split		
0408/16	Countrywide Grds Mtce	Hedgecutting at St Nicholas Church	419.00	83.80	502.80	4306		
0409/16	Countrywide Grds Mtce	Hedgecutting at Burial Ground	274.50	54.90	329.40	4306		
0410/16	Countrywide Grds Mtce	Weed spraying at St Nicholas Church	25.00	5.00	30.00	4321		
0411/16	Countrywide Grds Mtce	Weed spraying at Burial Ground	25.00	5.00	30.00	4310		
0412/16	Countrywide Grds Mtce	Leaf Clearing at Burial Ground	152.00	30.40	182.40	4310	1493.02	6499
0413/16	Harlington Upper School	S137 Small Grant	125.00	0.00	125.00	4121		6500
0414/16	Barton Helping Hands	S137 Small Grant	182.14	0.00	182.14	4121		6516
0415/16	Barton Village Hall	S137 Small Grant	200.00	0.00	200.00	4121		6502
0416/16	Arnold Academy	S137 Small Grant	50.00	0.00	50.00	4121		6503
0417/16	Noahs Ark	S137 Small Grant	100.00	0.00	100.00	4121		6504
0418/16	Barton Pre-School	S137 Small Grant	100.00	0.00	100.00	4121		6505
0419/16	BARGOOSE	S137 Small Grant	85.00	0.00	85.00	4121		6506
0420/16	Ramsey Manor Lower Sch	S137 Small Grant	219.00	0.00	219.00	4121		6507
0421/16	Barton Carpet Bowls Club	S137 Small Grant	300.00	0.00	300.00	4121		6508
0422/16	Unity Hall	S137 Small Grant	390.00	0.00	390.00	4121		6509
0423/16	Barton Players	Small Grant	200.00	0.00	200.00			6510
0424/16	AMES Ltd	Legionella Risk Assessment O/No: 774	325.00	65.00	390.00	4815		6511
0425/16	Cash	Office Petty Cash	35.22	0.25	35.47	Split		6512
0426/16	Clarks Construction Ltd	90% of Installation of B'Grd sign posts	6004.30	1200.86	7205.16	310		6513
0427/16	Cawleys	Skip Emptying - Allotment (Nov)	196.72	39.34	236.06	4134		DD
0428/16	Cawleys	Skip Emptying - Br'l Ground (Nov)	33.46	6.69	40.15	4314	276.21	DD
0429/16	BT	Telephone, Fax & broadband (Oct - Feb)	417.35	83.47	500.82	4105		DD
0430/16	Came & Company	Additional Insurance for new Burial Grd sign	40.41	0.00	40.41	4109		6514
0431/16	Information Commissioner	Data Protection registration renewal	35.00	0.00	35.00	4108		6515
<b>TOTAL DECEMBER 2016 PAYMENTS</b>			<b>20,167.41</b>	<b>2,861.91</b>	<b>23,029.32</b>			

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

16. **TIME ALLOCATION FOR COMMITTEE MEETINGS** – There are no Committee meetings in December.
17. **MISCELLANEOUS CORRESPONDENCE RECEIVED** – None received.
18. **ITEMS OF AN URGENT NATURE OR FOR INCLUSION IN THE NEXT AGENDA** – None

The meeting closed at 10.35 pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 12<sup>th</sup> December 2016, with \*no changes/\*with agreed amendments to page:                      item:  
(\* Delete as applicable)

Dated this day the 9<sup>th</sup> January 2017

CHAIRMAN