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**MINUTES OF A MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON**  
**MONDAY 13<sup>th</sup> June 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, Mr R. Everson and Mr A. Channon.

Minutes: Mrs K. Kilby (Assistant Clerk).

In Attendance: Mrs Ann Merryweather (Clerk), CBC Cllr Ian Shingler, Mr Simon Osborne and Mr Alun Watson.

1. **APOLOGIES FOR ABSENCE** – Cllrs Mrs G. Gardner, Mr M. Wright, Mr J. Paxton and Mr M. McNulty.

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

3. **POLICE REPORTS AND ISSUES.**

3.1 The Council was advised of the link to the Police website to peruse the crime statistics for Barton-le-Clay and surrounding villages.

3.2 Cllr Davison-Williams requested a list of Police contacts be sent to all Councillors.

3.3 The new Police and Crime Commissioner to be contacted requesting she attend a Full Council meeting to discuss Policing issues within Barton-le-Clay.

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

4.1 Simon Osborne presented his report to the Council. April and May reports received.

- Emergency calls for the First Responders included calls to Silsoe and Bramingham.
- 90% of Ambulance response times were within the target time. The longest waiting time recorded was 20 minutes, and a First Responder was on site to administer emergency first aid.
- The Community First Responders now had two qualified volunteers. Two more volunteers were due to finish training in the near future with a further six awaiting training.

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:

- Cllr Shingler has issued a Facebook Press Release, including maps, regarding the Central Bedfordshire Council's ('CBC') Call for sites.

Cllr Davison-Williams advised that an error had been made on the site to the East of the village. The owners of the land had not been approached by CBC.

CBC had submitted the Luton Road Sports Field as a potential development site, however, the Parish Council had not been consulted.

- Cllr Shingler advised that there would be fewer grass cuts. Verges would only be cut when visibility was impeded. The Council advised that overgrown hedges were covering highway signage.

Cllr Shingler and Simon Osborne left the meeting.

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

7.1 **Matters Arising** – None

- 7.2 **Planning Applications:**  
**CB/16/01884/FULL: 19 Ramsey Road, Barton-le-Clay** – Partial garage conversion with associated alterations and external rendering of property – **No comment deemed necessary**
- CB/16/01964/FULL: 39 Chiltern Road, Barton-le-Clay** – Single storey extension to rear and canopy porch to front. – **No comment deemed necessary.**
- CB/16/02267/FULL: 140 Bedford Road, Barton-le-Clay** – Single storey rear extension – **No comment deemed necessary**
- 7.3 **Acknowledgement of list of sites submitted for the Central Bedfordshire Local Plan** – The Council acknowledged receipt of the list of sites submitted for the Central Bedfordshire Local Plan.
- 8.1 **APPROVAL OF MINUTES OF THE EXTRA-ORDINARY MEETING OF THE PARISH COUNCIL HELD ON 23<sup>RD</sup> MAY 2016. (pgs. 5158 to 5160)** – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Thomas and CARRIED with 5 IN FAVOUR and 1 ABSTENTION.
- 8.2 **MATTERS ARISING OUTSIDE OF COMMITTEE REPORTS/UPDATES** – None.
9. **CHAIRMAN’S ANNOUNCEMENTS**
- 9.1 Welcome to the new Clerk of the Parish Council. – Cllr Davison-Williams welcomed the new Clerk, Ann Merryweather and introduced her to all Councillors.
- 9.2 The Council was advised that an interest to join the Council had been received from Mr Alun Watson, who was present at the meeting. Cllr Davison-Williams would speak to Mr Watson after the meeting to ascertain his interest in becoming a Councillor.
- 9.3 Cllr Davison-Williams enquired whether a decision had been made regarding the presenting of the Children’s Cup for the 2015 Horticultural Show had been made. Cllr Thomas advised that it would be presented at the 2016 show and further discussion would be deferred to the next Horticultural Show Sub-Committee meeting.
- 9.4 There were no other Chairman’s announcements.
10. **APPROVAL OF ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT 31<sup>ST</sup> MARCH 2016**
- 10.1 Cllr Davison-Williams PROPOSED the Council acknowledge receipt of the Internal Auditors Report year ended 31<sup>st</sup> March 2016, which contained no recommendations SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.
- 10.2 Cllr Davison-Williams PROPOSED the Council approval of the Statement of Accounts, Notes to Accounts, Bank Reconciliations, Reserves Reconciliation and Explanation of Significant Variances and at 31<sup>st</sup> March 2016, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.
- 10.3 Cllr Davison-Williams PROPOSED that the Council certify the Annual Governance Statement in Section 2 of the Annual Return for the year ended 31<sup>st</sup> March 2016 and in doing so, confirm that, the members of the Parish Council, positively AGREE to all numbered statements 1-8 within section 1 of the Annual Return. SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION: Clerk to submit approved Annual Return to external auditors.**
- 10.4 Cllr Davison-Williams PROPOSED that the Council approve the Accounting statements 2015/16 as contained in the Annual Return Section 2 showing a year-end balance carried forward figure (Box 7) of £196,638.00. SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION: Clerk to submit approved Annual Return to external auditors.**
- 10.5 Cllr Davison-Williams PROPOSED that the Council approve the Intermediate Review Questionnaire for the year ended 31<sup>st</sup> March 2016, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION: Clerk to submit Councils questionnaire to external auditors.**
- COMMITTEE REPORTS/UPDATES**
- 11 **Policies & Resources Committee.** Cllr Davison-Williams informed the meeting on the following issues:
- 11.1 **Matters Arising** – None

- 11.2 **Acknowledgement of receipt of formal documentation for the Parish Office lease.** – Cllr Davison-Williams advised that the Parish Office lease had been received and was awaiting confirmation that it had been lodged with Land Registry.
- 11.3 **Acknowledgement of receipt of Central Bedfordshire Council’s consultation regarding new Library opening hours.** – The Consultation regarding the new Library opening hours starts 13<sup>th</sup> June 2016. Defer to next Policies and Resources meeting for discussion.
- 11.4 **Approval national salary scales recommendation for 2016 – 2018** – Cllr Davison-Williams PROPOSED that the national salary award pay scales for the 2016-18 be implemented as per correspondence received from S.L.C.C., SECONDED by Cllr Selley and UNANIMOUSLY CARRIED. **ACTION: Clerk to implement new pay scales for all Council staff.**
- 11.5 **Approval of costs incurred on legal fees for renewal of the Parish Office lease** – After discussion, Cllr Davison-Williams PROPOSED the approval of the £458.00 costs incurred on legal fees for the renewal of the Parish Office lease, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to arrange payment of Wellers Hedleys invoice.**
- 11.6 **Approval of the Clerk as signatory for Bank and investment mandates** – Cllr Davison-Williams PROPOSED the approval of the Clerk, Mrs Ann Merryweather, as a signatory for the Parish Council’s Bank and Investment mandates, SECONDED by Cllr and UNANIMOUSLY CARRIED. **ACTION: Clerk to advise all financial institutions of new signatories.**
- 12 **Burial Ground Committee** – Cllr Everson informed the meeting on the following issues:
- 12.1 **Matters Arising** –  
Cllr Everson confirmed that the drawings for proposed works to the War Memorial would be available prior to the next Committee meeting.
- The Council expressed concerns regarding the grass cutting at the Burial Ground and Churchyard. Defer to a Committee meeting for further discussion.
- 12.2 **Approval of final drawings and wording for new Burial Ground sign layout.** – Final artwork for the new Burial Ground sign layout was disseminated to all Councillors prior to the meeting. After discussion, Cllr Everson PROPOSED the approval of the layout and final font type and size of the new Burial Ground sign, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to advise the Architect, Mr Sheen of the Council’s decision.**
- 13 **Highways and Environment Committee** – Cllr Everson informed the meeting on the following matters:
- 13.1 **Matters Arising** – The Council was advised that correspondence had been received from Central Bedfordshire regarding the Rural Match Fund, to advise that the Highway Contractor had completed the initial design work for the Luton Road Traffic Calming and will schedule a meeting with members of the Council in July to discuss the design
- 13.2 **Acknowledgement of Bus Shelter Inspections of 8<sup>th</sup> June 2016** – Defer to next Committee meeting.
- 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 24<sup>th</sup> & 31<sup>st</sup> May & 7<sup>th</sup> June 2016** – Cllr Thomas acknowledged receipt of playground inspection sheets.
- 14.3 **Acknowledgement of Fitness Equipment Inspections of 24<sup>th</sup> & 31<sup>st</sup> May & 7<sup>th</sup> June 2016** – Cllr Thomas acknowledged receipt of fitness equipment inspection sheets. The Council was advised that Caloo would be carrying out an inspection and repairs on a footplate of the Body Twist.
- 14.4 **Approval of purchase of new water pipe/tap sign for allotment notice board.** – Quotations and artwork was disseminated to all Councillors prior to the meeting. After discussion, Cllr Thomas PROPOSED the Council approve the quotation from A1 Engraving at a cost of £22.00 for the new water pipe/tap sign for the allotments, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to place order with A1 Engraving.**

- 14.5 **Approval of costs for grinding stumps to below ground level in the newly cleared area at allotments** –The Council was awaiting a second quotation for the grinding of the stumps in the newly cleared area at the allotments. Cllr Thomas PROPOSED the Council delegate authority to Committee to approve costs up to a maximum of £620.00 for stump removal and weed killing the area, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION:** Defer to next Leisure Committee meeting.
- 14.6 **Approval of costs for weed spraying on newly cleared area at allotments.** – Defer to next Leisure Committee meeting.
- 14.7 **Approval of paint colour of allotment shed.** – After discussion, Cllr Thomas PROPOSED the allotment shed was painted an off white, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to advise Council’s Groundsman of Council’s decision.
- 15 **Sports Field Committee** – Cllr Selley informed the meeting on the following issues:
- 15.1 **Matters Arising –**  
The Council was advised that a request had been received from Barton Rovers FC (“BRFC”) to utilise a training area on the Luton Road Sports Field for June to July. After discussion, Cllr Selly PROPOSED the approval of the request for BRFC to utilise a designated training area on the Luton Road Sports Field, at a cost of £150.00. A letter to be sent to BRFC confirming area, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to advise BRFC of Council’s decision.
- 15.2 **Acknowledgement of receipt of inspection report of the Lightning Protection system** – The Council acknowledged receipt of the Lightning Protection system inspection report.
- 15.3 **Approval of costs for repairs to the Lightning Protection system** – Cllr Selley advised that remedial repairs to the Lightning Protection System at the Pavilion had been highlighted in the recent inspection. A quotation for the works was disseminated to all Councillors prior to the meeting. After discussion, Cllr Selley PROPOSED the approval of the works to be carried out by Nimbus Lightning Protection Ltd at a cost of £490.00, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with Nimbus Lightning Protection.
- 16 **MONTHLY FINANCIAL REPORTS**
- 16.1 Cllr Davison-Williams advised that due to the financial year end (2015/16), the accounts were not available for this month.

17 **APPROVAL OF PAYMENT OF ACCOUNTS**

Payments approved as follows:

REF.	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0137/16	Cawleys	Skip Emptying - Br'l Ground (Apr)	33.46	6.70	40.16	4314		DD
0138/16	Cawleys	Skip Emptying - Allotments (Apr)	211.92	42.38	254.30	4134		DD
0139/16	CNG	Sports Pavilion Gas Charge (May)	69.65	3.48	73.13	4812		DD
0140/16	British Gas	Sports Pavilion Elec Charge (Apr)	42.39	2.11	44.50	4806		DD
0141/16	Central Bedfordshire Council	Rates Sports Pavilion - June	738.00	0.00	738.00	4811		DD
0142/16	Central Bedfordshire Council	Rates Parish Office - June	232.00	0.00	232.00	4137		DD
0143/16	EON	Parish Office Elec Apr/May	31.79	1.59	33.38	4137		DD
0144/16	Peninsula Business Services	HR Services - June	199.00	39.80	238.80	4151		DD
0145/16	NEST	Pension payments May 2016 (Payment due 22/06/16)	371.38	0.00	371.38	526		DD
0146/16	G. George	June Salary	Salary		Salary	4004		6343
0147/16	I. Swales	June Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6344
0148/16	K. Kilby	June Salary	Salary		Salary	4001		6345
0149/16	I. Nicholls	June Salary	Salary		Salary	4002		6346
	<b>TOTAL SALARIES</b>	<b>NET JUNE SALARIES</b>	<b>2,910.11</b>	<b>0.00</b>	<b>2,910.11</b>	-		
0150/16	HM Rev & Customs	Mth 2 PAYE	344.40	0.00	344.40	525		
0151/16	HM Rev & Customs	Mth 2 Nat. Emp'ee NI Contri	204.68	0.00	204.68	525		
0152/16	HM Rev & Customs	Mth 2 Nat. Emp'ee NI Contri	234.27	0.00	234.27	525	783.35	6347
0153/16	Ian Swales	May Mileage (265) miles @ 60.1p	159.27	0.00	159.27	4107		
0154/16	Ian Swales	Expenses	46.06	9.21	55.27	Split	214.54	6348

0155/16	M J Granger Grds Mtce	Grass Cutting 3/5/16	350.06	70.02	420.08	Split		
0156/16	M J Granger Grds Mtce	Grass Cutting 17/5/16	350.06	70.02	420.08	Split		
0157/16	M J Granger Grds Mtce	Grass Cutting 1/6/16	350.06	70.02	420.08	Split		
0158/16	M J Granger Grds Mtce	Supply & Install Arnold Rec playarea gate O/No: 743	560.00	112.00	672.00	4656	1,932.24	6349
0159/16	Stuart Brown Ltd	Service of Grounds Maint Equip, O/No: 737	226.57	45.31	271.88	4143		6350
0160/16	The Danwood Group	Copier Rental	225.58	45.12	270.70	4111		6351
0161/16	Fire Facilities Management	Supply & Install parts at Sports Pavilion O/No: 747	595.00	119.00	714.00	4807		
0162/16	Fire Facilities Management	Service Contract at Sports Pavilion	100.00	20.00	120.00	4815	834.00	6352
0163/16	P & R Property	Building Insurance 14/5/16 to 13/5/17	112.00	0.00	112.00	4109		6353
0164/16	Countrywide Grounds Maint	Grass Cutting 7/4/16 & 19/4/16	348.68	69.74	418.42	Split		6354
0165/16	H.L Hutchinson Ltd	Grass Seed for Sports Field O/No: 754	148.40	0.00	148.40	4813		6355
0166/16	Boston Crop Sprayers Ltd	Overalls & Spray Nozzel O/No: 748	11.70	2.34	14.04	Split		6356
0167/16	Rialtas Business Solutions Ltd	Financial Year End closedown O/No: 738	581.25	116.25	697.50	4138		6357
0168/16	Ray Foster	Internal Audit 2016 O/No:	150.00	0.00	150.00	4110		6358
0169/16	M.I. Parrott	New Allotment water pipes/taps O/No: 640	3750.00	750.00	4500.00	4606		6359
0170/16	Playsafety Ltd	RoSPA Inspection O/No: 744	266.00	53.20	319.20	4655		6360
0171/16	Service Point	Printing of Horticultural Show Schedule O/No: 751	206.24	41.25	247.49	4608		6361
0172/16	ICCM	Inst of Cemetery & Crem Management membership	90.00	0.00	90.00	4108		6362
0173/16	Pear Technology	Burial Grd Software annual support & updates	225.00	45.00	270.00	4319		6363
0174/16	BATPC	Annual affiliation fees 2016-17	984.00	0.00	984.00	4108		6364
0175/16	Barton Village Hall	Meeting Hire May x 2	64.00	0.00	64.00	4112		6365
0176/16	Nimbus Lightning Protection Ltd	Annual Test & Inspection at Pavilion O/No: 746	207.00	41.40	248.40	4815		6366
0177/16	Alltypes Secretarial Services	Office Cleaning	20.00	0.00	20.00	4139		6367
0178/16	Wellers Hedleys	Professional fees for Office lease renewal	458.00	80.00	538.00	9106		6368
0179/16	PPM	Pest Control Inspection May	62.41	12.48	74.89	4609		6369
0180/16	P & R Property	Office Rent (Jun to Sept)	1375.00	0.00	1375.00	4137		6370
0181/16	RS Groundcare	Seeding and top dressing sports field O/No: 755	516.00	0.00	516.00	4813		6371
0182/16	Hertfordshire County Council	Stationary Supplies O/No 750	31.43	6.29	37.72	Split		6372
<b>TOTAL JUNE 2016 PAYMENTS</b>			<b>18,192.82</b>	<b>1,874.71</b>	<b>20,067.53</b>			

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

**18. TIME ALLOCATION FOR COMMITTEE MEETINGS –**

**27<sup>th</sup> June 2016** – Burial Ground 7.30pm, Leisure 8.15pm, Sports Field 9pm and Planning 9.45pm.

**4<sup>th</sup> July 2016** – Horticultural Show Sub-Committee 7.30pm, Policies & Resources 8pm and Pay & Personnel 8.45pm.

**19. MISCELLANEOUS CORRESPONDENCE RECEIVED –** None received.

**20 ITEMS OF AN URGENT NATURE OR FOR INCLUSION IN THE NEXT AGENDA –**

20.1 The Council was advised that due to the Council's website having been illegally accessed by persons unknown, the website was currently unavailable to access and the website designers were unable to rectify the problem. Cllr Channon to investigate alternative website designs and defer to next meeting for discussion.

The meeting closed at 9.20pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 13<sup>th</sup> June 2016, with \*no changes/\*with agreed amendments to page:                      item:

(\* Delete as applicable)

Dated this day the 11<sup>th</sup> July 2016

**CHAIRMAN**

