

11/15/2016

**MINUTES OF A MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON  
MONDAY 14<sup>th</sup> NOVEMBER 2016  
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.36 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 R. Everson, Mr Alun Watson, Mr J. Paxton, Mr A. Channon and Mr M. McNulty (from item 7).

Minutes: Mrs K. Kilby (Assistant Clerk).

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

**1. APOLOGIES FOR ABSENCE – None**

**2. SPECIFIC DECLARATIONS OF INTEREST –**

Cllr Gardner declared a non-pecuniary interest regarding Agenda item 10.5.

**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 The Council acknowledged that the crime map was not current and up-to-date.

3.3 Cllr Davison-Williams advised that an invitation to the Rural Crime Conference on Friday 16<sup>th</sup> December 2016 had been received. Assistant Clerk to email a copy to Councillors. Anyone wishing to attend to contact the Assistant Clerk as soon as possible to secure the one available place.

**4. BARTON-LE-CLAY ‘COMMUNITY FIRST RESPONDER’ REPORT**

4.1 No report had been received from the Community First Responders for October.

4.2 The Council was advised that an update would be given once received by the Office.

**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:

- A response had been received from Central Bedfordshire Council Highways department to advise that the policy was not to re-paint white lines on re-surfaced roads. The Parish Council expressed concerns with this policy with regards to the possibility of accidents due to wider vehicles using the roads.
- Following the recent consultation regarding Subsidised Bus Transport, the local bus routes were to be categorised on use. Any found to be un-used could be re-routed.
- There were no questions from the Council.

Cllr McNulty arrived at the meeting.

Cllr Shingler left the meeting.

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

**7.1 Matters Arising –**

Cllr Gardner requested a card of condolence be sent to the family of Mr George Crutcher on behalf of the Council.

An advertising sign had been erected on side of Al-Borz restaurant. Councillors asked to inspect site and advise whether to notify Central Bedfordshire Council’s planning department.



7.2 **Planning Applications:**

**CB/16/04839/FULL: New House, Rectory Farm, Hexton Road, Barton-le-Clay – Stable building and new paddock.** – After discussion, Cllr Gardner PROPOSED the Council object on the grounds that the design of the building is inappropriate for the Green Belt and no exceptional circumstances have been cited for the building. The location of the building is in too close proximity to the road because it detracts from the openness of the countryside, SECONDED by Cllr Wright and CARRIED with 9 IN FAVOUR, 1 AGAINST and 1 ABSTENTION.

**CB/16/04851/FULL: 119 Bedford Road, Barton-le-Clay – Erection of single storey rear extension.** – No Comment.

**CB/16/03755/FULL: 37 Stuart Road, Barton-le-Clay – Proposed first floor side extension, single storey rear extension & erection of front single storey extension.** – After discussion, Cllr Gardner PROPOSED the Council object on the grounds that the proposed extensions would result in an increase of more than 50% of the original dwelling and that the proposed extensions are not in keeping with the street scene, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.

**CB/16/04970/FULL: 43 Chiltern Road, Barton-le-Clay – Single storey rear extension & partial garage conversion.** – No Comment

**CB/TCA/16/00420: Burial Ground, Church Road, Barton-le-Clay – Notification of works to trees in a Conservation area: Works to various trees within the Burial Ground.** – No Comment

**CB/TRE/16/00431: 51 Grange Road, Barton-le-Clay – Reduce crown of protected Beech Tree.** – No Comment

**CB/16/04988/FULL: 133 Manor Road, Barton-le-Clay – Change of use of a caretaker's bungalow into two pre-school classrooms, a small office & a staff room. The works required are to change four window openings into door & window sets & changing internal layout to create the above rooms.** – No Comment

**CB/16/05021/FULL: 25 Chiltern Road, Barton-le-Clay – Single storey rear extension.** – No Comment

**CB/16/05119/FULL: Old Acres Caravan Park, Barton Road, Pulloxhill – Change of use of land to extend the existing site for a mobile home/tourer & day room.** – No Comment

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

7.3 **Ratification of recommendations contained within the minutes of the Planning Committee meeting held on 31<sup>st</sup> October 2016 (pgs. 5214 to 5215).** – PROPOSED by Cllr Gardner, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED

8.1 **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10<sup>th</sup> OCTOBER 2016.** (pgs. 5203 to 5208) – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED.

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

9. **CHAIRMAN'S ANNOUNCEMENTS**

9.1. **Reminder to all Councillors to review and amend notice of interest forms where applicable.** – Cllr Davison-Williams advised all Councillors, that should any amendments be required on their Notice of Interest Forms, the Clerk would provide the necessary forms and submit to Central Bedfordshire Council.

9.2 **Agreement of date and location for the Council Christmas meal.** – After discussion the Council agreed to hold the Christmas meal at The Raven, Hexton. **ACTION: Assistant Clerk to book venue and disseminate menu.**

9.3 **Reminder to Committee Chair's to arrange precept meetings with the Clerk and Chairman.** – Cllr Davison-Williams reminded all Committee Chairs that they were to meet with the Clerk or himself to set the 2017/18 precept budget.

9.4 Cllr Davison-Williams thanked Cllr Everson for providing the planter for placing the individual poppies and crosses for Remembrance Day. He also thanked all the volunteers for assisting at the War Memorial service.

9.5 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 **Acknowledgment of receipt of correspondence received from TASC Infrastructure Ltd regarding Telecoms site at Barton Rovers FC.** – After discussion, Cllr Davison-Williams PROPOSED that due to the lump sum not equating to the total rental income, the Council decline TASC Infrastructures offer to purchase the rental income streams generated by the Telcom masts at Barton Rovers, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Clerk to advise TASC Infrastructure Ltd of Council's decision.
- 10.3 **Approval of new Credit Control policy.** – The Council was advised that any changes should be emailed to the Clerk. Approval of the Credit Control policy to be deferred to the next Policies & Resources Committee.
- 10.4 **Approval of design cost of £2,500.00, for phase one of Traffic Calming Scheme** – After discussion, Cllr Davison-Williams PROPOSED the approval of the design cost of £2,500.00 for phase one of the Traffic Calming Scheme, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED. **RESOLVED:** Assistant Clerk to include payment within November Payment of Accounts.
- 10.5 **Consideration of response to Barton Rovers FC correspondence received regarding rent/car park.** – Prior to the meeting Barton Rovers Football Club's ('BRFC') formal response to the Council's initial proposal to offer a 10% rebate against the annual rent was circulated to all members.

Cllr Davison-Williams provided a brief overview of the recent "negotiations" between BRFC (Tenant) and the Parish Council (Landlord) in relation to the annual rent and the use of BRFC car park. The Chairman then proceeded to ask all members of the Council to offer individual comment.

Following a lengthy discussion, Cllr Selley made the following proposals;

1. The Council formally withdraw the Council's offer to Barton Rovers Football Club that proposed a 10% Rebate on their Rent (£200.00) for the use of the car park at weekends by the youth teams.
2. The Council formally withdraw any maintenance offer for the car park and to remind BRFC that the lease does not hold the Council responsible for maintenance.
3. The Council invite BRFC to submit an application for an S137 small grant award during 2017 to assist with the maintenance of the car park.

The above PROPOSALS were SECONDED by Cllr Thomas and CARRIED with 9 in FAVOUR and 2 ABSTENTIONS.

The members were additionally advised that the annual rent from BRFC had not been received and the Club was now more than 90 days in arrears.

Cllr Thomas PROPOSED that the Council follow the standard procedures to recover the overdue rent, SECONDED by Cllr Selley and CARRIED with 10 IN FAVOUR and 1 ABSTENTION.

**ACTION:** Clerk to follow Council procedure for overdue receipts.

- 10.6 **Approval of costs for Parish Office and Pavilion electrical works.** – After discussion, Cllr Davison-Williams PROPOSED the approval of the quotation from MJT Electrical to carry out electrical works at the Parish Office and a 5 year inspection at the Pavilion at a cost of £758.00, SECONDED by Cllr Watson and UNANIMOUSLY CARRIED. **ACTION:** Clerk to place order with MJT Electrical.
- 10.7 **Approval of modifications to Job Description and Statement of Terms and Conditions of Playground Keyholder/Office Cleaner** – A modified Job Description and Statement of Terms and Condition of the Playground Keyholder/Office Cleaner were disseminated to all Councillors prior to the meeting. After discussion, Cllr Davison-Williams PROPOSED the approval of the amended Job Description and Statement of Terms and Conditions for the Playground Keyholder/Office Cleaner, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED. **ACTION:** Clerk to issue documents to Council's employee.
- 10.8 **Ratification of recommendations contained within the minutes of the Pay & Personnel Committee meeting held on 17<sup>th</sup> October 2016 (pg. 5209).** – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED

- 10.9 **Ratification of recommendations contained within the minutes of the Policies & Resources Committee meeting held on 17<sup>th</sup> October 2016 (pgs. 5210 to 5211).** – The Council was advised that item 9.1 should read ‘SECONDED by Cllr Davison-Williams’ and not ‘Cllr Wright’. The title of the minutes should read ‘POLICIES’ and not ‘POLICES’ Ratification of the minutes with the above amendment was then PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED.
- 11 **Burial Ground Committee** – Cllr Everson informed the meeting on the following issues:
- 11.1 **Matters Arising** – None
- 11.2 **Ratification of recommendations contained within the minutes of the Burial Ground Committee meeting held on 31<sup>st</sup> October 2016 (pgs. 5216 to 5217).** – PROPOSED by Cllr Everson, 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** – None
- 12.2 **Acknowledgement of Bus Shelter Inspections of 18<sup>th</sup> October and 8<sup>th</sup> November 2016** – Cllr Wright acknowledged receipt of the Bus Shelter inspection sheets of 18<sup>th</sup> October and 8<sup>th</sup> November 2016 and advised that no faults were reported.
- 12.3 **Acknowledgement of the road closure of Stuart Road, Barton-le-Clay from 0800hrs Tuesday 6<sup>th</sup> December 2016 to 1700hrs on Thursday 8<sup>th</sup> December 2016** – For information.
- 12.4 **Approval of Barton Traffic Plan version 11 for phase 2 of the Village Traffic Calming scheme** – A copy of the Barton Traffic Plan version 11 for phase 2 of the Village Traffic Calming scheme was disseminated to all Councillors prior to the meeting. Cllr McNulty advised that no significant change had been made to version 10. After discussion, Cllr McNulty PROPOSED the approval of version 11 for phase 2 of the Village Traffic Calming scheme for the Rural Match Funding application, to also include a request for a weight limit to be applied to Hexton Road, SECONDED by Cllr Wright and CARRIED with 10 IN FAVOUR and 1 ABSTENTION. **ACTION:** Cllr McNulty to complete the RMF application and the Clerk to submit application to Central Bedfordshire Council.
- 12.5 **Consideration of a response to Central Bedfordshire Council’s consultation on pay-phone removal** – Correspondence was disseminated to all members regarding a consultation on pay-phone removal by BT. The Council was advised that one pay-phone remained in the village, however, due to lack of use within the last 12 months, it was on the list for removal. Cllr Wright advised that the phone wasn’t used when a serious accident occurred in close proximity to the telephone.
- After discussion, Cllr Wright PROPOSED the Council do not object to the removal of the telephone box on the corner of Manor Road/Bedford Road, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **RESOLVED:** No further action required.
- 12.6 **Ratification of recommendations contained within the minutes of the Highways & Environment Committee meeting held on 17<sup>th</sup> October 2016 (pgs. 5212 to 5213).** – 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 weekly Playground Inspection Sheets of 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup> October and 1<sup>st</sup> & 8<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 fixings for the new Pod swing require modifying. The Junior swings require repairs.
- 13.3 **Acknowledgement of Fitness Equipment Inspections of 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup> October and 1<sup>st</sup> & 8<sup>th</sup> November 2016** – Cllr Thomas acknowledged receipt of fitness equipment inspection sheets and advised no faults were reported.

- 13.4 **Approve purchase of play-bark for Arnold Recreation Ground.** –Cllr Thomas PROPOSED the approval of the purchase of the play-bark for Arnold Recreation Ground at a cost of £149.70, SECONDED by Cllr Gardner and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order for play bark.
- 14 **Sports Field Committee** – Cllr Selley informed the meeting on the following issues:
- 14.1 **Matters Arising –**
- Cllr Selley advised the Council that the new heating boiler had been installed at the Pavilion and that the water quality inspection would take place on Monday 21<sup>st</sup> November.
- 14.2 **Approval of costs for annual fire alarm and emergency lighting service** – The quotation for the annual fire alarm and emergency lighting service was disseminated to all Councillors prior to the meeting. Cllr Selley PROPOSED the approval of the quotation for the annual fire alarm and emergency lighting service at a cost of £100.00, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to place order with Fire FM Ltd.
- 15 **MONTHLY FINANCIAL REPORTS**
- 15.1 Balance Sheet, Summary Profit & Loss and Committee Income & Expenditure Reports for period ending 31<sup>st</sup> October 2016 were disseminated to all Councillors prior to the meeting.
- 15.2 Balance Sheet confirmed Current Assets: £270,808 less Liabilities: £7,973 totalling Net Assets: £262,834 Represented by General Fund: £102,619, Current Year Fund: £60,140 and Earmarked Reserves: £100,075.
- 15.3 Cllr Davison-Williams advised that any queries on monthly financial reports to be sent to the Parish Clerk.
- 16 **APPROVAL OF PAYMENT OF ACCOUNTS**  
Payments approved as follows:

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0337/16	CNG	Pavilion Gas (September)	21.33	1.07	22.40	4812		DD
0338/16	National Allotment Society	Annual Membership	55.00	11.00	66.00	4108		6480
0339/16	Central Bedfordshire Council	RMF Highways Works	2500.00	0.00	2,500.00	4809		6481
0340/16	Central Bedfordshire Council	Rates Sports Pavilion - November	738.00	0.00	738.00	4811		DD
0341/16	Central Bedfordshire Council	Rates Parish Office - November	232.00	0.00	232.00	4137		DD
0342/16	Peninsula Business Services	HR Services - November	199.00	39.80	238.80	4151		DD
0343/16	NEST	Pension payments October 2016 (Payment due 22/10/16)	607.09	0.00	607.09	526		DD
0344/16	I. Swales	November Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6459
0345/16	K. Kilby	November Salary	Salary		Salary	4001		6460
0346/16	I. Nicholls	November Salary	Salary		Salary	4002		6461
0347/16	A.Merryweather	November Salary	Salary		Salary	4000		6462
0348/16	E. Rhodes	November Salary	Salary		Salary	4004		6463
	<b>TOTAL SALARIES</b>	<b>NET NOVEMBER SALARIES</b>	<b>4,955.62</b>	<b>0.00</b>	<b>4,955.62</b>	-		
0349/16	HM Rev & Customs	Mth 7 PAYE	703.40	0.00	703.40	525		
0350/16	HM Rev & Customs	Mth 7 Nat. Emp'ee NI Contri	439.77	0.00	439.77	525		
0351/16	HM Rev & Customs	Mth 7 Nat. Emp'ee NI Contri	504.06	0.00	504.06	525	1,647.23	6464
0352/16	G.B. Sports & Leisure UK Ltd	Replacement Pod Swing O/No: 786	1065.00	213.00	1278.00			6465
0353/16	British Gas	Pavilion Electric (September)	94.33	4.71	99.04	4806		DD
0354/16	Jewson	Post mix & Mortar Mix O/No: 793	29.81	5.97	35.78	Split		6466
0355/16	K.Durham	Welding to Burial Grd Shed O/No: 787	80.00	0.00	80.00	4311		6467
0356/16	K.C. Homer	Cut roadside hedge top of Sports Field	62.00	12.40	74.40	4813		6468
0357/16	Ian Swales	October Mileage (254) miles @ 60.1p	152.65	0.00	152.65	4107		
0358/16	Ian Swales	Expenses October	28.52	5.70	34.22	4140	186.87	6469
0359/16	Customer 1st Business Solutions Ltd	IT Service Contract Feb 2016	30.00	6.00	36.00	4142		
0360/16	Customer 1st Business Solutions Ltd	IT Service Contract to end of June 2016	90.00	18.00	108.00	4142		
0361/16	Customer 1st Business Solutions Ltd	IT Service Contract to end Sept 2016	90.00	18.00	108.00	4142	252.00	6470
0362/16	A.Merryweather	Mileage Claim 75.5 milies @ 45p	33.93	0.00	33.93	4107		6471
0363/16	M J Granger Grds Mtee	Grass Cutting 18/10/16	350.01	70.01	420.02	Split		

0364/16	M J Granger Grds Mtee	Grass Cutting 1/11/16	350.01	70.01	420.02	Split		
0365/16	M J Granger Grds Mtee	Springfield/Smithcombe Hedge cutting work Nov.	510.03	102.00	612.03	4401	1,452.07	6472
0366/16	Countrywide Grds Mtee	Grass Cutting 9th & 28th September	348.68	69.74	418.42	Split		6473
0367/16	Danwood Finance Ltd	Copier Rental	191.30	38.26	229.56	4111		6474
0368/16	Hertfordshire County Council	Stationary Supplies O/No 791 & 792	34.83	6.97	41.80	Split		6475
0369/16	Village Hall	Meeting Hire October x 3	96.00	0.00	96.00	4112		6476
0370/16	K.C. Homer	Cut hedge & ditch bank inside Sports Field O/No: 789	95.00	19.00	114.00	4813		6477
0371/16	EON	Parish Office Elec Sept/Oct	80.58	4.03	84.61	4137		DD
0372/16	Rialtas Business Solutions	Omega Cashbook support/Maint	616.00	123.20	739.20	4138		6478
0373/16	Cawleys	Skip Emptying - Allotment (Sept)	229.20	45.84	275.04	4134		DD
0374/16	Cawleys	Skip Emptying - Br'l Ground (Sept)	33.46	6.70	40.16	4314	315.20	DD
0375/16	P&R Property	Office/Garage Rent (26/11/16 to 25/02/17)	1888.00	0.00	1,888.00	4137		6479
0376/16	CNG	Pavilion Gas (October)	52.67	2.63	55.30	4812		DD
0377/16	Cawleys	Skip Emptying - Allotment (Oct)	640.56	128.11	768.67	4134		DD
0378/16	Cawleys	Skip Emptying - Br'l Ground (Oct)	33.46	6.69	40.15	4314		DD
0379/16	Pure Cleaning & Maint	Pressure wash War Memorial area O/No: 788	125.00	25.00	150.00	4311		6480
<b>TOTAL NOVEMBER 2016 PAYMENTS</b>			<b>13,430.68</b>	<b>1,053.84</b>	<b>14,484.52</b>			

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

- 17. **TIME ALLOCATION FOR COMMITTEE MEETINGS –**  
 21<sup>st</sup> November 2016 – Burial Ground 7.30pm and Leisure 8.30pm at the Village Hall.  
 28<sup>th</sup> November 2016 – Pay & Personnel 7.30pm, Policies & Resources 8pm and Planning 9pm at the Village Hall.
- 18. **MISCELLANEOUS CORRESPONDENCE RECEIVED –**
- 18.1 **Acknowledgement of receipt of November Issue of Bugle and consider issues relevant to Council’s business – For information.**
- 19. **ITEMS OF AN URGENT NATURE OR FOR INCLUSION IN THE NEXT AGENDA – None**

The meeting closed at 9.45 pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 14<sup>th</sup> November 2016, with \*no changes/\*with agreed amendments to page:                    item:  
 (\* Delete as applicable)

Dated this day the 12<sup>th</sup> December 2016

CHAIRMAN

