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**MINUTES OF AN EXTRAORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL**  
**HELD ON MONDAY 25<sup>th</sup> JULY 2016**  
**AT BARTON-LE-CLAY VILLAGE HALL, HEXTON ROAD, AT 7.30 P.M.**

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

Minutes: Mrs K. Kilby (Assistant Clerk).

In Attendance: Mrs A. Merryweather (Parish Clerk), Mr and Mrs Cree (Residents).

1. **APOLOGIES FOR ABSENCE** – Cllr Mr J. Selley

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

3. **PUBLIC QUESTION TIME** –

3.1 Mr & Mrs Cree expressed concerns regarding the speed of traffic in the village, in particular on Bedford Road. Mr Cree reported that off road bikes and quad bikes were being ridden on the pavements and travelling the wrong way on the one way section of Bedford Road. He was advised that these matters should be reported to the Police using the non-emergency contact number 101.

Cllrs Wright and McNulty advised they had also reported to the Police, off road bikes and quad bikes being ridden dangerously through the village.

Mr & Mrs Cree were advised that the Parish Council was currently liaising with Central Bedfordshire Council and Ringway Jacobs to install traffic calming measures on Luton Road.

4.1 **APPROVAL OF MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 11<sup>th</sup> JULY 2016 (pgs. 5177 to 5181).** PROPOSED by Cllr Thomas, SECONDED by Cllr Gunter and CARRIED with 9 IN FAVOUR and 1 ABSTENTION.

4.2 **MATTERS ARISING** –

4.2.1 Cllr Davison-Williams enquired whether the advertising on the shop gates and the advertising board between the Chip shop and Barton Supplies had been reported to Central Bedfordshire Council. The Assistant Clerk advised that the gate advertising had been reported, however, she was awaiting photographic evidence to report the advertising board. **ACTION: Cllr Wright to send photograph to the Parish Office.**

4.2.2 Cllr Davison-Williams reminded all Councillors that they must adhere to the Code of Conduct at all times.

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

5.1 **Planning Applications:**

**CB/16/02890/FULL: 96 & 98 Osborn Road, Barton-le-Clay** – Single storey front and two storey rear extensions to no's 96 & 98 Osborn Road. – After discussion, Cllr Gardner PROPOSED the Council submit a comment that this would result in the further loss of 2x two bedroomed houses within the village, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED.

**CB/TCA/16/00234: 39 Clipstone Cottages, Barton-le-Clay** – Notification of works to trees in a conservation area: Trim back conifer hedge (T1) & Plum Tree (T2), reduce crown of Ash Tree (T3), cut back overhang of Plum Tree (T4) and Goat Willow (T5) and fess Ash Tree (T6) to ground level. – After discussion, Cllr Gardner PROPOSED a comment be submitted querying the ownership of the trees, reference T1 and T2, SECONDED by Cllr Wright and CARRIED with 9 IN FAVOUR and 1 ABSTENTION.

**ACTION: Assistant Clerk to submit responses to Central Bedfordshire Council.**

5.1.1 Cllr Wright queried whether planning permission had been granted for 10 Windsor Road, as work had commenced on the extension. **ACTION: Assistant Clerk to ascertain whether permission had been granted and advise all Councillors.**

5.2 **Consideration of response to the Central Bedfordshire Local Plan – Site selection criteria – deadline 29<sup>th</sup> July 2016** – After discussion, the Council agreed that a response would be submitted to the Central Bedfordshire Local Plan – Site selection criteria. Cllr Gardner PROPOSED the Council 'Strongly Disagree' to questions 1, 4 and 7 of the questionnaire and Cllr Davison-Williams to compile a draft statement for submission, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION: Cllr Davison-Williams to draft statement for submission and disseminate to all Councillors for approval.**

5.3 **Consideration of response to Central Bedfordshire Local Plan - Sustainability Appraisal - Scoping Report Consultation – deadline 18<sup>th</sup> August 2016** – After discussion, the Council agreed that a response be submitted to the Sustainability Appraisal –Scoping Report Consultation and that an extension to the deadline is sought from Central Bedfordshire Council. **ACTION: Clerk to seek extension to deadline and defer to the next meeting.**

5.4 **Update of Town & Parish Council conference** – Cllrs Gardner and Davison-Williams attended the recent Town & Parish Council Conference.

Cllr Gardner reported that it had been interesting to hear from other local Parish Councils regarding problems they were encountering and to discuss the housing needs in the local area. Unfortunately, the workshops had not been as informative as previous years. Cllrs Gardner and Davison-Williams had left comments regarding the conference and workshop.

6 **BURIAL GROUNDS COMMITTEE** – Cllr Everson informed the meeting on the following issues:

6.1 **Approval of plans for area around War Memorial** – Pictures of possible alterations to the War Memorial were disseminated to all Councillors prior to the meeting. After discussion, the Council agreed to proceed with the design of the fully grassed area with a path leading to a hard standing area around the War Memorial. **ACTION: Cllr Everson to liaise with the Assistant Clerk to obtain costs and relevant information and defer to September Full Council for approval.**

6.2 **Consideration of use of Sanctums in the Garden of Rest area** – Pictures of the existing Garden of Rest and Sanctums used at other Cemeteries were disseminated to all Councillors Prior to the meeting. After discussion, the Council agreed to proceed with obtaining further costs for using Sanctums in the new Garden of Rest area of the Cemetery. Costs for purchase and installation to be obtained. Cost to Parishioners and length of exclusive rights to be calculated and deferred to the next meeting for further discussion. **ACTION: Assistant Clerk to obtain quotations and information and disseminate to all Councillors.**

6.3 **Consideration of request for a memorial headstone on an Ashes Burial plot** – The Council had received correspondence from a family (*'names withheld'*) requesting permission to erect a headstone on a Burial plot used for ashes interments. The Council were advised that currently the Rules and Regulations stated that flat stones be used to mark the interment sites and not headstones. After discussion, Cllr Everson PROPOSED the Council approve the request for a headstone, SECONDED by Cllr Watson and CARRIED with 5 IN FAVOUR, 4 AGAINST and 1 ABSTENTION. **ACTION: Clerk to advise family of Council's decision and defer changes to be made to the Rules and Regulations to the next Committee meeting.**

7. **HIGHWAYS AND ENVIRONMENT COMMITTEE** – Cllr Wright informed the meeting on the following matters:

7.1 **Consideration of Council's response to Central Bedfordshire Council's Passenger Transport Strategy – deadline 12<sup>th</sup> July 2016** – After discussion, the Council agreed that they were unable to submit a response to the CBC Passenger Transport Strategy at this time. **RESOLVED: No further action required.**

7.2 **Update of meeting re: Traffic Calming** – Cllr McNulty gave an update to the Council regarding the Traffic Calming meeting held on Friday 22<sup>nd</sup> July 2016 with Steve Larkin of Central Bedfordshire Council and Steve Hall from Ringway Jacobs.

He advised that discussion took place regarding the type of traffic calming measures to be installed on Luton Road and the possibility of additional features being added at a later date. Costs for the proposed works to be submitted to the Parish Council in August and approval of the works to be deferred to the next Full Council meeting following receipt of costs.

7.3 **Acknowledgement of the one day road closure of Barton Road, Sharpenhoe between 10<sup>th</sup> August 2016 and 17<sup>th</sup> August 2016.** – For information. The Council requested further information be obtained as to the exact date of the closure and to report that no road signs had been erected to advise drivers of the closure. **ACTION: Assistant Clerk to contact Central Bedfordshire Council with Council's queries.**

8. **LEISURE COMMITTEE** – Cllr Thomas informed the meeting on the following issues:

8.1 **Approval of cost of materials to carry out maintenance work on Allotment roadway** – After a brief discussion, Cllr Thomas PROPOSED the purchase of 1 tonne of tarmac plainings at a cost of £40.00 to fill pot holes on Allotment roadway, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to order plainings and arrange with Groundsman to fill pot holes.**

8.2 **Reminder to Councillors re: Norman Road Play-area gate Opening/Closing** – Cllr Thomas reminded all Councillors of the rota for the opening and closing of the Norman Road Play-area gate. Cllrs Channon and Watson advised they were available at the weekend to open and close.

9. **SPORTS FIELD COMMITTEE** – Cllr Channon informed the meeting on the following issues:
- 9.1 **Approval of costs for water standard risk assessment quotations** – Quotations and information on carrying out water standard risk assessments at the Sports Pavilion were disseminated to all Councillors prior to the meeting. After discussion, Cllr Channon PROPOSED the approval of the quotation from AMES Ltd to carry out a water standard risk assessment at a cost of £325.00, SECONDED by Cllr Thomas and CARRIED with 9 IN FAVOUR and 1 ABSTENTION. **ACTION:** Assistant Clerk to place order with AMES Ltd.
- 9.2 **Approval of Barton Rovers FC and Barton Rovers Youth teams for 2016/17 football season and any subsequent pitch fees** – A copy of the 2016/17 pitch fees were disseminated to all Councillors prior to the meeting. After a brief discussion, Cllr Channon PROPOSED the approval of the pitch fees at a 1.5% increase and the annual fees for Barton Rovers FC and Barton Rovers Youth, SECONDED by Cllr Everson and CARRIED with 9 IN FAVOUR and 1 AGAINST. **ACTION:** Assistant Clerk to advise football clubs and Clerk to complete annual agreements for all clubs.
- 9.3 **Approval of costs of maintenance work to area near emergency access road barrier** – Quotations for line marking costs and to tarmac an area near the emergency access road barrier were disseminated to all Councillors prior to the meeting. After discussion:
- Cllr Channon PROPOSED the approval of the quotation to tarmac gap between concrete road and emergency access road to make safe for emergency vehicles from Contractor A at a cost of £1,080.00, SECONDED by Cllr Watson and CARRIED with 9 IN FAVOUR and 1 ABSTENTION.
  - Cllr Channon PROPOSED the approval of the quotation to refresh access road line markings for ‘Keep clear’, Disability logo parking space, staggered central line & double yellow line from Contractor Y at a cost of £450.00 per day, SECONDED by Cllr Thomas and CARRIED with 9 IN FAVOUR and 1 ABSTENTION.
- ACTION:** Clerk to place orders with both Contractors and liaise with other road users regarding commencement of work.
- 9.4 **Approval of costs for annual heating and boiler service at the Sports Pavilion** – The quotation for the service of the Sports Pavilion boiler was disseminated to all Councillors prior to the meeting. After a brief discussion, Cllr Channon PROPOSED the approval of the quotation for the annual service of the Pavilion boiler at a cost of £496.00, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with SMRHS.
- 9.5 **Consideration of St Josephs request to play at Luton Road Sports Field for 2016/17 Football season** – The Council had recently received correspondence from St Josephs requesting permission to play their home games at the Luton Road Sports Field for the 2016/17 football season. After discussion, Cllr Channon PROPOSED the request be declined, on the basis that a number of teams already use the adult pitches and, at the moment, no additional teams be accepted, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to advise St Josephs FC of Council’s decision.
10. **POLICIES & RESOURCES COMMITTEE** – Cllr Davison-Williams informed the meeting on the following issues:
- 10.1 **Consideration of response for Central Bedfordshire Council’s Library Opening Hours Consultation – deadline 5<sup>th</sup> September 2016** – After discussion, the Council agreed that Cllrs Davison-Williams, Wright and Channon to compile a draft response to CBC’s Library Opening Hours Consultation and an extension be sought to the response deadline. **ACTION:** Clerk to seek deadline extension and Cllrs Davison-Williams, Wright and Channon to compile draft response for approval at the next meeting.
- 10.2 **Approval of RBS software staff training and associated costs.** – After discussion, Cllr Davison-Williams PROPOSED the approval of the RBS software staff training at a cost of £399.00 plus mileage costs from Swindon, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED. **ACTION:** Clerk to place order with RBS.
- 10.3 **Review of Council’s contractual arrangements with Peninsula Business Services** – Defer to next Pay and Personnel Sub-Committee meeting.
- 10.4 **Consideration of Council’s website strategy** – Cllr Channon to produce a mock website and defer to next meeting.
- 10.5 **Approval of costs for maintenance work on Doctors and Village Hall access road.** – Quotations for repairs to the footpath adjacent to the Doctors/Village Hall access road and repairs to the roadway were disseminated to all Councillors prior to the meeting. After discussion:

