

005279

**MINUTES OF A MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON**  
**MONDAY 10<sup>th</sup> APRIL 2017**  
**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), Mrs B. Thomas, Mr J. Paxton, Mrs G. Gardner, Mr M. McNulty, Mr M. Wright, Mr A. Watson, Mr A. Channon and Mr J. Selley.

Minutes: Mrs K. Kilby (Assistant Clerk)

In Attendance: Mr John Roberts (Councillor candidate) and 2 members of the public.

1. **APOLOGIES FOR ABSENCE** – Cllr Mr R. Everson and Mrs A. Merryweather (Clerk).

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

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 and a copy of the crime statistics disseminated at the meeting.

**Crime Figures** – The crime figures for 1<sup>st</sup> March 2017 to 31<sup>st</sup> March 2017 were as follows:

Burglary in a Dwelling: 1, Criminal Damage: 1, Domestic: 3, Hate Incident: 1, Sexual Crime: 1, Theft from Motor Vehicle: 2, Theft of Motor Vehicle: 1, Theft from Shops & Stalls: 2, Theft of Pedal Cycles: 1. **Total for 1<sup>st</sup> March 2017 to 31<sup>st</sup> March 2017: 13.**

The Council was advised that the statistics provided did not include anti-social behaviour. The Police Crime map showed the anti-social behaviour, however, this information was not always current. The Council requested the Assistant Clerk compile more accurate crime figures using the Police Crime map when updated.

The Council discussed the increase in anti-social behaviour and the lack of Police presence within the village. They requested the Clerk contact the appropriate Office requesting a Police presence, especially on a Friday evening and copy of letter to be sent to the Police and Crime Commissioner.

3.2 **Acknowledgement of receipt of Community Newsletter issue 2: North Bedfordshire** – For information only.

4. **PUBLIC QUESTION TIME** – None

5. **CENTRAL BEDFORDSHIRE WARD CLLR REPORTS** –

5.1 No report was received from Central Bedfordshire Councillor.

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

6.1 **Matters Arising** –

Cllr Gardner advised the Council that Central Bedfordshire Council had served an enforcement notice regarding the land at the Gravenhurst/A6 turning. The change of use of the building had not been included within the enforcement notice. **ACTION:** Assistant Clerk to enquire with Enforcement team regarding the status of the building.

6.2 **Planning Applications:**

**CB/17/01205/FULL: 7 Manor Road, Barton-le-Clay** – Single storey front, side and rear extensions – No Comment.

**CB/17/01270/FULL: 4 Manor Farm Close, Barton-le-Clay** – Single storey rear extension. – No Comment

**CB/17/01271/FULL: 54 Bedford Road, Barton-le-Clay** – Demolition of existing outhouse and erection of new single storey rear extension. – After discussion, Cllr Wright PROPOSED the Council comment that the Bus Shelter is the property of the Parish Council as such approval to move the shelter must be sought from the Parish Council. The Council agree that permission would not be given to move this shelter as it felt there was sufficient space beside the shelter to manoeuvre a vehicle on and off of a drive at this address, SECONDED by Cllr Gardner and CARRIED with 9 IN FAVOUR and 1 ABSTENTION.

**CB/17/01337/FULL: 82 Manor Road, Barton-le-Clay** – Roof lantern to existing single storey rear extension. – No Comment.

**CB/17/01349/FULL: 11 Portobello Close, Barton-le-Clay** – Proposed garage conversion. – No Comment.

**CB/17/01507/FULL: 64 Norman Road, Barton-le-Clay** – Single storey rear extension, part conversion of garage, front extension of garage – No Comment.

**CB/17/01437/FULL: 14 Norman Road, Barton-le-Clay** – First floor side extension. The Council requested clarification be sought regarding an anomaly between the description of the planned extension and the plans submitted. Defer to next Committee.

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

- 6.3 **Approval of response to BATPC regarding the Government’s Housing White Paper – response by 21<sup>st</sup> April 2017.** – After discussion, Cllr Gardner PROPOSED the Council do not submit a comment to BATPC regarding the Governments Housing White Paper due to Councillors having insufficient time to formulate a response, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **RESOLVED: No further action required.** Cllr Channon requested a list of future consultation documents forming the part of the Local Plan.
- 6.4 **Acknowledgement of receipt of Parking Strategy Consultation – response by 16<sup>th</sup> June 2017** – Defer to next Committee meeting.
- 6.5 **Approval of attendance at the CPRE AGM on Monday 15<sup>th</sup> May 2017** – Any Councillor wishing to attend the CPRE AGM, to email the Assistant Clerk.
- 6.6 **Ratification of recommendations contained within the minutes of the Planning Committee meeting held on 27<sup>th</sup> March 2017 (pgs. 5275).** –Cllr Gardner PROPOSED the ratification of the minutes, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.
- 7.1 **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13<sup>th</sup> MARCH 2017. (pgs. 5267 to 5271)** – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED.
- 7.2 **MATTERS ARISING OUTSIDE OF COMMITTEE REPORTS/UPDATES –**

Cllr Davison-Williams advised that a response had been received from Central Bedfordshire Council regarding the Parish Councils Freedom of Information request.

## 8. CHAIRMAN’S ANNOUNCEMENTS

The chairman made the following announcements:

- 8.1 **Acknowledgement of small grant thank you letter from Noah’s Ark** – For information only.
- 8.2 **Acknowledgement of changes to document numbering system for Parish Council minutes.** – Cllr Davison-Williams advised that the numbering system for minutes would change from the May Full Council meeting. The minute item number would commence at 17/0001, and then run consequently through Full Council and each committee in turn over the 12 months to the end of April 2018. The next Council year will begin in May as 18/0001.
- 8.3 Cllr Davison-Williams reminded Councillors and Outside Representatives that the deadline for Annual Reports had now expired and to submit any outstanding reports as soon as possible.
- 8.5 Cllr Davison-Williams advised that CBC Executive Committee “approve expansion of Arnold Academy”.
- 8.6 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 **Consideration/approval of permission for Barton Rover FC to host a circus on 18<sup>th</sup> June 2017**– Following a brief discussion, Cllr Thomas PROPOSED the approval of permission for Barton Rovers FC to host a circus on 18<sup>th</sup> June 2017, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to advise Barton Rovers FC of Council’s decision.
- 9.3 **Adoption of Internal Audit Plan 2016/17.** – Cllr Thomas PROPOSED the adoption of the Internal Audit Plan 2016/17, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to send to Council’s Auditor.
- 9.4 **Approval of costs for the works on Village Hall/Doctors Access Road.** – Cllr Davison-Williams advised that additional information was required to make a decision. **ACTION:** Defer to next meeting where the Clerk will be available to provide supplementary information.
- 9.5 **Review of Barton-le-Clay Website.** – Cllr Channon advised the Council that the Clerk and Assistant Clerk were updating the website with the Agendas and Minutes as required. Cllr Channon then went on to update the Council regarding the following issues with the Council’s website:
- He would organise the redirection from ‘Bartonleclay.co.uk’ to the ‘bartonleclay.wordpress.com’ site.
  - He would also contact Google regarding the error message on the Councils website.
  - The EU disclaimer and Cookie banner was to be added to the website.

Cllr Channon advised that all issues would be rectified within a two month timescale.

**ACTION:** Cllr Channon to rectify issues with the Council’s website.

- 9.6 **Consideration of progression of the Community Emergency Plan** – A copy of the previous Draft Community Emergency Plan and Cllr Gardner’s report of the recent Emergency Planning Event held at Central Bedfordshire Council offices. After discussion, Cllr Gunter PROPOSED that a Sub-Committee be formed and the Emergency Plan be investigated further and moved forward, SECONDED by Cllr Thomas and CARRIED with 8 IN FAVOUR and 2 ABSTENTIONS. **ACTION:** Councillors interested in forming a Sub-Committee to advise Assistant Clerk and defer to next Planning Committee meeting.

Cllr Channon left the meeting.

- 9.7 **Approval of the increase in National Living Wage for staff from April 2017** – Cllr Davison-Williams PROPOSED the approval of the pay increase for Council staff due to the increase in the National Living Wage from April 2017, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED. **ACTION:** Clerk to implement pay increase to staff members.
- 9.8 **Ratification of recommendations contained within the minutes of the Policies & Resources Committee meeting held on 27<sup>th</sup> March 2017 (pgs. 5276 to 5277).** – The Council requested the removal of the word ‘UNANIMOUSLY’ from item 5.1. Cllr Davison-Williams then PROPOSED the ratification of the minutes, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED.
- 9.9 **Ratification of recommendations contained within the minutes of the Pay & Personnel Sub-Committee meeting held on 27<sup>th</sup> March 2017 (pg. 5278).** – Cllr Davison-Williams PROPOSED the ratification of the minutes, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED.
- 10 **Burial Ground Committee** – Cllr Davison-Williams informed the meeting on the following issues:
- 10.1 **Matters Arising** – None
- 10.2 **Approval of the Act of Remembrance service sheet for 2017 Remembrance Sunday** – Cllr Davison-Williams PROPOSED the approval of the amended 2017 Act of Remembrance sheet, SECONDED by Cllr McNulty and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to copy for Remembrance Sunday.
- 10.3 **Consideration/approval of non-resident burial in Barton-le-Clay Cemetery** – Following discussion, Cllr Selley PROPOSED the Council approve the request for a non-resident burial (*‘name withheld’*) at the non-resident fee, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to advise funeral director of Council’s decision.

The two members of public left the meeting.



- 10.4 **Confirmation of positioning of new Noticeboard in Barton-le-Clay Cemetery** – Cllr Davison-Williams PROPOSED the positioning of the new Burial Ground noticeboard to be the left hand side of the entrance drive, opposite the new sign, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to advise Council's Groundsman of proposed noticeboard position.
- 10.5 **Confirmation of layout of new Garden of Rest area** – Cllr Gunter to meet with the Council's Groundsman to confirm the layout of the new Garden of Rest area.
- 10.6 **Ratification of recommendations contained within the minutes of the Burial Ground Committee meeting held on 20<sup>th</sup> March 2017 (pg. 5272)** – Cllr Davison-Williams PROPOSED the ratification of the minutes, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.
- 11 **Highways and Environment Committee** – Cllr Wright informed the meeting on the following issues:
- 11.1 **Matters Arising –**
- Traffic Calming works on Luton Road have not yet commenced. **ACTION:** Clerk to liaise with Central Bedfordshire Council to obtain revised start date.
- A serious road traffic accident occurred in the one-way section of Bedford Road, resulting in a lady being taken to hospital. Cllr Wright requested the Council progress with the aspiration to close one end of this stretch of road.
- 11.2 **Acknowledgement of Bus Shelter Inspections of 21<sup>st</sup> March 2017** – Cllr Wright acknowledged receipt of the Bus Shelter inspection sheets and there were no faults to report.
- 11.3 **Acknowledgement of receipt of Spring 2017 BABUS Newsletter** – The Spring edition of the 2017 BABUS Newsletter was disseminated to all Councillors prior to the meeting. **RESOLVED:** No action required.
- 11.4 **Acknowledgement of receipt of Changes to Supported Bus Services** – The new schedules for the Supported Bus Services were disseminated to all Councillors prior to the meeting. Copies had been displayed in the office window and on the Council's Facebook page. **RESOLVED:** No action required.
- 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 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> March 2017 & 4<sup>th</sup> April** – Cllr Thomas acknowledged receipt of playground inspection sheets.  
Norman Road play-area – No faults were reported.  
Arnold Recreation Ground play-area – Damage had been caused to the Arnold Recreation Ground gate by the lorry delivering play bark. **ACTION:** Assistant Clerk to advise supplier.
- 12.3 **Acknowledgement of Fitness Equipment Inspections of 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup> March & 4<sup>th</sup> April 2017** – Cllr Thomas acknowledged receipt of fitness equipment inspection sheets and advised no faults were reported.
- 12.4 **Acknowledgement of PPM Investigation report of 23<sup>rd</sup> March 2017** – Cllr Thomas acknowledged the PPM investigation report and noted there had been light activity in the bait boxes, therefore worth continuing.
- 12.5 **Acknowledgement of complaints/comments received from Allotment holders regarding removal of skip** – The Council acknowledged receipt of complaints and comment regarding the removal of the skip for allotment users. **ACTION:** Defer to a Leisure Committee meeting for discussion.
- 12.6 **Approval of costs for RoSPA inspections in May 2017** – Costs for the RoSPA inspections were received and disseminated to all Councillors prior to the meeting. Cllr Thomas PROPOSED the approval of the RoSPA inspection at a cost of £266.00, SECONDED by Cllr Watson and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with PlaySafety Ltd for the RoSPA inspection in May 2017.
- 12.7 **Approval of the Horticultural Show schedule** – Cllr Gardner to make a Carrot Cake using the printed recipe and advise Assistant Clerk of any changes to make. Cllr Thomas PROPOSED the approval of the Horticultural Show Schedule with any changes made to the recipe, SECONDED by Cllr Gardner and UNANIMOUSLY CARRIED. **ACTION:** Cllr Gardner to try Carrot cake recipe and advise of any changes to make to recipe and Assistant Clerk to arrange for printing once any changes have been made.



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

13.1 Matters Arising – None

13.2 **Approval of pitch fee increase for 2017/18 football season** – A table of proposed pitch fee increases for the 2017/18 football season was disseminated to all Councillors prior to the meeting. Cllr Selley advised that a 2.5% inflation increase had been applied with a 4% increase for the use of the Barton Rovers FC car park. After discussion, Cllr Selley PROPOSED the Council approve the increase, Cllr Thomas SECONDED the motion, which was CARRIED with 8 IN FAVOUR and 1 OBJECTION. **ACTION:** Clerk to advise football clubs of fee increase.

13.3 **Approval of percentage of pitch hire income to be paid to Barton Rovers FC for Car Park use** – Cllr Selley advised that a 4% increase had been included in the 2017/18 pitch fee increase; this would be paid to Barton Rovers FC as payment for use of the car park. Following discussion, Cllr Selley PROPOSED the approval of the 4% fee increase to be paid to BRFC for car park use, SECONDED by Cllr Thomas and CARRIED with 8 IN FAVOUR and 1 ABSTENTION. **ACTION:** Clerk to advise BRFC of Council's decision.

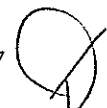
13.4 **Approval of costs for weed spraying of Luton Road Sports Field** – Assistant Clerk to seek quotation from Mr Horner and defer to next meeting for approval.

13.5 **Ratification of recommendations contained within the minutes of the Sports Field Committee meeting held on 20<sup>th</sup> March 2017 (pgs. 5273 to 5274).** – Cllr Selley PROPOSED the ratification of the minutes, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED.

#### 14 APPROVAL OF PAYMENT OF ACCOUNTS

Payments approved as follows:

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHK No.
0518/16	Clarks Construction Ltd	10% of Supply & installation of B'grd sign	667.15	133.43	800.58	4135		
0519/16	Clarks Construction Ltd	Granite & Lettering for B'grd sign	1158.20	231.64	1,389.84	4135	2,190.42	6570
0520/16	EON	Parish Office Elec Feb 17/Mar 17	44.87	2.24	47.11	4137		DD
0521/16	KVB Property Services	Notice Board for B'grd O/No: 807	141.50	0.00	141.50	4310/4311		6571
0522/16	HL Hutchinson Ltd	White liner paint O/No: 811	270.00	54.00	324.00	4805		6572
0523/16	M J Granger Grds Mtce	Grass Cutting 22/3/17	357.02	71.40	428.42	Split		6573
0524/16	Cawleys	Duty of Care Note	98.28	19.66	117.94	4314		DD
0525/16	PPM	Pest Control Inspection March	62.41	12.48	74.89	4609		6574
0526/16	MJ Giddings Farm Prod Ltd	Playbark for Arnold Rec O/No: 813	149.70	29.94	179.64	4653		6575
0527/16	Reynolds Landscaping	Grass Cutting March 2017	350.00	70.00	420.00	Split		6576
0528/16	Anglian Water	Office Charge to 7/3/17	41.42	0.00	41.42	4137		DD
0529/16	Anglian Water	Sports Field Charge to 6/3/17	170.60	0.00	170.60	4809		DD
0530/16	Cawleys	Skip Emptying - Allotment (July 16)	665.96	133.19	799.15	4134		DD
0531/16	Cawleys	Skip Emptying - Allotment (Aug 16)	262.80	52.56	315.36	4134		DD
0532/16	Stuart Brown Ltd	Service of Council grounds maint equip O/No: 804	242.28	48.45	290.73	4143		6577
0533/16	Ian Swales	Expenses March	3.33	0.67	4.00	4140		
0534/16	Ian Swales	March Mileage (221) miles @: 60.1p	132.82	0.00	132.82	4107	136.82	6578
0535/16	Village Hall	Meeting Hire March x 3	99.00	0.00	99.00	4112		6579
0536/16	Cash	Petry Cash	19.74	0.17	19.91	Split		6580
0537/16	Cawleys	Skip Emptying - Allotment (Mar)	98.36	19.67	118.03	4134		DD
0538/16	Cawleys	Skip Emptying - Br1 Ground (Mar)	50.19	10.04	60.23	4314		DD
0539/16	Hertfordshire County Council	Stationary Supplies O/No 812	24.85	4.97	29.82	4113		6586
0001/17	Peninsula Business Services	HR Services - April	199.00	39.80	238.80	4151		DD
0002/17	Central Bedfordshire Council	Rates Sports Pavilion - April	604.90	0.00	604.90	4811		DD
0003/17	Central Bedfordshire Council	Rates Parish Office - April	220.80	0.00	220.80	4137		DD
0004/17	Chilterns Conservation Board	Beacons of the past project	150.00	0.00	150.00			6581
0005/17	Direct 365	Skip Emptying - Allotments (April)	120.25	24.05	144.30	4134		6582
0006/17	Customer First Business Sol	Quarterly PC Maintenance	90.00	18.00	108.00	4142		6583
0007/17	M J Granger Grds Mtce	Tree removal from Arnold Rec O/No: 809	330.00	66.00	396.00	4656		6584



0008/17	NEST	Pension payments March 2017 (Payment due 22/4/17)	610.57	0.00	610.57	526		DD
0009/17	I. Swales	April Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6568
0010/17	K. Kilby	April Salary	Salary		Salary	4001		6566
0011/17	I. Nicholls	April Salary	Salary		Salary	4002		6567
0012/17	A. Merryweather	April Salary	Salary		Salary	4000		6565
0013/17	E. Rhodes	April Salary	Salary		Salary	4004		6569
	<b>TOTAL SALARIES</b>	<b>NET APRIL SALARIES</b>	<b>5,006.11</b>	<b>0.00</b>	<b>5,006.11</b>	<b>-</b>		
0014/17	HM Rev & Customs	Mth 12 PAYE	733.20	0.00	733.20	525		
0015/17	HM Rev & Customs	Mth 12 Nat. Emp'ee NI Contri	462.83	0.00	462.83	525		
0016/17	HM Rev & Customs	Mth 12 Nat. Emp'er NI Contri	530.60	0.00	530.60	525	1,726.63	6585
<b>TOTAL APRIL 2017 PAYMENTS</b>			<b>14,168.74</b>	<b>1,042.36</b>	<b>15,211.10</b>			

**Approval of Payment of Accounts:** Cllr Davison-Williams PROPOSED that the Council approve the payments as listed above, Cllr Gardner SECONDED this motion, which was CARRIED 8 IN FAVOUR and 1 ABSTENTION.

15. **TIME ALLOCATION FOR COMMITTEE MEETINGS –**  
24<sup>th</sup> April 2017 – Extra-Ordinary Council meeting.
16. **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA – None.**

The meeting closed at 10pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 10<sup>th</sup> April 2017, with \*no changes/\*with agreed amendments to page:                      item:  
(\* Delete as applicable)

Dated this day the 8<sup>th</sup> May 2017

CHAIRMAN

