

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON
MONDAY 10th JULY 2017
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30 P.M.

Present: Councillors Mr L. Davison-Williams (Vice Chair), Mrs B. Thomas, Mr J. Roberts, Mr. J. Selley, Mr A. Channon, Mr A. Watson and Mr J. Paxton.

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

Minutes: Mrs K. Kilby (Assistant Clerk)

17/126 APOLOGIES FOR ABSENCE – Cllrs Mr D. Gunter (Chair), Mrs G. Gardner, Mr M. McNulty and Mr R. Everson

17/127 SPECIFIC DECLARATIONS OF INTEREST – None

17/128 POLICE REPORTS & ISSUES.

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

Crime Figures – The crime figures for 1st June 2017 to 30th June 2017 were as follows: Burglary in a dwelling: 2, Burglary residential – (garage/shed/vacant property): 1, Burglary business: 1, Criminal damage – in a dwelling: 1, Criminal damage – other property (not buildings): 1, Assault occasioning actual bodily harm (oapa section 47): 1, Harassment: 1, Racial or religious: 1, Theft from shops & stalls: 5, Miscellaneous thefts: 2, Non counting fraud: 2, Distressing post: 1.

Total for 1st June 2017 to 30th June 2017: 19.

The Council expressed concerns regarding the high number of crimes being committed in Barton-le-Clay.

The Assistant Clerk advised that the Crime Statistics received from an independent source differed from those available on the Crime Map. **ACTION: Assistant Clerk to investigate reasons for discrepancy.**

17/129 PUBLIC QUESTION TIME – None.

17/130 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT –

Cllr Shingler advised the Council on the following:

- The Draft Local Plan had little reference to Barton-le-Clay at this time. He advised that he would not be submitting a response to this draft, but would wait until the next phase of the draft is released.
- Cllr Channon enquired whether he was happy with the Draft Local Plan at present. Cllr Shingler responded that he was happy that Barton-le-Clay had not been allocated large developments at this time, however, other local Councillors were not so happy with their proposed developments.
- There were no further questions for Cllr Shingler and he left the meeting.

17/131 PLANNING COMMITTEE. Cllr Roberts informed the Council on the following matters:

131.1 **Matters Arising** –

Cllr Roberts enquired whether the structural report for the Church wall had been received. The Clerk advised that she had received communication from Central Bedfordshire Council to advise that the Conservation Officer would inspect the wall and submit his report.

131.2 **New Planning Applications**

- **CB/17/02788/FULL: New House, Rectory Farm, Hexton Road, Barton-le-Clay** – Stable building and new paddock. – No Comment necessary.
- **CB/17/01747/FULL: 77-79 Hexton Road, Barton-le-Clay** – Proposed detached dwelling to the rear of 77-79 Hexton Road – Cllr Roberts PROPOSED the Council object to the proposed detached dwelling to the rear of 77-79 Hexton Road on the grounds that plans have not been submitted for the demolition of half the existing garage and building of a garage to the rear of the property. The increase of traffic movement exiting the site would create a hazard to pedestrians due to inadequate visibility splays. The site is in the Conservation area, and the proposed new development is not in keeping with the surrounding properties ie Character and design. **SECONDED** by Cllr Paxton and **UNANIMOUSLY CARRIED.**

- **CB/17/02932/FULL: 31 Luton Road, Barton-le-Clay** – Demolition of existing conservatory, proposed single storey rear extension, with flat roof and lantern light. – No Comment necessary.
- **CB/17/01755/FULL: 37 Stuart Road, Barton-le-Clay** – Erection of a two storey and part single storey rear extension Building – Cllr Roberts PROPOSED the Council submit a comment regarding the lack of parking, provision of 3 spaces for a 4 bedroomed property, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED.
ACTION: Assistant Clerk to submit comments to Central Bedfordshire Council.

Cllr Davison-Williams PROPOSED the Council delegate authority to the Planning Committee to respond on behalf of the Council, to any new plans received in July, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED.

- 131.3 **Approval of consultant for Draft Local Plan response at this stage** – Following discussion, Cllr Davison-Williams PROPOSED the Council do not employ the services of a consultant to respond to the Draft Local Plan at this stage. Consideration would be taken at the next stage, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED. **RESOLVED: No action to be taken at this time.**
- 131.4 **Ratification of recommendations contained within the minutes of the Planning Committee meeting held on 26th June 2017 (Nos: 17/092 to 17/102).** – Cllr Roberts PROPOSED the ratification of the minutes, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

17/132

- 132.1 **APPROVAL OF MINUTES OF THE FULL COUNCIL MEETING HELD ON 12th JUNE 2017 (Nos: 17/061 to 17/079).** The Council was advised that page 4 item 17/074.1 – ‘Leisure Committee’ should read ‘Sports Committee’. **RESOLVED:** Cllr Davison-Williams PROPOSED the approval of the minutes of the Parish Council meeting held on 12th June 2017 with the above amendment, SECONDED by Cllr Watson and UNANIMOUSLY CARRIED.

- 132.2 **APPROVAL OF MINUTES OF THE EXTRA-ORDINARY PARISH COUNCIL MEETING HELD ON 19th JUNE 2017 (Nos: 17/080 to 17/086).** **RESOLVED:** Cllr Davison-Williams PROPOSED the approval of the minutes of the Extra-Ordinary Parish Council meeting held on 19th June 2017, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED.

- 132.3 **MATTERS ARISING OUTSIDE OF COMMITTEE REPORTS/UPDATES –**
Cllr Davison-Williams advised the Council that following correspondence received from a resident regarding shrinkage of clay caused by trees adjacent to their property, the Parish Council’s insurance company has investigated the claim and suggested removing the Cherry Tree in question. Costs for removal of the tree to be taken to the next Council meeting.

17/133 CHAIRMAN’S ANNOUNCEMENTS:

- 133.1 The Council was advised that a letter of thanks had been received for the small grants awarded to the Barton Players.
- 133.2 The Legionella training has been completed by the relevant members of staff.
- 133.3 A village walk was carried out by the Clerk and a Central Bedfordshire Council (‘CBC’) Highways Officer. CBC to investigate pot-hole concerns raised during the walk. CBC to also investigate the ownership of the footpath to Norman Road Play-area.
- 133.4 A thank you card has been received from children living in Luton Road, thanking the Parish Council for arranging for the traffic calming works carried out on the Road.
- 133.5 Ian Swales, the Council’s Groundsman left the Council today. Cllr Davison-Williams thanked Ian for his hard work over the last 11 years.
- 133.6 There were no other Chairman’s announcements.

17/134 POLICIES & RESOURCES COMMITTEE. Cllr Davison-Williams informed the Council on the following matters:

- 134.1 **Matters Arising** – None
- 134.2 **Consideration of Subscription renewal for BABUS 2017/18** – After discussion Cllr Davison-Williams PROPOSED the Council does not renew the BABUS subscription for 2017/18, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to advise BABUS of Council’s decision.**

- 134.3 **Approval of direct debit payments to Xerox** – Cllr Thomas PROPOSED the approval of direct debit payments to Xerox, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION:** Clerk to complete and submit direct debit forms.
- 134.4 **Approval of renewal of gas contract for Sports Pavilion** – After discussion, Cllr Davison-Williams PROPOSED the Council approved the contract with Crown Gas at a unit cost of 4.32p p/kWh, until October 2020, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to arrange contract with Crown gas.
- 134.5 **Approval of additional costs for shelving and archive boxes** – Cllr Thomas PROPOSED the approval of the additional costs of £39.00 for the office shelving and archive boxes, SECONDED by Cllr Channon and CARRIED with 6 IN FAVOUR and 1 ABSTENTION. **ACTION:** Clerk to issue cheque to Cllr Davison-Williams.
- 134.6 **Approval of costs for off-site archiving of Parish Council documents and length of time to retain documents in the Parish Office and destruction of documents past archiving time** – Defer to next Committee meeting.
- 134.7 **Consideration/approval of request to use Parish Council Public Liability insurance for Christmas Lights event** – Following receipt of a request to use the Parish Council’s Public Liability insurance for the Christmas Lights ‘switch on’ event, the Clerk sought advice from the Council’s insurance company. Following discussion, Cllr Davison-Williams PROPOSED the organisers of the event are advised that they must have their own insurance. Once they have received quotations they can be submitted to the Parish Council to seek a grant towards the cost of the insurance under the S137 Small Grants, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED. **ACTION:** Clerk to advise Organisers of the Christmas Light event of the Council’s decision.
- 134.8 **Approval of DBS check for Grounds/Facility Maintenance person** – Cllr Thomas PROPOSED the approval of a DBS check for the new Grounds/Facility Maintenance person at a cost of £37.91 + VAT, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION:** Clerk to carry out DBS check on successful candidate.
- 134.9 **Consideration of approval of newspaper advert for Council’s Groundsman vacancy** – Defer to item 17/144
- 134.10 **Exempt Business** - Resolution to exclude members of press and public from debate on agenda items 17/134.11 and 17/144 (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 Watson and UNANIMOUSLY CARRIED.

Assistant Clerk left the meeting for item 17/134.11

- 134.11 **Consideration of response regarding NJC pay proposal for 2018/19 or delegate authority to Pay & Personnel Sub-Committee** – The Council approved a response regarding the NJC pay proposal for 2018/19. PROPOSED by Cllr Roberts and SECONDED Cllr Selley and UNANIMOUSLY CARRIED. **ACTION:** Clerk to advise BATPC of Council’s decision.

Assistant Clerk returned to the meeting.

- 134.12 **Ratification of recommendations contained within the minutes of the Pay & Personnel Committee meeting held on 19th June 2017 (Nos: 17/087 to 17/089).** – Cllr Davison-Williams PROPOSED the ratification of the minutes, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED.
- 134.13 **Ratification of recommendations contained within the minutes of the Policies & Resources Committee meeting held on 26th June 2017 (Nos: 17/112 to 17/125).** – Page 1, item 17/114.1 should read ‘Policies & Resources’ and not ‘Sports Field’. Cllr Davison-Williams PROPOSED the ratification of the minutes with the above amendment, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.
- 17/135 **BURIAL GROUND COMMITTEE.** Cllr Watson informed the Council on the following matters:
- 135.1 **Matters Arising** – None
- 17/136 **HIGHWAYS & ENVIRONMENT COMMITTEE.** Cllr Paxton informed the Council on the following matters:
- 136.1 **Matters Arising** - None
- 136.2 **Acknowledgement of Bus Shelter Inspections of 19th June 2017** – No faults reported
- 136.3 **Update on Luton Road Traffic Calming.** – A report was received from Cllr McNulty and disseminated to all members. Also received were two emails and a card thanking the Parish Council for arranging the Traffic

Calming on Luton Road. Although a few negative comments had been received, the overall response had been positive. Phase 2 of the Village Traffic Calming would be carried out on Hexton Road and the Parish Council were awaiting the report and plans from Central Bedfordshire Council.

- 136.4 **Acknowledgement of receipt of correspondence regarding traffic calming on Hexton Road** – The Council acknowledged receipt of the letter and advised that once the Hexton Road plans were received from Central Bedfordshire Council, they would be made available to the public. **ACTION: Defer to Committee meeting to discuss ways to publicise traffic calming plans.**

17/137 LEISURE COMMITTEE. Cllr Thomas informed the Council on the following matters:

137.1 **Matters Arising –**

Cllr Thomas had received the updated Allotment waiting list, with one resident awaiting an allotment.

137.2 **Acknowledgement of Playground Inspections of 12th, 19th & 26th June and 3rd July 2017–**

Norman Road play-area – no reported faults.

Arnold Recreation play-area:

- The new seat on the Giro-Spiral had been fitted.
- Safety surface wearing under Giro-Spiral – Assistant Clerk contacted Proludic to seek replacement matting.

- 137.3 **Acknowledgement of Fitness Equipment Inspections of 12th, 19th & 26th June and 3rd July 2017–** The rubber handle on the skier equipment had been replaced. No faults reported.

- 137.4 **Approval of allotment rent increase for 2018/19** – After discussion, Cllr Thomas PROPOSED the allotment rent would be increased by the cost of water for 2018/19. Cost for a 5 Pole plot = £14.25 and a 10 Pole plot = £28.50. All other plots to be charged pro-rata, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to include 2018/19 charges in 2017/18 renewal letter.**

- 137.5 **Delegation of authority to Horticultural Show Sub-Committee to approve costs/actions for 2017 show.** – Cllr Thomas PROPOSED the Council delegate authority to the Horticultural Show Sub-Committee to approve costs/actions for the 2017 show, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED. **ACTION: Horticultural Show Sub-Committee to arrange meetings.**

- 137.6 **Approval of Horticultural Show float** – Cllr Thomas PROPOSED the approval of the Horticultural Show float of £400.00, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to arrange float nearer to the date of show.**

- 137.7 **Approval of removal of old swings from Arnold Recreation Ground by Councillor** – After discussion, Cllr Channon PROPOSED the Council approve Cllr McNulty dispose of the old swings at his risk, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to advise Cllr McNulty of Council's decision.**

17/138 SPORTS FIELD COMMITTEE. Cllr Selley informed the Council on the following matters:

138.1 **Matters Arising – None**

- 138.2 **Approval of costs for servicing of Pavilion boilers** – After discussion, Cllr Selley PROPOSED the approval for the servicing of the Pavilion Boilers by SMRHS at a cost of £496.00 + VAT, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to place order with SMRHS.**

- 138.3 **Approval of costs for installing goal sockets where required following laser lining.** – Cllr Selley PROPOSED the purchase of 4 goal sockets plus installation at a total cost of £422.00, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to place order with Stadia Sports.**

- 138.4 **Ratification of recommendations contained within the minutes of the Sports Field Committee meeting held on 26th June 2017 (Nos: 17/103 to 17/111).** – Cllr Selley PROPOSED the ratification of the minutes with the exception of item 17/108, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED

17/139 MONTHLY FINANCIAL REPORTS

Balance Sheet, Committee Income & Expenditure and Creditors & Debtors Reports for period ending 30th June 2017, subject to end of year audit, were disseminated to all Councillors prior to the meeting.

Balance Sheet confirmed Current Assets: £247,059 less Liabilities: £2,705 totalling **Net Assets: £244,354** Represented by General Fund: £91,585, Current Year Fund: £47,691 and Earmarked Reserves: £105,078.

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



17/140 APPROVAL OF PAYMENT OF ACCOUNTS

Payments due as follows:

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0102/17	Central Bedfordshire Council	Rates Sports Pavilion - July	602.00	0.00	602.00	4811		DD
0103/17	Central Bedfordshire Council	Rates Parish Office - July	224.00	0.00	224.00	4137		DD
0104/17	Peninsula Business Services	HR Services - July	199.00	39.80	238.80	4151		DD
0105/17	NEST	Pension payments June 2017 (Payment due 22/7/17)	834.91	0.00	834.91	526		DD
0106/17	CNG	Pavilion Gas (May 17)	34.36	1.72	36.08	4812		DD
0107/17	Scottish Power	Parish Office Elec July 17	63.61	3.18	66.79	4137		DD
0108/17	British Gas	Pavilion Electric (May 17)	121.35	6.06	127.41	4806		DD
0109/17	I. Swales	July Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6643
0110/17	K. Kilby	July Salary	Salary		Salary	4001		6640
0111/17	I. Nicholls	July Salary	Salary		Salary	4002		6641
0112/17	A.Merryweather	July Salary	Salary		Salary	4000		6638
0113/17	E. Rhodes	July Salary	Salary		Salary	4004		6642
	TOTAL SALARIES	NET JULY SALARIES	4,619.10	0.00	4,619.10	-		
0114/17	HM Rev & Customs	Mth 3 PAYE	689.00	0.00	689.00	525		
0115/17	HM Rev & Customs	Mth 3 Nat. Emp'ee NI Contri	439.29	0.00	439.29	525		
0116/17	HM Rev & Customs	Mth 3 Nat. Emp'er NI Contri	505.18	0.00	505.18	525	1,633.47	6644
0117/17	M J Granger Grds Mtce	Grass Cutting 13/6/17	357.07	71.41	428.48	Split		
0118/17	M J Granger Grds Mtce	Grass Cutting 27/6/17	357.07	71.41	428.48	Split	856.96	6645
0119/17	Stuart Brown	Strimmer Head O/No: 830	32.92	6.58	39.50	4143		6646
0120/17	ICCM	Membership Renewal	90.00	0.00	90.00	4108		6647
0121/17	Mr K. Homer	Topping Old Road field	60.00	12.00	72.00	4656		
0122/17	Mr K. Homer	Removal of Goalposts	65.00	13.00	78.00	4813	150.00	6648
0123/17	Came & Company	Additional Insurance Premium	25.00	0.00	25.00	4109		6649
0124/17	Caloo Ltd	Replacement Hand Grips O/No: 831	34.10	6.82	40.92	4654		6650
0125/17	Nimbus Lightning Protection Ltd	Test & Inspection at Pavilion O/No: 820	207.00	41.40	248.40	4815		6651
0126/17	Clark Contracting Ltd	Root Zone for Sports Field O/No: 828	270.00	54.00	324.00	4813		6652
0127/17	Broxap Ltd	Goal Socket covers O/No: 832	60.20	12.04	72.24	4813		6653
0128/17	DJT Surfacing Ltd	Works on Village Hall/Doctors Access Road	8,267.30	1,653.46	9,920.76	9102		6654
0129/17	Proludic Ltd	Replacement Giro-Spiral Seat O/No: 827	170.99	34.20	205.19	4654		6655
0130/17	Three Counties Lining	Lining works on Village Hall/Doctors Access Rd	462.00	92.40	554.40	9102		6656
0131/17	Ian Swales	June Mileage (301) miles @ 60.1p	180.90	0.00	180.90	4107		6657
0132/17	Cash	Horticultural Show float	400.00	0.00	400.00	4608		6658
0133/17	Personnel Checks	DBS check for new staff member	37.91	7.58	45.49	9100		6659
0134/17	B.D. Short.	Paint O/No: 829	108.40	21.68	130.08	Split		6660
0135/17	Village Hall	Meeting June x 3	99.00	0.00	99.00	4112		6661
0136/17	D. Gunter	Expenses Claim	15.00	3.00	18.00	4116		6662
0137/17	M J Granger Grds Mtce	Shrub Maintenance July 2017	519.60	103.92	623.52	4401		6663
0138/17	Reynolds Landscaping	Grass Cutting June 2017	350.00	70.00	420.00	Split		6664
0139/17	Direct 365	Skip Emptying - Allotments (July)	120.25	24.05	144.30	4134		DD
0140/17	Cash	Petty Cash	38.73	0.58	39.31	Split		6665
0141/17	Hertfordshire County Council	Stationary Supplies O/No 834	12.35	2.47	14.82	4113		6666
0142/17	Cawleys	Skip Emptying - Br'l Ground (June)	34.68	6.94	41.62	4314		DD
TOTAL JULY 2017 PAYMENTS			20,707.27	2,359.70	23,066.97			

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

17/141

TIME ALLOCATION FOR COMMITTEE MEETINGS -

17th July 2017 – Pay & Personnel 7.30pm and Policies & Resources 8.30pm.

31st July 2017 – Extra-Ordinary Council meeting.

ACTION: Assistant Clerk to book Village Hall.



17/142 MISCELLANEOUS CORRESPONDENCE RECEIVED

- 142.1 Acknowledgement of receipt of the July Issue of Bugle and consider issues relevant to Council's business – July issue of the Bugle acknowledged.

17/143 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA – None

The meeting closed at 10.05pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 10th July 2017, with *no changes/*with agreed amendments to page: item:

(*Delete as applicable)

Dated this the 24th July 2017.

CHAIRMAN

