

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL, HELD ON

MONDAY 11TH DECEMBER 2017

AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30PM.

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

In attendance: The Parish Clerk, Assistant Clerk

Minutes: Assistant Clerk

17/321 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Shingler, Mr A Watson and Mr J Selley

17/322 SPECIFIC DECLARATIONS OF INTEREST – None.

17/323 POLICE REPORTS

323.1 **To acknowledge receipt of Crime Statistics for November 2017** – The Crime statistics were acknowledged. The Parish Clerk advised that the crime statistics provided to the Parish Council are from Central Bedfordshire Council and covered the period 1st November until 22nd November 2017. She has spoken to the Police who confirmed and up-to-date total of 22 crimes up to 30th November 2017/. Crime statistics are subject to ratification from the Crime Office before publication and there is a delay of around 6 weeks. Also sometimes crimes are delayed in reporting to the Police and the type of crime and outcome can be subject to change.

323.2 **Invitation to attend Bedfordshire Police Third Party Setting Meeting** - Councillor Davison-Williams and Thomas will attend the meeting. **ACTION:** Clerk to confirm attendance to Bedfordshire Police.

17324 PUBLIC QUESTION TIME

There were no public in attendance.

17/325 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

Councillor Shingler was unable to attend due to adverse weather.

17/326 PLANNING COMMITTEE REPORTS/UPDATE

326.1 **Matters arising from previous Planning Committee not included within agenda** – Councillor Gardner reported that Planning application number: CB/17/04015/FULL, Burr House has been amended. Members supported Councillor Shingler's decision to take the application before the Development Control Committee and felt it important to resubmit the Council's previous comments with the additional comments. The application states there will be 12 parking spaces. This is not the case as 3 of the spaces shown on the site plan are specifically denoted as relating to Plot A, which is not part of the application. Consequently, relevant to the application, there are actually only 8 spaces for the 4 x 3 bed houses plus 1 space denoted as being for "Visitor".

ACTION: Clerk to draft a letter to Central Bedfordshire Planning Department, a copy of the letter to be forwarded to Councillor Shingler before submission to check if he has anything further to add. Councillor Gardner proposed that a letter be sent to Central Bedfordshire Council's Planning department, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

Councillor Gardner reported that an Enforcement case has been closed for 31 Luton Road.



Councillor A Channon arrived at 7.35pm

- 326.2 **To consider new planning applications or delegate authority to respond to committee** - None
- 326.3 **Review of committee expenditure for 2017/18 and draft budget 2018/19** – The draft budget of £1,000 was PROPOSED by Councillor Gardner, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.
- 326.4 **To receive and ratify the recommendations of the minutes of the Planning Committee held on 27th November 2017** - Councillor Gardner PROPOSED the ratification of the minutes, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

17/327 **MINUTES OF LAST MEETINGS**

- 327.1 **To receive and approve the minutes of the Full Council meeting held 13th November 2017** – Councillor Gunter PROPOSED approval of the minutes of the Full Parish Council held on 13th November 2017, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.
- 327.2 **Matters arising outside of committee reports/updates** – Councillor Gardner advised that the Planning application for St Nicholas Church wall repair has been withdrawn as awaiting additional information.

17/328 **CHAIRMAN'S ANNOUNCEMENTS**

- 328.1 **Report on Town and Parish conference held on 21st November 2017** - Councillor Roberts reported on the 4 topics included in the Town and Parish Conference.

Highways - launching a new website for reporting pot holes/street lights etc. This will be rolled out once approved.

Local Plan - an update was given, it was noted that the number of houses required is in addition to those planning applications already in progress and the total development to come will be significant. There is a deadline of March 2018.

Local Governance process was explained.

General Data Protection - new rules come into affect in May 2018, all Parish Councils must comply. A Data Protection Officer will need to be appointed, this cannot be the person processing the data. The person will be the contact for the Information Commissioners Office (ICO) and if not compliant fines can be issued. The appointed person may be an outside consultancy and can be shared with other Parishes, this may have a cost implication. Central Bedfordshire Council suggest that a temporary appointment should be made. **ACTION:** Members felt this is a complex subject and should be deferred to the next Policies and Resources meeting in January 2018.

- 328.2 **To consider taking part in 100 Year Battles Over Tribute, 11th November 2018** - Information on the Battles Over Tribute was circulated to Members. **ACTION:** Deferred to the next Policies and Resources meeting in January 2018.
- 328.3 **To acknowledge release of Central Bedfordshire Councils Local Governance consultation** - Members acknowledge receipt, **ACTION:** Defer to Policies and Resources committee meeting in January 2018.
- 328.4 **Announcements as deemed appropriate by the Chairman** – None

17/329 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

329.1 **Matters arising from previous Policies & Resources Committee not included within agenda –**
None.

329.2 **To consider future funding request from Barton Christmas Lights Fund** - The Parish Council has been asked to consider supporting the project by funding storing of equipment and installation. Members were keen to support the project and would like a letter of congratulations to be sent to the Christmas Lights committee on a fantastic first event. It was felt that not enough information regarding how they intend to organise the event in future years was available to make a decision and request that the Clerk write to the committee to seek clarification and to invite them to attend the next Parish Council meeting. **ACTION:** Clerk to send a letter of congratulations to Barton Christmas Lights Fund committee and invite them to attend the January 2018 meeting.

329.3 **To consider viable uses of the Community Fund** - Deferred to Full Council, January 2018 meeting.

329.4 **To consider appointment of a First Aider** - The Clerk advised Members that the Grounds/Facility Maintenance Person is willing to take on the role of First Aider, he already holds a St Johns Ambulance First Aid Certificate, but this does not cover First Aid at Work. Members Approved that the Grounds/Facility Maintenance Person be appointed as the First Aider, details of St Johns Ambulance course costs and dates to be discussed at the January 2018 meeting.

329.5 **Review of Policies and Resources Committee Expenditure for 2017/18 and Draft Committee Budgets**

Transfers - Councillor Gunter proposed the following transfers of year end balances for IT support code 4142 to EMR 324, Chairman's allowance code 4116 to EMR 327 and miscellaneous expenditure code 4191 to EMR 321 **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

Draft budgets 2018/19 - Councillor Gunter **PROPOSED** that the draft budget for Policies and Resources committee be approved at £37,976, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

329.6 **Review of Pay and Personnel sub-committee Expenditure for 2017/18 and Draft Committee Budgets**

Transfers - none

Draft budgets - Councillor Roberts **PROPOSED** that the draft budget for Pay and Personnel be approved at £88,180, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

17/330 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

330.1 **Matters arising from previous Burial Grounds Committee not included within agenda** - None

330.2 **Review committee expenditure for 2017/18 and draft budget for 2018/19**

Transfers - Members reviewed the 2017/18 expenditure and Councillor Thomas **PROPOSED** that any excess receipts at year end be transferred to the new burial ground fund EMR 333, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

Draft budget - The draft budget was revised, Councillor Thomas **PROPOSED** the draft budget of £135 **SECONDED** by Councillor G Gardner and **UNANIMOUSLY CARRIED**.

330.3 **Receive and ratify the recommendations of the minutes of the Burial Grounds Committee held on 27th November 2017** - Councillor B Thomas **PROPOSED** the approval of the Burial Grounds committee held on 27th November 2017, **SECONDED** by Councillor L Davison-Williams and **UNANIMOUSLY CARRIED**.

Councillor J Paxton arrived at 8.45pm

17/331 LEISURE COMMITTEE REPORT/UPDATE

- 331.1 **Matters arising from previous Leisure Committee not included within agenda** – Councillor B Thomas advised that the tree branch and Russian vine reported in Leisure minute 17/317 which needed cutting back was not a tree, the Ground/Facility Maintenance Person has now cut back the overgrowth. No further action is needed.
- 331.2 **To acknowledge weekly Playground Inspections from 21st, 28th November and 5th December**– Acknowledged, Councillor Thomas advised that that the ski equipment at Arnold Recreation Ground and safety surface at Norman Road play area have been repaired.
- 331.3 **To acknowledge weekly Fitness Equipment Inspections from 21st and 28th November and 5th December 2017** – Acknowledged.
- 331.4 **Review of Leisure Committee Expenditure for 2017/18 and Draft Committee Budgets**
- Transfers - None**
- Draft Budget for 2018/19** - Councillor Thomas PROPOSED draft budget of £6,025, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.
- 331.5 **To consider quote from Reynolds for willow tree pollarding at Norman Road play area** - Councillor Thomas PROPOSED that the quotation of £350.00 be accepted, SECONDED by Councillor Gunter and UNANIMOUSLY CARRIED.
- 331.6 **To approve expenditure and appropriate budget for swings/safety surfacing at Arnold Recreation Ground** - Members previously queried whether the quotation from Proludic including a central bar on the A frame. The office queried this with Proludic and they advised that they do not manufacture with central bar as it is not structurally needed. The Council is in the process of submitting a grant of £9,617 to part fund this installation with Council making up the balance payment of £2,000. Councillor Thomas PROPOSED that the quotation from Proludic should be accepted, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.
- 331.7 **To receive and ratify the recommendations of the minutes of the Leisure Committee held on 27th November 2017** - Councillor Thomas PROPOSED that the minutes of the Leisure committee meeting held on 27th November be Approved, SECONDED by Councillor Gunter and UNANIMOUSLY CARRIED.
- 331.8 **To receive and ratify the recommendations of the minutes of the Horticultural Show sub-committee held on 30th October 2017** - Councillor Gardner PROPOSED that the minutes be approved, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.

17/332 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

- 332.1 **Matters arising from previous Highways & Environment Committee not included within agenda** – Councillor Paxton reported that a resident had put a post on Facebook regarding the Parish Council gritting, he pointed out that this is not in the Parish Councils remit and gritting is carried out by Central Bedfordshire Council. The post was later removed.
- 332.2 **To acknowledge Bus Shelter Inspections of 15th and 28th November 2017** – Acknowledged.
- 332.3 **Update on traffic calming meeting with Central Bedfordshire Council** - Councillor McNulty briefed Members on the meeting with Central Bedfordshire Council and Ringway Jacobs on traffic calming. Referring to the design plan, initial design costs of £17,000 were revised and capped at £12,000,

works will include 3 raised tables and revisions to line markings. There will be no cost to the Parish Council for calming measures outside Arnold Academy as this is being funded by Central Bedfordshire Council (CBC). Councillor McNulty PROPOSED that £12,000 be approved for Hexton Road traffic calming, SECONDED by Councillor Paxton and UNANIMOUSLY CARRIED.

Councillor McNulty proposed revising the scheme priority order to prioritise Bedford Road for 2018/19. Higham Gobion Road is to be considered by CBC separately. Sharpenhoe Road residents have put forward their own proposal for traffic calming to CBC. It was noted that all works are subject to Central Government funding.

332.4 Review of committee expenditure for 2017/18 and Draft committee budgets -

Transfers - Year end balance from Bus shelter vandalism code 4503 to be transferred to EMR 352, year end balance from New bins to be transferred code 4505 to EMR 353. PROPOSED by Councillor Paxton, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

Budget 2018/19 - Councillor Paxton PROPOSED that the budget for 2018/19 should be £15,099, SECONDED by Councillor Gunter and UNANIMOUSLY CARRIED.

17/333 MONTHLY FINANCIAL REPORTS

- 333.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports** – Councillor Gardner advised that there is still an outstanding debt from Barton Rovers for pitch hire. The Clerk has written to the Football Clubs Chairman chasing payment but to date no payment has been made. **ACTION:** Clerk to write 2nd letter to Barton Rovers as per and enforce the Parish Council's Credit Control policy. Councillor Gunter PROPOSED that the financial reports be approved, SECONDED by Councillor Channon and UNANIMOUSLY CARRIED.

17/334 APPROVAL OF PAYMENT OF ACCOUNTS

- 334.1 **To consider and approve payment of accounts as listed within the schedule or added at the meeting** - Councillor Gunter PROPOSED that the payments for December be approved, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED. Payment schedule on page 6 and 7.

17/335 MISCELLANEOUS CORRESPONDENCE RECEIVED

- 335.1 **To acknowledge receipt of the winter issue of the Chiltern Society magazine** - Acknowledged, the magazine is available in the office should anyone wish to see it.

17/336 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Councillor Roberts requested that the Police Crime statistics need some clarification as they differ from those sent from Central Bedfordshire Council. **ACTION** - Include in the next Full Council meeting in January 2018.

The meeting closed at 9.25pm.

I certify these minutes are a true and correct record of the Parish Council meeting held on 11th December 2017

Dated this the 8th January 2018

CHAIRMAN

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0310/17	Central Bedfordshire Council	Rates Sports Pavilion - December	602.00	0.00	602.00	4811		DD
0311/17	Central Bedfordshire Council	Rates Parish Office - December	224.00	0.00	224.00	4137		DD
0312/17	Peninsula Business Services	HR Services - December	199.00	39.80	238.80	4151		DD
0313/17	NEST	Pension payments adjustment for October (paid 22/11/17)	6.19	0.00	6.19	526		DD
0314/17	NEST	Pension payments November 2017 (Payment due 22/12/17)	635.40	0.00	635.40	526		DD
0315/17	CNG	Pavilion Gas	0.00	0.00	0.00	4812		DD
0316/17	Scottish Power	Parish Office Elec December 17	63.61	3.18	66.79	4137		DD
0317/17	Crown Gas Power	Changing rooms - November 17 estimate	56.93	2.85	59.78	4812		DD
0318/17	Direct 365	Skip Emptying - Allotments (November)	120.25	24.05	144.30	4143		DD
0319/17	British Gas	Pavilion Electric (November)	89.96	17.99	107.95	4806		DD
0320/17	Caloo	Supply & install Skier Arm inc footplate	690.00	138.00	828.00	4654		6764
0321/17	I. Nicholls	December Salary	Salary		Salary	4002		6765
0322/17	A.Merryweather	December Salary	Salary		Salary	4000		6766
0323/17	E. Rhodes	December Salary	Salary		Salary	4004		6767
0324/17	D.Procter	December Salary	Salary		Salary	4003		6768
0325/17	S. Cowie	December Salary	Salary		Salary	4001		6769
	TOTAL SALARIES	NET DECEMBER SALARIES	5,179.25		5,179.25			
0326/17	HM Rev & Customs	Mth 8 PAYE	660.40	0.00	660.40	525		
0327/17	HM Rev & Customs	Mth 8 Nat. Emp'ee NI Contri	342.26	0.00	342.26	525		
0328/17	HM Rev & Customs	Mth 8 Nat. Emp'ler NI Contri	393.60	0.00	393.60	525	1,396.26	6769
0329/17	M J Granger Grds Mtce	Churchyard Tree works	380.00	76.00	456.00	4324		
0330/17	M J Granger Grds Mtce	Grass Cutting 31/10/17	357.08	71.41	428.49	Split	884.49	6770
0331/17	Dan Procter	November Mileage (210) miles @ 60.1p	124.41	0.00	124.41	4107		
0332/17	Dan Procter	Expenses November	13.33	2.66	15.99	Split	140.40	6795
0333/17	BT	1 September 2017 - 30 November 2017	464.08	92.81	556.89	4105		DD
0334/17	Cawleys	Skip Emptying - Br'l Ground (November)	34.68	6.94	41.62	4314		DD
0335/17	Shaws & Sons	Grant of Exclusive Rights Burial Book	98.23	19.65	117.88	4108		6772
0336/17	SLCC Bedfordshire	Credit cancelled GDPR Training	-40.00	0.00	-40.00	9100		-
0337/17	PPM Prof Management Ltd	Pest Control The Allotments November 2017	62.41	12.48	74.89	4609		6773



0338/17	M Hayes	Locum Service - November 2017	82.55	0.00	82.55	Split	6774
0339/17	Harlington Upper School	S137 Small Grant	125.00	0.00	125.00	4121	6775
0340/17	Barton Helping Hands	S137 Small Grant	185.91	0.00	185.91	4121	6776
0341/17	Barton-le-Clay Village Hall	S137 Small Grant	240.00	0.00	240.00	4121	6777
0342/17	Arnold Academy	S137 Small Grant	50.00	0.00	50.00	4121	6778
0343/17	Noah's Ark	S137 Small Grant	100.00	0.00	100.00	4121	6779
0344/17	Barton Pre School	S137 Small Grant	200.00	0.00	200.00	4121	6780
0345/17	Gale Court Residents	S137 Small Grant	200.00	0.00	200.00	4121	6790/1
0346/17	Ramsey Manor FC	S137 Small Grant	100.00	0.00	100.00	4121	6782
0347/17	Barton-le-Clay Carpet Bowls Club	S137 Small Grant	300.00	0.00	300.00	4121	6783
0348/17	Herfordshire County Council	Stationary Supplies O/Nos 860, 862 & 863	16.25	3.27	19.52	Split	6784
0349/17	Barton Lights Fund	S137 Small Grant					paid
0350/17	Barton Players	S137 Small Grant	250.00	0.00	250.00	4121	6785
0351/17	The Gate Installation Company	Sports Field Gate Installation Deposit Payment	737.50	147.50	885.00	4807	6786
0352/17	The Gate Installation Company	Sports Field Gate Installation Balance Payment	737.50	147.50	885.00	4807	6787
0353/17	P&R Property	Quarterly rent Office & garage	2000.00	0.00	2000.00	4137	6788
0354/17	Village Hall	Meeting November x 2	66.00	0.00	66.00	4112	6789
0355/17	Reynolds Landscaping	Grass & Hedge Cutting November 2017	1108.00	221.60	1,329.60	Split	6781
0356/17	ICO	Subscription annual data protection	35.00	0.00	35.00	4108	6792
0357/17	Wicksteed Playgrounds	Norman Road Play area safety surfacing repair	1500.00	300.00	1800.00	9650	6793
0358/17	Petty cash	Various	38.31		38.31	Split	6794
0359/17	Xerox	Variable charge from 11/8/17 to 30/11/17	71.94	14.39	86.33	4111	DD
TOTAL DECEMBER 2017 PAYMENTS			18,901.03		1,342.08	20,243.11	

