

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON
MONDAY 12th JUNE 2017
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30 P.M.

Present: Councillors Mr D. Gunter, Mr L. Davison-Williams, Mrs B. Thomas, Mr J. Roberts, Mr. J. Selley, Mr M. McNulty, Mr A. Channon, Mr A. Watson and Mr J. Paxton (from agenda item 17/070.4).

In Attendance: Mr Steve Larkin (CBC officer), CBC Cllr Ian Shingler and Mrs A. Merryweather (Clerk).

Minutes: Mrs K. Kilby (Assistant Clerk)

17/061 **APOLOGIES FOR ABSENCE** – Cllrs Mrs G. Gardner and Mr R. Everson.

17/062 **SPECIFIC DECLARATIONS OF INTEREST** – None

17/063 **POLICE REPORTS & ISSUES.**

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

Councillors expressed concerns regarding the increase in crime within the village especially the increase in car crime. They also noted that Police were not driving through the village instead of using the bypass. The Council requested the Clerk contact Inspector Anita Clarke and Sgt Sean Duigan regarding the concerns.

Following the recent car crime, Cllr Roberts investigated the use of Smart Water. The Police were selling the water for £15 per pot, however, Cllr Gunter advised that an annual subscription would also be required.

17/064 **PUBLIC QUESTION TIME**

Steve Larkin apologised to the Parish Council for the delay in the commencement of the traffic calming works on Luton Road. This was due to the traffic management. The contractors requested further measures be put in place for safety reasons. Works are due to commence next week, with Luton Road being closed for periods over two days.

Cllr McNulty enquired as to whether these delays will affect phase two on Hexton Road and was assured that it would not. The issues were with the construction team and not the design team.

Mr Steve Lakin left the meeting.

17/065 **CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT –**

Cllr Shingler reported on the following:

- Regarding the proposed development at the rear of Burr House, Nicholls Close, it is understood that the Planning Officer is mindful to decline permission; however, revised plans could be submitted.
- New plans had been received for alterations and modifications to Random, Private Road. See Agenda item 17/066.2.
- Cllr Shingler enquired whether the size and spacing of the speed signage on Sharpenhoe Road had been queried in the past. He was advised that the signage meets the legislation.
- The consultation on the Draft Local Plan is to commence on Tuesday 4th July and finish on Tuesday 29th August 2017. Up to 53,000 houses are required in Central Bedfordshire with approximately 4,000 houses required north of Luton. 10/11 new villages are to be created in the North of the County and 1 new market town being developed. No specific sites have been advised at this time.

The map of the areas to be considered for development is available on line from 7pm on 12th June 2017.

A drop in session for Councillors is to be held on 18th July 2017 at Chicksands Council offices.

A Green Belt review is to be released this week. The map shows two areas around Barton-le-Clay that could be considered for review.

Cllr Davison-Williams advised Cllr Shingler that the Parish Council would be sending correspondence to Central Bedfordshire Council regarding the consultation being held over recess.

- There were no further questions for Cllr Shingler and he left the meeting.

17/066 PLANNING COMMITTEE. Cllr Roberts informed the Council on the following matters:

066.1 **Matters Arising – None**

066.2 **New Planning Applications**

- **CB/17/01833/FULL: 90 Manor Road, Barton-le-Clay – Demolition of existing dwelling. Erection of two storey dwelling. – No Comment necessary.**
- **CB/17/01944/FULL: 27 Portobello Close, Barton-le-Clay – Single storey rear extension and garage conversion – No Comment necessary.**
- **CB/TCA/17/00193: 167 Manor Road, Barton-le-Clay – Notification of works to trees in a Conservation area. Fell a purple leaved plum tree located in the front of the property. Tree suffering from significant die-back of the crown due to infection by Phellinus Pomaceus. – No comment necessary.**
- **CB/17/01755/LB: St Nicholas Church, Church Road, Barton-le-Clay – Listed Building – The proposal comprises of carefully dismantling & rebuilding the garden wall adjacent to the church hall. Existing bricks will be reused wherever possible & new bricks will be made to match existing. A pier will be constructed at the east end of the garden wall for enhanced stability & longevity of the wall. – No comment necessary.**
- **CB/17/02707/FULL: 62 Norman Road, Barton-le-Clay – Erection of two storey front extension. – After discussion, Cllr Roberts PROPOSED the Council object to the erection of a two storey front extension due to the loss of parking at the front of the property, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED.**
- **CB/17/02434/FULL: Random, Private Road, Barton-le-Clay – Alterations and modifications to the existing building. – After discussion, Cllr Roberts PROPOSED the Council object to the alterations and modifications to Random, Private Road due to the extensions resulting in an increase of more than 50% of the footprint of the existing dwelling, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED.**

ACTION: Clerk to submit comments to Central Bedfordshire Council.

066.3 **Approval of correspondence to Central Bedfordshire Council regarding Draft Local Plan – A draft letter was disseminated to all members prior to the meeting. Cllr Thomas PROPOSED the approval of correspondence to Central Bedfordshire Council regarding the Draft Local Plan, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED. ACTION: The Clerk to send correspondence to Central Bedfordshire Council.**

066.4 **Acknowledgement of receipt of Appeal Inspector's decision on Random, Private Road – The Council acknowledged receipt of Appeal Inspectors decision on Random, Private Road.**

066.5 **Retrospective approval of response to planning application CB/17/02308/VOC – 50 Bedford Road – Cllr Roberts PROPOSED the retrospective approval of the response to CB/17/02308/VOC – 50 Bedford Road, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED. RESOLVED: No further action required.**

066.6 **Acknowledgement of date of next Neighbourhood Plan meeting – The Council was advised that the date for the next Neighbourhood Plan meeting is Friday 23rd June 2017 at 1.30pm. Cllr Davison-Williams advised that meetings are held every 2/3 weeks and if any Councillors wish to join the Committee, they should advise him.**

17/067

067.1 **APPROVAL OF MINUTES OF THE EXTRA-ORDINARY PARISH COUNCIL MEETING HELD ON 15th MAY 2017 (Nos: 17/026 to 17/037). RESOLVED: Cllr Gunter PROPOSED the approval of the minutes of the Extra-Ordinary Parish Council meeting held on 15th May 2017, SECONDED by Cllr Thomas and was UNANIMOUSLY CARRIED.**

067.2 **MATTERS ARISING OUTSIDE OF COMMITTEE REPORTS/UPDATES – None**

17/068 CHAIRMAN'S ANNOUNCEMENTS:

There were no Chairman's announcements

17/069 APPROVAL OF ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT 31ST MARCH 2017

- 069.1 Cllr Gunter PROPOSED that the Council certify the Annual Governance Statement in Section 1 of the Annual Return for the year ended 31st March 2017 and in doing so, confirm that, the members of the Parish Council, positively AGREE to all numbered statements 1-8 within section 1 of the Annual Return. SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to submit approved Annual Return to external auditors.
- 069.2 Cllr Gunter PROPOSED that the Council approve the Accounting statements 2016/17 as contained in the Annual Return Section 2 showing a year-end balance carried forward figure (Box 7) of £196,908.00. SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION:** Clerk to submit approved Annual Return to external auditors.
- 069.3 Cllr Gunter PROPOSED the Council approval of the Statement of Accounts, Notes to Accounts, Bank Reconciliations, Reserves Reconciliation and Explanation of Significant Variances and at 31st March 2017, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.
- 069.4 Cllr Gunter PROPOSED the Council acknowledge receipt of the Internal Auditors Report year ended 31st March 2017, which contained no recommendations SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.
- 069.5 To approve changes proposed by Internal Audit Report.
- Increase Fidelity Guarantee Insurance from £150k to £200k. PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.
 - Change requirement to 2 members for payroll authorisation. PROPOSED by Cllr Gunter, SECONDED by Cllr Watson and CARRIED with 7 IN FAVOUR and 1 AGAINST.

17/070 POLICIES & RESOURCES COMMITTEE. Cllr Gunter informed the Council on the following matters:

- 070.1 Matters Arising – None
- 070.2 Approval of archiving of Council documents, length of time to retain documents in the Parish Office and destruction of documents past archiving time – After discussion, the Council agreed to defer further discussion to next Committee meeting. **ACTION:** Assistant Clerk to make a list of all documents that may require archiving.
- 070.3 Review of Parish Council Insurance Schedule – No changes to be made to the Insurance Schedule. The Council requested the Clerk advise the Insurance company each year of the parish population and request confirmation as to whether an increase in premium is required. **ACTION:** Clerk to advise Insurance company of population.
- 070.4 Approval of Direct Debit payment for D365 – Cllr Gunter PROPOSED the approval of Direct Debit payment for D365, SECONDED by Cllr Roberts and CARRIED with 8 IN FAVOUR and 1 ABSTENTION. **RESOLVED:** No further action required.
- 070.5 Ratification of recommendations contained within the minutes of the Policies & Resources Committee meeting held on 22nd May 2017 (Nos: 17/053 to 17/060). – Cllr Gunter PROPOSED the ratification of the minutes, SECONDED by Cllr Davison-Williams and CARRIED with 8 IN FAVOUR and 1 ABSTENTION.

17/071 BURIAL GROUND COMMITTEE. Cllr Watson informed the Council on the following matters:

- 071.1 Matters Arising – None

17/072 HIGHWAYS & ENVIRONMENT COMMITTEE. Cllr Paxton informed the Council on the following matters:

- 072.1 Election of Chair and Vice-Chair for ensuing year.
Cllr Davison-Williams NOMINATED Cllr Paxton for the position of Highways & Environment Committee Chair for the ensuing year. Cllr Channon SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Paxton duly elected.**

Cllr Paxton NOMINATED Cllr McNulty for the position of Highways & Environment Committee Vice Chair for the ensuing year. Cllr Gunter SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr McNulty duly elected.**
- 072.2 Matters Arising - None
- 072.3 Acknowledgement of Bus Shelter Inspections of 22nd May 2017 – No faults reported.

- 072.4 **Acknowledgement of closure of bridleway 27 & part 32, Grange Farm Close 12th - 16th June 2017 - Information only**
- 072.5 **Acknowledgement of receipt of the Summer 2017 Issue of BABUS and consider issues relevant to Council's business – For information only.**
- 17/073 **LEISURE COMMITTEE.** Cllr Thomas informed the Council on the following matters:
- 073.1 **Election of Vice-Chair for ensuing year.**
Cllr Thomas NOMINATED Cllr Channon for the position of Leisure Committee Vice Chair for the ensuing year. Cllr Paxton SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Channon duly elected.**
- 073.2 **Matters Arising – None**
- 073.3 **Acknowledgement of Playground Inspections of 22nd & 30th May and 5th June 2017–**
Norman Road play-area – no reported faults.
Arnold Recreation play-area:
- New seat required for Giro-Spiral – On order.
 - Safety surface wearing under Giro-Spiral – Assistant Clerk contacted Proludic to seek replacement matting.
 - One new retainer board on Aeroskate equipment required. – Assistant Clerk investigating new safety surface.
- 073.4 **Acknowledgement of Fitness Equipment Inspections of 22nd & 30th May and 5th June 2017–** It was reported that a rubber handle had been removed from the skier equipment. Assistant Clerk to place order for replacement.
- 073.5 **Acknowledgement of PPM Investigation report of May 2017 –** Cllr Thomas acknowledged the PPM investigation report and noted there had been light activity in the boxes.
- 073.6 **Approval of the purchase of replacement swings at Arnold Recreation Ground play-area –** Copies of the quotations for replacement swings were disseminated to all members prior to the meeting. After discussion, Cllr Channon PROPOSED the approval of the purchase of the replacement Junior and Cradle swings from Proludic at a cost of £8,003, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to investigate possible grants and place order with Proludic.**
- 073.7 **Approval of Allotment Risk Assessment inspection sheet –** Defer to next meeting following walk around allotments.
- 073.8 **Consideration of additional work required on the wild area at the allotments –** Defer to next meeting following walk around allotments.
- 073.9 **Approval of correspondence to allotment holders regarding use of skip for non-compostable green waste –** A draft letter was sent to all members prior to the meeting. The Council requested an additional sentence requesting feedback from Allotment holders regarding the preferred dates for the opening of the skip. **ACTION: Assistant Clerk to amend letter and send to all Allotment holders.**
- 073.10 **Consideration of request to use Arnold Recreation Ground for a Boot Camp Group –** During discussion, concerns were raised regarding the time of day and area of the field to be used possibly causing a nuisance to surrounding properties, possible parking issues in Church Road or Old Road and the field being for public use and the Boot Camp being a business. After discussion, Cllr Channon PROPOSED the Council decline the request for a Boot Camp to be held on Arnold Recreation Ground for the above reasons, SECONDED by Cllr Gunter and CARRIED with 5 IN FAVOUR and 4 AGAINST. **ACTION: Clerk to advise Boot Camp Group of Council's decision.**
- 073.11 **Ratification of recommendations contained within the minutes of the Leisure Committee meeting held on 22nd May 2017 (Nos: 17/038 to 17/052).** – Cllr Thomas PROPOSED the ratification of the minutes, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED
- 17/074 **SPORTS FIELD COMMITTEE.** Cllr Selley informed the Council on the following matters:
- 074.1 **Election of Vice-Chair for ensuing year.**
Cllr Channon NOMINATED Cllr Paxton for the position of Leisure Committee Vice Chair for the ensuing year. Cllr Selley SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Paxton duly elected.**
- 074.2 **Matters Arising – None**

074.3 **Approval of number and size of football pitches for 2017/18 football season.** – The Council was advised that several attempts had been made to contact Barton Rovers FC with regards to the use of the Car Park for the 2017/18 football season. At the time of the meeting no response had been received. The Council requested the Clerk make one last attempt by letter, requesting written confirmation as to whether the Parish Council have permission to utilise the BRFC car park.

After discussion, Cllr Selley PROPOSED the Council approve an additional 9v9 pitch being created at the South West corner of the Sports Field at the cost of Barton Rovers Youth, subject to receipt of agreement to use BRFC car park for the 2017/18 football season, SECONDED by Cllr Davison-Williams and CARRIED with 8 IN FAVOUR and 1 ABSTENTION. **ACTION:** Clerk to contact BRFC requesting confirmation of car park use and advise BRFC Yth of Councils decision.

074.4 **Consideration of re-charging costs incurred for additional pitch** – The Council agreed that the costs incurred for the additional pitch would be re-charged to Barton Rovers Youth. See minute number 17/074.3.

17/075 MONTHLY FINANCIAL REPORTS

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

Balance Sheet confirmed Current Assets: £279,421 less Liabilities: £2,278 totalling **Net Assets: £277,143** Represented by General Fund: £91,585, Current Year Fund: £80,235 and Earmarked Reserves: £105,323.

Balance Sheet, Committee Income & Expenditure and Creditors & Debtors Reports for period ending 31st May 2017, subject to end of year audit, were disseminated to all Councillors prior to the meeting.

Balance Sheet confirmed Current Assets: £269,424 less Liabilities: £2,149 totalling **Net Assets: £267,275** Represented by General Fund: £91,585, Current Year Fund: £70,612 and Earmarked Reserves: £105,078.

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

17/076 APPROVAL OF PAYMENT OF ACCOUNTS

Payments due as follows:

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHK No.
0053/17	Central Bedfordshire Council	Rates Sports Pavilion - May	602.00	0.00	602.00	4811		DD
0054/17	Central Bedfordshire Council	Rates Parish Office - May	224.00	0.00	224.00	4137		DD
0055/17	Peninsula Business Services	HR Services - May	199.00	39.80	238.80	4151		DD
0056/17	NEST	Pension payments April 2017 (Payment due 22/5/17)	611.02	0.00	611.02	526		DD
0057/17	CNG	Pavilion Gas (Apr 17)	56.58	2.83	59.41	4812		DD
0058/17	Moneysoft Ltd	Payroll Software licence renewal	65.00	13.00	78.00	4108		6608
0059/17	British Gas	Pavilion Electric (Apr 17)	106.62	5.33	111.95	4806		DD
0060/17	Scottish Power	Parish Office Elec Apr 17	63.61	3.18	66.79	4137		DD
0061/17	Scottish Power	Parish Office Elec May 17	63.61	3.18	66.79	4137		DD
0062/17	Scottish Power	Parish Office Elec June 17	63.61	3.18	66.79	4137		DD
0063/17	I. Swales	June Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6609
0064/17	K. Kilby	June Salary	Salary		Salary	4001		6610
0065/17	I. Nicholls	June Salary	Salary		Salary	4002		6611
0066/17	A. Merryweather	June Salary	Salary		Salary	4000		6612
0067/17	E. Rhodes	June Salary	Salary		Salary	4004		6613
	TOTAL SALARIES	NET JUNE SALARIES	5,031.22	0.00	5,031.22	-		
0068/17	HM Rev & Customs	Mth 1 PAYE	676.60	0.00	676.60	525		
0069/17	HM Rev & Customs	Mth 1 Nat. Emp'ee NI Contri	426.01	0.00	426.01	525		
0070/17	HM Rev & Customs	Mth 1 Nat. Emp'ee NI Contri	489.90	0.00	489.90	525	1,592.51	6614
0071/17	M J Granger Grds Mtee	Grass Cutting Sports Field 8/5/17	132.65	26.53	159.18	4803		
0072/17	M J Granger Grds Mtee	Grass Cutting 16/5/17	357.07	71.41	428.48	Split		
0073/17	M J Granger Grds Mtee	Grass Cutting 30/5/17	224.42	44.88	269.30	Split		
0074/17	M J Granger Grds Mtee	Sports Field cut 2/6/17	132.65	26.53	159.18	4803	1,016.14	6615
0075/17	P&R Property	Office/Garage Rent (26/05/17 to 25/08/17)	2000.00	0.00	2,000.00	4137		6616
0076/17	BATPC	Affiliation Fees 2017/18	987.00	0.00	987.00	4108		6617
0077/17	The Danwood Group	Copier Rental	381.24	76.25	457.49	4111		6618

0078/17	Ian Swales	Expenses May	84.90	16.99	101.89	Split		
0079/17	Ian Swales	May Mileage (251) miles @ 60.1p	150.85	0.00	150.85	4107	252.74	6619
0080/17	ICCM	Membership	90.00	0.00	90.00	4108		6620
0081/17	Boston Crop Sprayers Ltd	Overalls O/No: 816	31.60	6.32	37.92	4141		6621
0082/17	Rialtas Business Solutions Ltd	Financial Year End closedown.	525.15	105.03	630.18	4138		6622
0083/17	Playsafety Ltd	RoSPA Inspection O/No: 819	266.00	53.20	319.20	4655		6623
0084/17	D&G Short	Paint/brushes/bolts etc O/No:815	108.61	21.75	130.36	4140		6624
0085/17	Ray Foster	Internal Audit 2016	120.00	0.00	120.00	4110		6625
0086/17	Service Point	Printing of Horticultural Show Schedule O/No: 751	183.57	36.71	220.28	4608		6626
0087/17	PPM	Pest Control Inspection May	62.41	12.48	74.89	4609		6627
0088/17	L. Davison-Williams	Shelving & boxes for Office (Bigdug)	169.00	33.80	202.80	9104	ON HOLD	6628
0089/17	CPC	Vacuum Cleaner for office	79.95	15.99	95.94	4113		
0090/17	CPC	Vacuum Cleaner bags	5.95	1.19	7.14	4113	103.08	6629
0091/17	Barton Rovers FC	50% of T Mobile mast rent	1,625.00	0.00	1,625.00	4802		6630
0092/17	Village Hall	Meeting May x 3	99.00	0.00	99.00	4112		6631
0093/17	RS Groundcare	Grass Seeding at Sports Field O/No: 822	4500.00	900.00	5400.00	4813		6632
0094/17	Prysebros Ltd	Weed kill & fertilising of Sports Field O/No: 821	700.00	140.00	840.00	4813		6633
0095/17	Hertfordshire County Council	Stationary Supplies O/No 824	36.32	7.26	43.58	4111		6634
0096/17	Reynolds Landscaping	Grass Cutting May 2017	350.00	70.00	420.00	Split		6635
0097/17	Cawleys	Skip Emptying - Br'l Ground (May)	34.68	6.94	41.62	4314		DD
0098/17	BT	Telephone & broadband (Mar - May)	438.15	87.63	525.78	4105		DD
0099/17	Direct 365	Skip Emptying - Allotments (June)	120.25	24.05	144.30	4134		DD
0100/17	Be Safe Fire Protection	Fire Extinguisher Inspection	68.00	13.60	81.60	Split		6636
0101/17	Anglian Water Business Rates	Water Charge Allotments (May)	44.97	0.00	44.97	4602		DD
TOTAL JUNE 2017 PAYMENTS			22,788.17	1,869.04	24,657.21			

Approval of Payment of Accounts: Cllr Gunter PROPOSED that the Council approve the payments as listed with item 0088/17 placed on hold until the additional costs are approved at Committee, Cllr Davison-Williams SECONDED this motion, which was UNANIMOUSLY CARRIED.

17/077 TIME ALLOCATION FOR COMMITTEE MEETINGS -
26th June 2017 – Sports Field 7.30pm, Policies & Resources 8.15pm and Planning 9pm.

ACTION: Assistant Clerk to book Village Hall.

17/078 MISCELLANEOUS CORRESPONDENCE RECEIVED

078.1 **Consideration of purchase and flying of the Red Ensign for Merchant Navy Day 3rd September 2017**– The Council agreed that due to not having an official village flag pole, they would not purchase and fly the Red Ensign on Merchant Navy Day.

078.2 **Consideration of delegates to attend BATPC AGM on 19th October 2017** – Any Councillor wishing to attend to advise the Parish Office.

17/079 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA – None

The meeting closed at 9.55pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 12th June 2017, with *no changes/*with agreed amendments to page: item:
(*Delete as applicable)

Dated this the 10th July 2017.

CHAIRMAN 