

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

**MONDAY 13<sup>th</sup> NOVEMBER 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, Mr. J Roberts, Mrs. G Gardner, Mr. J Paxton, Mr A Channon, Mr M McNulty & Mr J Selley.

In attendance: Mrs. A Merryweather (Clerk) CBC Councillor I Shingler.

Minutes: Mrs M Hayes (Locum Assistant )

**17/276 APOLOGIES FOR ABSENCE**

Apologies received from Councillor A Watson.

**17/277 SPECIFIC DECLARATIONS OF INTEREST – None.**

**17/278 POLICE REPORTS**

278.1 **To acknowledge receipt of Crime Statistics for October 2017** – The Crime statistics were acknowledged. The Parish Council expressed concern on the number of burglaries which had increased considerably. It was agreed to liase with the Clerk at Toddington, which was a parish of similar size to this Parish, and make a comparison with their figures for the same period. It was also agreed that the Parish Council should highlight their concerns over the rise in the increase of burglaries. Councillor Selly also raised his concerns about the problem of anti social behaviour from gangs of youths congregating outside the Chinese restaurant on Saturday night. **ACTION:** The Clerk to liase with Toddington Parish Council over their crime statistics for the same period. The Clerk to write to the Police Commissioner highlighting the Parish Councils concern over the increase in the crime statistics and asking how Bedfordshire Police intend to manage the crime rate in rural areas.

278.2 **To acknowledge receipt of Rural Community Newsletter Issue 4.** – Acknowledged.

**17/279 PUBLIC QUESTION TIME**

279.1 There were no public in attendance.

**17/280 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT**

280.1 **To receive written or verbal report from Cllr Shingler** – Councillor Shingler reported on a false alarm of the arrival of travellers in the Parish. It had in fact been workmen who were starting work on a house in Old Road.

He reported that Central Bedfordshire would be looking at the S106 money which would be coming into the Parishes. Some Parishes were not happy with the arrangements as money was being paid to projects outside their area. This would also be a point for discussion at the Parish Council conference later this month.

The Local Plan consultation should be completed by the 9<sup>th</sup> March after the 6 week consultation. He was asked whether there would be any feedback from the consultation before the Plan went for examination and Councillor Shingler reported that this was very unlikely due to the very tight timescale.

He reported that Central Bedfordshire were looking at Parish boundaries due to the problem of small parishes filling vacancies on the Parish Council. They would be looking at reducing the number of councillors on the smaller councils. This consultation would not affect this Parish.

He updated the Council on the St Nicholas Church Wall application (17/04232) . This had been deferred at the last Planning Committee meeting due to additional late information being received. It would now be discussed at the next meeting on the 6<sup>th</sup> December 2017.

**17/281 PLANNING COMMITTEE REPORTS/UPDATE**



- 281.1 **Matters arising from previous Planning Committee not included within agenda** – Information only - None.
- 281.2 **Update on planning applications refused/granted** – this had been received.
- 281.3 **To consider new planning applications or delegate authority to respond to committee:**
- CB/17/040689/FULL: 19 Nicholls Close, Barton-le-Clay** – Single storey rear extension – No Comments
- CB//17/04972/FULL: 26 Simpkins Drive, Barton-le-Clay** – Single storey conservatory – No Comments
- CB/17/05101/FULL: 1 Hanover Place, Barton-le-Clay** – Erection of a detached single level bungalow – No Comments.
- CB/17/05068/FULL: 63 Manor Road, Barton-le-Clay** – Timber building constructed rear garden – No Comments.
- CB/17/05150/FULL: 49 Norman Road, Barton-le-Clay** – Removal of existing flat roofed dormer extension and replace with new flat roofed dormer extension – No Comments.
- 281.4 **To acknowledge local governance consultation and refer to committee for response** – **ACTION:** It was agreed to defer this item to the P & R Committee.
- 281.5 **To acknowledge Local Plan update from Central Bedfordshire Council** – This had been reported on by District Councillor Shingler. It was agreed that the mechanism for reviewing the consultation responses was very poor.
- ACTION:** Put failed sites through to planning committee.
- 281.6 **To receive and ratify the recommendations of the minutes of the Planning Committee held on 30<sup>th</sup> October 2017** – **RESOLVED:** Councillor Gardner PROPOSED approval of the minutes of the Planning Committee held on 30<sup>th</sup> October 2017 , SECONDED Councillor J Selly and UNANIMOUSLY approved.

**17/282 MINUTES OF LAST MEETINGS**

- 282.1 **To receive and approve the minutes of the Full Council meeting held 9<sup>th</sup> October 2017** – Councillor Thomas asked that the following amendments be made *233.5 Girospiral Safety Surfacing should read Aeroskate Safety Surfacing 227.3 amend the indent and add heading* - **RESOLVED:** Councillor Gunter PROPOSED approval of the minutes of the Full Parish Council held on 9<sup>th</sup> October 2017 with the amendments recorded above, SECONDED Councillor J Roberts 8 in favour 1 abstention - approved.
- 282.2 **To receive and approve the minutes of the Extra-Ordinary Full Council meeting held on 30<sup>th</sup> October 2017** – **RESOLVED:** Councillor Gunter PROPOSED approval of the minutes of the Full Parish Council held on 11<sup>th</sup> September 2017 *with the removal of salary information on the public minutes* , SECONDED Councillor Thomas and CARRIED 8 in favour, 1 abstention.
- 283.3 **Matters arising outside of committee reports/updates** – None.

**17/283 CHAIRMAN'S ANNOUNCEMENTS**

- 283.1 **Town and Parish conference on 21<sup>st</sup> November 2017 agenda information** – **ACTION:** Clerk to book places for Councillors Davison-Williams and G Gardner.
- 283.2 **To request Committee Chairs take draft precept 2018/19 to committee** – Acknowledged.
- 283.3 **Announcements as deemed appropriate by the Chairman** – (1) The Christmas Meal had been booked for Monday 18<sup>th</sup> December 7.30pm at the George, Maulden (2) The Clerk reported on the BT contract for telephone and internet

services. This would be reviewed in October 2019 when the contract was due for renewal (3) A thank you letter had been received from resident Karen Wright for the cutting back of the trees in Baileys Piece.

#### **17/284 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

- 284.1 **Matters arising from previous Policies & Resources Committee not included within agenda** – None.
- 284.2 **Update by Pay & Personnel Chairman on Recruitment process for Assistant Clerk & approval of Interim Cover** – The Assistant Clerk would commence employment on Monday 27<sup>th</sup> November. The temporary assistant would be able to remain until the 28<sup>th</sup> November and provide a 2 day handover.
- 284.3 **Approval of S137 Grant applications 2017/18 awards to be allocated** – After lengthy discussion **RESOLVED:** Councillor Roberts PROPOSED that the following additions and changes be made to the draft proposals, Harlington Upper School be awarded £125, Arnold Middle School £50 for their prize giving, a reduced grant of £240 be awarded to the village hall, **SECONDED** Councillor Paxton, **CARRIED** 4 in favour and 2 abstentions. This would keep the grants within the budget of £2500. It was agreed in future years to add the schools to the automatic grants along with the poppy wreath and that the Preschool be reminded that they had not fully complied with the grant award regulations in the previous financial year and no further grants would be made in the future if this was not done.
- 284.4 **To consider/approve purchase of new ‘Grants of Exclusive Rights of Burial’ form book - RESOLVED:** Councillor Gunter PROPOSED, **SECONDED** Councillor Thomas and **UNANIMOUSLY** approved. **ACTION:** book to be purchased.
- 284.5 **Induction for new Assistant Clerk** – It was agreed that Councillor Davison – Williams would undertake the village tour and Councillor Channon would set up the new Assistant Clerk up with website and email access.
- 284.6 **To consider changes to paying HMRC** – The Clerk reported that from 15<sup>th</sup> December 2017 HMRC were withdrawing over the counter payments at post offices for PAYE & NIC contributions. Payment by cheque at the bank was still available. However Members may wish to consider setting up a Direct Debit mandate for HMRC PAYE & NIC contributions - **RESOLVED:** Councillor Davison-Williams PROPOSED that from March 2018 a direct debit mandate be put in place and that this be included in the Financial Regulations which were due to be reviewed next March, **SECONDED** Councillor Roberts and **UNANIMOUSLY** approved. **ACTION:** Clerk to request direct debit mandate.

#### **17/285 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**

- 285.1 **Matters arising from previous Burial Grounds Committee not included within agenda** - None
- 285.2 **To approve quotes of tree work at St Nicholas Church yard - RESOLVED:** Councillor Gunter PROPOSED, that the quotation from M J Granger for £380 plus VAT be approved **SECONDED** Councillor Thomas and **UNANIMOUSLY** approved.
- 285.3 **To appoint a new Burial Ground Committee Chairman – ACTION:** The Clerk would approach Councillor Watson to see if he would be willing to take on the role. It would be added to the agenda of the next Burial Ground Committee for discussion/approval.

#### **17/286 LEISURE COMMITTEE REPORT/UPDATE**

- 286.1 **Matters arising from previous Leisure Committee not included within agenda** – None.
- 286.2 **To acknowledge weekly Playground Inspections from 30<sup>th</sup> October and 7<sup>th</sup> November 2017** – Acknowledged. Councillor Channon reported that the safety surfacing in Norman Road had moss patches. **ACTION:** it was agreed to ask the Groundsman to clean this area and remove the moss.
- 286.3 **To acknowledge weekly Fitness Equipment Inspections from 30<sup>th</sup> October and 7<sup>th</sup> November 2017** – Acknowledged. The missing ski leg had still not been replaced as the delivery time was 4 – 6 weeks

- 286.4 **To approve the costs of cutting back the allotment hedge on Hexton Road and rear of Dunstall Road –** Retrospective approval was given.
- 286.5 **To receive and ratify the recommendations of the minutes of the Leisure Committee held on 30<sup>th</sup> October 2017 - RESOLVED:** Councillor Thomas PROPOSED approval of the minutes of the Leisure Committee held on 30<sup>th</sup> October 2017 SECONDED Councillor Gardner and CARRIED 8 in favour , 1 abstention.

**17/287 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**

- 287.1 **Matters arising from previous Highways & Environment Committee not included within agenda –** Councillor Paxton reported on an email received from a resident stating that Luton Road slip road which leads on to the bypass was an accident black spot. It was agreed this area was not the responsibility of the Parish Council.
- 287.2 **To acknowledge Bus Shelter Inspections of 19<sup>th</sup> October 2017 and 2<sup>nd</sup> November 2017 –** Acknowledged.
- 287.3 **To consider setting a cap on the precept amount for the RMF Traffic Calming Project on Hexton Road –** **ACTION:** After lengthy discussion it was agreed to respond to the Central Bedfordshire request for a cap on the maximum spend for Hexton Road stating that the Parish Council were not prepared to set a cap. As in the previous financial year the Parish Council would like to receive a proposed design with associated costs. Councillor Paxton would be happy to meet with Central Bedfordshire to review the project and discuss the options.
- 287.4 **Review of Committee Expenditure for 2017/2018 & Draft Committee Budgets – ACTION:** this would be deferred to the next committee meeting.
- 287.5 **To acknowledge receipt and consider response of complaint regarding parking at Windsor Parade** **ACTION:** To respond to the complainant sympathising with his concerns and suggesting that he speaks to District Councillor Shingler as this was the responsibility of Central Bedfordshire. He would be asked to come back to the Parish Council if he did not receive a satisfactory response from Central Bedfordshire, to review this again.

**17/288 SPORTS FIELD COMMITTEE REPORT/UPDATE**

- 288.1 **Matters arising from previous Sports Field Committee not included within agenda –** Councillor Davison-Williams reported that he had received a report that the car park at Barton Rovers was full of litter on Sunday including children's nappies. It appeared that the car park was not being tidied up after the Sunday games. **ACTION:** It was agreed that the Clerk would speak to Ian about clearing the car park after the Sunday games.
- 288.2 **To retrospective approve transfer of Pavilion electric contract to a 12 month Fixed Price Plan –** The clerk was thanked by Councillor Selley on all her hard work in investigating the very high electricity bills. She had managed to renegotiate onto a fixed Price Plan with a £50 refund and a discount for setting up a direct debit. She reported that once the 12 month contract was up for renewal she would be researching a cheaper supplier. **RESOLVED:** Councillor Selley PROPOSED, that the transfer of electricity contract be approved SECONDED Councillor Gunter and UNANIMOUSLY approved. The Clerk reported that the electricity meter was being checked and monitored to ensure that it was not faulty.
- 288.3 **To consider VAT exemption rules –** The Council has received a request from Barton Rovers Youth for VAT exemption on their annual pitch hire at Luton Road Sports field. A copy of the HMRC VAT exemption rules had been circulated. In order to meet the HMRC requirements they would need to make 1 whole payment up front instead of monthly instalments which was the current arrangements. **ACTION:** The Clerk to contact to advise them of this including a copy of the rules. As they were currently paying instalments for this season, if they wished to make 1 payment in order to be exempt for VAT, this arrangement could be put in place for the next season.
- 288.4 **Review of Committee Expenditure for 2017/18 & Draft Committee Budgets – ACTION:** with amendments discussed the budget was approved with a 5% increase on this financial year.

**17/289 MONTHLY FINANCIAL REPORTS**

289.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports – with amendments discussed the Balance sheet, Income and expenditure and creditors and debtors reports were approved.

**17/290 APPROVAL OF PAYMENT OF ACCOUNTS**

290.1 To consider and approve payment of accounts as listed within the schedule or added at the meeting. Councillor Gunter PROPOSED approval of payments for November.

**17/291 TIME ALLOCATION FOR COMMITTEE MEETINGS**

291.1 Monday 27<sup>th</sup> November - Burial Ground Committee, Leisure Committee, Planning Committee.

**17/292 MISCELLANEOUS CORRESPONDENCE RECEIVED**

292.1 To acknowledge receipt of the November Issue of Bugle and consider issues relevant to Council's business – acknowledged.

292.2 To acknowledge receipt of update on Hillfort Project from Chilterns Conservation Board – Acknowledged.

**17/293 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

None.

The meeting closed at 10.26pm.

I certify these minutes are a true and correct record of the Parish Council meeting held on 13th November 2017

Dated this the 11<sup>th</sup> December 2017.

CHAIRMAN

