

**MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL
HELD AT BARTON-LE-CLAY VILLAGE HALL
ON MONDAY 15th MAY 2017 COMMENCING AT 7.30PM**

Present: Councillors Mr D. Gunter (Chair), Mr L. Davison-Williams (Vice-Chair), Mr R. Everson, Mr A. Watson, Mrs G. Gardner, Mrs B. Thomas and Mr J. Roberts.

In Attendance: CBC Cllr Ian Shingler, Mrs Lorna Heale and Mrs Tina Keifer.

Minutes: Mrs A. Merryweather (Clerk)

17/026 APOLOGIES FOR ABSENCE
Cllrs Mr J. Selley, Mr M. McNulty, Mr A. Channon & Mr J. Paxton.

17/027 SPECIFIC DECLARATIONS OF INTEREST – None

17/028 POLICE REPORTS
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 prior to the meeting.

Crime Figures – The crime figures for 1st April 2017 to 30th April 2017 were as follows: Burglary in a Dwelling: 1, Burglary Residential (not a dwelling): 1, Attempt Burglary Dwelling: 1, Criminal Damage to Dwelling: 1, Criminal Damage other property: 4, Assault occasioning ABH: 2, Common Assault: 1, Harassment: 1, Sexual Crime: 1, Theft from Motor Vehicle: 5, Theft in a building other than dwelling: 1. **Total for 1st April 2017 to 30th February 2017: 19.**

17/029 APPROVAL OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 8th MAY 2017 (Nos 17/001 to 17/025).

029.1 **RESOLVED:** by Cllr Gunter PROPOSED the approval of the minutes of the Annual Parish Council meeting held on 8th May 2017, SECONDED by Cllr Thomas and was UNANIMOUSLY CARRIED.

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

17/030 PLANNING COMMITTEE:

030.1 **Election of Chair and Vice-Chair for ensuing year.**
Cllr Everson NOMINATED Cllr Gardner for the position of Planning Committee Chair for the ensuing year. Cllr Watson SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Gardner duly elected.**

Cllr Gardner NOMINATED Cllr Roberts for the position of Planning Committee Vice Chair for the ensuing year. Cllr Watson SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Roberts duly elected.**

030.2 **Matters arising from previous Planning Committee not included within agenda. – None**

030.3 **Consideration of new planning applications as follows:**

CB/17/02192/GPDE: 19 Portobello Close, Barton-le-Clay – Prior notification of Householder extension. Replacement of existing conservatory attached to the rear of the property 4.5 metres beyond wall of original dwelling, 3.5 metres maximum height, 2.4 metres height at eaves. – **No comment deemed necessary.**

CB/17/01757/FULL: Burr House, Nicholls Close, Barton-le-Clay – 2 new 3 bed dwellings & conversion of existing 4 bed detached dwelling to pair of 3 bed semi-detached dwellings.

Cllr Gunter advised that Mrs Keifer wanted to make her case to object to the Burr House application. Mrs Keifer read a statement to members to state her case and Mrs Heale added her comments in support. **ACTION: Clerk to circulate Mrs Keifer's statement to all Councillors.**

Cllr Davison-Williams advised those present that the planning enforcement re: tree clearance had been put on hold until a decision is made on the planning application.

Cllr Shingler confirmed that CBC would review the name reference 'Burr House' once the site visit had been completed.

Cllr Gardener asked for members to vote whether they wanted to object to the Burr House planning application. The objection was UNANIMOUS.

Following discussion Cllr Gardener PROPOSED that the Parish Council object to the Burr House application on the following grounds:

- Due to unlawful stripping of trees in a conservation area without permission
- The site does not reference the removal of a garage
- The existing property (67 Bedford Road) is in a conservation area, splitting the property is not supported by the Local Plan
- The proposed changes gives a more modern appearance that takes away the traditional conservation characteristics
- Any development should have been considered before the removal of the trees
- We consider this over development of the site as it is in the conservation area

SECONDED by Cllr Davison-Williams and UNANIMOUSLY CARRIED. **ACTION:** Clerk to submit objection to Central Bedfordshire Council Planning Department.

Cllr Shingler stated he was willing to take the application to CBC Development Management Committee, at which the Council could make a statement to add conditions. **ACTION:** At next Planning Committee meeting to draft conditions to submit to CBC Development Management Committee.

17/031 BURIAL GROUNDS COMMITTEE:

031.1 Election of Chair and Vice-Chair for ensuing year.

Cllr Gardner NOMINATED Cllr Everson for the position of Burial Ground Committee Chair for the ensuing year. Cllr Thomas SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Everson duly elected.**

Cllr Everson NOMINATED Cllr Watson for the position of Burial Ground Committee Vice Chair for the ensuing year. Cllr Thomas SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Watson duly elected.**

031.2 Matters arising from previous Burial Grounds Committee not included within agenda. – None

031.3 Acknowledgement of commendation from Church Warden for Churchyard.

The Clerk read out the communication from Mr D. Garside thanking the Parish Council for the Churchyard being well kept and announcing the appointment of Mr D Cope as Church Warden. They both look forward to working in partnership with the Parish Council in the future.

17/032 HIGHWAYS & ENVIRONMENT COMMITTEE:

032.1 Election of Chair and Vice-Chair for ensuing year.

Due to insufficient Committee members being present, election of the Chair and Vice Chair to be deferred to the next Committee meeting.

032.2 Matters arising from previous Highways & Environment Committee not included within agenda. –

The Clerk informed members that a CBC highways representative had been in contact regarding a planned 'Parish Walk'.

Councillors were requested to highlight any Highways related issues to the Clerk to include on the walk.

ACTION: Clerk to arrange date for 'Parish Walk'.

032.3 Acknowledgement of Bus Shelter Inspections of 9th May 2017 – No faults reported.

17/033 LEISURE COMMITTEE:

033.1 Election of Chair and Vice-Chair for ensuing year.

Cllr Gardner NOMINATED Cllr Thomas for the position of Leisure Committee Chair for the ensuing year. Cllr Everson SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Thomas duly elected.**

Election of the Vice Chair to be deferred to the next Committee meeting.

- 033.2 **Election of Chair and Vice-Chair for the Horticultural Show Sub-Committee for ensuing year.**
Cllr Thomas NOMINATED Cllr Gardner for the position of Horticultural Show Sub-Committee Chair for the ensuing year. Cllr Davison-Williams SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Gardner duly elected.**
Cllr Davison-Williams NOMINATED Cllr Thomas for the position of Horticultural Show Sub-Committee Vice Chair for the ensuing year. Cllr Gunter SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Thomas duly elected.**
- 033.3 **Matters arising from previous Leisure Committee not included within agenda. –**
An enquiry has been made to run a Boot Camp for an hour on Saturday, for 8 weeks. **ACTION:** Clerk to request further information.
The Allotment Tenant for plot 58 has requested to take on an additional vacant plot 60 for growing fruit, up to the end of the tenancy year. **ACTION:** Assistant Clerk to contact Miss Bailey to give her the option to rent plot 60 to September
Cllr Thomas to provide Allotment numbers to strim and spray. **ACTION:** Groundsman to strim and spray vacant allotments.
- 033.4 **Acknowledgement of Playground Inspections of 9th May 2017.**
Norman Road Play-area – No reported faults.
Arnold Recreation Ground Play-area –
- New seat required for Giro-Spiral – For approval under item 033.6.
 - Basket ball net replaced by Groundsman.
- 033.5. **Acknowledgement of Fitness Equipment Inspections of 9th May 2017.** – No Faults reported.
- 033.6. **Approval of costs for replacement Giro-Spiral Seat.**
After discussion, Cllr Thomas PROPOSED the purchase of a replacement Giro-Spiral seat from Proludic at a cost of £150.00 + £20.00 carriage, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with Proludic.
- 033.7 **Approval of cost for topping ‘Mr Horners Field’ at the southern end of Arnold Recreation Ground.**
After discussion, Cllr Thomas PROPOSED the approval of the costs to a maximum spend of £60.00, for topping ‘Mr Horners Field’ at the southern end of Arnold Recreation Ground, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Clerk to advise Mr Horner of Council’s decision.

17/034 SPORTS FIELD COMMITTEE:

- 034.1 **Election of Chair and Vice-Chair for ensuing year.**
Cllr Davison-Williams NOMINATED Cllr Selley for the position of Sports Field Committee Chair for the ensuing year. Cllr Everson SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Selley duly elected.**
Election of the Vice Chair to be deferred to the next Committee meeting.
- 034.2 **Matters arising from previous Sports Field Committee not included within agenda. –** The Sack barrow at the sports field is broken a request for a replacement to be submitted to Committee. **ACTION:** Clerk to include replacement sack barrow on the next Sports Field Committee.
- 034.3 **Approval of number and size of football pitches for 2017/18 football season.**
To be deferred to next Full Council meeting.
- 034.4 **Approval of cost of storage box for Pavilion.**
Cllr Gunter outlined the requirement for a lockable storage box for the Pavilion for water-based paints, for Health & Safety purposes. Cllr Gunter PROPOSED the purchase of the storage box from Homebase at a cost of £28.95, (Account code 4807) SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to request Groundsman purchase the storage box.
- 034.5 **Approval of cost of top soil for Sports Field.**
After discussion, Cllr Gunter PROPOSED the purchase of 5 tonne of top soil from DH Loveday & Son at a cost

of £238.30 (Account code 4813), for use on the Sports Field, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with DH Loveday & Son.

17/035 POLICIES & RESOURCES COMMITTEE:

- 035.1 **Formal approval of Policies & Resources committee members, as being the elected Chairs of the aforementioned committees.**
Cllr Gunter PROPOSED that the Council formally approve the membership of the Policies and Resources Committee as being the Chairs of each of the aforementioned committees and Chair of Highways & Environment Committee once elected, with committee Vice-Chair's being an automatic substitute with full voting rights, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.
- 035.2 **Acknowledgement Chair and Vice-Chair for ensuing year (as per Standing Order No. 43)**
The Council acknowledged the appointment of Cllr Gunter as Chairman of the Policies & Resources Committee and Cllr Davison-Williams as Vice Chair of the Policies & Resources Committee by virtue of the Council's Standing Order No. 43.
- 035.3 **Election of Chair and Vice-Chair for the Pay and Personnel Sub-Committee for ensuing year.**
Cllr Davison-Williams NOMINATED Cllr Roberts for the position of Pay and Personnel Sub-Committee Chair for the ensuing year. Cllr Thomas SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Roberts duly elected.**
Cllr Roberts NOMINATED Cllr Thomas for the position of Pay and Personnel Sub-Committee Vice Chair for the ensuing year. Cllr Gunter SECONDED the nomination and UNANIMOUSLY CARRIED. **Cllr Thomas duly elected.**
- 035.4 **Matters arising from previous Policies & Resources Committee not included within agenda. –**
Cllr Davison-Williams and the Clerk to assign time to review policies.
- 035.5 **Consideration of replacement vacuum cleaner for Office Cleaner.**
The Council was advised that the vacuum cleaner required replacement with a commercial vacuum cleaner. The quotes for 3 different vacuum cleaners were considered. Cllr Gunter PROPOSED the purchase of the Henry HVR200-11 at a cost of £79.95 + vat from supplier CPC, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with CPC.

Cllr Gunter PROPOSED the purchase of a pack of vacuum cleaner bags at a cost of £5.95 from CPC, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with CPC.
- 035.6 **Approval of HMRC changes to mileage claims.**
The Clerk advised the Council that HMRC rules were changing from April 2018 to make it mandatory for staff mileage claims to be submitted through the payroll system. Cllr Gunter PROPOSED approval of the HMRC changes to mileage claims, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED. **ACTION:** Clerk to implement through payroll from April 2018.

17/036 TIME ALLOCATION FOR COMMITTEE MEETINGS

22nd May 2017 – Leisure 7.30pm and Policies and Resources 8.15pm.
ACTION: Assistant Clerk to book Village Hall.

17/037 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA - None

The meeting closed at 9.50pm.