

**MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL  
HELD AT BARTON-LE-CLAY VILLAGE HALL  
ON MONDAY 18<sup>th</sup> SEPTEMBER 2017 COMMENCING AT 7.30PM**

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

In Attendance: Duncan Robb, Glyn Kiefer and Lorna Heale.

Minutes: Mrs A. Merryweather (Clerk)

**17/195 APOLOGIES FOR ABSENCE**

Cllrs Mr M. McNulty, Mr A. Channon, Mr J. Paxton, Mr J. Selley and Mr R. Everson.

**17/196 SPECIFIC DECLARATIONS OF INTEREST – None.**

**17/197 APPROVAL OF NOTES TAKEN AT THE HORTICULTURAL SHOW SUB-COMMITTEE MEETING HELD ON 30<sup>th</sup> AUGUST 2017**

**RESOLVED:** Cllr Gardner PROPOSED the approval of the notes of the Horticultural Show Sub-Committee meeting held on 30<sup>th</sup> August 2017, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

**17/198 PLANNING COMMITTEE.**

Cllr Gardner informed the Council on the following matters:

198.1 **Matters Arising – None.**

198.2 **Update of planning applications refused/granted**

The update on refused/granted applications was provided by Cllr Gardner.

**17/198.3 New Planning Applications**

**CB/17/03712/FULL: Arnold Academy, Hexton Road, Barton-le-Clay** – Two storey building providing 880m<sup>2</sup> approx. of new floor space for use as sports hall, changing facilities, admin and 5 classrooms. Re-configuration of external car-park & entrance arrangements. – Councillors questions and the Governors responses had been circulated prior to the meeting. Cllr Gardner PROPOSED that the Council comment on the following concerns with the planned Arnold Academy expansion:

- No account taken of the increase in new houses in Barton-le-Clay in the next 5-10 years (see Draft Local Plan).
- Emergency fire escape plans seem inadequate, particularly for disabled persons.
- Cycling to school plan has insufficient room for safe cycling. Lack of cycle paths in Hexton road makes Cycling to/from school extremely dangerous.
- Consideration should be given to a 20 mile an hour zone.
- Heavy reliance on signage for site traffic at peak times.
- We would welcome a more suitable colour in the ‘Green Belt’ area, for the colour panels on the school buildings.

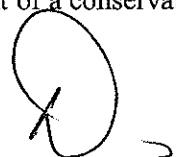
SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **Action: clerk to circulate comments to all Councillors before sending to Central Beds Council (CBC).**

**CB/TCA/17/00346: 63 Bedford Road, Barton-le-Clay** – Notification of works to trees in a conservation area: Reduce crown of Ash Tree (T1) by 25-30% – No Comment.

**CB/TCA/17/00347: 18 Bedford Road, Barton-le-Clay** – Notification of works to trees in a conservation area: Reduce overhanging Ash Tree (T1) by selective reduction of lateral limbs and prune Conifer Tree (T2) back to boundary – No Comment.

**CB/17/04015/FULL: Burr House, Nicholls Close, Barton-le-Clay** – 2 new 3 bed semi-detached dwellings & conversion of existing 4 bed detached dwelling to pair of 3 bed semi-detached dwellings. – Cllr Gardner PROPOSED that the Council OBJECT on the application development of a conservation area on the following grounds:

- Site address is incorrect, it is in the conservation area not in Nicholls Close.



- Developer removed landscaping without consent, thereby removing the necessity to replant.
  - New application flaunting enforcement notice does not include re-instatement of tree.
  - Inappropriate development use of conservation land.
  - Car parking dominates and erodes conservation land.
  - Only non-compliance with previous planning consent and conditions (garage at Nicholls Close) gives access to the development site.
- SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **Action:** Clerk to circulate comments to all Councillors before sending to Central Beds Council.

198.4 **Consideration of structural report for St Nicholas Churchyard wall**

After discussion of the reports and plans provided Cllr Gardner PROPOSED that the Council comment that they expect to receive a current structural report to accompany the new FULL planning application, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **Action:** Mr Robb to request Mr Kane checks if the deeds for the Old Rectory include the wall.

198.5 **Consideration of seeking planning consent for pruning of trees for St Nicholas Churchyard**

After viewing the Church Warden's request and the complaint of trees overhanging Church road Cllr Gardner PROPOSED that the Council seek planning consent for pruning the trees in St Nicholas Churchyard, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED. **Action:** Clerk to request tree warden to provide a plan, then submit application to Central Beds Council.

17/199 **PAY & PERSONNEL SUB-COMMITTEE.**

Cllr Roberts informed the Council on the following matters:

199.1 **Matters Arising – None.**

199.2 **EXEMPT BUSINESS** - Cllr Roberts passed the resolution to exclude members of press and public from debate on agenda items 17/199.3 and 17/199.5 (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", SECONDED by Cllr Davison-Williams and UNANIMOUSLY CARRIED.

199.3 **Consideration of recruitment process, advertisement and review relevant documentation for Assistant Clerk.**

Cllr Roberts outlined the proposal and recommended starting the recruitment process, those present concurred. The job description was reviewed and updated. **Action:** Clerk to include Assistant Clerk Person Specification in the recruitment pack.

Cllr Roberts PROPOSED the action plan with timescales be approved and the recruitment advertising budget of £1,000 be approved, SECONDED by Cllr Davison-Williams and UNANIMOUSLY CARRIED.

199.4 **Approval of recruitment adverts for release, NALC Salary Scale range 1/4/17, Interview date and format.**

Members reviewed the draft recruitment adverts and discussed various means of advertising including social media, local sites & publications. A closing date of 6<sup>th</sup> October 2017 was confirmed.

Cllr Roberts PROPOSED the amended vacancy advert be approved for free advertising, as per the recruitment process, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **Action:** Clerk to place vacancy adverts as per the recruitment process.

The NALC pay scale range applicable was discussed.

After discussion of Cllr Roberts PROPOSED a salary range [REDACTED], once a candidate had been selected the exact salary would be approved, SECONDED by Cllr Davison-Williams and UNANIMOUSLY CARRIED. **Action:** Salary range noted.

Cllr Davison-Williams PROPOSED interviews to be delegated to the Clerk and Chairman of P&P Committee, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.

- 199.5 **Consideration/approval of interim cover arrangement for vacant post from October 2017.**  
Cllr Roberts recommended getting interim support until the permanent replacement was found.  
Councillors discussed various options for interim cover and number of hours required per week.

Cllr Roberts PROPOSED recruiting interim cover from when the Assistant Clerk leaves up to a maximum 20 hours per week at a total cost of [REDACTED], SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

Cllr Davison-Williams PROPOSED to delegate the role of securing an Admin Assistant to the Clerk and Chairman of P&P Committee, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **Action: Clerk to contact potential candidates and draft vacancy advert.**

**17/200 POLICIES & RESOURCES COMMITTEE**

Cllr Gunter informed the Council on the following matters:

200.1 **Matters Arising** – None.

200.2 **Preparation/approval of questionnaire response to CBC Consultation on Business Rates Relief Scheme.**

Councillors considered the questionnaire response to the CBC Consultation on Business Rates Relief Scheme. Cllr Davison-Williams PROPOSED the follow responses:

- Q1. Strongly Agree
- Q2. Agree
- Q3. Disagree – 10%
- Q4. No
- Q5. Town & Parish Council

SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **Action: Clerk to submit response to Central Beds Council.**

200.3 **Consideration of funding TV for Gale Court lounge, as part of S137 Grant process.**

Councillors discussed the request to consider funding TV and DVD for Gale Court instead of an entertaining event. Cllr Gardner noted that the Committee needs to consider Frank Hamel Court residents, as they attend Bingo and other social events at Gale Court. Cllr Gunter queried the copyright of viewing DVD's. **Action: Clerk to check if a Communal TV licence is required and enquire if Gale Court has one. Request the resident of Gale Court provide the cost of the TV and DVD.**

200.4 to 200.7 **EXEMPT BUSINESS**

Cllr Gunter disregarded items 200.4 to 200.7 as the contents had been covered and approved by the Extra-Ordinary meeting rather than committee.

**17/201 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

The Clerk informed Councillors that CBC had sent correspondence to notify the Parish Council of the merger between Luton & Dunstable Hospital and Bedford Hospital.

The meeting closed at 9.45pm.