

**MINUTES OF THE ANNUAL MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON
MONDAY 8th MAY 2017
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.35 P.M.**

Present: Councillors Mr L. Davison-Williams, Mr D. Gunter, Mrs G. Gardner, Mr J. Paxton, Mrs B. Thomas, Mr J. Roberts, Mr R. Everson and Mr A. Channon.

In Attendance: CBC Cllr Ian Shingler, Sgt Sean Duigan and Mrs A. Merryweather (Clerk).

Minutes: Mrs K. Kilby (Assistant Clerk)

17/001 ELECTION OF CHAIRMAN FOR THE ENSUING YEAR

Cllr Davison-Williams NOMINATED Cllr Gunter as Chairman, SECONDED by Cllr Everson. Cllr Gunter was DULY ELECTED.

Cllr Gunter signed his Chairman's Declaration of Acceptance of Office form and passed it to the Clerk to countersign.

17/002 APOLOGIES FOR ABSENCE –
Cllrs Mr. J. Selley, Mr M. McNulty and Mr A. Watson.

17/003 ELECTION OF VICE-CHAIR FOR THE ENSUING YEAR

Cllr Thomas NOMINATED Cllr Davison-Williams as Vice-Chairman, SECONDED by Cllr Paxton. Cllr Davison-Williams was DULY ELECTED.

17/004 SPECIFIC DECLARATIONS OF INTEREST – None

17/005 ADOPTION OF CODE OF CONDUCT

005.1 Cllr Gunter PROPOSED that the Code of Conduct be re-adopted unamended by the Council, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

17/006 ADOPTION OF STANDING ORDERS & FINANCIAL REGULATIONS

006.1 Cllr Gunter PROPOSED that the Standing Orders Schedule be adopted unamended by the Council, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED.

006.2 Cllr Gunter PROPOSED that the Financial Regulations be re-adopted unamended by the Council, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED.

17/007 ADOPTION OF COMPLAINTS PROCEDURE

007.1 Cllr Gunter PROPOSED that the Complaints Procedure be re-adopted unamended by the Council, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED.

17/008 REPRESENTATION ON OUTSIDE BODIES

- **Barton Educational Trust – Cllr Thomas.**
- **Village Hall Committee – Cllr Roberts.**
- **Tennis Club – Cllr Paxton.**
- **Schools Link – Cllr Channon.**

Cllr Gunter PROPOSED the en-block election of the above representation on outside bodies, Cllr Everson SECONDED the motion, which was UNANIMOUSLY CARRIED

17/009 ELECTION OF COMMITTEES

- Burial Grounds: Cllrs Gardner, Thomas, Everson, and Watson.
- Highways & Env: Cllrs Roberts, McNulty, Paxton, Watson and Channon
- Leisure: Cllrs Gardner, Paxton, Thomas, Everson and Channon.
- Planning: Cllrs Gardner, Roberts, McNulty and Watson.
- Sports Field: Cllrs Selley, Paxton, Everson and Channon.

Cllr Gunter PROPOSED the en-block election of the above members to the Committees, Cllr Paxton SECONDED the motion, which was UNANIMOUSLY CARRIED

Ex-Officio Members of all Committees: Cllrs Gunter and Davison-Williams.

009.1 SUB COMMITTEES

- Pay and Personnel: Cllrs Selley, Roberts and Thomas.
- Horticultural Show: Cllrs Gardner and Thomas.
- Emergency Community Plan: Cllrs Gardner, Paxton and Gunter

Cllr Gunter PROPOSED the en-block election of the above members to the Sub-Committees, Cllr Roberts SECONDED the motion, which was UNANIMOUSLY CARRIED

Cllr Gunter advised the election of the Committee Chairs and Vice Chairs would be approved at the Extra-Ordinary meeting of the Parish Council on 15th May 2017.

17/010 POLICE REPORTS & ISSUES

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

Sgt Sean Duigan, Community Sergeant for Dunstable and Houghton Regis area, advised the Council on the following:

He had arranged for Police Officers and PCSO's to be in the Village and in particular situated outside the shops in Bedford Road on Friday evening to observe and talk to the groups of teenagers in the village. He has also requested non-emergency vehicles when travelling North or South to drive through the village instead of using the bypass.

He reported that the two PCSO's responsible for the rural villages around Dunstable and Houghton Regis are: Lynn Wells and Dave Lewington. Additional Officers will be available once trained.

Operation Meteor have acquired off road bikes, and will periodically patrol the caves and Barton Hills.

The Police are keen to hold Community Engagement Days, attending local fetes and events. 'Have Your Say' forms will be available for residents to complete and information received will be collated to ascertain the Policing need of the village. Clerk to advise Sgt Sean of dates and times of any potential events in the village.

The twitter account for Rural Policing: SthCentLPTBeds.

Finally, he requested anyone with information relating to crimes committed, to contact the local Police or anonymously Crime Stoppers.

Sgt Sean Duigan left the meeting.

010.2 Acknowledgement of receipt of Issue 2 of the Police Rural Community Newsletter. – For information only.

010.3 Acknowledgement of receipt of Issue 2 of the Local Community Newsletter – for the North Communities. – For information only.

17/011 PUBLIC QUESTION TIME
No public in attendance.

17/012 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT –

Cllr Shingler reported on the following:

- The Draft Local Plan to be published for consultation 28th June 2017. Consultation to last 6 weeks, ending in August. A number of technical background studies to be published, currently the only study released is the Gypsy and Traveller Accommodation study.
- Cllr Paxton enquired whether there was any possibility of the 81 Bus Service to Luton being reinstated on Sundays and Bank Holidays. Cllr Shingler advised that the service was cut as it was proven financially unviable.
- There were no further questions for Cllr Shingler and he left the meeting.

17/013 PLANNING COMMITTEE. Cllr Gardner informed the Council on the following matters

Matters Arising – None

013.1 **New Planning Applications**

- **CB/17/01947/FULL: Brookend Green Farm, Sharpenhoe Road, Barton-le-Clay** – Construction of 1 and half storey extension, demolition of attached barn and re-build on the same footprint all in matching materials – After discussion, the Council agreed to submit a comment requesting the Patio doors be in white and a sympathetic material to the existing.
- **CB/17/01716/FULL: 10 Osborn Road, Barton-le-Clay** – Single storey front extension – After discussion, the Council agreed to submit a comment expressing concerns that there will be insufficient parking due to the front extensions.

ACTION: Clerk to submit comments to Central Bedfordshire Council.

17/014

014.1 **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10th APRIL 2017 (pages 5279 to 5284). RESOLVED: by Cllr Gunter PROPOSED the approval of the minutes of the Parish Council meeting held on 10th April 2017, SECONDED by Cllr Paxton and was UNANIMOUSLY CARRIED.**

014.2 **APPROVAL OF MINUTES OF THE EXTRA-ORDINARY PARISH COUNCIL MEETING HELD ON 24th APRIL 2017 (pages 5285 to 5287). RESOLVED: Heading should read ‘Held at Barton-le-Clay Village Hall’ and not ‘Baton-le-Clay’ Cllr Gunter PROPOSED the approval of the minutes of the Parish Council meeting held on 24th April 2017, with the amendment as above, SECONDED by Cllr Thomas and was UNANIMOUSLY CARRIED.**

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

17/015 **CHAIRMAN’S ANNOUNCEMENTS:**

The Clerk advised the Council that Mr Horner had enquired whether the Council required the field to the south end of Arnold Recreation Ground to be cut. Previously, Mr Henden had requested the field be left as a wild flower meadow; however, the Council agreed that due to self-seeding Ash Tree saplings growing in the field, a cut to take place before they became established. All future cuts to be scheduled for September/October after the wild flowers have seeded. **ACTION: Clerk to advise Mr Horner and Mr David Henden of Councils decision.**

Reminder to all members regarding update of Register of Interests Forms and declarations of gifts – Cllr Gunter reminded all Councillors to contact the Parish Office to update the Register of Interest forms with any amendments.

There were no other Chairman’s announcements

17/016 **POLICIES & RESOURCES COMMITTEE. Cllr Davison-Williams informed the Council on the following matters:**

Matters Arising – None

016.1 **Approval of signatories for Bank and investment mandate – Cllr Davison-Williams PROPOSED Cllrs Gunter, Davison-Williams, Thomas and Gardner be approved signatories for the Parish Council bank and investment mandate and for Cllr Selley to be removed as signatory, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED.**

- 016.2 **Adoption of the 2017/18 Maintenance Schedule** – Cllr Davison-Williams PROPOSED that the 2017/18 Maintenance Schedule be re-adopted unamended by the Council, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

Cllr Everson left the meeting.

- 016.3 **Adoption of the 2017/18 Administration Schedule** – Cllr Davison-Williams PROPOSED that the 2017/18 Administration Schedule be re-adopted unamended by the Council, SECONDED by Cllr Roberts and CARRIED with 7 IN FAVOUR and 1 ABSTENTION.

Cllr Everson returned to the meeting.

- 016.4 **Approval of annual service of the St Nicholas Church Clock** – Cllr Davison-Williams PROPOSED the approval of the annual service of the St Nicholas Church Clock by Smith of Derby at a cost of £254.00, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with Smith of Derby.
- 016.5 **Approval of Councillor induction training on 23rd May 2017** – Cllr Davison-Williams PROPOSED the approval of Cllrs Roberts and Watson attending the New Councillor Induction Training at a total cost of £50.00, SECONDED by Cllr Gardner and CARRIED with 7 IN FAVOUR and 1 ABSTENTION. **ACTION:** Clerk to confirm places on course.

17/017 **BURIAL GROUND COMMITTEE.** Cllr Everson informed the Council on the following matters:

Matters Arising – None

- 017.1 **Consideration of request to waiver non-resident burial fees** – Following a lengthy discussion, Cllr Everson PROPOSED the Council, on this occasion, waiver the non-resident burial fees for a burial (*name withheld for confidentiality*). Fee to be charged at resident rate of £181.50, SECONDED by Cllr Roberts and CARRIED with 5 IN FAVOUR, 2 AGAINST and 1 ABSTENTION. **ACTION:** Assistant Clerk to advise Funeral Director of Council's Decision.

17/018 **HIGHWAYS & ENVIRONMENT COMMITTEE.** Cllr Gunter informed the Council on the following matters:

Matters Arising - None

- 018.1 **Acknowledgement of Bus Shelter Inspections of 12th & 26th April 2017** – No faults reported.

17/019 **LEISURE COMMITTEE.** Cllr Thomas informed the Council on the following matters:

Matters Arising –

The Assistant Clerk advised that the RoSPA inspection would take place on Wednesday 10th May 2017.

Cllr Paxton advised that the Norman Road play-area sign gave the nearest phone box as the corner of Manor Road and Bedford Road. This telephone box is to be decommissioned. Clerk to liaise with Council's Groundsman to cover this section of sign.

Cllr Thomas advised that she had carried out an inspection on the allotments and would advise the Assistant Clerk of any maintenance required on vacant plots.

- 019.1 **Acknowledgement of Playground Inspections of 11th 19th & 22th April and 2nd May 2017**– Norman Road play-area – no reported faults.

Arnold Recreation play-area:

- New net required on the Basket Ball hoop – replaced by Council's Groundsman.
- New seat required for Giro-Spiral – Assistant Clerk to obtain quotation for Extra-Ordinary meeting.
- Safety surface wearing under Giro-Spiral – Assistant Clerk contacted Proludic to seek replacement matting.
- Safety surface splitting beneath cradle swings – Groundsman to monitor site and carry out repairs when required.

- 019.2 **Acknowledgement of Fitness Equipment Inspections of 11th 19th & 22th April and 2nd May 2017** – No reported faults.

17/020 **SPORTS FIELD COMMITTEE.** Cllr Channon informed the Council on the following matters:

Matters Arising – None

020.1 **Approval of Barton Rovers Youth pitch requirement for 2017/18 football season.** – The Council discussed the requirements for pitches for the 2017/18 football season and requested additional information was obtained as the number of teams playing in the coming season. **ACTION:** Clerk to contact BRFC Yth and request additional information and defer to the Extra-Ordinary meeting on 15th May 2017.

020.2 **Approval of revised costs for Weeding and Seeding of Sports Field** – Revised costs for the Weeding and Seeding of the Sports Field were disseminated to all members prior to the meeting. After discussion, Cllr Channon PROPOSED the whole Sports Field be sprayed with 2 applications of weed killer and feed by Complete Weed Control at a cost of £1,400.00, SECONDED by Cllr Roberts and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with Complete Weed Control.

Cllr Channon also PROPOSED the approval of the whole Sports Field be seeded by RS Groundcare at a cost of £4,500.00, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with RS Groundcare.

020.3 **Approval of costs for Laser Lining pitches at Luton Road Sports Field** – Costs for Laser Lining the pitches at the Sports Field were disseminated to all members prior to the meeting. After discussion, Cllr Channon PROPOSED the Council approve the maximum spend of £960.00 for LTS to carry out the initial laser lining of the football pitches subject to approval of number and size of pitches, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to advise LTS of Council's decision.

17/021 MONTHLY FINANCIAL REPORTS

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

Balance Sheet confirmed Current Assets: £204,419 less Liabilities: £6,962 totalling Net Assets: **£197,456** Represented by General Fund: £97,265, Current Year Fund: £143.00 and Earmarked Reserves: £100,048.

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

17/022 APPROVAL OF PAYMENT OF ACCOUNTS

Payments due as follows:

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV TOTAL	CHK No.
0017/17	Central Bedfordshire Council	Rates Sports Pavilion - May	602.00	0.00	602.00	4811		DD
0018/17	Central Bedfordshire Council	Rates Parish Office - May	224.00	0.00	224.00	4137		DD
0019/17	Peninsula Business Services	HR Services - May	199.00	39.80	238.80	4151		DD
0020/17	NEST	Pension payments April 2017 (Payment due 22/5/17)	611.02	0.00	611.02	526		DD
0021/17	CNG	Pavilion Gas (Mar 17)	76.37	3.82	80.19	4812		DD
0022/17	British Gas	Pavilion Electric (Mar 17)	71.50	3.57	75.07	4806		DD
0023/17	I. Swales	May Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6587
0024/17	K. Kilby	May Salary	Salary		Salary	4001		6588
0025/17	I. Nicholls	May Salary	Salary		Salary	4002		6589
0026/17	A.Merryweather	May Salary	Salary		Salary	4000		6590
0027/17	E. Rhodes	May Salary	Salary		Salary	4004		6591
	TOTAL SALARIES	NET MAY SALARIES	5,063.81	0.00	5,063.81	-		
0028/17	HM Rev & Customs	Mth 1 PAYE	663.20	0.00	663.20	525		
0029/17	HM Rev & Customs	Mth 1 Nat. Emp'ee NI Contri	431.99	0.00	431.99	525		
0030/17	HM Rev & Customs	Mth 1 Nat. Emp'er NI Contri	496.79	0.00	496.79	525	1,591.98	6592
0031/17	M J Granger Grds Mtee	Grass Cutting 4/4/17	357.07	71.41	428.48	Split		
0032/17	M J Granger Grds Mtee	Grass Cutting 18/4/17	357.07	71.41	428.48	Split		
0033/17	M J Granger Grds Mtee	Grass Cutting 2/5/17	357.07	71.41	428.48	Split	1,285.44	6593
0034/17	Reynolds Landscaping	Grass Cutting April 2017	350.00	70.00	420.00	Split		6594
0035/17	Jewson Ltd	Post mix O/no: 814	35.88	7.18	43.06	4140		6595
0036/17	HM Rev & Customs	National Insurance contribution (mileage)	60.13	0.00	60.13	525		6596
0037/17	Central Inst Services	Legionella Test Kit O/No: 818	107.99	21.60	129.59			6597
0038/17	Danwood Finance	Copier Lease	191.30	38.26	229.56	4111		6598
0039/17	Ian Swales	Expenses April	10.00	2.00	12.00	4140		
0040/17	Ian Swales	April Mileage (195) miles @ 60.1p	117.20	0.00	117.20	4107	129.20	6599

0041/17	BATPC	Councillor Training x 2	50.00	0.00	50.00	9100		6600
0042/17	Direct 365	Credit for Skip Emptying - Allotments	-55.50	-11.10	-66.60	4134		
0043/17	Direct 365	Skip Emptying - Allotments (May)	120.25	24.05	144.30	4134	77.70	6601
0044/17	HL Hutchinson Ltd	Weedkiller O/No: 816	57.50	11.50	69.00	4140		6602
0045/17	Rialtas Business Solutions Ltd	Omega Cashbook/Sled/Pled support/Maint	630.00	126.00	756.00	4138		6603
0046/17	Feedwater Ltd	Legionella Online training	195.00	39.00	234.00	9100		6604
0047/17	Village Hall	Meeting April x 2	66.00	0.00	66.00	4112		6605
0048/17	Cawleys	Skip Emptying - Br'l Ground (Apr)	34.68	6.94	41.62	4314		DD
0049/17	Cawleys	Skip Emptying - Allotments (Apr)	217.52	43.50	261.02	4134		DD
0050/17	Pear Technology	Burial Grd Software annual support & updates	225.00	45.00	270.00	4319		6606
0051/17	Hertfordshire County Council	Stationary Supplies O/No 750	40.29	8.06	48.35	Split		6607
0052/17	EON	Parish Office Elec Mar 17/Apr 17	43.33	2.17	45.50	4137		DD
TOTAL MAY 2017 PAYMENTS			11,182.46	530.58	11,713.04			

Approval of Payment of Accounts: Cllr Gunter PROPOSED that the Council approve the payments as listed, Cllr Everson SECONDED this motion, which was UNANIMOUSLY CARRIED.

17/023 TIME ALLOCATION FOR COMMITTEE MEETINGS -
15th May 2017 – Extra Ordinary Meeting 7.30pm at the Village Hall.
ACTION: Assistant Clerk to book Village Hall.

17/024 MISCELLANEOUS CORRESPONDENCE RECEIVED

024.1 Acknowledgement of receipt of May Issue of Bugle – For information only.

17/025 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA – None

The meeting closed at 9.50pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 8th May 2017, with *no changes/*with agreed amendments to page: item:
(*Delete as applicable)

Dated this the 12th June 2017.

CHAIRMAN