

**MINUTES OF THE EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,**  
**HELD ON MONDAY 21<sup>st</sup> MAY 2018**  
**AT THE PARISH OFFICE, 1 WINDSOR PARADE, WINDSOR ROAD, BARTON-LE-CLAY**

Present: Councillors Davison-Williams, Roberts, Gardner, Worsnop, Channon, Paxton  
In attendance: Mrs S Cowie (Assistant Clerk)  
Minutes: Mrs S Cowie

**18/024 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Gunter, Thomas, McNulty and Selley

**18/025 SPECIFIC DECLARATIONS OF INTEREST – None.**

**18/026 PUBLIC QUESTION TIME**

There were no members of public present

**18/027 COMMITTEE MEMBERS**

027.1 Committee membership to be made up as follows:

**Burial Grounds** - Councillors Thomas, Gardner, Paxton, Channon, Davison-Williams and Gunter

**Highways & Environment** - Councillors McNulty, Worsnop, Paxton, Davison-Williams and Gunter

**Leisure** - Councillors Thomas, Gardner, Worsnop, Channon, Paxton, Davison-Williams and Gunter

**Planning** - Councillors Gardner, Roberts, McNulty, Davison-Williams and Gunter

**Sportsfield** - Councillors Selley, Roberts, Worsnop, Channon, Paxton, Davison-Williams and Gunter

027.2 **Sub-committees**

**Pay & Personnel** - Councillors Thomas, Roberts, Selley, Davison-Williams and Gunter

**Horticultural Show** - Councillors Thomas, Gardner, Paxton, Davison-Williams and Gunter

027.3 **Representation on outside bodies**

At the Meeting of the Parish Council on 14<sup>th</sup> May Councillor Thomas was elected to represent the Barton Education Trust and Councillor Roberts, the Village Hall committee. Councillor Paxton previously represented the tennis club and Councillor Channon was the schools link. As both Councillors were happy to continue with these outside bodies Councillor Davison-Williams PROPOSED that they continue for 2018/19, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

**18/028 PLANNING COMMITTEE REPORTS/UPDATE**

028.1 **Election of Chair and Vice-chair for ensuing year**

Councillor Paxton nominated Councillor Gardener as Chair of the Planning committee, SECONDED by Councillor Channon and UNANIMOUSLY CARRIED. Councillor Gardner then PROPOSED Councillor Roberts as vice-chair of the Planning committee, SECONDED by Councillor Worsnop and UNANIMOUSLY CARRIED.

028.2 **Matters arising from previous Planning Committee not included within agenda** - There were none.

028.3 **To consider new planning applications or delegate authority to respond to committee**

**CB/18/01315/FULL, 36 Dunstall Road:** Proposed single storey rear extension and loft conversion with rear dormer windows - **OBJECT**. No provision has been made for additional off-road parking. The rear design is inappropriate for a village setting. Does the rear elevation/dormer comply to Central Bedfordshire Council's design guide.

**CB/18/01629/FULL, 41 Stuart Road:** Two storey front side and rear extensions - *No comments*

028.4 **To consider response to Central Governments consultation on powers to deal with unauthorised traveller encampments**

The consultation consists of 22 questions, due to time constraints members agreed that Councillor Roberts as vice-chair of the planning committee, would look at the questionnaire and circulate his comments to all members to be agreed at the full council meeting on 11<sup>th</sup> June.

**18/029 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**

029.1 **Election of Chair and Vice-chair for ensuing year**

Councillor Davison-Williams proposed Councillor Channon as a member and Chair of the burial grounds committee. This was **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**. Councillor Channon was added to the list of Burial Grounds committee members and elected Chair.

Councillor Channon then **PROPOSED** Councillor Thomas as Vice-chair, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

029.2 **Matters arising from previous Burial Grounds Committee not included within agenda - None**

029.3 **To consider request from the family of a non-resident to be interred in Barton-le-Clay burial ground**

A request for a non-resident to be buried in the burial ground has been received. The link with the parish is that other family members are buried in the Council's burial ground. After much discussion Councillor Channon **PROPOSED** that the request for a non-resident to be buried in Barton-le-Clay burial ground, **SECONDED** by Councillor Roberts, 4 in favour, 2 against. Permission was granted at the non-residents rate.

029.4 **To agree date and time for site visit to burial grounds**

It was noted that an on-site visit was also needed for the leisure committee. This item was therefore deferred to point 031.6.

**18/030 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**

030.1 **Election of Chair and Vice-chair for ensuing year**

Councillor Davison-Williams **PROPOSED** Councillor Paxton as Chair of the Highways & Environment committee, **SECONDED** by Councillor Channon and **UNANIMOUSLY CARRIED**. Councillor Paxton **PROPOSED** Councillor McNulty as Vice-chair of the Highways & Environment committee, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

030.2 **Matters arising from previous Highways & Environment Committee not included within agenda - Members were advised that the signage for the road closure of the A6 are now in place. The works will be carried out from 1<sup>st</sup> - 3<sup>rd</sup> June. The A6 to Bedford will also be closed from 8pm - 6am from 5<sup>th</sup> June for 4 nights. **ACTION: Office to contact Highways to request details then publicise on website and social media.****

030.3 **To acknowledge weekly Bus Shelter Inspections of 14/5/18-** Everything in order, acknowledged.

**18/031 LEISURE COMMITTEE REPORT/UPDATE**

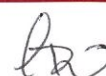
031.1 **Election of Chair and Vice-chair for ensuing year**

Councillor Gardner **PROPOSED** Councillor Thomas as Chair of the Leisure committee, **SECONDED** by Councillor Channon and **UNIMOUSLY CARRIED**. Councillor Davison-Williams then **PROPOSED** Councillor Channon as Vice-chair, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.





- 031.2 **Election of Chair and Vice-chair for the Horticultural Show sub-committee for ensuing year**  
Councillor Channon PROPOSED Councillor Gardner as Chair of the Horticultural show sub-committee, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED. Councillor Gardner then PROPOSED Councillor Thomas as Vice-chair, SECONDED by Councillor Channon and UNANIMOUSLY CARRIED.
- 031.3 **Matters arising from previous Leisure Committee not included within agenda - None**
- 031.4 **To acknowledge weekly Playground Inspections of 14/5/18 - Acknowledged, everything in order**
- 031.5 **To acknowledge weekly Fitness Equipment Inspections for 14/5/18 - Acknowledged.**
- 031.6 **To agree a date and time for site visit to allotments**  
The site visit to the allotment site will take place on Thursday 28th June, this will be followed by the burial ground site visit. Members to meet at the allotments at 6.30pm.
- 031.7 **Horticultural Show sub-committee**  
Mr A Low, member of the sub-committee joined the meeting at 8.30pm.
- 031.8 **To agree Poster(s) for the Horticultural show**  
In previous years several posters have been used to advertise the show, members agreed that this works well and retains interest in the event. Two posters were agreed to be displayed, as point 031.9.
- 031.9 **To agree Horticultural Show advertising and associated costs**  
The show will be advertised on the Council's notice boards, website and social media pages. The Oracle to be asked to include the event in it's diary section, Outlook magazine have confirmed they will include a poster in the July and August issues and village shops will be asked to display posters. Councillor Gardner asked members to keep Saturday 8th and Friday 7th September (evening) free (where possible) to help on the day, **ACTION** : Office to arrange advertising as agreed.
- 031.10 **To agree distribution of Show Schedules**  
Councillor's Davison-William and Paxton volunteered to deliver the show schedules to the allotment holders. With all business of the Horticultural show finished Mr Low left the meeting.
- 18/032 SPORTS FIELD COMMITTEE REPORT/UPDATE**
- 032.1 **Election of Chair and Vice-Chair for ensuing year**  
Councillor Davison-Williams PROPOSED Councillor Selley as Chair of the Sportsfield committee, Councillor Paxton SECONDED this proposal which was UNANIMOUSLY CARRIED. Councillor Davison-Williams then PROPOSED Councillor Paxton as Vice-Chair, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.
- 032.2 **Matters arising from Sports Field committee - None**
- 032.3 **Review decision on laser line marking of football pitches**  
Councillor Davison-Williams advised that he and the part-time groundsman had walked the sportsfield during a recent football tournament. During the walkabout the groundsman highlighted that there are numerous sections where the grass has worn away and advised that due to the lack of grass the lines were being washed away. This has resulted in additional time marking out pitches and additional line marking paint being used. Barton Rovers are reseeded their pitch and have offered to drill seed the sportsfield. The Council would need to pay the cost of one days hire of machinery plus any additional grass seed needed. The groundsman will mark out the pitches on a 2





weekly basis, this would be more cost efficient than the laser lining option. Following discussion Councillor Channon PROPOSED that the laser lining of the sportsground pitches be cancelled, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

032.4 **To consider and approve contractor costs associated with seeding areas of the football pitches.**

Following the discussion on the laser line marking of the football pitches Councillor Davison-Williams PROPOSED approval of the cost of equipment hire for one day at a cost of £275.00 + VAT, SECONDED by Councillor Paxton and UNANIMOUSLY CARRIED. Councillor Davison-Williams then PROPOSED to approve the cost of a maximum of five 20kg bags of grass seed at £87.50 per bag, SECONDED by Councillor Paxton and UNANIMOUSLY CARRIED.

032.5 **To approve cost of annual gas boiler service at the Pavilion**

Councillor Davison-Williams PROPOSED approval of quotation for the the annual service of the Pavilion boiler by SMRHS Limited at a cost of £504.00 + VAT, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

**18/033 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

033.1 **To formally approve Policies & Resources committee members as being the elected Chairs of the aforementioned committees.**

Councillor Davison-Williams PROPOSED that the Policies & Resources committee be made up of the Chair of each committee; Councillors Gardner, Channon, Paxton, Thomas and Selley, SECONDED by Councillor Worsnop and UNANIMOUSLY CARRIED.

033.2 **To acknowledge Chair and Vice-chair for ensuing year**

Councillor Gunter was acknowledged as Chair of the Policies & Resources committee, Councillor Davison-Williams acknowledged as Vice-chair of the committee (as per Standing Orders).

033.3 **Election of Chair and Vice-chair for the Pay & Personnel sub-committee for ensuing year**

Councillor Davison-Williams PROPOSED Councillor Roberts as Chair of the Pay & Personnel sub-committee, SECONDED by Councillor Gardner. Councillor Roberts PROPOSED Councillor Thomas as Vice-chair, SECONDED by Councillor Channon and UNANIMOUSLY CARRIED.

033.4 **Matters arising from previous Policies & Resources committee not included within the agenda**  
None

033.5 **To adopt the 2018/19 Maintenance Schedule**

Councillor Davison-Williams advised that the strimming of allotments had been amended to 2 weekly during the growing season. As there were no further amendments Councillor Davison-Williams PROPOSED the 2018/19 Maintenance Schedule be ADOPTED, SECONDED by Councillor Channon and UNANIMOUSLY CARRIED.

033.6 **To adopt the 2018/19 Administration Schedule**

There were no amendments, Councillor Davison-Williams PROPOSED the 2018/19 Administration Schedule be adopted, SECONDED by Councillor Channon and UNANIMOUSLY CARRIED.

033.7 **Consider and approve overtime arrangements for Assistant Clerk**

Due to the current vacancy for the Clerk the Assistant Clerk is working additional hours as necessary. Councillor Davison-Williams PROPOSED that the standing order regarding authorisation of additional hours at a maximum of 5 hours be temporarily suspended and authorisation of up to a maximum of

12 additional hours per week be approved on a temporary basis. This was SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

**033.8 Approval of cost to replace Assistant Clerks office telephone**

Members were advised that the Assistant Clerks telephone has now broken. Councillor Davison-Williams PROPOSED the cost for new telephone with answer machine be approved at a cost of £37.48 + VAT, SECONDED by Councillor Paxton and UNANIMOUSLY CARRIED. Telephone to be purchased from CPC Electronics.

**033.9 Approval of costs to repair strimmer**

The Groundsman's strimmer has broken and needs various parts replacing. A quotation from Ross Sanders Services was provided for members. Councillor Davison-Williams PROPOSED approval of the costs to repair the strimmer at a cost of £182.90 + VAT, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

**18/034 APPROVAL OF PAYMENT OF ACCOUNTS**

**To consider and approve payment of accounts as listed within the schedule or added at the meeting**

During the meeting on 14<sup>th</sup> May the payment of accounts for May was approved. This schedule did not include the salaries for May and two additional invoices which arrived after publication. Councillor Davison-Williams PROPOSED approval of the additional accounts as listed in the Payment Schedule of 21<sup>st</sup> May 2018, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

**18/035 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA - Councillor**

Worsnop advised that he has received an acknowledgement from Central Bedfordshire Highways department regarding his report of the narrow footpath in Manor Road. He now awaits a reply from the Highways officer for Barton-le-Clay.

**The meeting closed at 9.45pm**

**I certify these minutes are a true and correct record of the Parish Council meeting held on 21<sup>st</sup> May 2018.**

**Dated this the 11<sup>th</sup> June 2018**



**COUNCILLOR L DAVISON-WILLIAMS  
VICE-CHAIRMAN**



**PAYMENT OF ACCOUNTS SCHEDULE**  
**21<sup>st</sup> MAY 2018**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0048/18	I. Nicholls	May Salary	Salary	.	Salary	4002		6882
0049/18	A. Merryweather	May Salary	Salary		Salary	4000		6883
0050/18	E. Rhodes	May Salary	Salary		Salary	4004		6884
0051/18	D. Procter	May Salary	Salary		Salary	4003		6885
0052/18	S. Cowie	May Salary	Salary		Salary	4001		6886
	<b>TOTAL SALARIES</b>		<b>4,636.13</b>		<b>4,636.14</b>	-	<b>4,666.31</b>	
0053/18	M Granger	Grass cutting 1/05/18	366.02	73.20	439.22	Split		6881
0054/18	Ray Foster	Internal Audit of Accounts 2017/18	120.00	0.00	120.00	4110		6880
0055/18	BRFC	EE mast rental for 2018	1625.00	0.00	1625.00	4802		
0056/18	BRFC	O2 mast rental for 2016/2017 & 2018	4875.00	0.00	4875.00	4802		
<b>TOTAL MAY 2018 PAYMENTS</b>			<b>11,622.15</b>	<b>73.20</b>	<b>11,695.36</b>			