

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

**MONDAY 9<sup>th</sup> APRIL 2018**

**AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30PM.**

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

In attendance: Mrs A Merryweather (Clerk), Mrs S Cowie (Assistant Clerk), 3 members of public

Minutes: Mrs S Cowie

**17/553 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mr M McNulty, Mr A Watson, Mr A Channon

**17/554 SPECIFIC DECLARATIONS OF INTEREST – None.**

**17/555 POLICE REPORTS**

555.1 **To acknowledge receipt of Crime Statistics for January & February 2018** – The Crime statistics taken from the Bedfordshire Police website were acknowledged. A total of 12 crimes were recorded in January, 18 in February. The range of crimes included theft, anti-social behaviour, shoplifting, criminal damage/arson, vehicle crime and criminal damage. Members queried the criminal damage/arson category as this could be a range of crime from low level to very serious. The Clerk has previously asked Bedfordshire Police for more detail on the type of crime, particularly the violence/sexual offence category but no further information has been provided by the Police.

555.2 **Consider/respond to Bedfordshire Police Crime Commissioner Annual Survey 2017/18**

Bedfordshire Police & Crime Commissioner is running her annual survey 2017/2018 which includes questions on local priorities, contacting the Force and website to support victims. Following discussion Members agreed that the survey would be completed individually rather than one response from the Parish Council. **ACTION:** Councillors to complete survey individually.

**17/556 PUBLIC QUESTION TIME**

A resident who attended the Full Council meeting held on 12<sup>th</sup> February 2018 had reported that he had been hit by a van whilst walking along Manor Road. The accident occurred due to the very narrow footpath which forces pedestrians into the road. He also reported that following recent water supply works mud has been transported into the road and onto the gravel at the entrance to the burial ground. Another resident advised that the water supply works had been carried to provide water for animals grazing. Councillor Gunter advised that the Parish Council has reported the narrow footpaths and access issues along Manor Road but the Parish Council is only classed as one voice. He urged the resident to contact Central Bedfordshire Council directly as the more people who complain gives credence to the complaint. **ACTION: Clerk to contact National England and request clearance of the mud following the recent water supply works.**

A resident enquired who was responsible for maintenance of the flower beds in the village as he would like to offer his services. Councillor Davison-Williams advised that the flower beds were maintained by the local conservation group. **ACTION: Clerk to give resident the conservation group details.**

Resident referred to the Neighbourhood Plan as he felt the sooner it gets going the better, particularly as there are good opportunities for funding to be secured.





17/557 **CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.**  
Councillor Shingler was not present and no report was available.

17/558 **PLANNING COMMITTEE REPORTS/UPDATE**

558.1 **Matters arising from previous Planning Committee not included within agenda**

Councillor Davison-Williams queried the application reference for Burr House as this does not relate to the property. **ACTION:** Assistant Clerk to query with Central Bedfordshire Council Planning Department. He advised that a street trader has set up outside the Passage to Indian restaurant, selling plants. **ACTION:** Clerk to check with Central Bedfordshire Council whether a Traders License has been granted. He further advised that a car sales business has opened up at Barton Watermill. **ACTION:** Clerk to check whether planning permission is required for this business. Councillor Roberts queried whether permission had been granted for 2 Windsor Road, the Assistant Clerk confirmed that full permission had been granted, including the demolition of the bungalow and extensions. The Planning Officer had confirmed that so long as the footprint of the building was as per granted permission, demolition of the original structure is permitted.

558.2 **Update on planning applications refused/granted**

A list of planning applications received and decisions was previously circulated to members. Duly noted.

558.3 **Update on Enforcement Notices.**

Councillor Gardner advised that the public enquiry for Gravenhurst/A6, Silsoe has been rescheduled for 23<sup>rd</sup> May, 10am at the Rufus Centre, Flitwick - All are welcome to attend. Enforcement notices have been served for change of use - barn to residential and creation of bund along A6 highways site frontage.

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

**CB/18/00874/FULL, The Barn, Manor Farm Close:** Erection of an awning - *No comments.*

**CB/18/00988/FULL, 14 Manor Road:** Single storey extension to rear of dwelling - *No comments*

**CB/18/01019/FULL, 39 Norman Road:** Single storey rear extension - *No comments*

558.5 **To consider/approve response to NALC for National Planning Policy framework consultation**

The National Planning Policy Framework (NPPF) focusses on housing demand and ways to deliver government's targets - the right homes in the right places. The Government is currently consulting on the proposals in the draft framework and intend to publish the final Framework before the summer. The survey consists of a large document with 43 questions most of which are not applicable. Members felt that they did not have enough information and much of the document was not applicable and following discussion it was agreed that no response would be submitted.

17/559 **MINUTES OF LAST MEETINGS**

559.1 **To receive and approve the minutes of the Full Council meeting held 12<sup>th</sup> March 2018**

Councillor Gunter PROPOSED approval of the minutes of the Full Parish Council held on 12<sup>th</sup> March 2018, SECONDED by Councillor Selley and UNANIMOUSLY CARRIED.

559.2 **Matters arising outside of committee reports/updates**

Councillor Davison-Williams reported that progress with the mast income has been made and £9,750 should be paid to the Parish Council on Friday 13<sup>th</sup> April. Members thanked Councillor Davison-Williams for his work to resolve this issue.





**17/560 CHAIRMAN'S ANNOUNCEMENTS**

560.1 **Announcements as deemed appropriate by the Chairman - None**

560.2 **Acknowledge Thank You from Gale Court residents for afternoon tea and entertainment -**  
acknowledged.

560.3 **To acknowledge the Spring Newsletter**

The Parish Councils Spring Newsletter has now been delivered to all households, the newsletter was delivered with the Oracle magazine. Councillor Davison-Williams reported that he had not received a copy of the newsletter or Oracle magazine and other residents may not also have received a copy.

**ACTION:** Clerk to query with Oracle magazine.

**17/561 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

561.1 **Matters arising from previous Policies & Resources Committee not included within agenda –**  
None

561.2 **To receive the minutes of the Policies & Resources committee held on 26<sup>th</sup> March 2018 and to consider and ratify any recommendations contained therein.**

Councillor Thomas queried which Code of Conduct the Parish Council follows as a modification had previously been made. Councillor Davison-Williams confirmed that the Parish Council follows the NALC Code of Conduct and **NOT** Central Bedfordshire Councils Code of Conduct. **ACTION:** Clerk to forward a copy of the Code of Conduct to Councillor Thomas. Councillor Gunter **PROPOSED** approval of the minutes of the Policies & Resources committee held on 26<sup>th</sup> March 2018, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY** carried. The minutes were approved.

561.3 **To consider request for funding for printing equipment/delivery cost of Outlook magazine**

Churchwarden of St Nicholas Church was present at the meeting. The Church are conscious that the magazine is tired in content and looks. Other village magazines include information from the Parish Council and he felt that planning applications and their decisions would be of particular interest to the community. The current magazine does not reach all households but it was hoped that a new look magazine could be delivered to all households. To achieve a more professional looking magazine that would attract more advertisers, more sophisticated printing equipment would be needed. The equipment would print, fold, collate and staple and can be leased at a cost of £100 per month or purchased for £5,000. In addition there would be associated costs for printing (toner is included in the package), the supply of paper and cost of distribution to all households. Members welcomed the idea of a Village Magazine but would need to consider all costs involved.

561.4 **Approval of the increase in National Living Wage April 2018**

Councillor Gunter **PROPOSED** approval of the increase in National Living Wage from £7.50 per hour to £7.83 per hour effective from April 2018, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

561.5 **Consider/approve response to the review of Local Government Ethical Standards Survey of Councils**

Members were provided with a copy of the survey which was completed by the Policies & Resources committee. Councillor Gunter **PROPOSED** that the responses as provided be approved, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**. **ACTION:** Response to be submitted to NALC

561.6 **GDPR briefing update and approval of costs for essential appointment/outsourcing of Data Protection Officer and essential implementation requirements**

Members felt this item needed additional time for consideration. The item was therefore deferred to an Extra-ordinary Council meeting to be held on Monday 16<sup>th</sup> April 2018.





- 561.7 **To consider/approve setup of earmark reserve for GDPR requirements**  
This item was Deferred to Extra-ordinary Council meeting to be held on Monday 16<sup>th</sup> April 2018.
- 561.8 **Approval of Annual Audit Plan**  
Deferred to Extra-ordinary meeting, 16<sup>th</sup> April 2018.
- 561.9 **To acknowledge the Government Accountability Practitioners Guide 2018** - Acknowledged
- 561.10 **To approve the Year End Transfers to/from Ear Marked Reserves**  
Councillor Gunter PROPOSED approval of the year end transfers 2017/18 to/from Ear Marked Reserves SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED. **ACTION:** Clerk to complete Year End Transfers with the closure of Accounts.
- 561.11 **Review of password protection**  
Councillor Gunter reported that during the recent risk assessment password accessibility and security was highlighted. To ensure that passwords for Parish Council equipment/software are secure and to enable access to passwords in the event of an emergency all Councillors and staff are required to complete the form, place in individual envelopes to be sealed and submitted to the Clerk. Envelopes will only be opened if absolutely necessary and an explanation of why it was opened will be made to Full Council. In the event any person leaves the Council their envelope will be securely destroyed. **ACTION:** Councillors and staff to complete password form, seal in envelope and sign over the seal. Once completed the envelopes should be returned to the Parish office for secure storage.
- 17/562 **BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 562.1 **Matters arising from previous Burial Grounds Committee not included within agenda** - The Clerk advised that the contractor is currently only cutting the sides of the burial ground perimeter hedge. A quote to include hedge topping will be considered at the next Burial Grounds committee meeting.
- 562.2 **To acknowledge the Burial Ground Inspection and Churchyard Inspections of 21<sup>st</sup> & 29<sup>th</sup> March 2018**- Everything in order, acknowledged
- 17/563 **HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 563.1 **Matters arising from previous Highways & Environment Committee not included within agenda** - Councillor Paxton reported that glass in the BT telephone box on Bedford Road has been broken. The Assistant Clerk has recently spoken to BT regarding removal of the telephone box and has been advised that it can take 2 years from the date the equipment was removed. BT have been made aware of vandalism and anti-social behaviour at the site and any antisocial behaviour should be reported directly to the Police. He further asked if the drawings for Phase II traffic calming had been received, the Clerk confirmed that plans have not been received as yet but she continues to chase the Highways team.
- 563.2 **To acknowledge weekly Bus Shelter Inspections of 13<sup>th</sup>, 20<sup>th</sup> & 29<sup>th</sup> March 2018**- Everything in order, acknowledged.
- 563.3 **To acknowledge receipt of BABUS Spring Newsletter 35** - acknowledged.
- 563.4 **To approve response to Central Bedfordshire Council's Waste & Recycling Consultation**  
Members were provided with a copy of CBC Waste & Recycling questionnaire which was completed by the Highways and Environment committee. Councillor Paxton PROPOSED approval of the Waste & Recycling questionnaire, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.
- ACTION:** Response to be submitted to Central Bedfordshire Council



563.5 **To receive the minutes of the Highways & Environment committee held on 19<sup>th</sup> March 2018 and to consider and ratify any recommendations contained therein.**

Councillor Paxton PROPOSED approval of the minutes of the Highways & Environment committee meeting held on 19<sup>th</sup> March, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.

**17/564 LEISURE COMMITTEE REPORT/UPDATE**

564.1 **Matters arising from previous Leisure Committee not included within agenda** - Councillor Thomas advised that following the Parish Council's Spring Newsletter, 5 people have been added to the allotment waiting list and 3 plots have now been allocated. Councillor Gardner advised that the fun fair on Barton Rovers car park was still in situ. The Clerk confirmed that she has received the insurance document from BRFC but no risk assessment has been produced. It was noted that permission should have been sought from the Parish Council for the Fairground to visit and be sited on the car park, as the car park is used for the football pitches and the Bowls Club.

564.2 **To acknowledge weekly Playground Inspections from 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup> March & 3<sup>rd</sup> April 2018** – Acknowledged, everything in order.

564.3 **To acknowledge weekly Fitness Equipment Inspections from 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup> March** Acknowledged, Inspection of 3<sup>rd</sup> April to be included in May Agenda.

564.4 **To receive the minutes of the Leisure committee held on 26<sup>th</sup> March 2018 and to consider and ratify any recommendations contained therein.**  
Councillor Thomas PROPOSED approval of the minutes of the Leisure Committee held on 26<sup>th</sup> March 2018, SECONDED by Councillor Gunter and UNANIMOUSLY CARRIED.

564.5 **To approve the Horticulture Show Schedule**  
A copy of the amended Schedule was circulated to Members. Members thanked the Assistant Clerk for her work on this year's schedule. Councillor Thomas PROPOSED approval of the Horticultural Show Schedule 2018, SECONDED by Councillor Gunter and UNANIMOUSLY CARRIED.  
**ACTION:** Schedule to be forwarded to judges and Horticultural Show sub-committee members.

**17/565 SPORTS FIELD COMMITTEE REPORT/UPDATE**

565.1 **Matters arising from Sports Field committee -**

565.2 **To approve the cost for 1 Litter Bin at the Sportsfield**  
Details of post mounted litter bins were circulated to Members. Following discussion Councillor Selley PROPOSED that one RRG Circular Mounted Post Litter Bin (25 litre) be purchased at a cost of £47.99 plus delivery SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.  
**ACTIONS:** RRG Circular Mounted Post Litter Bin (25 litre) to be purchased from Wybone at a cost of £47.99 + VAT and £10.20 delivery. The Council's Groundsman/Facilities Maintenance Person to install bin.

565.3 **To receive the minutes of the Sportsfield committee on 26<sup>th</sup> March 2018 and to consider and ratify any recommendations contained therein.**  
Councillor Selley PROPOSED that the minutes of the Sportsfield committee held on 26<sup>th</sup> March be approved, SECONDED by Councillor Paxton and UNANIMOUSLY CARRIED.

**17/566 MONTHLY FINANCIAL REPORTS**

566.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports** – Councillor Gunter PROPOSED to receive the monthly reports, SECONDED by Councillor Gardner and UNANIMOUSLY CARRIED.

- 17/567 **APPROVAL OF PAYMENT OF ACCOUNTS**  
567.1 **To consider and approve payment of accounts as listed within the schedule or added at the meeting** - Two invoices were received after production of the Payment schedule. Councillor Gunter PROPOSED that the payments for April 2018 (included in packs) be approved and the revised Schedule including the two extra invoices received be included at the Extra-ordinary meeting on 16<sup>th</sup> April. SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED. **ACTION:** Revised Payments Schedule with additional 2 invoices to be approved at Extra-ordinary Meeting on 16<sup>th</sup> April 2018.
- 17/568 **TIME ALLOCATION FOR COMMITTEE MEETINGS**  
568.1 **Dates available for committee/sub-committee meetings**  
16<sup>th</sup> April - Extra-ordinary meeting to include Pay & Personnel, Policies & Resources—GDPR  
23<sup>rd</sup> April - Burial grounds and Leisure committees
- 17/569 **MISCELLANEOUS CORRESPONDENCE RECEIVED**  
569.1 **To acknowledge receipt of Chilterns Conservation Board - Beacons of the Past update—**  
Acknowledged.
- 569.2 **To acknowledge receipt of Chilterns Conservation Board eNewsletter, March 2018 –**  
Acknowledged.
- 569.3 **To acknowledge receipt of the CPRE Countryside Voice & Field Voice magazines, Spring 2018**  
Acknowledge, magazines are available in the Parish Office.
- 17/570 **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA** - None

The meeting closed at 9.30pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 9<sup>th</sup> April 2018.

Dated this the 14<sup>th</sup> May 2018

COUNCILLOR D GUNTER  
CHAIRMAN