

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

MONDAY 11th JUNE 2018

AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.35PM.

Present: Councillors Mr D Gunter (Chair), Mr L Davison-Williams (Vice-Chair), Mrs B Thomas, Mr J Paxton, Mr R Worsnop, Central Bedfordshire Councillor Mr I Shingler

In attendance: Mrs S Cowie, Assistant Clerk, 1 member of public

Minutes: Mrs S Cowie

18/036 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Selley, Gardner, Roberts, Channon and McNulty

18/037 SPECIFIC DECLARATIONS OF INTEREST – There were none

18/038 CO-OPTION OF MR NICHOLAS DAY AND SIGNING OF DECLARATION OF OFFICE

Councillor Gunter asked whether Mr Day wished to be co-opted to the Parish Council. Mr Day confirmed his acceptance. Councillor Gunter **PROPOSED** that Mr Nicholas Day be co-opted Councillor for Barton-le-Clay Parish Council, this was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**. The newly co-opted Councillor Day then signed the Declaration of Office which was witnessed by the Assistant Clerk, Mrs S Cowie. Councillor Day joined the meeting.

18/039 POLICE REPORTS

039.1 **To acknowledge receipt of Crime Statistics for April 2018** – The Crime statistics for April, taken from Police.uk website were acknowledged. A total of 16 crimes were reported, the categories included 5 x antisocial behaviour, 4 violence/sexual offence, 3 x burglary, 2 x vehicle crime, 1 x criminal damage and 1 other.

18/040 PUBLIC QUESTION TIME – No members of public were present

18/041 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

041.1 Councillor Shingler asked Councillors whether they have registered as individuals for GDPR purposes. Councillor Davison-Williams advised that the Parish Council is registered, it was not necessary for individual councillors to register separately. He further advised that the Parish Council will need to make changes in it's procedures, policies, website and current storage arrangements to ensure that they achieve compliance. The process is likely to take approximately a year. Councillor Shingler was asked if he had been consulted on the recently approved licence for a food trader on the A6 and in the village. He confirmed that he had not been consulted and would look into this further.

As Councillor Shingler had no further business he left the meeting at 7.52pm

18/042 PLANNING COMMITTEE REPORTS/UPDATE

042.1 **Matters arising from previous Planning Committee not included within agenda - None**

042.2 Update on planning applications refused/granted

A list of planning applications decisions was circulated to members prior to the meeting. This was duly noted.



042.3 **Update on Enforcement Notices.**

The A6 Gravenhurst appeal due to take place on 23rd May was cancelled as the appellant was too ill to attend. The Planning Inspectorate have confirmed that no new date for the appeal has been set due to the nature of the appellants illness.

The Old watermill - G5 Motors Ltd have been requested to either cease trading from the address or submit a retrospective application for change of use within 28 days from 22 May.

The enforcement case for 14 Ramsay Road (CB/14/01205/FULL) has now been closed as no planning breach was found.

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

CB/18/01705/FULL, The View Private Road: Two storey rear extension and new dormer to front elevation – *No comments*

CB/18/01820/RM, Barton Reservoir, Old Road: Reserved matters following planning permission, off street parking provisions, emergency services turning area, bin collection points – **OBJECT:** *The application is not legal as no certificate of ownership has been provided. The original building elevations are not available to view on the Central Bedfordshire website therefore insufficient information is available for the Parish Council to comment.*

CB/18/01019/FULL, 39 Norman Road: single storey rear extension – conservatory – *No comments*

CB/18/01831/FULL, 48 Manor Road: extension and alterations to bungalow and conversion of loft to living space – *No comments*

CB/18/01227/FULL, 11 Manor Road: erection of granny annexe following demolition of existing building – **OBJECT:** *Unable to comment as there is a lack of clear and concise plans and floor plans for the proposal.*

CB/18/01789/FULL, Unit E1 Barton Industrial Estate, Faldo Road: change of use of existing light industrial unit to new private hire swimming lesson building including the installation of new above ground swimming pool, internal offices/alterations, spectator platform and external associated plant and signage – *No comments*

CB/18/00173, 4 Clipstone Mews: works to trees in a conservation area: remove one ash tree in rear garden - *No comments*

CB/18/01933/FULL, 47 Washbrook Close: Single storey rear extension – *No comments*

042.5 **To approve response to Central Government Consultation on powers to deal with unauthorised traveller encampments**

The consultation relates directly to incidents within the village during the past two years. Barton has not had any incidents of traveller encampments within this period therefore it is not possible to complete the questionnaire. Council felt it was important to support Central Bedfordshire Council on this matter and agreed that Councillor Davison-Williams would write a letter supporting the scheme, the letter would be circulated to all members before submission.

18/043 **MINUTES OF LAST MEETINGS**

043.1 **To receive and approve the minutes of the Full Council meeting held 14th May 2018**

Councillor Gunter **PROPOSED** approval of the minutes of the Full Parish Council meeting held on 14th May 2018, **SECONDED** by Councillor Thomas, 4 in favour, 2 abstentions.



- 043.2 **To receive and approve the minutes of the Extra-Ordinary Council meeting held 21st May 2018**
Councillor Gunter **PROPOSED** approval of the minutes of the Extra-Ordinary Council meeting held on 21st May 2018, **SECONDED** by Councillor Paxton, 4 in favour, 2 abstentions.
- 043.4 **Matters arising outside of committee reports/updates** – there were none.
- 18/044 CHAIRMAN'S ANNOUNCEMENTS**
Councillor Gunter advised that a thank you card and gifts for the groundsman and office staff have been received from Barton Youth Football Club. Councillor Davison-Williams advised that the Youth team had congratulated the Parish Council for the re-seeding and maintenance work carried out pre-season. Members were pleased to hear that the Council and staff had been thanked.
- 18/045 APPROVAL OF ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT 31ST MARCH 2018**
- 045.1 **To approve Councillor Davison-Williams as temporary RFO for the Parish Council**
Councillor Thomas **PROPOSED** that Councillor Davison-Williams be appoint temporary un-remunerated RFO for the Parish Council, **SECONDED** by Councillor Gunter and **UNANIMOUSLY CARRIED**.
- 045.2 **To acknowledge receipt of Internal Auditors Report year ended 31st March 2018** - acknowledged
- 045.3 **To approve Annual Return Section 1 – Annual Governance statement 2017/18**
Councillor Davison-Williams **PROPOSED** that the Parish Council certify the Annual Governance Statement in Section 1 of the Annual Return (page 4 of 6) for the year ended 31st March 2018, and in doing so confirm that we, the members of the Parish Council, positively AGREE to all statements numbered 1- 8 within section 1 of this Annual Return. **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 045.4 **To approved Annual Return Section 2 – Accounting Statements 2017/18**
Councillor Davison-Williams **PROPOSED** that the Council approve the statement of accounts as contained in the Annual Return (Page 5 of 6) for the year ended 31st March 2018 showing a year-end balance carried forward figure (Box 7) of £213,261, **SECONDED** by Councillor Gunter and **UNANIMOUSLY CARRIED**.
- 045.5 **To approved Statement of Accounts, Notes to Accounts, Bank Reconciliation, Reserves Reconciliation, Explanation of Significant Variances for year ended 31st March 2018**
It was noted that the RFO information on the Statement was incorrect as it stated the previous Clerks name. This information would be amended. Councillor Davison-Williams **PROPOSED** approval of the supplemental accounting information with correct the RFO information, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 045.6 **To confirm and approve dates for “the exercise of public rights”**
Councillor Davison-Williams **PROPOSED** that the councils accounts be made available for the public to view. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 045.7 **To approve submission date for external audit – Mazars**
Councillor Davison-Williams **PROPOSED** a submission date of Wednesday 20th June, this proposal was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.



18/046 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

046.1 **Matters arising from previous Policies & Resources Committee not included within agenda –**
There were none

046.2 **GDPR update**

Councillor Davison-Williams reported that regulations came into force on 25th May. He had attended the seminar organised by LPCAS recently and had found this productive. The seminar covered the basics and local Councils who are further forward with GDPR have agreed to share their work within the group. The Parish Council is now in receipt of template documents which will be implemented in the coming months. He also advised that as part of the package LCPAS will deal directly with any Freedom of Information requests we may receive.

046.3 **To approve transfer of funds from current account to tennis club account (2017/18)**

Councillor Davison-Williams reported that the funds for the tennis club are currently in the current account and need transferring. He **PROPOSED** approval of the transfer of tennis club rental income for 2017/2018 of £1,550 be transferred to the tennis club account, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

046.4 **To consider/approve delegates for new councillor induction training at BAPTC and costs therein**

During the meeting on 14th May Council approved new councillor training for Councillor Worsnop. A second Councillor has now been co-opted (Councillor Day), both are required to attend BATPC's new councillor training. Councillor Gunter **PROPOSED** approval of costs of additional delegates attendance on New Councillor Induction Training at BATPC at a cost of £25.00 per delegate, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**. **ACTION:** office to book places for Councillor Worsnop and Day on BATPC New Councillor Training course on 17th July at Streatley Village Hall. Total cost £50.00.

18/0047 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

047.1 **Matters arising from previous Burial Grounds Committee not included within agenda –**

Councillor Thomas highlighted a number of outstanding items from the previous committee. Councillor Davison-Williams confirmed that the pathway behind the church has been investigated and is not urgent. Its condition will continue to be monitored and acted upon if it worsens. The office has received a quote from Time Assured for the annual service of the church clock, it will not be necessary for this year as the service will be included in the repair costs which the Church are organising. The WW1 100 year commemoration plans are in progress, the Assistant Clerk has extending the invitation to the Lord-Lieutenants office for a representative to attend the beacon lighting and bell ringing and it has been confirmed that a representative will attend the ceremony on 11th November 2018. The recent survey of trees in the churchyard highlighted a number of trees which need attention. The office will arrange for a tree surgeon to view and quote for the works, critical works to be carried out first.

047.2 **To acknowledge the Churchyard Inspection of 22nd May 2018 - Acknowledged**

047.3 **To acknowledge the Burial Ground Inspection of 22nd May 2018 - Acknowledged.**

047.4 **To acknowledge the War Memorial Inspection of 22nd May 2018 – Acknowledged.**

18/048 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

048.1 **Matters arising from previous Highways & Environment Committee not included within agenda**

Councillor Paxton reminded members that the road closure to carry out resurfacing works on the A6 from Barton to Keech cottage were being undertaken this weekend 15th - 17th June. This work was due to take place 1st-- 3rd June but was cancelled due to the diversion route being closed. He advised members that he was unhappy with the very short notice received from CBC that the works



had been cancelled, this caused inconvenience for road users. Members agreed that Councillor Paxton would write to the Highways department expressing the Council's dissatisfaction over such late notice regarding this closure. He further advised that the pathway by the side of the Bull public house was closed that day, it should not have been closed unless in a case of an emergency.

048.2 **To acknowledge weekly Bus Shelter Inspections of 16th, 25th April and 1st May** - acknowledged, no issues highlighted,

048.3 **Update following meeting with Highways representative**

Councillor Davison-Williams recently met with the Parishes new Highways Area Technician Ben Callendar. A walkaround of the village was undertaken and a number of roadways and footpaths were investigated, particularly Church Road and Dunstall Road footpaths which are in a poor state of repair. Following the on-site visit Ben confirmed that he will email the Parish Council confirming what action Highways are able to take. He advised that the velocity patcher will be in our area (area 3) soon, the roads will then be put on a 5 year cycle of maintenance. Other areas looked at included the Hexton Road ditch and access road to Norman Road play space where the surface is loose. Councillor Worsnop asked whether the Manor Road to Sharpenhoe Road footpath was scheduled to be repaired, Councillor Davison-Williams confirmed that this area is not on the list but the funds which had been allocated to Bedford Road footpaths would now be used elsewhere within the village. He also advised that the pot holes on Old Road up to the private road would be filled by Central Beds.

Councillor Worsnop updated members on his individual complaint to Central Bedfordshire Council. This complaint was raised prior to him becoming a Councillor. He reported that his complaint regarding the narrow footpaths in Manor Road and Hexton Road had now been investigated and an on-site meeting was arranged with Nick Shaw and Paul Salmon of CBC. CBC advised that the proposed works had a cost implication and Central Bedfordshire were limited in what action they could take as there have been a small number of incidents reported. It was suggested that land could be gifted by the residents adjacent to those footpaths at issue to enable the footpath to be widened at its narrowest parts. If this scheme went ahead CBC would be responsible for the costs including any relocation of fence, hedge cutting and resurfacing. Councillor Worsnop asked whether the Parish Council would be willing to write to residents asking if they would be willing to gift land, members felt this item should be taken to the Highways & Environment committee but all costings for the works should be sought prior to approaching residents to ensure that sufficient funds are available from Central Bedfordshire Council. **ACTION:** Item to be taken back to the Highways & Environment committee

18/049 LEISURE COMMITTEE REPORT/UPDATE

049.1 **Matters arising from previous Leisure Committee not included within agenda** – The goal posts on Arnold Recreation Ground were recently removed on health and safety grounds. Members asked that this item should be taken back to the committee as they may wish to consider replacements.

049.2 **To acknowledge weekly Playground Inspections from 14th, 21st, 29th May & 4th June 2018**

On the inspection of 21st May it was noted that the safety surface under the swings was cracked. Councillor Davison-Williams has investigated this and confirmed that the surface cracks when dry, following recent rainfall the surface is now back in place therefore no action is required at this time. During the inspection of 4th June it was noted that the black cap on the yellow gates at Arnold Rec has been removed. **ACTION:** office to source replacement cap. During the inspection of Norman Road play area on 4th June it was reported that the surface under the baby swings is springy. ROSPA are due to carry out the annual inspection soon, the issue is to be highlighted to inspector and the Groundsman will continue to monitor.

- 049.3 **To acknowledge weekly Fitness Equipment Inspections from 14th, 21st, 29th May & 4th June 2018**
Councillor Thomas confirmed that the cross rider foundations will be re-set on Friday 15th June.
- 049.4 **Update on grant application for play equipment at Arnold Recreation Ground**
The application for replacement swings at Arnold Recreation Grounds was submitted to *Awards For All* in March 2018, however no acknowledgement of receipt had been received. Councillor Davison-Williams has investigated and been advised that the original application was not received. This has now been re-submitted and acknowledgement of receipt has been received.
- 049.5 **To acknowledge receipt of PPM report**
During PPM's last pest control check on 4th May all bait stations had been replenished, there was evident of mice activity in the allotment shed. A bait station has now been added in this location.
- 08/050 SPORTS FIELD COMMITTEE REPORT/UPDATE**
- 050.1 **Matters arising from Sports Field committee**
It was reported that the large ventilation grill on the eastern side of the Pavilion appears to have been vandalised, it is not repairable. **ACTION:** quotation for new grill to be taken back to the next committee meeting.
- 18/051 MONTHLY FINANCIAL REPORTS**
- 051.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports**
Councillor Davison-Williams advised that it had not been possible to provide the monthly financial reports due to ongoing problems with TSB bank and bank statements not being available. He will continue to chase the bank and provide the financial reports once they are available.
- 18/052 APPROVAL OF PAYMENT OF ACCOUNTS**
- 052.1 **To consider and approve payment of accounts as listed within the schedule or added at the meeting**
Councillor Gunter **PROPOSED** approval of the Payments of Accounts for June 2018, **SECONDED** by Councillor Thomas 5 in favour with 1 abstention.
- 18/053 TIME ALLOCATION FOR COMMITTEE MEETINGS**
- 053.1 **Dates available for committee/sub-committee meetings**
18th June - Planning, Highways & Environment and Policies and Resources, meeting to be held in the parish office. 25th June, Burial grounds and Leisure on site meetings.
- 18/054 MISCELLANEOUS CORRESPONDENCE RECEIVED**
- 054.1 **To acknowledge receipt of Chiltern Society Summer magazine - acknowledged**
- 054.2 **To acknowledge receipt of the ICCM magazine Summer issue - acknowledged, the magazine is available in the office**
- 054.3 **To acknowledge aerial photograph Great Britain agreement to view aerial footage - Acknowledged, members felt this would be useful information for the Parish Council.**
- 054.4 **To acknowledge email from the Allotment Society - Acknowledged. The article includes allotment management training courses, open days and information on insurance. Items to be taken back to committee.**



054.5 To acknowledge receipt of Central Bedfordshire Governance consultation and recommendations for Barton-le-Clay Parish Council - ACTION: Item to be taken to Policies & Resources committee meeting on 18th June.

18/055 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA - None
The meeting closed at 10.01pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 11th June 2018.

Dated this the 9th July 2018

COUNCILLOR D GUNTER
CHAIRMAN



**PAYMENT OF ACCOUNTS
SCHEDULE
JUNE 2018**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0057/18	Peninsula Business Services	HR Services - June 2018	199.00	39.80	238.80	4151		DD
0058/18	Central Bedfordshire Council	Rates - Sports Pavilion June 2018	564.00	0.00	564.00	4811		DD
0059/18	Central Bedfordshire Council	Rates - Parish office June 2018	230.00	0.00	230.00	4137		DD
0060/18	NEST	Pension payments May 2018 (Payment due June)	758.58	0.00	758.58	526		DD
0061/18	Direct 365	Skip Emptying - Allotments (May)	120.25	24.05	144.30	4134		DD
0062/18	Cawleys	Skip Emptying - Burial Ground (May)	45.32	9.06	54.38	4314		DD
0063/18	Xerox Finance	Versalink Photocopier Rent 1/6/18 - 31/8/18	81.04	16.21	97.25	4111		DD
0064/18	HM Rev & Customs	Mth 2 PAYE	581.00	0.00	581.00	525		6888
0065/18	HM Rev & Customs	Mth 2 Nat. Emp'ee NI Contri	379.73	0.00	379.73	525		6888
0066/18	HM Rev & Customs	Mth 2 Nat. Emp'er NI Contri	436.70	0.00	436.70	525	1,397.43	6888
0067/18	I. Nicholls	June Salary	Salary	.	Salary	4002		6889
0068/18	E. Rhodes	June Salary	Salary		Salary	4004		6890
0069/18	D.Procter	June Salary	Salary		Salary	4003		6891
0070/18	S. Cowie	June Salary	Salary		Salary	4001		6892
	TOTAL SALARIES		3,058.59		3,058.59	-	3,058.59	
0071/18	Dan Procter	May Mileage 208 miles @ 60.1p	125.00	0.00	125.00	4107		6901
0072/18	Dan Procter	May Expenses	58.32	11.67	69.99	4140	194.99	6901
0073/18	Scottish Power	Revised monthly direct debit - Parish office	77.03	3.85	80.88	4137		DD
0074/18	P&R Property	Parish office Quarterly rental (26/5/18 - 25/08/18)	2000.00	0.00	2000.00	4137		6894
0075/18	RAS Machinery	Repair of strimmer	182.90	36.58	219.48	4305		6895
0076/18	L.W. Vass (Agricultural)	Pro 70 Recreation Seed o/n 875 & Roundup o/n 887	232.50	11.50	244.00	Split		6896
0077/18	L.W. Vass (Agricultural)	Supa Stadia White Lining Paint	194.50	38.90	233.40	4805		6896
0078/18	L.W. Vass (Agricultural)	Pro 70 Recreation Seed o/n 903	262.50	0.00	262.50	4813	739.90	6896
0079/18	CPC	Telephone/answerphone	37.48	7.50	44.98	4113		6897
0080/18	M Granger Grounds Maintenance	Grass cutting 15/05/18	366.02	73.20	439.22	Split		6898
0081/18	M Granger Grounds Maintenance	Grass cutting 29/05/18	366.02	73.20	439.22	Split	878.44	6898



0082/18	Reynolds Landscaping	Grass cutting Burial Grounds 08/05/18 & 21/05/18	350.00	70.00	420.00	4308	6899
0083/18	British Gas	Pavilion Electricity (31/03/18 - 02/04./18)	18.19	3.63	21.82	4806	DD
0084/18	Crown Gas	Gas - Pavilion (27/04/18 - 31/05/18)	94.63	4.73	99.36	4812	DD
0085/18	BT Business	1/6/18 - 31/8/18	459.94	91.98	551.92	4105	DD
0086/18	Village Hall	Hall hire May 2018	34.00	0.00	34.00	4112	6900
0087/18	Xerox UK	Click charges/variable charges 1/3/18 - 31/5/18	176.02	35.2	211.22	4111	DD
0088/18	Hertfordshire Full Stop	o/n 886 & 902	109.98	21.99	131.97	4113	6902
TOTAL JUNE 2018 PAYMENTS			11,599.24	573.05	12,172.29		