

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

MONDAY 12th FEBRUARY 2018

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

Present: Councillors Mr. L Davison-Williams (Vice-Chair), Mrs. B Thomas, Mrs. G Gardner, Mr J Roberts, Mr J Selley, Mr A Channon, Mr A Watson

In attendance: The Parish Clerk, Assistant Clerk, 3 members of public - Mr Lea, Richard Smith & Rachel Smith

Minutes: Assistant Clerk

17/416 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Gunter and Paxton

17/417 SPECIFIC DECLARATIONS OF INTEREST – None.

17/418 POLICE REPORTS

418.1 **To acknowledge receipt of Crime Statistics for November 2017** – The Crime statistics taken from the Bedfordshire Police website were acknowledged. Reported crimes included anti-social behaviour, criminal damage, violence and sexual offences. Members were concerned offences not previously seen in Barton. In particular a number of incidents of violence and sexual offences were reported. Members asked that a request be sent to the Police to provide a more detailed breakdown of offences. **ACTION:** Clerk to contact the Police and request further details/breakdown of the categories of offences.

418.2 **To Agree format, arrangements and question for meeting with Bedfordshire Police**

The Clerk has requested a public meeting with the Police and a number of possible dates were discussed. Councillor Channon arrived at 7.45pm. Initially the Police have indicated that a meeting would be possible but it would be with the Parish Council only. With sufficient notice the possibility of a public meeting would be possible. Members felt it would be a good idea for a survey of Barton residents to be set up (this could be via the social media page) to gauge what interest residents have in setting up a public meeting with the Police. **ACTION:** The Clerk to advise Bedfordshire Police that a meeting date should be put on hold until residents views have been collated. Councillor Channon to co-ordinate social media survey.

419 PUBLIC QUESTION TIME

419.1 Mr Kenneth Lea advised that a number of pavements in the village are in a poor state of repair. Mr Lee had recently been scraped by a van wing mirror in Manor Road but fortunately was not hurt. This accident occurred as a resident of Manor Road has built a wall which is now encroaching onto the pavement leaving the pavement width significantly reduced. The pavement surface on Church Road is particularly bad with access to the cemetery proving difficult for pedestrians, Sharpenhoe Road pavement is full of puddles and the surface broken up and Hexton Road turning into Manor Road is particularly bad. In addition Mr Lee also reported that the drains by the shops are blocked, also Sharpenhoe Road. Councillor Davison-Williams advised that the office has reported the blocked drains outside the shops again and asked Mr Lea to let the office know when flooding on Sharpenhoe Road occurs again. **ACTION:** Office to contact Highways representative and request a site visit.

Mr Richard Smith added that parking on the grass verges in the village is churning up the surface making them muddy. Mr Smith requested clarification as to whether the planning application for single storey extension to Orchard School included reference to a multi-sports pitch. He felt that the



application and expansion of the school would indicate that the owners plan to stay as they are investing in the school. Mr Smith asked whether the school own the land, Councillor Davison-Williams advised that the land was purchased from Central Bedfordshire Council around 2015 and believes that there will be a claw-back clause written into the deeds restricting the land being sold for future residential development.

17/420 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

No report was available as Councillor Shingler was not present.

17/421 PLANNING COMMITTEE REPORTS/UPDATE

421.1 Matters arising from previous Planning Committee not included within agenda

Councillor Davison-Williams reported that an email has been received from Barton Rovers FC advising that they are holding 2 public events regarding the proposed residential sites in Central Bedfordshire Councils Local Plan. The first event will take place on Thursday 15th February, the second will be held on Wednesday 21st February, both events begin at 7.30pm and Councillors were asked for their availability to attend either session. Councillor Davison-Williams will attend the session on Thursday 15th February, Councillor Gardner indicated she will be available to attend on Wednesday 21st February.

421.2 To consider new planning applications or delegate authority to respond to committee

CB/18/00026 26 Bedford Road: Works to trees within a conservation area: No comment.

CB/18/00287/FULL, 2 Windsor Road Demolition of existing bungalow and construction of a new bungalow with rooms in the roof. **OBJECT:** The application gives no valid reason why the building was demolished in the first instance and approval would set a precedent. The building should be returned to its original state. It further fails to meet the strategic need for small dwellings in the village.

CB/18/00371/FULL Orchard School, Higham Gobion Road: Proposed first floor extension. **ACTION:** Clerk to seek clarification of where the school is in the phased development and the multi-sports pitches still included.

421.3 To receive and ratify the recommendations of the minutes of the Planning Committee held on 29th January 2018

Councillor Gardner PROPOSED approval of the minutes of the Planning Committee held on 29th January 2018 SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

421.4 Update on Central Bedfordshire Councils Local Plan

A copy of the pre-submission briefing from GCPP Town Planning Consultants was circulated to Members prior to the Full Council meeting. Following lengthy discussion it was agreed;

ACTION: Councillor Davison-Williams would respond to the consultant requesting that they:

- Put together a robust objection to HA1 and this objection should be supported with appropriate evidence
- The north of Luton development would have significant impact on Barton - additional traffic has not been taken into consideration.
- Councillor Gardner reported that the bus service referred to on page 10 of the report was incorrect and should read that ***the bus service is operational from Monday to Saturday.***

421.5 Delegate authority to planning committee to approve local plan formal response

Councillor Gardner PROPOSED that an Extra-Ordinary meeting be held on Monday 19th February 2018 SECONDED by Councillor Channon and UNANIMOUSLY CARRIED. All Councillors are encouraged to attend.



421.6 **To approve costs for Local Plan Consultant**
Councillor Gardner PROPOSED that the cost of £3,900 + VAT for Local Plan Consultant GCPP Limited be approved, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

17/422 MINUTES OF LAST MEETINGS

422.1 **To receive and approve the minutes of the Full Council meeting held 8th January 2018**
Councillor Davison-Williams PROPOSED approval of the minutes of the Full Parish Council held on 8th January 2018 with the amendment of point 348.2 which should read "Bus Shelter Inspections", SECONDED by Councillor Selley and UNANIMOUSLY CARRIED.

422.2 **Matters arising outside of committee reports/updates** – None

17/423 CHAIRMAN'S ANNOUNCEMENTS

423.1 **To acknowledge confirmation from Noah's Ark re: Section 137 Grant monies** - acknowledged.

423.2 **Announcements as deemed appropriate by the Chairman** – Councillor Davison-Williams reported that an email has been received from the Barton Conservation Group who would like to donate £500.00 to be used in the playground. ACTION: Clerk to acknowledge receipt of the groups kind offer and advise that this will be taken to the Leisure Committee for discussion.

The Big Lottery Fund has received a Freedom of Information request. All information has now been supplied to the third party, the Parish Council have been copied in on this.

Central Bedfordshire council have now approved their budget for 2018/19. A 3% increase has been applied for vulnerable adults and 1.5% for other funds. This is a reduction on the 6% increase originally requested.

17/424 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

424.2 **To receive and ratify the recommendations of the minutes of the Pay & Personnel sub-committee held on 29th January 2018**
Councillor Davison-Williams PROPOSED approval of the minutes of the Pay & Personnel sub-committee held on 29th January 2018, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.

424.3 **To receive and ratify the recommendations of the minutes of the Policies & Resources committee held on 5th February 2018**
Councillor Davison-Williams PROPOSED approval of the minutes of the Policies & Resources committee held on 5th February 2018, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.

424.4 **To consider quotation received for tree from Barton Christmas Lights group** - Defer to next Policies & Resources committee meeting.

424.5 **To consider and approve costs for 2 delegates to attend BATPC briefing on new GDPR regulations on 26th March 2018**
Councillor Davison-Williams and the Clerk will attend the briefing on 26th March 2018 at a cost of £10.00 per delegate. ACTION: Clerk to confirm the names of the delegates to BATPC.

424.6 **To adopt revised Online Engagement and Communications Policy 2018**
Councillor Davison-Williams PROPOSED that the revised Online Engagement & Communications Policy be adopted, SECONDED by Councillor Channon and UNANIMOUSLY CARRIED.

- 424.7 **To adopt the Internal Audit Terms of Reference**
Councillor Davison-Williams PROPOSED that the Internal Audit Terms of Reference be adopted, SECONDED by Councillor Watson and UNANIMOUSLY CARRIED.
- 424.8 **To adopt the Annual Review of Effectiveness of Systems of Internal Control**
Councillor Davison-Williams PROPOSED that the Annual Review of Effectiveness of Systems of Internal Control be adopted, SECONDED by Councillor Selley and UNANIMOUSLY CARRIED.
- 17/425 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 425.1 **Matters arising from previous Burial Grounds Committee not included within agenda - None**
- 425.2 **Election of Vice-Chair for Burial Ground Committee**
Councillor Thomas PROPOSED herself as Vice-Chair, SECONDED by Councillor Gardner and UNANIMOUSLY CARRIED.
- 425.3 **To acknowledge the Burial Ground and Churchyard inspection of 17th January and 1st February 2018**
Acknowledged. Members requested that a copy of the inspection sheets be sent to all Councillors, not just the chair of the Burial Committee and Chairman of the Council. **ACTION:** office to email inspection sheets to all Councillors
- 425.4 **To adopt the Burial Grounds Fees - 1st April 2018**
Councillor Channon felt that there should be no fee for interment of a child aged 1 to 12 years. It was noted that a Fee to Transfer the Exclusive Right of Burial had been added to the Burial Ground Fees and an increase of 5% had been applied. Following discussion Councillor Watson PROPOSED that the fees as laid down be adopted with the amendment of *no charge for interment of a child aged 1 to 12*, SECONDED by Councillor Channon and UNANIMOUSLY CARRIED.
- 425.5 **To adopt the Burial Ground Rules & Regulations February 2018**
Councillor Watson PROPOSED that the Burial Ground Rules and Regulations be adopted, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.
- 425.6 **To receive and ratify the recommendations of the minutes of the Burial Grounds Committee held on 15th January 2018**
Councillor Watson PROPOSED approval of the minutes of the Burial Grounds committee held on 15th January 2018, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.
- 17/426 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 426.1 **Matters arising from previous Highways & Environment Committee not included within agenda - None**
- 426.2 **To acknowledge weekly Bus Inspections from 16th January and 1st February 2018 -**
Acknowledged.
- 17/427 LEISURE COMMITTEE REPORT/UPDATE**
- 427.1 **Matters arising from previous Leisure Committee not included within agenda - None**
- 427.2 **To acknowledge weekly Playground Inspections from 9th, 16th, 23rd and 30th January and 6th February 2018** – Acknowledged, everything in order.
- 427.3 **To acknowledge weekly Fitness Equipment Inspections from 9th, 16th, 23rd and 30th January and 6th February** - Acknowledged, everything in order.



427.4 **To receive and ratify the recommendations of the minutes of the Leisure Committee held on 15th January 2018.**

Councillor Thomas PROPOSED approval of the minutes of the Leisure Committee held on 15th January 2018, SECONDED by Councillor Gardner and UNANIMOUSLY CARRIED.

427.5 **To approve cost to purchase bark for the play areas**

Councillor Davison-Williams advised that a grant application for replacement swings and surfacing is currently being collated and will be submitted shortly. The bark area is to be included within this submission. **ACTION:** Defer to next Leisure committee meeting.

427.6 **Update on Swing Grant Application**

Councillor Davison-Williams advised that he and the Clerk are working on the grant application for replacement swings. Before submission the Leisure committee will review the application.

17/428 SPORTS FIELD COMMITTEE REPORT/UPDATE

428.1 **Matters arising from Sports Field committee**

It was noted that outstanding invoice from Barton Rovers has still not been received and the Chairman of BRFC is currently unwell.

428.2 **Review of Football Club/O2 Mast leases**

Defer to next Policies and Resources committee meeting.

17/429 MONTHLY FINANCIAL REPORTS

429.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports** – Received, no comments.

17/430 APPROVAL OF PAYMENT OF ACCOUNTS

430.1 **To consider and approve payment of accounts as listed within the schedule or added at the meeting** - Councillor Davison-Williams PROPOSED that the payments for February 2018 be approved, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

17/431 TIME ALLOCATION FOR COMMITTEE MEETING

431.1 **Dates available for committee/sub-committee meetings**

19th February 2018 - Extra-ordinary meeting to include Leisure and Planning.

26th February 2018 - Policies and Resources and Horticultural Show sub-committee

17/432 MISCELLANEOUS CORRESPONDENCE RECEIVED

432.1 **To acknowledge receipt of letter from Village Hall advising of their rental charges** - acknowledged.

432.2 **To acknowledge receipt of letter from P&R Property with update on the nearly completed residential development at Windsor Parade** - acknowledged.

433.3 **To acknowledge receipt of the Allotment Leisure Gardener Issue 1 for 2018** - Acknowledged.

17/434 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA - None

Barton Rovers are hosting two drop in events (Thursday 15th February and Wednesday 21st February) for residents regarding Central Bedfordshire Council's Local Plan. The Parish Council have been invited to attend.



The meeting closed at 10.05pm.

I certify these minutes are a true and correct record of the Parish Council meeting held on 12th February 2018.

Dated this the 12th March 2018

VICE-CHAIRMAN

A handwritten signature in black ink, consisting of a large, stylized letter 'L' followed by a flourish.

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
0387/18	Peninsula Business Services	HR Services - December 2017	199.00	39.80	238.80	4151		DD
0388/17	NEST	Pension payments January 2018 (Payment due February)	733.86	0.00	733.86	526		DD
0389/17	Scottish Power	Parish Office Elec. January 2018	39.00	0.00	39.00	4137		DD
0390/17	Crown Gas Power	Changing rooms CREDIT NOTE	-231.82	-46.36	-278.18	4812		DD
0391/17	Crown Gas Power	Changing Rooms	528.43	26.42	554.85	4812	276.67	DD
0392/17	Direct 365	Skip Emptying - Allotments (January)	120.25	24.05	144.30	4134		DD
0393/17	British Gas	Pavilion Electric (22 Dec - 2 Jan)	58.60	11.72	70.32	4806		DD
0394/17	Anglian Water/Wave	Allotments	14.80	0.00	14.80	4602		DD
0395/17	Anglian Water/Wave	Pavillion	187.10	0.00	187.10	4809		DD
0396/17	Anglian Water/Wave	Parish office	59.38	0.00	59.38	4137		DD
0397/17	Cawleys	Skip Emptying - Br'l Ground (January)	52.02	10.40	62.42	4314		DD
0422/17	Cawleys	Credit note - 2nd January 2018	-17.34	-3.47	-20.81	4314	41.61	DD
0398/17	I. Nicholls	February Salary	Salary		Salary	4002		6813
0399/17	A. Merryweather	February Salary	Salary		Salary	4000		6814
0400/17	E. Rhodes	February Salary	Salary		Salary	4004		6815
0401/17	D. Procter	February Salary	Salary		Salary	4003		6816
0402/17	S. Cowie	February Salary	Salary		Salary	4001		6817
	TOTAL SALARIES	NET FEBRUARY SALARIES	4,649.00		4,649.00	-		
0403/17	HM Rev & Customs	Mth 10 PAYE	590.40	0.00	590.40	525		
0404/17	HM Rev & Customs	Mth 10 Nat. Em'p'ee NI Contri	385.04	0.00	385.04	525		
0405/17	HM Rev & Customs	Mth 10 Nat. Em'p'ee NI Contri	442.80	0.00	442.80	525	1,418.24	6818
0406/17	Dan Procter	January Mileage 120.25 miles @ 60.1p	120.20	0.00	120.20	4107		6819
0407/17	British Gas	Pavilion Electric (2 Jan - 30 Jan)	91.56	4.57	96.13	4806		DD
0408/17	Village Hall	Meeting January x 2	68.00	0.00	68.00	4112		6820
0409/17	Reynolds Landscaping	Pollarding of 4 willows @ Norman Road play area	350.00	70.00	420.00	9651		6821
0410/17	Boston Crop Sprayers/Vassgro	2 x Coveralls P/O 864	15.80	3.16	18.96	4141		6822
0411/17	Herts Full Stop	Pavillion Supplies P/O no 863	26.85	5.37	32.22	4140		
0419/17	Herts Full Stop	First aid supplies Pavillion/Office P/O no 866	14.05	2.67	16.72	4113	48.94	6829
0412/17	PPM Prof Management Ltd	Pest Control The Allotments January 2018	62.41	12.48	74.89	4609		6824
0413/17	Maxwell Amenity Ltd	Whiteline Power Clean P/O no. 867	59.00	11.80	70.80	4805		6825



0414/17	CPC	Pavillion Replacement vacuum head	23.46	4.69	28.15	4807	6826
0415/17	Cawleys	Annual duty of Care Charge	98.28	19.66	117.94	4314	DD
0416/17	GC Planning Partnership Ltd	Local Plan Consultation Work Deposit	2000.00	400.00	2,400.00	9700	6827
0417/17	GC Planning Partnership Ltd	Local Plan Consultation Work Balance Payment	1900.00	380.00	2,280.00	9700	6828
0418/17	Petty Cash	Various	33.93	2.42	36.35	Split	6830
0420/17	Crown Gas	Changing rooms 30/12/17 - 30/1/18	204.73	10.24	214.97	4812	DD
0421/17	P&R Property	Parish office Quarterly rental (26/2/18 - 25/05/18)	1975.00	0.00	1975.00	4137	6831
TOTAL FEBRUARY 2018 PAYMENTS				14,853.79	989.62	15,843.41	