

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL, HELD ON
MONDAY 8th JUNE 2020
ONLINE AT 7.43PM

Present: Councillors Mr L Davison-Williams (Chair), Mrs B Thomas (Vice-Chair), Mrs G Gardner, Mr J Roberts, Mr N Day, Mr J Selley, Mr K Taylor, Mr A Channon, Mr J Paxton and Mrs V Jones (audio only),

In attendance: Mrs C Callen (Clerk), Mrs S Cowie (Assistant Clerk), Central Bedfordshire Councillor Shingler & 4 members of the public

Minutes: Mrs C Callen

20/027 APOLOGIES FOR ABSENCE

There were none.

20/028 SPECIFIC DECLARATIONS OF INTEREST

Members were reminded of the procedures regarding declaration of interests. There were none.

20/029 POLICE REPORTS

029.1 To acknowledge receipt of Crime Statistics for February & March 2020

The Crime statistics for February 2020, taken from Police.uk website, were acknowledged. A total of 17 crimes were reported, similar to previous years. The categories for February included: 3 x violence/sexual offence, 3 x antisocial behaviour, 3 x other theft, 3 x shoplifting, 2 x vehicle crime, 2 x burglary and 1 x public order.

The Crime statistics for March 2020, taken from Police.uk website, were acknowledged. A total of 22 crimes were reported, again similar to previous years. The categories for March included: 8 x antisocial behaviour, 6 x violence/sexual offence, 2 x vehicle crime, 2 x burglary, 2 x criminal damage/arson, 1 x shoplifting and 1 x public order. Of these, 3 are still under investigation and 1 is awaiting court action.

029.2 To acknowledge receipt of the Bedfordshire Police & Crime Commissioners monthly newsletter

The newsletter for April was acknowledged. It was noted that the elections for a new Police & Crime Commissioner have been deferred for 12 months, due to the current restrictions under the pandemic. The current PCC has agreed to remain in post for a further year.

20/030 PUBLIC QUESTION TIME

A spokesperson from the residents of Church Road addressed the Council. He advised that visitor numbers to the Nature Reserve have been increasing over the past three years. This has been exacerbated due to the restrictions caused by the Pandemic and recent promotion of Barton Springs Nature Reserve in the national press. Issues now being seen include inconsiderate parking, pollution (rubbish, noise), anti-social behaviour, abuse, crime, late-night drug dealing and a lack of social distancing. The Police have responded to some complaints but are unable to enforce parking where no road restrictions are in place. Natural England have been contacted for their views. Other members of the public from Church Road and Old Road confirmed the same issues are being experienced. Councillor Channon asked the residents what they would consider a 'good outcome' would look like. The narrow roads with some Grade 2 listed buildings directly onto the kerb-side, mean that they cannot handle the capacity of visitors. Some form of parking restrictions and/or alternative parking areas need to be considered, together with ways to enforce and manage these restrictions.

Councillor Paxton requested that item 20/038.4 be discussed at this point in the meeting.



20/038 **HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**

038.4 **To acknowledge the residents complaints regarding parking as a result of increased visitors to the Nature Reserve**

Numerous complaints have been received by the Parish Council via email and Social Media, regarding the parking and anti-social behaviour being seen due to increased visitors to the Nature Reserve and Recreation Ground.

The Clerk has been in liaison with Councillor Shingler, Natural England Reserve Manager and the Community Police to try and find possible ways to ease the pressures.

Additionally, the increased rubbish has also been a problem. The Groundsmen and Councillor Davison-Williams have undertaken regular litter picks. The Clerk has arranged for Natural England Reserve Manager to visit on a regular basis and supervise the works being undertaken by the volunteer rangers on the reserve, taking away rubbish as required. The Parish Council Skips have also been used to help dispose of the surplus rubbish. Central Bedfordshire Council (CBC) empty the bins on a daily basis. A request has been made by a resident for additional waste bins on the Recreation Ground.

Councillor Paxton discussed the way forward following the feedback from residents during the Public Question Time. The cones and barriers currently in place have been provided by CBC for the Summer and the residents have moved them as necessary. It was agreed that this item will be debated further on an urgent basis at the next Highways & Environment Committee Meeting.

Councillor Gardner requested that other roads within the village where parking issues are experienced be also included. **ACTION – Clerk to invite representatives from the residents of Church and Old Roads, Ward Councillor Shingler, Central Bedfordshire Council Highways, St Nicholas Church, Community Police and Natural England to attend the online Committee meeting on 15th June.**

4 members of the public left at 8.25pm

038.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**

Central Bedfordshire Council have advised that they are looking at plans to remove some of the trees on the bund between the A6 and Grange Road Estate, due to an increasing number of complaints of subsidence from residents. An initial site survey has been undertaken and the Parish Council have requested details of any proposals be provided for consultation with residents ahead of any works being undertaken.

Advice was received at the start of the Lockdown that the Wanderbus to Hitchin was suspended until further notice due to the risks to volunteer drivers and passengers. No further update has been received.

The Great British Spring Clean was deferred until September due to the Pandemic. Central Bedfordshire Council will provide equipment once the go-ahead to undertake the litter-picking is approved. The Local Scout Group have expressed an interest in getting involved with litter picking once it is safe to do so.

038.2 **To acknowledge the Bus Shelters inspections**

The bus shelters inspections between 23rd March and 11th May were acknowledged. Everything was in order. Subsequent damaged has been reported as per agenda item 20/038.5.

038.3 **To acknowledge receipt of the Village Tree Survey**

P R Newson Ltd undertook the Survey on various dates throughout May. A total of 434 trees were surveyed. The report was acknowledged. Details will be discussed at the next Highways & Environment Committee meeting to agree priorities and actions required.

038.5 **To consider and approve the cost of replacement Perspex for the Bus Shelter**
It was reported that the Perspex in the Bus Shelter at Luton Road North has been broken. The Groundsman has temporarily made the area safe as there are no more spare sheets available. Councillor Paxton **PROPOSED** the approval of the quote from Amari Plastics to provided 3 new sheets (minimum order from a sheet 3mx3m) at a cost of £158.58 plus VAT, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

20/031 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

031.1 Councillor Shingler reaffirmed the need for a comprehensive parking programme to be considered to cover the whole Village. The anti-social behaviour being experienced by residents would need police involvement. Any toilet or car parking facilities considered would need to be properly managed. Councillor Shingler advised that revised plans had been submitted in respect of the planning application for the property at 55/57 Hexton Road. Councillor Davison-Williams confirmed that he had been invited to meet with the land owner on site to then feedback to Council at the next Planning Committee meeting .

Councillor Shingler left at 8.38 pm

20/032 PLANNING COMMITTEE REPORTS/UPDATE

032.1 **Matters arising from previous Planning Committee not included within agenda - None**
Works to demolish the old Scout Hut were completed on 26th May. No further plans for the area have been received.

032.2 **Update on planning applications refused/granted**
A list of planning application decisions was circulated to members prior to the meeting. This was duly noted. A copy is provided within the minutes.

032.3 **Update on Enforcement Notices**
There were none.

032.4 **To consider new planning applications or delegate authority to respond to committee:**
CB/20/01726/FULL, 11 Manor Farm Close – single storey rear extension.
- No comments.

032.5 **Update on Local Plan and to consider any response to the Inspector**
Central Bedfordshire Council have provided an update on the additional evidence that they have now submitted to the Inspectors – details were provided to members ahead of the meeting. Councillor Davison-Williams questioned the possible impact that the pandemic has had on the aviation industry which may affect the expansion plans for Luton Airport. Luton Borough Council have lost significant income and no dividend payments have been made. The 'exceptional circumstances' quoted as a reason to allow removal of Greenbelt for additional housing to accommodate the Luton requirement may no longer apply. A suggestion was made to write to the Local Plan Inspectors about reducing the scale of development now required. This item was deferred for further discussion and consideration at the next Planning Committee meeting.

20/033 MINUTES OF LAST MEETINGS

033.1 **To receive and approve the minutes of the Full Council meeting held on 9th March 2020**
The minutes of Full Council held on 9th March 2020 were previously circulated to members. Councillor Davison-Williams **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

033.2 **To receive the record of the Extra-ordinary Meeting of the Parish Council held remotely on 30th March 2020 and to ratify the decisions previously voted via email**



The record of the Extra-ordinary Meeting of the Parish Council held remotely on 30th March 2020 was previously circulated to members. Councillor Davison-Williams **PROPOSED** approval and ratification of the record. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

033.3 **To receive and ratify the record of decisions made under Delegated Powers**

The record of decisions made under Delegated Powers during lockdown was previously circulated to members. Councillor Davison-Williams **PROPOSED** approval and ratification of the record. This was **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

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

There were none.

20/034 **CHAIRMAN'S ANNOUNCEMENTS**

034.1 **Announcements as deemed appropriate by the Chairman**

Councillor Davison-Williams advised that a letter of thanks had been received from Barton Tennis Club regarding the waiver of their rent for 2020/2021 season.

Councillor Davison-Williams advised that a letter of thanks had been received from the Unity Hall Committee regarding the waiver of their water rates contribution for the last quarter.

Councillor Davison-Williams advised that a message of thanks had been received from Barton Rovers Football Club regarding the waiver of their rent for 2020/2021 season.

034.2 **To acknowledge receipt of various publications received during March, April & May**

During the last three months, various publications have been received by the Parish Council and are available to view at the Parish Office, if required.

20/035 **APPROVAL OF ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT 31ST MARCH 2020**

035.1 **To acknowledge receipt of Internal Auditors Report year ended 31st March 2020**

This was acknowledged. Councillor Roberts congratulated the Clerk on there being no issues highlighted by the new Internal Auditor.

035.2 **To approve Annual Return Section 1 – Annual Governance statement 2019/20**

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 2020, 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 Roberts and **UNANIMOUSLY CARRIED**.

035.3 **To approve Annual Return Section 2 – Accounting statements 2019/20**

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 2020 showing a year-end balance carried forward figure (Box 7) of £254,141, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

035.4 **To approve Statement of Accounts, Notes to Accounts, Bank Reconciliation, Reserves Reconciliation, Explanation of Significant Variances for year ended 31st March 2020**

Councillor Gardner has completed the annual internal Bank reconciliation, as required per 2.2 of Financial Regulations. This was noted by Council.

Councillor Davison-Williams **PROPOSED** approval of the supplemental accounting information, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

035.5 **To confirm and approve date for exercise of public rights**

Councillor Davison-Williams **PROPOSED** that the Councils accounts be made available for the public to view from 15th June 2020 to 24th July 2020. This was **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

035.6 **To approve submission date for external auditor, Mazars LLP**

Councillor Davison-Williams **PROPOSED** a submission date of Monday 15th June, this proposal was **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

20/036 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

036.1 **Matters arising from previous Policies & Resources Committee not included within agenda**

The Post Office in the Village has been up for sale for over two years with minimal interest and the current owners have now advised they will not be re-opening due to ill health. Details of the sale particulars have been obtained from the Selling Agent. The Royal Mail are also seeking an alternative site for the sorting office, which is currently behind the Post Office shop, and have approached a landowner in the village for a possible 3/5 year rental term for their land. Further discussion regarding possible ways to retain the postal service in the Village will be discussed at the next Committee Meeting.

Details of the current position regarding possible changes to the Ward Boundaries as provided by the Boundaries Commission was emailed to all members on 7th May 2020.

The new IT was installed in the office on 31st March 2020. This also includes new email addresses for all Councillors, with a '.gov.uk' domain. At present, all previous emails are diverting, so there is no noticeable difference to what the Councillors receive to their home email addresses. Once social distancing restrictions are lifted, training will be provided to all Councillors on the use of Office 365.

The new accessible Parish Council Website is now operational and the old site has been de-commissioned. The old address diverts to the new site. All members were requested to view the new site and subscribe to updates.

036.2 **Exempt Business**

Resolution to exclude members of press and public from debate on agenda items 20/036.3 to 20/036.5 (Standing Order 67). "That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw".

Councillor Davison-Williams advised that as there were no members of the press or public present, the resolution was not required to be passed.

036.3 **To receive the minutes of the Pay & Personnel Sub-Committee meeting held on 18th May 2020 and to consider and ratify any recommendations contained therein**

A copy of the minutes was previously circulated to members. Councillor Davison-Williams **PROPOSED** approval and ratification of the minutes of the meeting held on 18th May, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

036.4 **To receive the minutes of the Pay & Personnel Sub-Committee meeting held on 2nd June 2020 and to consider and ratify any recommendations contained therein**

A copy of the minutes was previously circulated to members. Councillor Davison-Williams **PROPOSED** approval and ratification of the minutes of the meeting held on 2nd June, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

036.5 **To approve the proposed salary for the new Grounds/Facility Maintenance Person**

At the Pay & Personnel Sub-Committee meeting held on 2nd June, a starting salary [REDACTED] [REDACTED] for the new Grounds/Facility Maintenance Person. Councillor Roberts **PROPOSED** approval of this recommendation, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

- 036.6 **To approve and adopt Financial Regulations 2020/21**
The latest version of the Financial Regulations was provided to members ahead of the meeting. Councillor Davison-Williams **PROPOSED** the Financial Regulations 2020/21 (v.3) be approved and adopted, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 036.7 **To approve and adopt Standing Orders 2020/21**
The latest version of the Standing Orders was provided to members ahead of the meeting. Councillor Davison-Williams **PROPOSED** the approval and adoption of the Standing Orders 2020/21 (v.2), **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.
- 036.8 **To approve and adopt Code of Conduct 2020/21**
The latest version of the Code of Conduct was provided to members ahead of the meeting The Clerk read out the missing line at the top of page 2. Councillor Davison-Williams **PROPOSED** the approval and adoption of the Code of Conduct 2020/21 (v.2), **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.
- 036.9 **To review and approve signatories for Financial Bank and Investment Mandates**
The annual review of all financial signatories was undertaken. Councillor Davison-Williams **PROPOSED** the approval of the 2019/20 signatories to be retained for the current financial year, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.
- 036.10 **To approve and adopt 2020/21 Maintenance Schedule**
The maintenance schedule has been reviewed and a few changes highlighted. Councillor Roberts requested the addition of the maintenance of the Fitness Equipment following the latest ROSPA report. Councillor Davison-Williams **PROPOSED** the approval and adoption of the schedule as amended for 2020/21, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 036.11 **To approve and adopt 2020/21 Administration Schedule**
The administration schedule has been reviewed and a few additions highlighted. Councillor Davison-Williams **PROPOSED** the approval and adoption of the updated schedule, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 036.12 **To approve and adopt the Model Publication scheme and Freedom of Information Policy**
Copies of the latest Model Publication Scheme and Freedom of Information Policy were provided to members ahead of the meeting. Councillor Davison-Williams **PROPOSED** approval and adoption of the documents, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 036.13 **To acknowledge request for a Barton Rocks memorial area**
The Parish Council have been approached by several residents to see if a suitable site could be found to build a lasting memorial from the painted pebbles and rocks that have been left around the village for people to find during Lockdown. Suitable areas suggested are outside the Library or the Heritage Garden. Councillor Paxton has already approached Central Bedfordshire Council Libraries and Councillor Shingler has offered his support. This was acknowledged and will be discussed in more detail at the next Policies & Resources Committee meeting.
- 20/037** **BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
037.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**
The wood surround for the Burial Ground sign has now been repaired and re-oiled.
The tree stump in the churchyard has been ground out and the groundsman has removed ivy and tidied the area.
At the March Full Council meeting it was reported that a branch on a silver birch tree in the car park area of the Burial Ground had been hit by a high sided vehicle and damaged. This was removed

however a further branch has subsequently split. All damaged branches have now been removed by the Groundsman and made safe.

037.2 **To acknowledge the Burial Ground and Churchyard inspections**

The Burial Ground and Churchyard inspections undertaken between 12th March and 2nd June were acknowledged. Everything was in order.

037.3 **To acknowledge the War Memorial inspections**

The War Memorial inspections undertaken between 12th March and 2nd June were acknowledged. Everything was in order.

037.4 **To consider and approve quotation for the re-setting of unsafe memorials in St Nicholas Churchyard**

Following the recent topple testing in the Churchyard, several unsafe memorials were highlighted as requiring re-setting and repairs. Two quotations to undertake the works were provided. During their onsite visit, Offley Memorials highlighted a further 2 headstones which have been found to be unsafe. Their quote included these 2 additional headstones. The Faculty granted by St Albans Diocese allows works to any memorial within the churchyard/garden of rest so no further consent is needed for the additional 2 headstones. After consideration, Councillor Channon **PROPOSED** approval of the quote provided by Offley Memorials to re-set the unsafe memorials in the Churchyard (excluding the Garden of Rest) at a cost of £2250 plus VAT, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

20/039 **LEISURE COMMITTEE REPORT/UPDATE**

039.1 **Matters arising from previous Leisure Committee not included within agenda – information only**

The application for Central Bedfordshire Council Community Asset Grant for the cable way for Arnold Recreation Ground was successful. This will fund 50% of the overall cost for the project. The equipment has been ordered with installation expected during August.

During the lock down period, the Groundsman has been busy building up soil levels and sowing grass seed in the play area so it is ready for re-opening.

A resident contacted the office to raise concerns over the cutting (topping) of the field beyond Arnold Recreation Ground. It is reported that there are numerous species of orchid within the field, some of these may be protected, although the site is not protected. The contractor has been asked not to carry out any further cuts at this time so further investigation and location of the orchids can be established.

Over the weekend of 23/24th May persons entered the locked and fenced off play area in Arnold Recreation ground where they lit a fire, scorching the grass, and left broken bottles and gas canisters. The incident has been reported to the Police however no further action will be taken as it was not witnessed. The Groundsman reports that in recent weeks the locked play area is being used to congregate and rubbish is being left behind on a regular basis. **ACTION – Assistant Clerk to ensure signage is still in place and up to date for the play area. A post is to be put on Facebook to reinforce the message that play areas remain closed until further notice.**

During the lock down period there has been an increase in interest from residents wishing to work an allotment. All plots with the exception of plot 11 (which is being cleared by the Groundsman) are now tenanted. The tenant of plot 12 has been given notice to quit as the plot has not been worked for many months. This will be cleared and then re-let.

A property which backs onto the allotments has recently installed a wooden fence along their boundary but in the process have removed a section of the allotment hedgerow, without permission. A letter was sent to the resident asking that the hedgerow be reinstated, following this Councillors Davison-Williams and Thomas have met with the two residents concerned.

Councillor Gardner confirmed that a decision regarding holding the Horticultural Show 2020 would be made in the next month.

- 039.2 **To acknowledge weekly Playground and Fitness Equipment Inspections**
The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the period 10th March to 1st June were acknowledged. Everything was in order.
- 039.3 **To acknowledge the annual RosPA report for Arnold Recreation Ground Play Area, Fitness Equipment and Norman Road Play Area**
The annual inspection took place on 29th May and the report provided was acknowledged – no major issues were found. The details will be discussed at the next Leisure Committee meeting and remedial work undertaken as required.
- 20/040 SPORTS FIELD COMMITTEE REPORT/UPDATE**
- 040.1 **Matters arising from previous Sports Field committee not included within agenda, information only**
Liquid fertiliser was applied to the Sport Field on 5th May. Barton Rovers will be drill-seeding their pitch in the coming weeks and have offered to drill-seed the Council's pitches also. It has not been possible for the work to be carried out before as the equipment was not available for hire. The top pitches need re-seeding if the ground is not too hard due to the dry weather.
Ace Fencing have not been able to install the new gates and fencing along the access road as their suppliers have been closed. They anticipate being on site within the next two weeks.
The Assistant Clerk has been in touch with Bedfordshire Football Association to ask whether they are able to provide guidance on any additional measures required with the pitches and the Pavilion once football resumes and if they have been given a date when youth football is likely to re-start. They were not able to offer any information as they are waiting for guidance from the government – junior football may not resume until October. An update will be provided once the information is available.
- 040.2 **To consider and approve quotation for annual service of the Pavilion boilers**
A quotation has been received from SMRHS Ltd for the annual service. This figure is lower than last year as only 2 water heaters are operational. No quote has been received from James Plumbing & Heating to replace the boilers, despite chasing. Councillor Selley **PROPOSED** the approval of £450 plus VAT for the annual boiler service by SMRHS, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.
- 040.3 **To approve the annual service and repair of the line marking machines**
The back-up line marking machine was serviced during May, authorised under Delegated Powers. The main line marking machine is now due its annual service. Exact costs unknown and will depend on any repairs needed. Councillor Selley **PROPOSED** the approval of a maximum spend of £200 plus VAT to cover the cost of the service by Boston Crop Sprayers, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.
- 20/041 MONTHLY FINANCIAL REPORTS**
- 041.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for month 2**
The monthly financial reports for May month-end were received by members.
No questions were raised.
- 20/042 APPROVAL OF PAYMENT OF ACCOUNTS**
- 042.1 **To consider/approve payment of accounts as listed within the schedule or added at the meeting**
The payments for June were provided to members. Councillor Thomas **PROPOSED** approval of the payments for June, Net: £54,763.55, VAT: £1,155.44, Gross: £55,918.99. This was **SECONDED** by Councillor Roberts **with 9 in favour and 1 abstention**.
- 20/043 TIME ALLOCATION FOR COMMITTEE MEETINGS**
- 043.1 **Dates available for committee/sub-committee meetings –**
15th June 2020 – Highways & Environment, Leisure – to be held online via Zoom, start time 7.30pm.

22nd June 2020 – Planning, Burial Grounds - to be online via Zoom, start time 7.30pm
29th June 2020 – Policies and Resources to be held online via Zoom, start time 7.30pm.

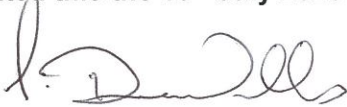
20/044 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Councillor Thomas requested that the sign on Hexton Road pointing to the Church and Burial Ground be repaired to point in the correct direction.

The meeting closed at 10.14pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 8th June 2020

Dated this the 13th July 2020



**COUNCILLOR L DAVISON-WILLIAMS
CHAIRMAN**

PAYMENT OF ACCOUNTS
June 2020

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
20/0055	Everflow	Water Supply 7/6/20 - 6/7/20	£ 104.64	£ -	£ 104.64	SPLIT		DD
20/0056	Virginmedia	Fibre Broadband Office May	£ 45.00	£ 9.00	£ 54.00	4105		DD
20/0057	Central Bedfordshire Council	Council Tax - Parish Office (June)	£ 240.00	£ -	£ 240.00	4137		DD
20/0058	Peninsula Business Services	H&S Support Services - Jun 2020	£ 100.60	£ 19.00	£ 119.60	4151		DD
20/0059	Cawleys	Skip Emptying - Burial Ground (May)	£ 44.04	£ 8.81	£ 52.85	4314		DD
20/0060	Cawleys	Skip Emptying - Office Recycling & General (May)	£ 40.10	£ 8.02	£ 48.12	4134		DD
20/0061	Cawleys	Skip Emptying - Allots (May)	£ 34.60	£ 6.92	£ 41.52	4134		DD
20/0062	Scottish Power	Electricity - Parish office (01/05/20-31/05/20)	£ 84.76	£ 4.24	£ 89.00	4137		DD
20/0063	Crown Gas	Gas - Pavilion (01/05/20-31/05/20)	£ 86.59	£ 4.33	£ 90.92	4812		DD
20/0064	British Gas	Electric supply Pavilion (01/05/20-31/05/20)	£ 79.25	£ 3.96	£ 83.21	4806		DD
20/0065	Antechs Business Support Ltd	IT Support maintenance, Licences, Backup - May	£ 161.80	£ 32.36	£ 194.16	4142		DD
20/0066	NEST	Pension payments May 2020 (Payment due Jun)	£ 936.68	£ -	£ 936.68	526		DD
20/0067	HM Rev & Customs	Mth 2 PAYE	£ 668.00	£ -	£ 668.00	525		7436
20/0068	HM Rev & Customs	Mth 2 Nat. Employee NI Contribution	£ 416.54	£ -	£ 416.54	525		7436
20/0069	HM Rev & Customs	Mth 2 Nat. Employer NI Contribution	£ 503.86	£ -	£ 503.86	525	£ 1,588.40	7436
20/0070	I Nicholls	June Salary	Salary	.	Salary	4002		FP
20/0071	E Rhodes	June Salary	Salary		Salary	4004		FP
20/0072	S Cowie	June Salary	Salary		Salary	4001		FP
20/0073	C Callen	June Salary	Salary		Salary	4000		FP
20/0074	I Swales	June Salary	Salary		Salary	4003		FP
	TOTAL SALARIES		£ 5,239.32	£ -	£ 5,239.32			
20/0075	I Swales	May Mileage 261 miles @ 60.1p	£ 156.86	£ -	£ 156.86	4107		FP
20/0076	I Swales	Petty Cash - Petrol for strimmer	£ 5.00	£ 1.00	£ 6.00	4140	£ 162.86	FP
20/0077	Office Petty Cash	Postage	£ 18.24		£ 18.24	4106		7437
20/0078	Reynolds Landscaping Services	Grass Cutting April	£ 525.00	£ 105.00	£ 630.00	SPLIT		FP
20/0079	Reynolds Landscaping Services	Beech Hedge cutting Burial Grd	£ 250.00	£ 50.00	£ 300.00	4306	£ 930.00	FP
20/0080	MJ Granger Grounds Maintenance	Grass cutting 12/5	£ 383.21	£ 76.63	£ 459.84	SPLIT		FP
20/0082	PR Newson Ltd	Tree Survey	£ 2,250.00	£ 450.00	£ 2,700.00	4406/342		7438

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20/0083	Rialtas Business Solutions Ltd	Year End Closure	£ 560.00	£ 112.00	£ 672.00	4110	7439
20/0084	Setal Leena Bains	Interim & Final Year End Internal Audit	£ 130.00	£ -	£ 130.00	4110	7440
20/0085	HL Hutchinsons	White Line paint x6	£ 291.78	£ 58.36	£ 350.14	4805	7441
20/0086	Agrovista UK Ltd	Grassline Power Clean for White liner	£ 59.00	£ 11.80	£ 70.80	4805	7442
20/0087	Hertfordshire County Council	Office stationery	£ 98.44	£ 19.69	£ 118.13	4113	7443
20/0088	Professional Pest Management Ltd	Pest Control Allotments	£ 65.53	£ 13.11	£ 78.64	4609	7444
20/0089	Fire Facilities Management Ltd	Maintenance Fire Alarm & E/Lights at Sports Pavilion	£ 110.00	£ 22.00	£ 132.00	4815	7445
20/0090	L Davison-Williams	Zoom Licence & PAYG Mobiles x2	£ 365.78	£ -	£ 365.78	SPLIT	7446
20/0091	Prysebros Ltd	Annual Fertilizer for Sports Field	£ 615.00	£ 123.00	£ 738.00	4804	7447
20/0092	Xerox Finance Ltd	Versalink Photocopier (01/03/20-01/06/20)	£ 81.04	£ 16.21	£ 97.25	4111	DD
20/0093	C Callen	Nitrile Gloves for Groundsman	£ 12.89	£ -	£ 12.89	4141	7448
20/0094	Nationwide Building Soc	Transfer from Savings to Current Account	£30,000.00	£ -	£30,000.00	n/a	TF
20/0095	TSB Savings Account	Transfer from Savings to Current Account	£10,000.00	£ -	£10,000.00	n/a	TF
TOTAL JUNE 2020 PAYMENTS			£54,763.55	£1,155.44	£55,918.99		

Barton-le-Clay Parish Council - Delegated Powers Record

Date	Matter	Decision	Approved by	Actioned by	Notes
30/03/2020	Delegated Decision making - Clerk/Assist Clerk and Chair/Vice-Chair	Approved	9 Cllrs via email	Office	Agreed per 19/689.1
30/03/2020	Pay Tennis Club Annual Rental 2020-21 season £1650	Approved	9 Cllrs via email	Clerk	Agreed per 19/689.1
30/03/2020	Waive Barton Rovers Rent 2020-21 season £2000	Approved	8 Cllrs via email + 1 Abstentif	Clerk	Agreed per 19/689.1
30/03/2020	Pay Village Hall annual maintenance £500	Approved	9 Cllrs via email	Clerk	Agreed per 19/689.1
30/03/2020	Pay Part-time Groundsman to undertake deliveries on behalf of the Doctors Surgery in the absence of any weekend football	Approved	9 Cllrs via email	Clerk	Agreed per 19/689.1
30/03/2020	Coronavirus Staff Policy	Approved	Chair/Vice-Chair and Chair of P&P plus Clerk	Clerk	Issued to staff 31/3/2020
24/03/2020	Purchase of 3x chains from CPC to lock Play Areas	Approved	Assist Clerk/Chairman	Assist Clerk	Cost £14.90 + VAT
23/03/2020	Delivery Charge for Filing Safe Cabinet	Approved	Clerk/Chairman	Clerk	Cost £45 + VAT
31/03/2020	Riakas Business Solutions move software to new PC at cost £25+VAT	Approved	Clerk/Chairman	Clerk	Cost £25 + VAT
01/04/2020	Upgrade Risk Assessment Software for new PCs	Approved	Clerk/Chairman	Clerk	Cost £59 + VAT
06/04/2020	Grant for Barton Helping Hands	Approved	Clerk/Chairman	Clerk	£200 S137 Grant
08/04/2020	Purchase of Grass Seed for the Sports Field	Approved	Assist Clerk/Chairman	Assist Clerk	Cost £88.40
14/04/2020	Payment Schedule April	Approved	Clerk/Chair/Vice-Chair	Clerk	Total £92,630.37 (inc £75k Bk Trs)
15/04/2020	Urgent Repairs to Arnold Rec Gates (H&S)	Approved	Clerk/Chairman	Clerk	Cost £160 + VAT
15/04/2020	Planning Application Comments	Approved	Clerk/Chair Planning Cttee	Clerk	Comments submitted to CBC
15/04/2020	Waive Unity Hall Quarterly Water rates	Approved	Clerk/Chairman	Clerk	Waive £69.51 Qtrly charge
16/04/2020	CPC - cable ties for Groundsman	Approved	Clerk/Chairman	Assist Clerk	£9.32 + VAT
17/04/2020	Stump grind one tree stump in churchyard	Approved	Assist Clerk/Chairman	Assist Clerk	£95.00 (no VAT)
17/04/2020	One application liquid fertiliser to sport field	Approved	Assist Clerk/Chairman	Assist Clerk	£615.00 + VAT
22/04/2020	6 bags Pro70 grass seed for sports pitches	Approved	Assist Clerk/Chairman	Assist Clerk	£530.40 (no VAT)
22/04/2020	Agreed main vehicle gate to sports field to be shut	Approved	Assist Clerk/Chairman	Assist Clerk	No cost
23/04/2020	Newsletter Delivery costs	Approved	Clerk/Chairman	Clerk	£360+VAT (per Budget)
24/04/2020	Purchase Zoom Licence for Virtual Meetings	Approved	Clerk/Chairman	Clerk	Cost £119.90
24/04/2020	TSB Debit Card Requested	Approved	Clerk/Chairman	Clerk	Financial limit of £200 per Regs
24/04/2020	Mobile Phone x2 for Office staff work from home	Approved	Clerk/Chairman	Clerk	Cost £246
24/04/2020	2x Giff Gaff SIM contracts for Mobills	Approved	Clerk/Chairman	Clerk	Cost £8pm x2
06/05/2020	Planning Application Comments	Approved	Clerk/Chair Planning Cttee	Clerk	Comments submitted to CBC
07/05/2020	Unity Hall approval of Garden Shed	Approved	Clerk/Chairman	Clerk	Letter sent
07/05/2020	Payment Schedule May	Approved	Clerk/Chair/Vice-Chair	Clerk	Total £24,168.95 (inc £10k Bk Tf)
13/05/2020	1 x White lining machine annual service	Approved	Assist Clerk/Chairman	Assist Clerk	£55 per hour plus parts
19/05/2020	PO1085 cableway from Projudic, order on hold	Approved	Full Council/Chairman	Assist Clerk	£9,305.88 + VAT
21/05/2020	Pitchcare/Maxwell Amenity - cleaner	Approved	Assist Clerk/Chairman	Assist Clerk	£9,000 + VAT PO 1086
21/05/2020	Hutchinsons (Vass)- White line paint	Approved	Assist Clerk/Chairman	Assist Clerk	£246.00 + VAT PO 1087
01/06/2020	Residents Dunstall Road re unauthorised hedge removal	Approved	Chairman/Vice Chair/Asst Clerk	Assist Clerk	Letter sent
26/05/2020	Planning Application Comments	Approved	Clerk/Chair Planning Cttee	Clerk	Comments submitted to CBC
27/05/2020	Repairs & annual service to Lightning Protection equipment at Sports Pavillion	Approved	Clerk/Chairman	Clerk	Cost £714.93 + VAT
28/05/2020	Barton Tennis Club approval of green netting wind break	Approved	Clerk/Chairman	Clerk	Confirmed - no cost/temporary

PAYMENT OF ACCOUNTS SCHEDULE

April 2020

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
19/0442	Everflow Ltd	Water supply Office, Sports, Allots (07/04/20 - 06/05/20)	£ 41.68	£ -	£ 41.68	SPLIT		DD
19/0474	Everflow Ltd	Water supply Office, Sports, Allots (07/05/20 - 06/06/20)	-£ 0.19	£ -	-£ 0.19	SPLIT		DD
19/0475	Peninsula Business Services	H&S Support Services - Mar 2020	£ 100.00	£ 19.60	£ 119.60	4151		DD
19/0477	Cawleys	Skip Emptying - Burial Ground (Mar)	£ 39.54	£ 7.91	£ 47.45	4314		DD
19/0478	Cawleys	Recycling Skip collection (Mar)	£ 5.50	£ 1.10	£ 6.60	4134		DD
19/0479	Scottish Power	Electricity - Parish office (01/03/20-31/03/20)	£ 84.76	£ 4.24	£ 89.00	4137		DD
19/0448	Crown Gas	Gas - Pavilion (01/02/20-29/02/20)	£ 175.72	£ 8.79	£ 184.51	4812		DD
19/0480	Crown Gas	Gas - Pavilion (01/03/20-31/03/20)	£ 133.12	£ 6.66	£ 139.78	4812		DD
19/0481	British Gas	Electric supply Pavilion (01/03/20-31/03/20)	£ 76.50	£ 3.82	£ 80.32	4806		DD
19/0482	Virginmedia	Fibre Broadband for Parish Office - Mar	£ 41.00	£ 8.20	£ 49.20	4105		DD
19/0483	NEST	Pension payments March 2020 (Payment due April)	£ 931.97	£ -	£ 931.97	526		DD
19/0484	HM Rev & Customs	Mth 12 PAYE	£ 723.80	£ -	£ 723.80	525		7408
19/0485	HM Rev & Customs	Mth 12 Nat. Emp'ee NI Contribution	£ 466.22	£ -	£ 466.22	525		7408
19/0486	HM Rev & Customs	Mth 12 Nat. Emp'er NI Contribution	£ 536.15	£ -	£ 536.15	525	£ 1,726.17	7408
19/0487	I Swales	March Mileage 283 miles @ 60.1p	£ 170.08	£ -	£ 170.08	4107		7409
19/0488	I Swales	March Petty Cash	£ 31.58	£ 6.31	£ 37.89	4140	£ 207.97	7409
19/0489	Office Petty Cash	Postage	£ 16.80	£ -	£ 16.80	4106		7410
19/0490	Antechs Business Support Ltd	Replacement Office IT Hardware (50% up front purchase)	£ 874.50	£ 174.90	£ 1,049.40	4142/324		7404
19/0491	The CDS Group	Memorial Stability assessment Sr Nicholas Churchyard	£ 650.00	£ 130.00	£ 780.00	4324/332		7411
19/0492	Stuart Brown	Service and repairs to Hedgecutter	£ 119.62	£ 23.92	£ 143.54	4143		FP
19/0493	Stuart Brown	Annual Service of Blower and Strimmer	£ 174.50	£ 34.90	£ 209.40	4143	£ 352.94	FP
19/0494	Glasdon UK Ltd	New Dog waste bin for Sports Field	£ 142.24	£ 28.45	£ 170.69	4807		7412
19/0495	Safelincs Ltd	New Fire and Security cabinet for Office	£ 1,193.00	£ 238.60	£ 1,431.60	4191		7413
19/0496	Professional Pest Management	Pest Control at Allotments March	£ 65.53	£ 13.11	£ 78.64	4609		7414
19/0497	CPC	Security Chains x3 to secure Play Areas	£ 14.90	£ 2.98	£ 17.88	4656		7415
19/0498	Herts County Council	Office supplies	£ 24.69	£ 4.94	£ 29.63	4113		7416
19/0499	Jewson	Post Fix for new Bin at Sports Field	£ 10.84	£ 2.17	£ 13.01	4807		7417
19/0500	H L Hutchinson Ltd	White line paint x6	£ 291.78	£ 58.36	£ 350.14	4805		7418
19/0501	S Cowie	Jan - Mar Mileage 35.8 miles @45p	£ 16.11	£ -	£ 16.11	4107		FP
19/0502	MJ Granger Grounds Maintenance	Grass cutting March	£ 382.94	£ 76.58	£ 459.52	SPLIT		FP
19/0503	Reynolds Landscaping Services Ltd	Hedgeworks Grange Rd Estate	£ 335.00	£ 67.00	£ 402.00	4404		FP
19/0504	Reynolds Landscaping Services Ltd	Replace Roses in Garden of Rest	£ 527.84	£ 105.57	£ 633.41	4310	£ 1,035.41	FP
19/0505	Rialtas Business Solutions Ltd	Move Software to new PC/Server	£ 25.00	£ 5.00	£ 30.00	4138		7419
20/0001	Central Bedfordshire Council	Council Tax - Parish Office (April)	£ 235.20	£ -	£ 235.20	4137		DD
20/0002	Central Bedfordshire Council	Council Tax - Sports Pavilion (April)						DD
20/0003	I Nicholls	April Salary	Salary		Salary	4002		FP
20/0004	E Rhodes	April Salary	Salary		Salary	4004		FP
20/0005	S Cowie	April Salary	Salary		Salary	4001		FP
20/0006	C Callen	April Salary	Salary		Salary	4000		FP
20/0007	I Swales	April Salary	Salary		Salary	4003		FP
	TOTAL SALARIES		£ 5,298.98	£ -	£ 5,298.98			
20/0008	BATPC	Annual Affiliation Fee 2020/21	£ 1,031.00	£ -	£ 1,031.00	4108		7420
20/0009	ICCM	Annual Membership 2020/21	£ 95.00	£ -	£ 95.00	4108		7421
20/0010	DMH Solutions Ltd	Risk Assessment Software Upgrade	£ 59.00	£ 11.80	£ 70.80	4108		7422
20/0011	Antechs Business Support Ltd	IT Support maintenance, Licences, Backup	£ 161.80	£ 32.36	£ 194.16	4142		DD
20/0012	Antechs Business Support Ltd	Replacement Office IT Hardware (50% on installation)	£ 874.50	£ 174.90	£ 1,049.40	4142/324		DD
20/0013	Barton Helping Hands	S137 Grant	£ 200.00	£ -	£ 200.00	4121		7407
20/0014	Nationwide Building Society	Transfer to Savings Account	£ 50,000.00	£ -	£ 50,000.00	n/a		7406
20/0015	TSB Savings Account	Transfer to Savings Account	£ 25,000.00	£ -	£ 25,000.00	n/a		TF
TOTAL APRIL 2020 PAYMENTS			£ 91,378.20	£ 1,252.17	£ 92,630.37			

PAYMENT OF ACCOUNTS SCHEDULE
MAY 2020

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
20/0017	Central Bedfordshire Council	Council Tax - Parish Office (May)	£ 240.00	£ -	£ 240.00	4137		DD
20/0019	Peninsula Business Services	H&S Support Services - Apr 2020	£ 100.00	£ 19.60	£ 119.60	4151		DD
20/0020	Cawleys	Skip Emptying - Burial Ground (Apr)	£ 43.14	£ 8.63	£ 51.77	4314		DD
20/0021	Cawleys	Skip Emptying - Office Recycling & General (Apr)	£ 40.10	£ 8.02	£ 48.12	4134		DD
20/0022	Cawleys	Skip Emptying - Allots (Apr)	£ 34.60	£ 6.92	£ 41.52	4134		DD
20/0023	Scottish Power	Electricity - Parish office (01/04/20-30/04/20)	£ 84.76	£ 4.24	£ 89.00	4137		DD
20/0024	Crown Gas	Gas - Pavilion (01/04/20-30/04/20)	£ 85.63	£ 4.28	£ 89.91	4812		DD
20/0025	British Gas	Electric supply Pavilion (01/04/20-30/04/20)	£ 71.92	£ 3.59	£ 75.51	4806		DD
20/0027	Antechs Business Support Ltd	IT Support maintenance, Licences, Backup - May	£ 161.80	£ 32.36	£ 194.16	4142		DD
20/0028	NEST	Pension payments April 2020 (Payment due May)	£ 942.03	£ -	£ 942.03	526		DD
20/0029	HM Rev & Customs	Mth 1 PAYE	£ 712.60	£ -	£ 712.60	525		7423
20/0030	HM Rev & Customs	Mth 1 Nat. Emp'ee NI Contribution	£ 443.57	£ -	£ 443.57	525		7423
20/0031	HM Rev & Customs	Mth 1 Nat. Emp'er NI Contribution	£ 534.94	£ -	£ 534.94	525	£ 1,691.11	7423
20/0032	I Nicholls	April Salary	Salary		Salary	4002		FP
20/0033	E Rhodes	April Salary	Salary		Salary	4004		FP
20/0034	S Cowie	April Salary	Salary		Salary	4001		FP
20/0035	C Callen	April Salary	Salary		Salary	4000		FP
20/0036	I Swales	April Salary	Salary		Salary	4003		FP
	TOTAL SALARIES		£ 5,147.36	£ -	£ 5,147.36			
20/0037	I Swales	April Mileage 242 miles @ 60.1p	£ 145.44	£ -	£ 145.44	4107		FP
20/0039	Office Petty Cash	Postage	£ 9.12	£ -	£ 9.12	4106		7424
20/0040	Barton Village Hall	March FC Meeting	£ 36.00	£ -	£ 36.00	4112		7425
20/0041	Barton Rovers	50% T-mobile Telemast rent	£ 1,625.00	£ -	£ 1,625.00	4802		7426
20/0042	Project Metalcraft Ltd	Repairs to gate post at Arnold Recreation Ground	£ 160.00	£ 32.00	£ 192.00	4650		7427
20/0043	Pear Technology Services Ltd	Annual Technical Support and update PT-Mapper Pro	£ 225.00	£ 45.00	£ 270.00	4319		7428
20/0044	Eyelid Productions Ltd	New Website set up and support	£ 700.00	£ -	£ 700.00	4122		7429
20/0045	MJ Granger Grounds Maintenance	Grass cutting 15/4	£ 383.21	£ 76.63	£ 459.84	SPLIT		FP
20/0046	K C Homer	Remove Goalposts to storage at Sports Field	£ 70.00	£ 14.00	£ 84.00	4813		7430
20/0047	Moneysoft Ltd	Annual Payroll Management Licence fee	£ 72.00	£ 14.40	£ 86.40	4138		FP
20/0048	HL Hutchinsons	Grass seed for Sports Field 1 bag	£ 88.40	£ -	£ 88.40	4813		7431
20/0049	CPC	Cable ties for Play equipment	£ 9.32	£ 1.86	£ 11.18	4654		7432
20/0050	D2D Distribution Ltd	Newsletter Delivery April	£ 360.00	£ 72.00	£ 432.00	4124		7433
20/0051	MJ Granger Grounds Maintenance	Grass Cutting 28/04	£ 383.21	£ 76.63	£ 459.84	SPLIT		FP
20/0052	Rialtas Business Solutions Ltd	Annual Support & Maintenance of Payment Software	£ 673.00	£ 134.60	£ 807.60	4138		7434
20/0053	Boston Crop Sprayers Ltd	Coveralls for Groundsman	£ 26.70	£ 5.34	£ 32.04	4141		7435
20/0054	TSB Savings Account	Transfer from Savings to Current Account	£ 10,000.00	£ -	£ 10,000.00	n/a		TF
	TOTAL MAY 2020 PAYMENTS		£ 23,608.85	£ 560.10	£ 24,168.95			