

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL
HELD ON MONDAY 8th NOVEMBER 2021
AT THE VILLAGE HALL AT 7.30PM

Present: Councillors Mrs B Thomas (Chair), Mr J Paxton (Vice-Chair), Mrs G Gardner, Mr J Selley, Mr S Laycock, Mr N Day, Mrs A Vale and Mrs A Miller

In attendance: Mrs C Callen (Clerk) and Mrs S Cowie (Assistant Clerk)

Minutes: Mrs C Callen

21/318 APOLOGIES FOR ABSENCE

Councillors Mr J Roberts, Mr A Channon and Central Bedfordshire Ward Councillor Mr I Shingler.

21/319 SPECIFIC DECLARATIONS OF INTEREST

Members were reminded of the procedures regarding declaration of interests.

Councillors Gardner and Paxton declared a non-pecuniary interest in items 21/323.5 as members of Barton Rovers Football Club and 21/326.4 as users of some of the organisations being approved for Grants.

21/320 POLICE REPORTS

320.1 To acknowledge receipt of Crime Statistics for September 2021

The Crime statistics for September 2021, taken from Police.uk website, were acknowledged. A total of 17 crimes were reported: 6 still under investigation, 4 investigation complete, 3 unable to prosecute, 1 offender given a caution, 1 further action is not in the public interest, 1 further investigation is not in the public interest and 1 with no further details. The categories for September included: 6 violence/sexual offences, 4 vehicle crime, 3 public order offences, 2 criminal damage/arson, 1 antisocial behaviour and 1 other crime.

320.2 To acknowledge receipt of the Bedfordshire Police & Crime Commissioners November Newsletter

A copy was provided to members ahead of the meeting and acknowledged.

21/321 PUBLIC QUESTION TIME

No members of the public were present.

21/322 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

Councillor Shingler sent his apologies for absence.

21/323 PLANNING COMMITTEE REPORTS/UPDATE

323.1 Matters arising from previous Planning Committee not included within agenda – information only

Re: **Minute 21/249.6** Neighbourhood Plan – The Clerk has not yet spoken to Central Beds Council to discuss the best way to proceed. This item will be discussed further at the next Committee meeting. Councillor Gardner advised that the previous housing needs analysis was undertaken by Beds Rural Communities Charity. **ACTION – Clerk to investigate.**

Re: **Minute 21/249.7** Councillor Gardner will attend the NALC webinar on 'Making Rural Housing More Affordable' on 17th November.

It is reported that the Development Management Committee at Central Beds Council have confirmed approval for the Taylor Wimpey development at their meeting on 3rd November. Formal notification is not yet on the Planning portal.

323.2 To receive the minutes of the Planning Committee meeting held on 18th October 2021 and to consider and ratify any recommendations contained therein

A copy of the minutes was previously circulated to members. Councillor Gardner **PROPOSED** approval and ratification of the minutes of the meeting held on 18th October 2021, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED.**

323.3 Update on planning applications refused/granted

A list of application decisions was circulated to members prior to the meeting. This was noted.

323.4 **Update on Enforcement Notices**

No formal Enforcement notices have been received.

Re: Development at 55-57 Hexton Road – the Enforcement Officer has already visited the site once to investigate the works at the rear of the property. The Clerk has provided further photographic information, as requested. In addition, the Parish Council have been alerted by a resident regarding further building works being undertaken at the site. The Clerk has visited the resident and forwarded further photos to the Enforcement Officer – they will be visiting the site again in the next few days.

Re: Development of garage next to Maple House – the Enforcement Officer has advised the neighbouring resident that there has been no breach at present, but they will continue to monitor the position.

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

CB/21/04496/FULL, Bridge Cottage, Rectory Farm, Hexton Road: Proposed insertion of new velux windows west facing and side lounge window, installation of south facing solar panels

– *No comments*

CB/21/04432/FULL, 41 and 43 Manor Road: Erection of single storey 2 bed bungalow with associated parking, amenity space and new drive from existing access. Subdivide garden of no 41 and 43 Manor Road

Following discussion, Councillor Gardner **PROPOSED** the following objection to be submitted, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**:

– Object: The Parish Council are not in favour of tandem housing, which is out of character with the surrounding properties, who all front onto the public highway with long rear gardens and it is unsympathetic to the area. The removal of green space for the proposed development raises concerns on the impact to the environment, with additional cars accessing the rear property. The Parish Council also have concerns regarding the narrow, shared access to the proposed new dwelling, at the side of the existing semi-detached property. The parking at the front on the existing property could easily obstruct access to the new dwelling, albeit no plans of the existing parking area proposed have been provided. On this basis, the Parish Council object to the planning application.

CB/21/04458/FULL, Barton Rovers Football Club, Sharpenhoe Road: Demolition of kiosk & covered area, provision of extension to provide new lobby and entrance to new bar facility & kitchen with external servery & installation of a disabled toilet facility

– *No comments*

CB/21/04625/FULL, Barton Rovers Football Club, Sharpenhoe Road: Demolition of existing toilet block and external buildings and construction of new multi-use classroom complete with toilet facilities

Following discussion, Councillor Day **PROPOSED** the following comments to be submitted, **SECONDED** by Councillor Selley **with 7 in favour and 1 abstention**:

– Comment: The Parish Council has no objections to the proposals but questions the toilet access from the home-team changing room. They also want to ensure that the pre-school have separate access to their outside space as it is not clear in the plans submitted.

323.6 **To acknowledge the Government funding for the planned M1/A6 Link Road**

As reported at the last Committee meeting, Central Beds Council have announced that they have been successful in securing £32.7m Government funding for the new link road between M1 and A6. Work is planned to start in early 2022. The Clerk has put a note on the website with a link to all the papers and our objection, for information to residents.

It was also reported that funding has been secured for improvements to the Clophill roundabout A6/A507 junction. No further details or plans were available.

21/324 MINUTES OF LAST MEETINGS

324.1 **To receive and approve the minutes of the Full Council meeting held on 11th October 2021**

The minutes of Full Council held on 11th October 2021 were circulated to members prior to the meeting. Councillor Thomas **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

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

There was none.

21/325 CHAIRMAN'S ANNOUNCEMENTS

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

The Community Engagement Team from Central Beds Council have advised that instead of holding physical Town & Parish Conferences, they have decided to hold virtual topic-based sessions via Microsoft Teams. The first one has now been arranged for Wednesday 10th November 6-7pm, covering COP26, the Council's Sustainability Plan and how they intend to work with Town & Parish Council's to deliver elements of the Sustainability Plan, e.g. electric vehicle charging points, funding tree planting, etc. The Clerk emailed details to all members on 5th November, requesting that anyone who is interested in attending advised the Clerk so that places can be booked. Councillors Thomas and Miller agreed to attend on behalf of the Parish Council.

325.2 **To remind Chairs of Committees to discuss their Budgets for 2022/23 with the Clerk during November, ahead of the annual Precept process**

Initial meetings with the Chairs of each committee to be arranged over the next week, ready for discussion at each Committee meeting. Clerk to prepare draft figures.

Central Beds Council have requested Precept information is submitted by 17th January 2022.

325.3 **To remind Councillors of the arrangements for the Remembrance Sunday service**

Members were reminded that the Remembrance Sunday service will take place at the War Memorial on Sunday 14th November. The Deputy Lieutenant and his wife will be attending, and they will be escorted by Councillor Thomas. Volunteers to man the road closures have been arranged and barriers and signage will be provided.

21/326 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

326.1 **Matters arising from previous Policies & Resources Committee not included within agenda - information only**

None.

326.2 **To receive the minutes of the Policies & Resources committee meeting held on 25th October 2021 and to consider and ratify any recommendations contained therein**

A copy of the minutes was previously circulated to members. Councillor Thomas **PROPOSED** approval and ratification of the minutes of the meeting held on 25th October 2021, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

326.3 **To adopt the Social Media and Electronic Communication Policy**

Following approval by the Policies & Resources Committee, Councillor Thomas **PROPOSED** adoption of the Policy, version 1.1, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

326.4 **To consider and approve the S137 Grants for 2021/22**

A list of the proposed S137 grants was reviewed, following approval by the Policies & Resources Committee. Councillor Thomas **PROPOSED** approval of the S137 Grants, as listed, **SECONDED** by Councillor Laycock **with 7 in favour and 1 abstention**.

326.5 **To consider and approve delegation to the Clerk to negotiate the electricity contract for the Parish Office**

Further to discussions at the last meeting, Love Energy have provided quotes for the renewal of the electricity contract for the Parish Office. Unfortunately, each time the Clerk goes back to approve the new contract terms, the pricing has been withdrawn due to the volatility in the Energy market.

Councillor Thomas **PROPOSED** approval to delegate the negotiation of the electricity contract for the Parish Office to the Clerk, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.

326.6 **To retrospectively approve the November Newsletter and delivery costs**

The Assistant Clerk circulated the draft Newsletter to all members on 27th October. This was approved by a majority decision and so all newsletters have been printed and delivery has been arranged for 9th November. Cost of delivery is in line with previous deliveries. Councillor Thomas **PROPOSED** retrospective approval of the cost of £360 plus VAT for the delivery of the newsletter by D2D Distribution Ltd, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

326.7 **To consider and approve cost of a Condition Survey for the Pavilion and Feasibility study for the Village Hall**

Councillors Selley, Thomas and the Assistant Clerk met with Tim Wall to discuss the Leisure Strategy document. The Sports Field facility and Village Hall have been highlighted as inescapable for expansion/refurbishment to meet the needs of the Village in its current state and to allow for future expansion. It was suggested that a conditional survey of the Pavilion and feasibility study of the Village Hall be carried out. The conditional survey of the Pavilion will assist with the application for funding from The Football Foundation for the necessary repairs to the plumbing and boiler systems, as well as the proposed installation of a 3G pitch. The Village Hall have already spoken to an architect and a meeting is to be arranged with them to discuss the feasibility study required and how it is to be funded.

Tim Wall Leisure, working together with FWP Building Surveyors, have provided a quotation for both projects. After discussion, Councillor Thomas **PROPOSED** to approve the total cost of £2500 plus VAT to complete the condition survey, plans and schedule of works document for the Pavilion. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

326.8 **To review and adopt the Leisure Strategy**

Further to the above item, the Leisure Strategy for the Village, which was drawn up in accordance with the brief provided, to assist with negotiation of any s106 funding from future developments, was reviewed. Councillor Thomas **PROPOSED** to adopt the Leisure Strategy document, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

326.9 **Update regarding plans to celebrate HM The Queen's Platinum Jubilee and agree way forward**

The first working group meeting took place on 13th October with representatives from various groups and organisations. A copy of the notes of the meeting was provided to all members.

Updates following the working group meeting:

- Central Beds Council are organising 'blanket' road closures for the Jubilee weekend so there will be no costs involved.
- Orchard School are keen to make bunting and feel that other schools would also like to participate.
- Councillor Miller has spoken to a 1940s style singer to check her rates and availability for Sunday 5th June 2022 (the Big Lunch date).

After discussion, Councillor Paxton **PROPOSED** to approve the cost of £130 for 2hours hire of the singer to perform, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

In addition, Councillor Paxton **PROPOSED** an overall budget of £1000 towards the planned events, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

ACTION – Councillor Miller to arrange the singer and speak to the Co-op regarding the impact of a possible road closure on the Sunday afternoon to allow for stalls, picnic and parade in the centre of the Village.

21/327 **BURIAL GROUNDS COMMITTEE REPORT/UPDATE**

327.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**

A member of public has placed a 'Tommy' statue in the burial ground entrance area. They wish to remain anonymous.

- 327.2 **To receive the minutes of the Burial Grounds committee meeting held on 1st November 2021 and to consider and ratify any recommendations contained therein**
A copy of the minutes was previously circulated to members. Councillor Laycock **PROPOSED** approval and ratification of the minutes of the meeting held on 1st November 2021, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- 327.3 **To acknowledge the Burial Ground and Churchyard inspections**
No inspections have taken place since the committee meeting on 1st November.
- 327.4 **To acknowledge the War Memorial inspection**
No inspections have taken place since the committee meeting on 1st November.
- 21/328** **HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 328.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**
Re: **Minute no. 21/275** – Two Real Time Bus displays have been ordered for the centre of the Village. Central Beds Council have confirmed they will be responsible for the insurance and maintenance of these.

Re: **Minute no. 21/281** – Central Beds Council have confirmed that they will install an additional bin by the bollards on the footpath between Mill Lane and Grange Road.
- 328.2 **To receive the minutes of the Highways & Environment committee meeting held on 25th October 2021 and to consider and ratify any recommendations contained therein**
A copy of the minutes was previously circulated to members. Councillor Paxton **PROPOSED** approval and ratification of the minutes of the meeting held on 25th October 2021, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.
- 328.3 **To acknowledge the Bus Shelters inspections**
The bus shelter inspections on 1st November were acknowledged. Everything was in order.
- 328.4 **To consider and approve costs for the mobile speed sign**
Further to discussion at the last Committee meeting, the Clerk has clarified with Morelock Signs Ltd that the batteries for the mobile speed signs are rechargeable and last approx. 2weeks before changing. They have provided a revised quote for a sign, linked to the Cloud, and either solar (£3305 + VAT) or battery operated (£3105 + VAT) plus delivery. After consideration, Councillor Paxton **PROPOSED** approval to purchase the solar powered sign, linked to the Cloud, at a total cost of £3350 plus VAT, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 21/329** **LEISURE COMMITTEE REPORT/UPDATE**
- 329.1 **Matters arising from previous Leisure Committee not included within agenda – information only**
The Groundsman has repaired the small hole in the wet pour surface in the Norman Road Play Area. He has also repaired the small section of eroded fencing in Arnold Rec play area. Both were highlighted in the RoSPA report.
- 329.2 **To receive the minutes of the Leisure Committee meeting held on 1st November 2021 and to consider and ratify any recommendations contained therein**
A copy of the minutes was previously circulated to members. Councillor Thomas **PROPOSED** approval and ratification of the minutes of the meeting held on 1st November 2021, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.
- 329.3 **To acknowledge weekly Playground and Fitness Equipment Inspections**
The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 1st November were acknowledged. Several repairs are pending, as previously discussed.

21/330 SPORTS FIELD COMMITTEE REPORT/UPDATE

330.1 Matters arising from previous Sports Field committee not included within agenda - information only

Re: **Minute no. 21/256.4** Works are required to clear the ditch that runs alongside the sports pitches from Unity Hall to the A6. Costs of £2000/2200 have now been confirmed for the works, with the spoil to remain on site, spread across the scrub land. The contractor will be given the go-ahead, with the costs to be retrospectively approved at the next meeting.

Barton Rovers FC Annual Firework Event was held on 5th November 2021. Copies of all Risk Assessment and insurance paperwork was held prior to the event. The Chairman has reported that it was their most successful event so far and they received no complaints.

21/331 MONTHLY FINANCIAL REPORTS

331.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for month 7

The monthly financial reports for October month-end were received by members. The Clerk confirmed that all outstanding debtors have been chased.

21/332 APPROVAL OF PAYMENT OF ACCOUNTS

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

The payments for November were provided to members prior to the meeting. Additional payments to Cawleys (£230.57) and Everflow (£11.28) were added, totalling £241.85. Councillor Thomas **PROPOSED** approval of the payments for November, totalling £26,746.91 (including transfer from savings account), **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

21/333 TIME ALLOCATION FOR COMMITTEE MEETINGS

333.1 Dates available for committee/sub-committee meetings –

15th November 2021 — Planning and Highways & Environment committees to be held at the Village Hall, start time 7.30pm.

22nd November 2021 – Burial Grounds and Leisure committees to be held at the Village Hall, start time 7.30pm.

6th December 2021 – Pay & Personnel Sub-committee and Policies & Resources Committee to be held at the Village Hall, start time 7.30pm.

21/334 MISCELLANEOUS CORRESPONDENCE RECEIVED

334.1 To acknowledge receipt of the NALC Publication on Climate Change

- acknowledged.

334.2 To acknowledge receipt of the CPRE Bedfordshire November Newsletter

- acknowledged.

21/335 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There was none.

The meeting closed at 9.35pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 8th November 2021

Dated this the 13th December 2021

**COUNCILLOR B THOMAS
CHAIRMAN**

**PAYMENT OF ACCOUNTS
November 2021**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
21/0293	Everflow	Water Supply 07/12/2021 to 06/01/2022	£ 11.28	£ -	£ 11.28	SPLIT		DD
21/0294	Central Bedfordshire Council	Council Tax - Parish Office (Nov)	£ 240.00	£ -	£ 240.00	4137		DD
21/0295	Central Bedfordshire Council	Council Tax - Sports Pavilion (Nov)	£ 489.00	£ -	£ 489.00	4811		DD
21/0296	Peninsula Business Services	H&S Support Services - Nov 2021	£ 100.60	£ 19.00	£ 119.60	4151		DD
21/0297	Cawleys	Skip Emptying - Burial Ground (Oct)	£ 63.86	£ 12.77	£ 76.63	4314		
21/0298	Cawleys	Skip Emptying - Office Recycling (Oct)	£ 5.78	£ 1.16	£ 6.94	4134		
21/0299	Cawleys	Skip Emptying - Allots (Oct)	£ 122.50	£ 24.50	£ 147.00	4134		DD
21/0300	Cawleys	CREDIT NOTE - missed collection	-£ 71.30	-£ 14.26	-£ 85.56	4134	£ 145.01	DD
21/0301	Scottish Power	Electricity - Parish office (01/10/21-31/10/21)	£ 73.33	£ 3.67	£ 77.00	4137		DD
21/0302	Crown Gas	Gas - Pavilion (01/10/21-31/10/21)	£ 52.71	£ 2.64	£ 55.35	4812		DD
21/0303	British Gas	Electric supply Pavilion (01/10/21-31/10/21)	£ 110.35	£ 5.51	£ 115.86	4806		DD
21/0304	Puzzle Technology Ltd (Antechs)	IT Support maintenance & Backup - Nov	£ 105.00	£ 21.00	£ 126.00	4142		DD
21/0305	Puzzle Technology Ltd	IT Support Licences - Nov	£ 56.80	£ 11.36	£ 68.16	4142		DD
21/0306	Virginmedia	Fibre Broadband Office - Nov	£ 45.00	£ 9.00	£ 54.00	4105		DD
21/0307	NEST	Pension payments October 2021 (Payment due Nov)	£ 991.25	£ -	£ 991.25	526		DD
21/0308	HM Rev & Customs	Mth 7 PAYE	£ 821.40	£ -	£ 821.40	525		
21/0309	HM Rev & Customs	Mth 7 Nat. Emp'ee NI Contribution	£ 513.09	£ -	£ 513.09	525		
21/0310	HM Rev & Customs	Mth 7 Nat. Emp'er NI Contribution	£ 614.90	£ -	£ 614.90	525	£1,949.39	FP
21/0311	I Nicholls	November Salary	Salary	.	Salary	4002		FP
21/0312	S Cowie	November Salary	Salary		Salary	4001		FP
21/0313	C Callen	November Salary	Salary		Salary	4000		FP
21/0314	J Fitzgerald	November Salary	Salary		Salary	4003		FP
21/0315	K Small	November Salary	Salary		Salary	4004		FP
21/0316	S McConville	November Salary	Salary		Salary	4004		FP
	TOTAL SALARIES		£ 5,794.71	£ -	£ 5,794.71			
21/0317	J Fitzgerald	October Mileage 188 miles @ 60.1p	£ 112.99	£ -	£ 112.99	4107		FP
21/0319	Office Petty Cash	Postage	£ 28.74	£ -	£ 28.74	4106		Dcard
21/0320	Safelincs Ltd	Phoenix Vertical Fire Filing Cabinet for Office	£ 1,167.00	£ 233.40	£ 1,400.40	4113/324		FP

21/0321	Barton Village Hall	Hire of Village Hall for meetings - September (x4)	£ 144.00	£ -	£ 144.00	4112		FP
21/0322	The National Allotment Society	Annual Membership Fee	£ 55.00	£ 11.00	£ 66.00	4108		FP
21/0323	MJ Granger Grounds Maintenance	Grass cutting 5/10/21	£ 389.30	£ 77.87	£ 467.17	SPLIT		
21/0324	MJ Granger Grounds Maintenance	Grass cutting 19/10/21	£ 142.18	£ 28.44	£ 170.62	SPLIT	£ 637.79	FP
21/0326	Jewson/St-Gobain Building Dist Ltd	Wood / Paint	£ 38.40	£ 7.68	£ 46.08	4140		FP
21/0327	Jewson/St-Gobain Building Dist Ltd	Sand & Cement re slabs in Burial Ground	£ 24.04	£ 4.81	£ 28.85	4140	£ 74.93	FP
21/0328	Proludic Ltd	Replacement Hip Hop Seat & fixings	£ 215.43	£ 43.09	£ 258.52	4654/362		FP
21/0329	Herts County Council	Office Stationery & Pavilion supplies	£ 87.94	£ 17.59	£ 105.53	4113		FP
21/0330	P&R Property	Office and Garage Rental 26/11/21-25/02/22	£ 2,000.00	£ -	£ 2,000.00	4137		FP
21/0331	GPG Signs	Road Closure Signs for Remembrance Service	£ 132.00	£ 26.40	£ 158.40	4325		FP
21/0332	S McConville	DBS Check Fee reimburse	£ 23.00	£ -	£ 23.00	4117		FP
21/0333	St Nicholas Church	Contribution towards repairs to Peace Clock	£ 500.00	£ -	£ 500.00	4144/327		FP
21/0334	Barton Christmas Lights	Donation towards storage & maintenance of lights	£ 1,000.00	£ -	£ 1,000.00	4160		FP
21/0335	TSB	Transfer from Savings Account	£ 10,000.00	£ -	£ 10,000.00	n/a		TF
		TOTAL NOVEMBER 2021 PAYMENTS	£ 26,200.28	£ 546.63	£ 26,746.91			