MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON MONDAY 11th APRIL 2022 AT THE VILLAGE HALL AT 7.30 PM

Present: Councillors Mrs B Thomas (Chairman), Mrs G Gardner, Mr J Selley, Mrs A Vale, Mr N Day,

Mrs A Miller, Mr J Roberts and Miss G Widdowfield

In attendance: Mrs S Cowie (Assistant Clerk)

Minutes: Mrs S Cowie

21/611 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mr S Laycock, Mr J Paxton and Central Bedfordshire Ward Councillor Mr I Shingler.

21/612 SPECIFIC DECLARATIONS OF INTEREST

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

Councillor Day joined the meeting at 7.34pm

21/613 POLICE REPORTS

613.1 To acknowledge receipt of Crime Statistics for February 2022

The Crime statistics for February 2022, taken from Police.uk website, were acknowledged. A total of 21 crimes were reported: 7 unable to prosecute suspect, 6 still under investigation, 4 investigation complete, no suspect identified and 4 where no details were provided. The categories for February included: 9 violence/sexual offences, 4 vehicle crime, 1 criminal damage and arson, 1 other theft, 1 public order, 1 robbery and 4 antisocial behaviour.

To consider attendance at the PCC Meets Town and Parish Councils online event on 20th April 2022

No councillors were available to attend the online event.

To consider attendance at the Community Policing Priority Setting meeting on 26th April 2022 and agree priorities for the village.

Councillor Widdowfield agreed to attend the meeting on 26th April. The priorities for the coming quarter were agreed as: antisocial behaviour and drugs.

To acknowledge the Police Environmental Visual Audit visit and consider any recommendations

The Police Environmental Visual audit report for the Village Hall, Arnold Recreation Ground and Sports Field was reviewed. The report included recommendations to improve security at each location. The findings will be discussed further by the relevant committees. Members felt the audit was very valuable and asked that a letter of thanks to be sent to the Officers involved.

21/614 PUBLIC QUESTION TIME – there were no members of public present.

21/615 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

615.1 Councillor Shingler was unable to attend however had provided the following update. The planning application for the rear of 113 Manor has been refused. He is waiting for confirmation of the 2022/23 Ward Councillor Grant scheme.

21/616 PLANNING COMMITTEE REPORTS/UPDATE

Matters arising from previous Planning Committee not included within agenda – information only - None.

To receive the minutes of the Planning Committee meeting held on 28th March 2022 and to consider and ratify any recommendations contained therein

A copy of the minutes was circulated to members prior to the meeting. There were no queries. Councillor Gardner **PROPOSED** approval and ratification of the minutes of the meeting held on 28th March 2022, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED.**

616.3 Update on planning applications refused/granted

A list of application decisions was circulated to members prior to the meeting. This was noted. Notification had been received that the planning appeal for 14 Meadhook Drive has now been approved with conditions. This was noted.

The proposed Luton Airport expansion will be going to appeal.

616.4 Update on Enforcement Notices

No updates had been received.

To consider new planning applications or delegate authority to respond to committee: CB/22/01103/FULL, 37 Dunstall Road: Proposed single storey rear extension, and associated alteration works – *No comments*.

CB/22/00952/FULL, 10 Cromwell Road: Demolition of the existing rear conservatory and prefabricated garage. Construction of a single storey front extension, side entrance porch, two storey rear extension and replacement of garage with storeroom – *No comments*

To receive the minutes from the Neighbourhood Plan Steering Group meeting held on 4th April 2022 and to consider and ratify any recommendations contained therein

A copy of the minutes was circulated to members prior to the meeting. The next stage is to complete a Green Infrastructure Plan for the village. Work had begun on this prior to the Neighbourhood Plan being put on hold in 2014 and will need updating.

Councillor Gardner **PROPOSED** approval of the cost of £3,117.00 for the Green Infrastructure Plan work to be carried out by the Greensand Trust. Councillor Roberts **SECONDED** the proposal and it was **UNANIMOUSLY CARRIED**.

616.7 Update from the Public Exhibition regarding the proposed 'Greenwoods Community' development

Several Councillors had attended the public exhibition and an update was provided. Information on the proposed 'Greenwoods Community' development is available to view online www.greenwoodscentralbedfordshire-info.co.uk.

To consider attendance at the NALC 'Giving local councils more of a say on housing' event on 27th July 2022 and approval of costs.

Councillors Miller and Gardner expressed an interest in attending the event. Members agreed that two places should be reserved, Councillor Gardner then **PROPOSED** approval of the cost of £64.80 + VAT to reserve two places on the course, **SECONDED** by Councillor Miller with **7 in favour and 1 abstention**.

21/617 MINUTES OF LAST MEETINGS

To receive and approve the minutes of the Full Council meeting held on 14th March 2022

The minutes of Full Council held on 14th March 2022 were circulated to members prior to the meeting. Councillor Thomas PROPOSED the receipt and approval of the minutes which was SECONDED by Councillor Selley with 7 in favour and 2 abstentions. The minutes were approved.

617.2 Matters arising outside of committee reports/updates –

Update on Minute number 21/495.8. The Clerk contacted the School Governors at Ramsey and Arnold regarding CBC's Schools of the Future Policy. The Chair of Governors at Arnold Academy confirmed that the Harlington Pyramid Academy Trust has now been set up and that they will ensure parents are consulted on any proposed changes.

21/618 CHAIRMAN'S ANNOUNCEMENTS

618.1 Announcements as deemed appropriate by the Chairman

A letter of thanks had been received from the Christmas Lights Committee for the additional £800 grant award for the storage of lights.

Chairs and outside representatives were reminded to submit their Annual Reports to the Clerk as soon as possible.

21/619 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

The new noticeboard, funded by the Welcome Back Fund, has been received and the relevant permissions for installation are being sought from CBC. Once approval has been granted, the Groundsman will install the notice board and bike rack in the agreed location.

The annual check of the defibrillators at the Parish Council office and Village Hall took place on 6th April. Everything was in order.

Replacement heaters have been installed in the Parish office and they are working properly.

Members considered the suggestion that lateral flow tests should be purchased for staff now that free tests are no longer available. There were mixed views on this matter and it was agreed that the staff should be consulted and advice sought from the Councils health and safety advisors.

To receive the minutes of the Pay and Personnel sub-committee meeting held on 21st March 2022 and to consider and ratify any recommendations contained therein

The minutes were circulated to members prior to the meeting. Councillor Roberts **PROPOSED** the approval and ratification of the minutes of the meeting held on 21st March 2022, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

To retrospectively approve the cost for the Clerk to attend BATPC Contracts & Procurement Training Session

Councillor Thomas **PROPOSED** retrospective approval of the cost of £30 for the Clerk to attend the Contracts and Procurement Training Session in June, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

To receive an update from the Queens Platinum Jubilee Working Group and agree actions necessary

An update on the last Working Group meeting held on 6th April was provided. Newly co-opted Councillor Widdowfield expressed an interest in joining the working group and volunteered to help with the events. She will join the next meeting on 28th April. Councillor Miller offered her help also.

At a recent St Nicholas PCC meeting, concerns were again raised over the use of the land for community stalls and a possible breach of the covenant. This matter had been discussed previously and the covenant had been checked to ensure there would be no breaches. In addition, the Charitable Trust were consulted and they have given their approval. To move forward, it was agreed that the Covenant should be included on the Parish Councils website so it can be viewed by any concerned party. A paper copy is available in the office.

The Assistant Clerk reported that 4 volunteers from the Christmas Lights committee have offered their help. First aider options are being investigated and the bugler had confirmed that he is able to play the National Anthem as well as 'Majesty' at the Beacon Lighting event on 2nd June.

It was noted that an advert had been posted on Facebook over the weekend advising a circus at Barton Rovers FC with various performances from Thursday 2nd to Sunday 5th June. These dates

coincide with the community jubilee events already in preparation. Members expressed their disappointment with the Clubs decision to book the circus at the same time as the community jubilee picnic event.

To consider and approve cost for the bugler to perform at the Queens Jubilee Beacon Lighting

Following discussion, Councillor Thomas **PROPOSED** approval of the purchase of a personalised silver medal from Etsy at a cost of £27.99 (cost includes carriage) and a £25.00 Amazon Voucher. Councillor Selley **SECONDED** the proposal and it was **UNANIMOUSLY CARRIED**.

619.6 To review and adopt the Expenses Policy

Following review of the draft document by the Pay and Personnel sub-committee on 21st March, Councillor Thomas **PROPOSED** approval and adoption of the Expenses Policy. Councillor Selley **SECONDED** the proposal and it was **UNANIMOUSLY CARRIED**.

619.7 To adopt the HR Policies

The policies were reviewed by the Pay and Personnel sub-committee on 21st March and there were no further queries. Councillor Thomas **PROPOSED** adoption of the HR Policies, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**. It was noted that additional documentation would be advisable for the lone working policy, Councillor Miller agreed to follow this up with the Clerk.

619.8 To review and adopt the Financial Regulations 2022/23

There were no amendments to the Financial Regulations other than a date change and there were no other queries. Councillor Thomas **PROPOSED** adoption of the Financial Regulations 2022/23, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

619.9 To review and adopt the Standing Orders 2022/23

There were no amendments to the Standing orders, other than a date change, and there were no other queries. Councillor Thomas **PROPOSED** adoption of the Standing Orders 2022/23, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

619.10 To review and adopt the Code of Conduct 2022/23

There were no amendments to the policy other than a date change and no queries raised. Councillor Thomas **PROPOSED** approval of the Code of Conduct 2022/23, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

To consider and approve the request from Barton Christmas Lights to hang lights on the trees by the War Memorial

Councillor Miller declared an interest as she is a member of the Christmas Lights Committee.

Councillor Thomas **PROPOSED** approval of the request to hang cluster mistletoe lights on the trees behind the war memorial, **SECONDED** by Councillor Widdowfield with **7 in favour and 1 abstention**.

21/620 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

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

Grass cutting at the Burial Ground and Churchyard resumed week commencing 28th March. There were no other updates.

620.2 To acknowledge the Burial Ground and Churchyard inspections

The inspections undertaken on 15th, 21st March and 5th April were acknowledged. Everything was in order except for the marked-up graves.

620.3 To acknowledge the War Memorial inspection

The inspections undertaken on 15th, 21st March and 5th April were acknowledged. Everything was in order.

21/621 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

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

The Groundsman re-laid the concrete in the bus shelter on Bedford Road South, by Hanover Place.

Barton Rotary Club took part in the Great British Spring Clean event on 2nd April. They cleared roadside verges on Hexton Road, Luton Road and Sharpenhoe Road, a total of 9 volunteers attended and 25 bags of rubbish were collected. Photographs of the event would be shared to the website and on social media in due course.

621.2 To acknowledge the Bus Shelters inspections

The bus shelter inspections undertaken on 21st March and 5th April were acknowledged. Everything was in order.

621.3 Update regarding the Speed Indicator Device to be funded from the PCC Grant and to consider an approve the way forward

Members discussed the response from CBC Highways Team regarding the Parish Councils request to install speed indicator devices on Sharpenhoe and Bedford Road and their requirement for up-to-date data on vehicle movement. CBC are able to carry out an Automatic Traffic Count at each location at a cost of £500 per site. Following discussion Councillor Day **PROPOSED** approval of a total cost of £1,000 for speeding data to be collected from Bedford Road and Sharpenhoe Road. Councillor Selley **SECONDED** the proposal and it was **UNANIMOUSLY CARRIED**. It was noted that data from the Police, should it be made available, and Speed Watch could be useful with the application.

21/622 LEISURE COMMITTEE REPORT/UPDATE

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

The grass cutting contractor resumed work week commencing 28th March.

The allotment central track levelling and road planing surfacing was completed on 22nd March.

The bi-monthly pest control check took place on 30th March. There was evidence of minor takes from mice and the bait boxes were re-baited.

Members had expressed an interest in installing a jubilee commemorative bench in Arnold Recreation Ground. The costs will be considered at the next committee meeting.

The Assistant Clerk advised that the application to the Woodland Trust for hedging for the allotments had been unsuccessful. The next round for grant applications is now open and it will be resubmitted.

622.2 To acknowledge weekly Playground and Fitness Equipment Inspections

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 15th, 21st and 28th March and 5th April were acknowledged. On 21st March the groundsman noted damage to the table tennis table. The Assistant Clerk will discuss the damage with the supplier.

622.3 To acknowledge the Horticultural Show Schedule

The Show Schedule was reviewed by members and minor amendments made. The Schedule will now be distributed to allotment tenants and made available at the agreed locations and online.

21/623 SPORTS FIELD COMMITTEE REPORT/UPDATE

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

Regarding the vehicle collision with the sports field pedestrian gate, the insurance claim has been agreed and paid. The order has been placed with the contractor, work to be carried out as soon as possible.

The outstanding payment for damage to the signage at the entrance to the sports field has not been received. The Clerk is chasing the Police for payment or prosecution and an update will be provided once their response has been received.

A survey of the football pitches was undertaken on 16th March as part of the Football Foundations 'LA Grass Pitch Programme'. The results have not yet been received but could lead to funding opportunities for any pitch improvements recommended.

623.2 To consider and approve quotation for the annual Lightning Equipment check

Two quotations were considered and after discussion Councillor Selley **PROPOSED** that the quotation from Lightning Protection Services for £160.00 + VAT should be accepted. Councillor Widdowfield **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**.

623.3 To acknowledge receipt of the plumbing specification for the Sports Pavilion

The specification was acknowledged by members. It will be reviewed by the committee at their next meeting.

21/624 MONTHLY FINANCIAL REPORTS

To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for month 12

The monthly financial reports for March month-end were received by members. No issues were raised.

21/625 APPROVAL OF PAYMENT OF ACCOUNTS

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

Additional payments for March (second pay run before year-end) and April were provided to members prior to the meeting. Councillor Thomas **PROPOSED** approval of the additional payments for March totalling £1,391.29 and the payments for April totalling £109,801.91 which included transfers to savings accounts. The proposal was **SECONDED** by Councillor Day and it was **UNANIMOUSLY CARRIED**.

21/626 TIME ALLOCATION FOR COMMITTEE MEETINGS

626.1 Dates available for committee/sub-committee meetings -

Thursday 28th April – Jubilee working group meeting online

Due to the Easter and Bank holidays the next committee meetings will be Sports Field and Planning on 3rd May 2022, at the Village Hall, start time 7.30pm. Not all members or the clerk were present at the meeting, outstanding committee items will need to be reviewed as an extra-ordinary meeting may be needed rather than individual committee meetings.

Monday 9th May – Annual meeting of the Parish Council and Parish Council Annual meeting.

Tuesday 24th May - The Neighbourhood Plan Steering Group online meeting

21/627 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Councillor Selley announced that he will be hosting a summer BBQ for Councillors and their partners at his home address on Sunday 3rd July. Members were asked to confirm their attendance by the June Full Council meeting.

The meeting closed at 9:38 pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 11 th April 2022
Dated this the 9 th May 2022
COUNCILLOR B THOMAS CHAIRMAN

PAYMENT OF ACCOUNTS March 2022 (2nd pay run before year end)

FOLIO No	PAYEE	DESCRIPTION	AMOUNT			VAT DUE		TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
21/0513	Petty Cash/Amazon UK	Community Litter Picking Equipment	£	117.42	£	23.46	£	140.88	4405		Dcard
21/0514	Barton Christmas Light	Additional Donation for lights storage	£	800.00	£	-	£	00.008	4160		FP
21/0515	D2D Distribution Ltd	February Newsletter distribution	£	360.00	£	72.00	£	432.00	4124		FP
21/0516	Thorley Smith Ltd	Soil Box & Lid	£	83.87	£	16.77	£	100.64	4311		FP
21/0517	BATPC	Contract & Procurement Workshop for Clerk	£	30.00	£	-	£	30.00	4120/321		FP
TOTAL M	TOTAL MARCH 2022 ADDITIONAL PAYMENTS					1,391.29	£	112.23			

PAYMENT OF ACCOUNTS April 2022

FOLIO No	PAYEE	DESCRIPTION	AMOUNT		JNT VAT DUE		7	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
21/0518	Cawleys	Skip Emptying - Burial Ground (Mar)	£	36.34	£	7.27	£	43.61	4314		DD
21/0519	Cawleys	Skip Emptying - Office Recycling (Mar)	£	5.78	£	1.16	£	6.94	4134		DD
21/0520	Cawleys	Skip Emptying - Allots (Mar)	£	122.50	£	24.50	£	147.00	4134	£ 197.55	DD
21/0521	O2 Telefonica UK Ltd	Monthly Mobile subscription (Mar)	£	12.00	£	2.40	£	14.40	4105		DD
21/0522	KC Horner	Roadway at Allotments works	£	1,300.00	£	260.00	£	1,560.00	4134		7548
21/0523	HL Hutchinson Ltd	White Line Paint x6	£	267.00	£	53.40	£	320.40	4805		FP
21/0524	Hertfordshire County Council	Office Stationery	£	26.75	£	5.35	£	32.10	4113		FP
21/0525	Crown Gas	Gas - Pavilion (01/03/22-31/03/22)	£	100.54	£	5.03	£	105.57	4812		DD
21/0526	British Gas	Electric supply Pavilion (01/03/22-31/03/22)	£	122.01	£	6.10	£	128.11	4806		DD
21/0527	Scottish Power	Electricity - Parish office (01/03/22-31/03/22)	£	57.14	£	2.86	£	60.00	4137		DD
21/0528	J Fitzgerald	March Mileage 279 miles @ 45p	£	125.55	£	-	£	125.55	4107		FP
21/0529	C Callen	Mileage Dec2021 - Mar2022 55.6miles @ 45p	£	25.02	£	-	£	25.02	4107		FP
21/0530	S Cowie	Mileage Dec2021 - Mar2022 34.2miles @ 45p	£	15.39			£	15.39	4107		FP
21/0531	Professional Pest Management Ltd	Pest Control Allotments site inspection 30/03/22	£	65.53	£	13.11	£	78.64	4609		FP
21/0532	SJB Electrical Services	Electric inspection & EICR x2 and replace heaters x2	£	876.28	£	175.25	£	1,051.53	SPLIT		FP
21/0533	Reynolds Landscaping Services	Grass Cutting 29/03/2022	£	175.00	£	35.00	£	210.00	SPLIT		FP
22/0002	Central Bedfordshire Council	Council Tax - Parish Office (April)	£	235.20	£	-	£	235.20	4137		DD
22/0003	Central Bedfordshire Council	Council Tax - Sports Pavilion (April)	£	484.25	£	-	£	484.25	4811		DD
22/0004	Peninsula Business Services	H&S Support Services - April 2022	£	107.64	£	20.33	£	127.97	4151		DD
22/0005	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - Apr	£	190.60	£	38.12	£	228.72	4142		DD

22/0006	Virginmedia	Fibre Broadband Office - April	£	45.00	£	9.00	£ 54.00	4105		DD
22/0007	NEST	Pension payments March 2022 (Payment due Apr)	£	1,185.05	£	-	£ 1,185.05	526		DD
22/0008	HM Rev & Customs	Mth 12 PAYE	£	1,090.20	£	-	£ 1,090.20	525		
22/0009	HM Rev & Customs	Mth 12 Nat. Emp'ee NI Contribution	£	659.19	£	-	£ 659.19	525		
22/0010	HM Rev & Customs	Mth 12 Nat. Emp'er NI Contribution	£	782.91	£	-	£ 782.91	525	£ 2,532.30	FP
22/0011	I Nicholls	April Salary	Sala	ary			Salary	4002		FP
22/0012	S Cowie	April Salary	Salary				Salary	4001		FP
22/0013	C Callen	April Salary	Salary				Salary	4000		FP
22/0014	J Fitzgerald	April Salary	Salary				Salary	4003		FP
22/0015	K Small	April Salary	Salary				Salary	4004		FP
22/0016	S McConville	April Salary	Salary				Salary	4004		FP
	TOTAL SALARIES		£	5,730.29	£	-	£ 5,730.29			
22/0017	J Fitzgerald	Petrol, plumbing supplies	£	59.90	£	11.97	£ 71.87	4140		FP
22/0018	BATPC	Annual Subscription	£	1,012.00	£	-	£ 1,012.00	4108		FP
22/0019	ICCM	Annual Membership Subscription	£	95.00	£	-	£ 95.00	4108		FP
22/0020	Eyelid Productions Ltd	Annual website support	£	100.00	£	-	£ 100.00	4122		FP
22/0021	Central Beds Council	Temporary Event Notice - Jubilee Licence	£	21.00	£	-	£ 21.00	4191		Dcard
22/0022	Nationwide Building Society	Transfer from TSB to 45DN account (Precept)	£	34,000.00	£	-	£ 34,000.00	n/a		FP
22/0023	TSB Bank	Transfer from Current to Savings Account	£	60,000.00	£	-	£ 60,000.00	n/a		TF
TOTAL A	TOTAL APRIL 2022 PAYMENTS		£	109,131.06	£	670.85	£109,801.91			