

MINUTES OF THE ANNUAL MEETING OF BARTON-LE-CLAY PARISH COUNCIL,
HELD ON MONDAY 9th MAY 2022
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 8.43pm

Present: Councillors Mrs B Thomas (Chairman), Mrs G Gardner, Mr J Roberts, Mr N Day, Mr J Selley, Mrs A Miller, Mrs A Vale and Miss G Widdowfield

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

Minutes: Mrs C Callen

22/001 ELECTION OF CHAIRMAN

Nominations for Chairman of the Parish Council were called. Councillor Selley **PROPOSED** Councillor Thomas, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**. Councillor B Thomas was duly elected Chairman of Barton-le-Clay Parish Council and signed her acceptance of office.

22/002 APOLOGIES FOR ABSENCE

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

22/003 ELECTION OF VICE-CHAIR

Nominations for Vice-Chairman were called. Councillor Thomas **PROPOSED** Councillor Paxton, **SECONDED** by Councillor Roberts **with 3 in favour**. Councillor Miller **PROPOSED** Councillor Widdowfield, **SECONDED** by Councillor Selley **with 4 in favour**. There was **1 abstention**. Based on the majority decision, Councillor Miss G Widdowfield was duly elected Vice-Chairman of Barton-le-Clay Parish Council.

22/004 SPECIFIC DECLARATIONS OF INTEREST

There were none.

22/005 REPRESENTATION ON OUTSIDE BODIES

Councillor Miller **PROPOSED** Councillor Thomas to continue to represent the Parish Council on the Barton Educational Trust, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

Councillor Thomas **PROPOSED** Councillor Roberts to continue to represent the Parish Council on the Barton Village Hall Committee, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

Councillor Selley **PROPOSED** Councillor Paxton to continue to represent the Parish Council with the Barton Tennis Club, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

Councillor Miller **PROPOSED** Councillor Vale to represent the Parish Council with the Schools Link, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.

22/006 COMMITTEE MEMBERS

Councillor Thomas **PROPOSED** the committee structure be agreed in line with the membership discussed, with chairs and vice-chairs being confirmed at the next Committee meetings. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**. Councillor Thomas also **PROPOSED** the membership of the Sub-Committees, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

22/007 POLICE REPORTS & ISSUES

007.1 To acknowledge receipt of Crime Statistics for March 2022

A copy of the March crime figures will be provided once they are available.

007.2 Update following the Community Policing Priority Setting Meeting on 26th April 2022

Councillor Widdowfield attended the online meeting on 26th April and provided a brief synopsis.

Feedback from last quarters priority, covering anti-social behaviour around the Recreation Ground, Village Hall and Sports Field was provided. The Police advised that there had been 6 intelligence reports, no arrests, 28 patrols and environmental visual audits undertaken at the three sites. They are also looking to investigate reports of anti-social behaviour from patrons at The Royal Oak and will carry out a welfare check at the Co-op following the recent robbery.

The new priorities were agreed for the coming quarter as anti-social behaviour in Toddington and speeding in Leighton Buzzard. They will continue to undertake targeted patrols in the Village and also Astral Park in Leighton Buzzard.

22/008 PUBLIC QUESTION TIME

There were no members of the public present.

22/009 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

009.1 Councillor Shingler was unable to attend the meeting but had advised that the revised outline planning application has been submitted in respect of the land North of Barton-le-Clay and South of Wrest Park (known as Greenwoods). The Parish Council will be notified as consultees in the usual way and it will be discussed at the next Committee meeting.

22/010 PLANNING COMMITTEE REPORTS/UPDATE

010.1 **Matters arising from previous Planning Committee not included within agenda**

Re Minute 21/616.8 - The Clerk has purchased two tickets for the NALC 'Giving Local Councils More of a Say on Housing' online event on 27th July. Attendees will be confirmed nearer the date.

The land agent for Taylor Wimpey Developers has contacted the Parish Council to advise that, following discussions with Central Beds Council in response to comments received on their application CB/21/02409/OUT, they have agreed to amend their proposal to include housing for older people through the provision of a 60-unit Extra Care Facility. A revised application has been submitted. The Parish Council will be notified as consultees in the usual way and it will be discussed at the next Committee meeting.

As previously mentioned, the revised application in respect of the Greenwoods will also be reviewed and discussed at the next meeting.

010.2 **To receive the minutes of the Planning Committee meeting held on 3rd May 2022 and to consider and ratify any recommendations contained therein**

A copy of the minutes was circulated to members prior to the meeting. Councillor Gardner **PROPOSED** receipt and approval of the minutes of the Planning committee meeting held on 3rd May, this was **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

010.3 **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.

010.4 **Update on Enforcement Notices**

There were none.

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

CB/TCA/22/00212, 28 Sharpenhoe Road: Works to trees within a Conservation Area: Pollard and reduce by 4ft to Willow trees (T1 and T2) to increase light penetration and stop from outgrowing location. Thuya (T3) for reference only. Dead wood to Pine Tree (T4). Crown lift to 10ft over path to avoid pedestrian conflict and remove 1x leader to multi stem Sycamore tree (T5) as in conflict with adj Pine. Crown clean and thin for general maintenance to Sycamore tree (T6).

Following discussion, Councillor Day **PROPOSED** the following comments, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**:

Comment: The Parish Council will follow the advice and recommendation from the Central Beds Council Tree Officer with regards to the works proposed.

CB/TCA/22/00214, The Leys, 21A Bedford Road: Works to trees within a Conservation Area – Reduce Horse Chestnut

Following discussion, Councillor Day **PROPOSED** the following comments, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**:

Comment: The Parish Council will follow the advice and recommendation from the Central Beds Council Tree Officer with regards to the works proposed.

CB/22/01607/FULL, 7 Ramsey Road: Single storey side extension, to replace existing garage structure, and removal of rear conservatory

Following discussion, Councillor Gardner **PROPOSED** the following comments, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**:

Comment: The Parish Council note that the garage is to be demolished to make way for the side extension. No parking plan has been provided for consideration on the impact the proposed development will have on off-road parking provision.

22/011 MINUTES OF LAST MEETINGS

011.1 To receive and approve the minutes of the Full Council meeting held on 11th April 2022

The minutes of Full Council held on 11th April 2022 were circulated to members prior to the meeting. Councillor Selley requested an amendment to minute no. 21/627 to clarify that the event is for adults only. Councillor Thomas **PROPOSED** the receipt and approval of the amended minutes. This was **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

011.2 Matters arising outside of committee reports/updates

There were none.

22/012 CHAIRMAN'S ANNOUNCEMENTS

012.1 To advise all members regarding update of Register of Interests Forms and declarations of gifts

Members were reminded to ensure their details were up to date.

012.2 Announcements as deemed appropriate by the Chairman

Councillor Miller, Vale and Widdowfield have now attended their New Councillor Induction training. Councillor Vale passed on thanks to the Office Staff for the training and support they have provided the new Councillors – something that does not appear to be common amongst other Councils.

Councillor Laycock is currently undertaking the Wainwright's Coast to Coast walk to raise funds for Keech Hospice.

Councillor Thomas attended the Service in celebration of HM The Queen's Platinum Jubilee at Woburn Church on Sunday 8th May.

22/013 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

013.1 Matters arising from previous Policies & Resources Committee not included within agenda –

The Year End Closedown was undertaken on 21st April. The Internal Auditor has also completed her review and checks. The final reports and Accounts will be reviewed at the June Full Council meeting.

013.2 To review and approve signatories for Financial Bank and Investment mandates.

The annual review of all financial signatories was undertaken. Councillor Thomas **PROPOSED** no changes to the current arrangements, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.

013.3 To approve and adopt 2022/23 Maintenance Schedule

Following review, Councillor Day requested an amendment in respect of the timing of the topping of the field, beyond the Recreation Ground. Councillor Thomas **PROPOSED** the approval and adoption of the amended schedule for 2022/23, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

013.4 To approve and adopt 2022/23 Administration Schedule

Following review, Councillor Thomas **PROPOSED** the approval and adoption of the schedule for 2022/23, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.

- 013.5 **To approve and adopt the Model Publication Scheme & Freedom of Information Policy**
Copies of the latest Model Publication Scheme and Freedom of Information Policy were provided to members ahead of the meeting, with only minor amendments highlighted. Councillor Thomas **PROPOSED** the approval and adoption of the Model Publication scheme and Freedom of Information Policy V.4, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- 013.6 **To consider and approve First Aid provision for the Queen's Jubilee events**
Following previous efforts to find suitably qualified volunteers to provide First Aid cover at the Jubilee events, an outside company, Acute Ambulance & Medical Services, have now been approached and quoted to provide:
- 1 first responder to attend the Beacon Lighting, 2nd June between 9pm – 10.30pm £60.00
 - 1 first responder to attend the Picnic, 4th June between 10am – 4pm £150.00
- The First Responders are fully trained to 'First Response Emergency Care level 3 (FREC3)' which is a full 5-day course. They supply their own equipment, including oxygen, AED (defibrillator), public liability insurance, etc. Councillor Thomas **PROPOSED** the appointment of Acute Ambulance & Medical Services to provide First Aid cover at both Jubilee events at a total cost of £210 plus VAT, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.
- 013.7 **Update regarding the Queen's Jubilee Events and approve any actions**
A copy of the notes taken at the meeting on 28th April were shared with members ahead of the meeting. The next meeting is planned for 11th May.
The Assistant Clerk advised that volunteers are still needed for both events. Help is also needed to decorate Bedford Road in the run up to the events (w/c 30th May).
ACTION – Members to advise the Assistant Clerk of their availability to help in any way. Councillor Widdowfield agreed to try and recruit more volunteers from residents.
- Councillor Widdowfield **PROPOSED** to purchase 8 lamp post Platinum Jubilee signs for use on Bedford Road from Lamps & Tubes Illuminations Ltd at a cost of £68.92 plus VAT. This was **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- Members considered the lighting of the Beacon. After discussion, it was agreed for the Clerk to contact the Fox family to ask if they would like to take part, given the support they have received from the Village over the past year for their son, 'Gorgeous George', who died from a brain tumour in April.
- 22/014** **BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 014.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**
James Pepper Memorial Mason completed work to reset or lay down the unsafe headstones in the Burial Ground on 4th May.
- 014.2 **To acknowledge churchyard and burial ground inspections**
The Burial Ground inspections were undertaken on 13th & 25th April. On 13th April it was noted that one gate post had been damaged. The incident was reported to the Police and to Central Beds Council via the Multi-Agency reporting form. Everything was now in order.
The Churchyard inspections were undertaken on 14th & 25th April. Everything was in order.
- 014.3 **To acknowledge the War Memorial inspection**
The inspections undertaken on 14th & 25th April were acknowledged. Everything was in order.
- 014.4 **To consider and approve quote for the removal of the fallen trees and repairs to the boundary fence**
Following storm damage earlier this year, a tree on the Burial Ground boundary was uprooted, and further along the boundary another tree is leaning, being held up within the hedgerow. Two tree surgeons have visited the site but are unable to clear the stump and remainder of the trunk due to its size. A contractor with suitable lifting equipment has been approached.

Councillor Gardner **PROPOSED** approval of a total cost of £806.40 plus VAT for the work to clear the stump, fallen tree and repair chain-link fence, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

22/015 **HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**

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

Re Minute no. 21/275 – As discussed last Autumn, Central Beds Council have now installed the Real Time Display in the bus shelter opposite the Chemist on Bedford Road. A second display will be installed shortly on the post outside 67 Bedford Road for Northbound buses.

015.2 **To acknowledge the Bus Shelter inspections**

The bus shelter inspection of 29th April was acknowledged. Everything was in order.

22/016 **LEISURE COMMITTEE REPORT/UPDATE**

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

The Office was made aware of an incident in the allotments on the evening of 11th April when a vehicle overshot the central roadway and came to a halt overhanging the bank. The Office accommodated the tenant with their request to open the height barrier and the vehicle was professionally recovered. Some of the retainer (corrugated plastic) was broken during the incident, no other damage was reported. Councillor Thomas expressed thanks to the Assistant Clerk and Councillor Selley for helping to resolve the issue.

Councillor Gardner advised that Silsoe Allotments were having issues with vandalism and were considering installing CCTV.

016.2 **To acknowledge weekly Playground and Fitness Equipment Inspections**

The Arnold Recreation Ground playground inspections of 12th, 19th, 25th April & 3rd May were acknowledged. No new issues were highlighted.

The Fitness Equipment inspections of 14th, 19th, 25th April & 3rd May were acknowledged. Everything was in order.

The Norman Road play area inspections of 13th, 19th, 25th April and 3rd May were acknowledged. Everything was in order.

On 14th April it was noted that another chip has appeared in the table tennis table. This has been reported to the Police and CBC via the multi-agency reporting form.

016.3 **To consider and approve cost for tree works in Norman Road Play Area**

A tree within the hedgerow (Stuart Road side) has fallen within the hedgerow and is too large for the Groundsman to remove. The willow trees are also due to be pollarded this year (after bird nesting season). Councillor Thomas **PROPOSED** approval for Jempson Tree Services to undertake the works at a total cost of £540 plus VAT, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

22/017 **SPORTS FIELD COMMITTEE REPORT/UPDATE**

017.1 **Matters arising from previous Sports Field committee not included within agenda, information only**

The lightning protection inspection was carried out on 3rd May. No issues were found. The next check is due April 2023.

The Chiltern Youth League tournament is being held on Sunday 15th May. Members were requested to let the office staff know if they are available to assist with marshalling the car parking at the start of the day.

017.2 **To receive the minutes of the Sports Field Committee meeting held on 3rd May 2022 and to consider and ratify any recommendations contained therein**

A copy of the minutes was circulated to members prior to the meeting. Councillor Selley **PROPOSED** receipt and ratification of the minutes of the Sports Field committee held on 3rd May, this was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

22/018 **MONTHLY FINANCIAL REPORTS**

018.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports**

The monthly financial reports for April month-end were received by members. The Clerk is chasing the Police regarding the outstanding payment for the damaged signs. No issues were raised.

22/019 **APPROVAL OF PAYMENT OF ACCOUNTS**

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

The payments for May were provided to members. Monthly payments for Crown Gas (£67.58) and F & R Cawley Ltd (£164.73) were added at the meeting. Councillor Thomas **PROPOSED** approval of the payments for May totalling £17,173.02. This was **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

22/020 **TIME ALLOCATION FOR COMMITTEE MEETINGS**

020.1 **Dates available for committee/sub-committee meetings –**

23rd May – Policies & Resources, Highways & Environment and Planning Committees - to be held in the Village Hall, start time 7.30pm.

21/021 **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

There were none.

The meeting closed at 10.17pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 9th May 2022.
Dated this the 13th June 2022

COUNCILLOR B THOMAS
CHAIRMAN

**PAYMENT OF ACCOUNTS
May 2022**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
22/0001	Everflow	Water Supply 07/05/2022 to 06/06/2022	£ 121.53	£ -	£ 121.53	SPLIT		DD
22/0024	Central Bedfordshire Council	Council Tax - Parish Office (May)	£ 240.00	£ -	£ 240.00	4137		DD
22/0025	Central Bedfordshire Council	Council Tax - Sports Pavilion (May)	£ 489.00	£ -	£ 489.00	4811		DD
22/0026	Peninsula Business Services	H&S Support Services - May 2022	£ 107.64	£ 20.33	£ 127.97	4151		DD
22/0027	Cawleys	Skip Emptying - Burial Ground (Apr)	£ 59.43	£ 11.89	£ 71.32	4314		
22/0028	Cawleys	Skip Emptying - Office Recycling (Apr)	£ 6.30	£ 1.26	£ 7.56	4134		
22/0029	Cawleys	Skip Emptying - Allots (Apr)	£ 71.54	£ 14.31	£ 85.85	4134	£ 164.73	DD
22/0030	Scottish Power	Electricity - Parish office (01/04/22-30/04/22)	£ 72.38	£ 3.62	£ 76.00	4137		DD
22/0031	Crown Gas	Gas - Pavilion (01/04/22-30/04/22)	£ 64.36	£ 3.22	£ 67.58	4812		DD
22/0032	British Gas	Electric supply Pavilion (01/04/22-30/04/22)	£ 86.32	£ 4.31	£ 90.63	4806		DD
22/0033	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - May	£ 190.60	£ 38.12	£ 228.72	4142		DD
22/0034	Virginmedia	Fibre Broadband Office - May	£ 45.00	£ 9.00	£ 54.00	4105		DD
22/0035	Telefonica UK Ltd (O2)	Monthly Mobile Subscription - May	£ 13.40	£ 2.68	£ 16.08	4105		DD
22/0036	NEST	Pension payments Apr 2022 (Paymt due May)	£1,017.09	£ -	£ 1,017.09	526		DD
22/0037	HM Rev & Customs	Mth 01 PAYE	£ 827.00	£ -	£ 827.00	525		
22/0038	HM Rev & Customs	Mth 01 Nat. Emp'ee NI Contribution	£ 558.75	£ -	£ 558.75	525		
22/0039	HM Rev & Customs	Mth 01 Nat. Emp'er NI Contribution	£ 663.99	£ -	£ 663.99	525	£2,049.74	FP
22/0040	I Nicholls	May Salary	Salary	.	Salary	4002		FP
22/0041	S Cowie	May Salary	Salary		Salary	4001		FP
22/0042	C Callen	May Salary	Salary		Salary	4000		FP
22/0043	J Fitzgerald	May Salary	Salary		Salary	4003		FP
22/0044	K Small	May Salary	Salary		Salary	4004		FP
22/0045	S McConville	May Salary	Salary		Salary	4004		FP
	TOTAL SALARIES		£ 5,745.66	£ -	£ 5,745.66			
22/0046	J Fitzgerald	April Mileage 270 miles @ 45p	£ 121.50	£ -	£ 121.50	4107		FP
22/0047	J Fitzgerald - Petty Cash	keys cut/paint strip/sander/gas pipe & regulator	£ 75.42	£ 15.08	£ 90.50	4140		FP
22/0048	Petty Cash	Stamps (PO) / Jubilee bunting, flag, hats	£ 34.34	£ 4.83	£ 39.17	SPLIT		Dcard

		(Amazon)						
22/0049	NALC/Eventbrite	Giving Local Councils More Say on Housing' NALC Event x2 tickets	£ 64.88	£ 12.98	£ 77.86	4120/321		Dcard
22/0050	Zoom Video Communications Inc	Annual subscription for online meetings	£ 119.90	£ -	£ 119.90	4112		Dcard
22/0051	MJ Granger Grounds Maintenance	Grass Cutting 30/03/2022	£ 408.36	£ 81.67	£ 490.03	SPLIT		
22/0052	MJ Granger Grounds Maintenance	Grass Cutting 12/04/2022	£ 408.36	£ 81.67	£ 490.03	SPLIT	£ 980.06	FP
22/0053	SMRHS Ltd	Plumbing specification at Pavilion	£ 500.00	£ 100.00	£ 600.00	4807/385		FP
22/0054	Stuart Brown Ltd	Replacement part for Strimmer	£ 18.05	£ 3.61	£ 21.66	4140		FP
22/0055	Rialtas Business Solutions Ltd	Year End Closedown	£ 558.00	£ 111.60	£ 669.60	4110		
22/0056	Rialtas Business Solutions Ltd	Payment software support/maintenance	£ 687.00	£ 137.40	£ 824.40	4138	£1,494.00	FP
22/0057	S P Short	Plumbing repairs to Office Toilet	£ 25.00	£ -	£ 25.00	4117		FP
22/0058	D&G Short Ltd	Coach bolts for seating in Arnold Rec Play Area	£ 18.00	£ 3.60	£ 21.60	4654		FP
22/0059	P&R Property	Quarterly Rent for Office and Garage 26/5-25/08	£2,000.00	£ -	£ 2,000.00	4137		FP
22/0060	Herts County Council	Stationery & facilities management supplies	£ 128.13	£ 25.63	£ 153.76	4113		FP
22/0061	Pear Technology	Annual tech support & updates for Burial Grd Records	£ 225.00	£ 45.00	£ 270.00	4319		FP
22/0062	L Bains	Internal Auditor annual fee	£ 130.00	£ -	£ 130.00	4110		FP
22/0063	Reynolds Landscaping Servs	Grass Cutting April	£ 374.40	£ 74.88	£ 449.28	SPLIT		FP
22/0064	Moneysoft Ltd	Annual payroll software fee	£ 75.00	£ 15.00	£ 90.00	4138		Dcard
		TOTAL MAY PAYMENTS	£16,351.33	£821.69	£17,173.02			