

**MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL**  
**HELD ON MONDAY 26<sup>th</sup> SEPTEMBER 2022**  
**AT THE VILLAGE HALL AT 7.30 PM**

Present: Councillors Mrs B Thomas (Chairman), Mrs A Miller, Mrs G Gardner, Mrs A Vale, Mr S Laycock, Mr J Roberts, Mr N Day and Mr J Paxton

In attendance: Mrs C Callen (Clerk) and 1 member of the public

Minutes: Mrs C Callen

A minutes Silence was held at the start of the meeting in memory of HM The Queen Elizabeth II, who passed away on 8<sup>th</sup> September 2022.

The winners of the Annual Allotment Competition were invited to attend the meeting to collect their prize. Councillor Thomas presented the cup to the first prize winner who was congratulated on her allotment and continued hard work cultivating the plot. The second prize winner was also congratulated. The Best Newcomer was unable to attend the meeting so her prize will be forwarded to her.

**22/142 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mr J Selley, Miss G Widdowfield and Central Bedfordshire Ward Councillor Mr I Shingler.

**22/143 SPECIFIC DECLARATIONS OF INTEREST**

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

**22/144 POLICE REPORTS**

**144.1 To acknowledge receipt of Crime Statistics for June 2022**

The Crime statistics for June 2022, taken from Police.uk website, were acknowledged.

A total of 25 crimes were reported in June: 9 still under investigation, 5 where investigation complete, no suspect identified, 8 where they are unable to prosecute suspect and 3 which have no further details. The categories for June included: 15 violence/sexual offences, 3 antisocial behaviour, 3 burglary, 1 possession of weapons, 1 other crime, 1 criminal damage/arson and 1 other theft.

**144.2 To acknowledge invitation to the PCC Annual Parish Council Conference on 4<sup>th</sup> October and agree attendance**

The Parish Council have been invited to attend this event. Councillor Widdowfield and Councillor Paxton have volunteered to attend.

**22/145 PUBLIC QUESTION TIME**

One resident was in attendance as a prospective new Councillor. They raised an issue regarding noise complaints from the Royal Oak. This is covered under item 22/151.1.

**22/146 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT**

146.1 Councillor Shingler was unable to attend. He has advised that he is currently taking applications for the Ward Councillor Grant Scheme from local organisations.

**22/147 PLANNING COMMITTEE REPORTS/UPDATE**

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

Following conclusion of the consultation on the Clophill Roundabout improvement scheme, Central Beds Council (CBC) have issued an update. The scheme will be discussed at the CBC Traffic Management meeting on 29<sup>th</sup> November.

**147.2 Update on planning applications refused/granted**

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

The Clerk advised that the Planning Officers reports are now starting to discount garages as a valid parking space. This issue will be discussed at the next Committee meeting.

147.3 **Update on Enforcement Notices** – There were none.

- 147.4 **To consider new planning applications or delegate authority to respond to committee: CB/22/03452/FULL, 67 Norman Road:** Proposed single storey side and rear extension on the first floor  
Following discussion, Councillor Gardner **PROPOSED** the following objection be submitted, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**:  
OBJECT – The Parish Council object to the proposed planning application which would see the addition of a bedroom making it a 4-bed property, but no change to the existing parking arrangements. The application form states parking for one car available on-site.  
**CB/22/03604/FULL, 35 Stuart Road:** Part single part two storey front and rear extensions  
- No comments.
- 147.5 **Update from the Neighbourhood Plan Steering Group meeting held on 15<sup>th</sup> August 2022**  
A copy of the minutes was circulated to members prior to the meeting, for information. The next meeting was postponed due to the period of State Mourning. It has been rearranged for early October and the Greensand Trust will be in attendance to provide an update regarding the Green Infrastructure Plan.
- 147.6 **Feedback from the NALC ‘Giving local councils more of a say on housing’ online workshop on 27<sup>th</sup> July**  
Councillors Gardner and Miller were due to attend this workshop. Unfortunately, Councillor Miller had to cancel at the last minute and Councillor Gardner was unable to access the online session.  
**ACTION – Clerk to enquire whether there is a recording of the session available.**
- 147.7 **Feedback from the meeting with the Planning Officer regarding S106 funding from the Taylor Wimpey development**  
On the 27<sup>th</sup> July, Councillors and Clerks met with the Planning Officer, a representative from the CBC Leisure Team and CBC Engagement Officer to discuss the proposed funding. Also in attendance was Tim Wall who produced the Parish Council Leisure Strategy. A copy of the draft Heads of Terms was provided at the meeting. Following the meeting, the Clerk followed up several of the points raised, including NHS funding, Highways and Public Transport. A meeting with the Village Hall committee to discuss their proposals for improving the site has been delayed until mid-October. The Clerk emailed the Planning Officer with the concerns raised by the Parish Council and his subsequent comments were shared with members. A follow up meeting was held on 26<sup>th</sup> September with CBC Planning Officer, Rights of Way Officer and Taylor Wimpey Developers to discuss the Rights of Way and, in particular, Odells Pocket on Footpath 2 where the new estate links will join the Village on Manor Road. A further meeting is planned for 10<sup>th</sup> October after the developers and Rights of Way Officer have had a chance to consider their options.  
**ACTION – Members to feedback any further comments to the Clerk by 7<sup>th</sup> October.**
- 147.8 **To consider attendance at the CPRE Understanding Planning workshop on 30<sup>th</sup> November**  
The CPRE workshop briefing was provided to members for consideration. Councillor Gardner and Laycock expressed an interest. The cost for the workshop is £30 per member.  
**ACTION – Members to advise the Clerk if interested in attending so that their places can be booked.**
- 22/148 MINUTES OF LAST MEETINGS**
- 148.1 **To receive and approve the minutes of the Full Council meeting held on 11<sup>th</sup> July 2022**  
The minutes of the Full Council meeting held on 11<sup>th</sup> July 2022 were circulated to members prior to the meeting. Councillor Thomas **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Vale and **with 6 in favour and 2 abstentions.**
- 148.2 **To receive and approve the minutes of the Extra-ordinary meeting of the Parish Council held on 25<sup>th</sup> July 2022**

The minutes of the Extra-ordinary meeting held on 25<sup>th</sup> July 2022 were circulated to members prior to the meeting. Councillor Thomas **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

148.3 **Matters arising outside of committee reports/updates** - There were none.

## **22/149** **CHAIRMAN'S ANNOUNCEMENTS**

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

Gale Court have sent a 'Thank you' message from the residents following the Afternoon Entertainment and refreshments event organised by the Parish Council in June.

BATPC have issued a revised training Programme for 2022/23. Members are asked to advise the Clerk if they wish to attend any training.

Councillor Channon has failed to attend meetings for the last 6 months and, therefore, in line with Local Government Act 1972 s85, he now ceases to be a member of the Parish Council.

149.2 **To consider attendance at the Bedfordshire Association of Town & Parish Councils AGM on 20<sup>th</sup> October 2022**

The Parish Council have been invited to attend the AGM on Thursday 20<sup>th</sup> October at 7pm at Henlow Park Pavilion. There will be guest speakers from NALC and the Environment Agency. Three places are available. Unfortunately, no members were available to attend.

## **21/150** **CONCLUSION OF AUDIT FOR YEAR ENDED 31<sup>ST</sup> MARCH 2022**

150.1 **To acknowledge the completion of the audit for the year ended 31<sup>st</sup> March 2022, including External Auditor's Certificate, and to consider and approve any actions detailed in the report for improvement in 2022/23**

Mazars completed their Annual Audit for 2021/2022 and the Notice of Completion of Audit has been placed on the Website and Parish Noticeboards. A copy of the signed AGAR is available to view on the Website. The Clerk was pleased to advise that there were no significant findings and no minor issues identified. The Auditors comments state: *"in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met"*.

Councillors congratulated the Clerk on completing the audit successfully and thanked her for her hard work.

## **22/151** **POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

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

**Re: Minute no. 22/127.6** regarding the frequent power outages on the Grange Road estate during July, UK Power Networks have responded to confirm that they have investigated the issues which relate to the High Voltage overhead lines automatic devices which cause short power cuts when disturbed. They have identified that trees close to the wires are the problem and are arranging for these to be cut back during the Autumn.

The Parish Council have been notified by several residents regarding their complaints with noise from events being held at The Royal Oak. They have reported their complaints to CBC but wanted the Parish Council to be aware of the problems.

**Re: Minute no. 22/046.6** – The Clerk has now agreed compensation from Love Energy with regards to the Office electricity contract. They have paid a one-off payment of £97.03 for the period when we were out of contract from 30<sup>th</sup> April to 16<sup>th</sup> June. They will then pay £51 per month for the next 3 years to compensate for the difference in the rate we are now paying with EDF Energy, compared to what was agreed last November. The first two months payments have been received.

The Clerk has been in contact with the new owners of Franklin Avenue – Catalyst Housing Ltd – regarding the maintenance programme for their land. As part of the discussions, the Clerk mentioned

the possibility of a Community Project on the site of the former play area. Feedback from residents has been that they would like more parking in this area but they are open to discussion about what else could be considered, if the Parish Council wanted to take this forward.

**ACTION – Highways & Environment Committee to discuss this item further at their next meeting.**

The Parish Council have been approached by Cellnex regarding the lease for the T-Mobile (EE) telemast. They have requested to reassign the existing agreement to On Tower UK Ltd (new owners) – the existing terms would stay the same. This item will be discussed at the next committee meeting.

**151.2 To consider and approval renewal of the Insurance policy**

The Annual renewal of the Council's insurance policy is due as at 30<sup>th</sup> September. The Council entered into a long-term undertaking with BHIB Councils Insurance last year, which covers a three-year period. The Clerk has reviewed the Policy Schedule to ensure it is still correct. Councillor Thomas **PROPOSED** the approval of the renewal premium required for 2022/23 of £2748.07, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

**151.3 To acknowledge receipt of the Hertfordshire County Council Minerals and Waste Local Plan consultation and consider any response**

Details were provided to members ahead of the meeting. This was acknowledged.

**151.4 To consider and approve recruitment of additional Part-time Grounds Person**

At the Extra-ordinary meeting in July, support for the Groundsman was discussed. Over the Summer, particularly with the extra workloads due to the draught, the Groundsman has been under pressure with his large workloads. The Council employed the former Groundsman on a temporary basis to assist with workloads (8hrs per week). In light of the work volumes going forward, members discussed whether a permanent part-time groundsman should be employed. Councillor Roberts **PROPOSED** delegated authority be given to the Pay & Personnel Sub-committee to take recruitment forward on behalf of the Council, up to a maximum of 15hours per week, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**. Any additional cost decision will be ratified at Full Council in October.

**151.5 To acknowledge the price increase for waste disposal with effect from October 2022**

Cawleys have advised that with effect from 1<sup>st</sup> October their prices will be increased by 5.4%, to reflect the increase fuel costs. This was acknowledged.

**22/152 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**

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

**Re-Minute point 22/128.5** The entrance gate post to the Burial Ground has been replaced, as agreed.

St Nicholas Church have commissioned a structural report on the Church Garden wall. Their contractor has highlighted concerns over some leaning memorials in the churchyard the details have been requested from St Albans Diocese so that a stone mason can investigate the concerns.

The Assistant Clerk has asked a tree surgeon to look at two trees within the Burial Ground which may require work. Once the report is available it will be brought to the committee for discussion.

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

The inspections undertaken on 1<sup>st</sup>, 15<sup>th</sup>, 22nd August & 7<sup>th</sup>, 20<sup>th</sup> September were acknowledged. On 7<sup>th</sup> September in the Burial Ground it was noted that the large rose bushes by the pathway needed trimming back. The Groundsman will action this. Everything else was in order except for the marked-up graves in the Churchyard Garden of Rest.

**152.3 To acknowledge the War Memorial inspection**

The inspections undertaken on 1<sup>st</sup>, 15<sup>th</sup>, 22nd August & 7<sup>th</sup>, 20<sup>th</sup> September were acknowledged. Everything was in order.

- 152.4 **To consider request for a kerb set to existing grave**  
A family are seeking permission to install a full kerb set and chippings on their grave. The grave currently has a book style memorial and is planted up. The family have been advised that kerb sets are no longer permitted in the Burial Ground.  
Following discussion, Councillor Laycock **PROPOSED** that the request for a kerb set be declined, but that a wooden below ground surround would be permitted, without chippings, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.  
**ACTION – Councillor Laycock requested that the current regulation be reviewed at the next Committee meeting to clarify the position with kerb sets and chippings. Councillor Miller offered to review the Risk Assessment for the use of chippings, in light of the Health & Safety concerns raised.**
- 22/153 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 153.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**  
CBC have launched a consultation regarding roads to be kept open as a priority during extreme weather. Luton Road, Bedford Road and Manor Road are currently the priorities for the Centre of the Village. The consultation runs until 9<sup>th</sup> October. This will be discussed further at the next Committee meeting.  
  
Following the site visit at Lovers Walk with the local farmer and CBC Highways in July, the Farmer has now dug out the trench again at the top of the ‘Caves’. They have also investigated the cost for concrete blocks to be put along Lovers Walk. These cost £110+VAT and several would be needed to block access, if the Parish Council wanted to go down this route. The Farmer has offered to put a tree trunk to the side of the horse gate, on the entrance to Lovers Walk, in the hope that this makes a difference. CBC are replacing the damaged horse gate this Autumn to prevent easy access to the bridleway BW25. Anglian Water are currently working on repairs on the bridleway.  
  
Following the meeting with CBC in July, they have confirmed the works planed for the top of Old Road. These comprise of resurfacing the entrance to the top field at the Recreation Ground, installing two removable timber posts in the entrance to restrict access, install timber bollards at 1.3m intervals for 61m (47 bollards) opposite no. 27 Old Road and the removal of the temporary barriers. These works are due to be completed by the end of October.  
  
A resident from Simpkins Drive has complained about a tree which is blocking their driveway and hampering access for them to park vehicles on the drive. The Clerk and Groundsman have inspected the site. The hedge and tree are on Parish Council land. The Clerk will obtain contractor quotes for approval at the next Committee meeting to undertake the works.  
  
Councillor Paxton requested that the Clerk contacts the Post Office to request the obsolete Cash Point sign be removed.
- 153.2 **To acknowledge the Bus Shelters inspections**  
The bus shelter inspections of 1<sup>st</sup> and 22<sup>nd</sup> August and 5<sup>th</sup> September were acknowledged. Everything was in order.
- 153.3 **To acknowledge Central Beds Council Highways Annual Plan 2022/23**  
A copy of the Plan was shared with members ahead of the meeting. This was acknowledged.
- 153.4 **To acknowledge receipt of Central Beds Council On-street Parking Management Strategy Consultation and consider any response**  
Details were shared with members ahead of the meeting. CBC had arranged a TPC Topic session to discuss this on 12<sup>th</sup> September but due to the period of State Mourning, this was cancelled. The deadline for the consultation has been extended to 3<sup>rd</sup> October. After consideration, it was agreed that members should respond individually with their comments and the Clerk would respond on



behalf of the Parish Council regarding concerns over any enforcement of the restrictions being proposed.

**ACTION – Clerk to complete response on the Consultation, as requested.**

153.5 **Update regarding tree planting as part of the Queen’s Green Canopy and agree next actions**  
The Clerk has spoken to CBC regarding the Tree Planting grant. Details of planting layouts and suggested trees have been provided. The Committee now need to discuss and agree plans so that the formal application can be submitted. Barton Christmas Lights are looking for support for their Christmas Tree to be included within the Parish Council application as they are unable to receive funding for just one tree.

153.6 **Update regarding traffic issues around Ramsey Manor Lower School**  
The Clerk has contacted CBC Highways regarding the potential traffic issues resulting from the changes to school hours being introduced from September at Ramsey Manor Lower School. They have arranged for the Road Safety Team and Travel Plan Officer to discuss the concerns with the new Headteacher now that the schools have returned after the Summer break. They will review the situation with traffic at pick up/drop off times and consider any action plan around education for parents. They will update the Parish Council in due course.

## **22/154 LEISURE COMMITTEE REPORT/UPDATE**

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

Following the death of The Queen, it was decided that the Horticultural show should not go ahead. Exhibitors were contacted and have been asked to collect their entrant’s money and raffle prizes have been returned to the sponsors.

The annual Scarecrow competition organised by Barton Pre-school is due to take place 8-9<sup>th</sup> October. They have expressed an interest in running this event in conjunction with the Horticultural Show in future.

Following vandalism to the bench in Arnold Recreation Ground, the Groundsman has replaced the slats, slab base and re-concreted the bench to make it secure.

The new bench has now been installed by the basketball net in Arnold Recreation Ground. Some parts of the old bench have been salvaged (metal end pieces) so they can be reused elsewhere.

**Re-Minute point 22/090** The Queens Platinum Jubilee bench has arrived and will be installed in due course as part of the Queens Green Canopy planting scheme.

**Re-Minute point 22/130.3** The new sign for the Arnold Recreation Ground Play Area has been received and will be installed by the Groundsman shortly. Councillor Roberts enquired if a location sign could be considered for Norman Road Play Area to help residents.

**Re-Minute point 22/130.5** Work to the allotment bank (plots 7-11) is due to begin soon. Allotment tenants affected by the work have been advised.

An allotment tenant has reported theft of personal items (a broom and small wooden table) from their plot. The tenant believes this happened at some time between Saturday 18<sup>th</sup> and Tuesday 20<sup>th</sup>. Members confirmed that security of the site is a priority.

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

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 26<sup>th</sup> July, 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 30<sup>th</sup> August & 5<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> September were acknowledged. On 5<sup>th</sup> September in Arnold Recreation Play Area it was noted that there are gaps in the safety surfacing around the rota-rider. This surfacing had been replaced in April 2022; the Groundsman will investigate. It was also noted that the concrete around the aeroskate anchors were exposed. The Groundsman has topped the soil levels up once already, but will look into this again.

Also on 5<sup>th</sup> September, in the Fitness Equipment inspections, it was noted that the body twist foot plates need repainting. These are being replaced as part of the repair works to be undertaken on 27<sup>th</sup> September by Caloo.

Everything was in order in the Norman Road Play Area.

154.3 **To receive the minutes of the Horticultural Show sub-committee meeting held on 22<sup>nd</sup> August 2022 and to consider and ratify any recommendations contained within**

The minutes were circulated to members prior to the meeting. Councillor Gardner **PROPOSED** the approval and ratification of the minutes of the meeting held on 22<sup>nd</sup> August 2022, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

154.4 **To consider request to use Arnold Recreation Ground as a stop off point for fun run and to site a portable toilet for the event**

Following discussion regarding the route and facilities required, Councillor Miller **PROPOSED** approval for the Fun Run to go across Arnold Recreation Ground and for a small refreshment tent to be set up by the entrance gates opposite Washbrook Close. No toilet is to be located within the Recreation Ground but if the organisers choose to place one outside the gates it is done at their own risk. A donation to the Tibbs Dementia Foundation to be requested; This was **SECONDED** by Councillor Vale **with 7 in favour and 1 abstention**.

154.5 **To retrospectively approve the cost for play equipment and fitness equipment repairs**

At the annual Rospa inspection, it was noted that the caps on the multi-play in Arnold Recreation Play Area needed replacing and the picnic table was loose. Councillor Thomas **PROPOSED** the retrospective approval of the cost of £94.64 plus VAT for the replacement parts, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.

Caloo have been requested to carry out repairs as highlighted in the Rospa report. Councillor Thomas **PROPOSED** the retrospective approval of the cost of £690 plus VAT for the repairs, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

154.6 **To retrospectively approve the cost to repair Arnold Recreation Ground's Play Area perimeter fence and entrance gate**

The annual Rospa report noted that the yellow gate in the play area was not closing and a section of fencing had eroded, needing repair or replacement. Following investigation and consultation with the Chair on safety grounds, a quote from Gilks Fencing was accepted for the work. Councillor Thomas **PROPOSED** the retrospective approval of the cost of £965.83 plus VAT for the work, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

**22/155 SPORTS FIELD COMMITTEE REPORT/UPDATE**

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

**Re-Minute point 131.4** Gilks Fencing have reset the vehicle gate post as agreed.

Project Metalcraft refixed one of the jockey wheels but the other broke during the work. The Cost for a replacement wheel will be discussed under agenda point 155.5

The annual boiler service was undertaken in August, everything was in order.

The Groundsman has reported a further leak from the Pavilion roof, leaking into changing room 2. The flu cover is also missing needing replacement. Councillor Day has been asked if his contact is able to attend site to fix.

155.2 **To retrospectively approve the cost for the annual service of the Fire Alarms and Emergency Lighting at the Pavilion and agree additional repair costs**

The annual service of the fire alarm and emergency lighting was completed on 26<sup>th</sup> July by Knights Shield Fire & Security Systems. 6 lights failed. A Quote for the repairs was provided. Councillor Vale **PROPOSED** the approval of the cost of £460 plus VAT for the repairs, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

- 155.3 **To retrospectively approve the cost for unblocking the drains at the Sports Field**  
The drains at the Pavilion and Unity Hall were found to be blocked again 28<sup>th</sup> July. Draincare attended site and jetted the pipes to clear. Pipes/chamber on Sharpenhoe Road Access entrance found to be heavily scaled. Unity Hall have reported the issue to Anglian Water who are responsible for these pipes and they will take forward any repairs/works necessary. Councillor Vale **PROPOSED** the retrospective approval of the cost of £202 plus VAT to Draincare for the unblocking work undertaken on site, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.
- 155.4 **To retrospectively approve the addition cost for gate repair work**  
During work to reposition the jockey wheels on the main entrance gates, one jockey wheel was found to be broken. A new part was ordered and fitted by Project Metalcraft. Councillor Vale **PROPOSED** the retrospective approval of the cost of £18.79 plus VAT for the replacement jockey wheel, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.
- 155.5 **To consider and approve cost for hedge works at the Luton Road Sports Field site**  
Unity Hall have arranged for hedge works to be undertaken on their site. However, the outer fence hedge is on the Access Road and so the responsibility of the Parish Council. The Clerk and Groundsman have inspected the hedge and confirm it is very overgrown and needs cutting back on both sides of the road – both sides and top. Quotes will be obtained from the contractor for approval at the next Full Council meeting in October.
- 155.6 **To consider and approve cost for consultant to submit grant application**  
An application is required to the Football Foundation for a grant for plumbing work at the Pavilion. The application process is complex. After discussion, Councillor Vale **PROPOSED** approval of the cost of £250 plus VAT for Tim Wall Leisure to undertake the process on behalf of the Parish Council, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.
- 22/156** **MONTHLY FINANCIAL REPORTS**
- 156.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for months 4 and 5**  
The monthly financial reports for July and August month-end were received by members. Councillor Gardner requested the outstanding payment due from the Police on behalf of an offender, which has now been due for over 6 months, be escalated. Clerk to consider use of the Small Claims Court and involve the Police and Crime Commissioner in recovery of the outstanding debt.
- 22/157** **APPROVAL OF PAYMENT OF ACCOUNTS**
- 157.1 **To retrospectively consider and approve payment of accounts for August as listed within the schedule**  
The payments schedule for August was provided to members prior to the meeting. Councillor Thomas **PROPOSED** retrospective approval of the payments for August, totalling £35,532.86 including transfer from Savings account, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.
- 157.2 **To retrospectively consider and approve payment of accounts for September as listed within the schedule**  
The payments schedule for September was provided to members prior to the meeting. Councillor Thomas **PROPOSED** retrospective approval of the payments for September, totalling £90,117.64 including transfer to Savings account following receipt of second tranche of Precept funding, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.
- 22/158** **TIME ALLOCATION FOR COMMITTEE MEETINGS**
- 158.1 **Dates available for committee/sub-committee meetings –**  
3<sup>rd</sup> October – Highways & Environment, Policies & Resources Committees and Pay & Personnel Sub-committee, start time 7.30pm
- 22/159** **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**  
There were none.



The meeting closed at 10.12 pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 26<sup>th</sup> September 2022

Dated this the 10<sup>th</sup> October 2022

*B Thomas*

**COUNCILLOR B THOMAS  
CHAIRMAN**

**PAYMENT OF ACCOUNTS**  
**August 2022**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
22/0112	Everflow	Water Supply (07/08/2022-06/09/2022)	£ 1,109.05	£ -	£ 1,109.05	SPLIT		DD
22/0157	Central Bedfordshire Council	Council Tax - Parish Office (Aug)	£ 240.00	£ -	£ 240.00	4137		DD
22/0158	Central Bedfordshire Council	Council Tax - Sports Pavilion (Aug)	£ 489.00	£ -	£ 489.00	4811		DD
22/0159	Peninsula Business Services	H&S Support Services - Aug 2022	£ 107.64	£ 20.33	£ 127.97	4151		DD
22/0160	Cawleys	Skip Emptying - Burial Ground (Jul)	£ 39.62	£ 7.92	£ 47.54	4314		
22/0161	Cawleys	Skip Emptying - Office Recycling (Jul)	£ 6.30	£ 1.26	£ 7.56	4134		
22/0162	Cawleys	Skip Emptying - Allots (Jul)	£ 145.88	£ 29.18	£ 175.06	4134	<b>£ 230.16</b>	DD
22/0163	EDF Energy	Electricity - Parish office 17/06/22-14/07/22)	£ 124.70	£ 6.24	£ 130.94	4137		DD
22/0164	Crown Gas	Gas - Pavilion (01/07/22-31/07/22)	£ 32.43	£ 1.62	£ 34.05	4812		DD
22/0165	British Gas	Electric supply Pavilion (01/07/22-31/07/22)	£ 101.33	£ 5.06	£ 106.39	4806		DD
22/0166	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - Aug	£ 245.60	£ 49.12	£ 294.72	4142		DD
22/0167	Virginmedia	Fibre Broadband Office - Aug	£ 45.00	£ 9.00	£ 54.00	4105		DD
22/0168	Telefonica UK Ltd (O2)	Monthly Mobile Subscription - Aug	£ 13.40	£ 2.68	£ 16.08	4105		DD
22/0169	NEST	Pension payments July 2022 (Paymt due Aug)	£ 982.87	£ -	£ 982.87	526		DD
22/0170	HM Rev & Customs	Mth 04 PAYE	£ 1,049.20	£ -	£ 1,049.20	525		
22/0171	HM Rev & Customs	Mth 04 Nat. Emp'ee NI Contribution	£ 658.09	£ -	£ 658.09	525		
22/0172	HM Rev & Customs	Mth 04 Nat. Emp'er NI Contribution	£ 878.42	£ -	£ 878.42	525	<b>£2,585.71</b>	FP
22/0173	I Nicholls	August Salary	Salary	.	Salary	4002		FP
22/0174	S Cowie	August Salary	Salary		Salary	4001		FP
22/0175	C Callen	August Salary	Salary		Salary	4000		FP
22/0176	J Fitzgerald	August Salary	Salary		Salary	4003		FP
22/0177	K Small	August Salary	Salary		Salary	4004		FP
22/0178	S McConville	August Salary	Salary		Salary	4004		FP
	<b>TOTAL SALARIES</b>		<b>£ 5,611.73</b>	<b>£ -</b>	<b>£ 5,611.73</b>			
22/0179	J Fitzgerald	July Mileage 173 miles @ 45p	£ 77.85	£ -	£ 77.85	4107		FP
22/0181	Petty Cash	SumUp Payment Card Reader via Amazon UK	£ 16.66	£ 3.33	£ 19.99	4181		Dcard
22/0182	Barton Village Hall	Meeting Room Hire - June	£ 105.00	£ -	£ 105.00	4112		FP

22/0183	Playsafety Ltd	Annual RoSPA Inspection	£ 241.50	£ 48.30	£ 289.80	4655		FP
22/0184	Gilks Fencing Ltd	Gate & fence repairs at Sports Field (Ins Claim)	£ 2,471.53	£ 494.30	£ 2,965.83	4807		FP
22/0185	Be Safe Fire Protection Ltd	Annual Fire Extinguisher service Office & Pavilion	£ 90.00	£ 18.00	£ 108.00	SPLIT		FP
22/0186	SJB Electrical Services	Repairs to Electrics in Parish Office	£ 697.00	£ 139.40	£ 836.40	4117/328		FP
22/0187	Tim Wall Leisure	Sports Field 3G Feasibility Study	£ 975.00	£ -	£ 975.00	4807/385		FP
22/0188	Knights Shield Fire & Security Systems	Annual Fire Alarm & Emergency Lighting Service	£ 220.00	£ 44.00	£ 264.00	4815		FP
22/0189	BATPC	VAT Course for Clerk	£ 30.00	£ -	£ 30.00	4120/321		FP
22/0190	P&R Property	Qtly Rental of Office and Garage	£ 2,000.00	£ -	£ 2,000.00	4137		FP
22/0191	Professional Pest Management Ltd	Pest Control at Allotments	£ 65.53	£ 13.11	£ 78.64	4609		FP
22/0192	Reynolds Landscaping Services	Grass Cutting July	£ 374.40	£ 74.88	£ 449.28	SPLIT		FP
22/0193	HL Hutchinson Ltd	White Liner Paint x6	£ 267.00	£ 53.40	£ 320.40	4805		FP
22/0194	TSB Bank	Transfer to Current Account from Savings	£ 15,000.00	£ -	£ 15,000.00	n/a		TF
		<b>TOTAL AUGUST 2022 PAYMENTS</b>	<b>£ 34,511.73</b>	<b>£ 1,021.13</b>	<b>£ 35,532.86</b>			

**PAYMENT OF ACCOUNTS**  
**September 2022**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
22/0195	Everflow	Water Supply (07/09/2022-06/10/2022)	£ 837.70	£ -	£ 837.70	SPLIT		DD
22/0196	Everflow	Water Supply (07/10/2022-06/11/2022)	£ 624.05	£ -	£ 624.05	SPLIT		DD
22/0197	Central Bedfordshire Council	Council Tax - Parish Office (Sep)	£ 240.00	£ -	£ 240.00	4137		DD
22/0198	Central Bedfordshire Council	Council Tax - Sports Pavilion Sep)	£ 489.00	£ -	£ 489.00	4811		DD
22/0199	Peninsula Business Services	H&S Support Services - Sep 2022	£ 107.64	£ 20.33	£ 127.97	4151		DD
22/0200	Cawleys	Skip Emptying - Burial Ground (Aug)	£ 39.62	£ 7.92	£ 47.54	4314		
22/0201	Cawleys	Skip Emptying - Office Recycling (Aug)	£ 12.60	£ 2.52	£ 15.12	4134		
22/0202	Cawleys	Skip Emptying - Allots (Aug)	£ 168.68	£ 33.74	£ 202.42	4134	<b>£ 265.08</b>	DD
22/0203	EDF Energy	Electricity - Parish office 15/07/22-14/08/22)	£ 87.29	£ 4.36	£ 91.65	4137		DD
22/0204	Crown Gas	Gas - Pavilion (01/08/22-31/08/22)	£ 36.11	£ 1.81	£ 37.92	4812		DD
22/0205	British Gas	Electric supply Pavilion (01/08/22-31/08/22)	£ 118.77	£ 5.93	£ 124.70	4806		DD
22/0206	Puzzle Technology Ltd	IT Support maintenance, Backup, licences- Sep	£ 245.60	£ 49.12	£ 294.72	4142		DD
22/0207	Virginmedia	Fibre Broadband Office - Sep	£ 45.00	£ 9.00	£ 54.00	4105		DD
22/0208	Telefonica UK Ltd (O2)	Monthly Mobile Subscription - Sep	£ 13.40	£ 2.68	£ 16.08	4105		DD
22/0209	Xerox Finance Ltd	Versalink Photocopier rental (01/06/22-31/08/22)	£ 81.04	£ 16.21	£ 97.25	4111		DD
22/0210	Xerox UK Ltd	Versalink Photocopier usage (01/06/22-31/08/22)	£ 108.01	£ 21.60	£ 129.61	4111		DD
22/0211	British Telecom	Telephone & Broadband Qtly (01/06/22-31/08/22)	£ 257.61	£ 51.52	£ 309.13	4105		DD
22/0212	NEST	Pension payments Aug 2022 (Paymt due Sep)	£ 965.41	£ -	£ 965.41	526		DD
22/0213	HM Rev & Customs	Mth 05 PAYE	£ 787.00	£ -	£ 787.00	525		
22/0214	HM Rev & Customs	Mth 05 Nat. Emp'ee NI Contribution	£ 491.30	£ -	£ 491.30	525		
22/0215	HM Rev & Customs	Mth 05 Nat. Emp'er NI Contribution	£ 688.97	£ -	£ 688.97	525	<b>£1,967.27</b>	FP
22/0216	I Nicholls	September Salary	Salary	.	Salary	4002		FP
22/0217	S Cowie	September Salary	Salary		Salary	4001		FP
22/0218	C Callen	September Salary	Salary		Salary	4000		FP
22/0219	J Fitzgerald	September Salary	Salary		Salary	4003		FP
22/0220	K Small	September Salary	Salary		Salary	4004		FP
22/0221	S McConville	September Salary	Salary		Salary	4004		FP

22/0248	I Swales	September Salary	Salary		Salary	4003		FP
	<b>TOTAL SALARIES</b>		<b>£ 6,294.75</b>	<b>£ -</b>	<b>£6,294.75</b>			
22/0222	J Fitzgerald	August Mileage 341 miles @ 45p	£ 153.45	£ -	£ 153.45	4107		FP
22/0223	J Fitzgerald - Petty Cash	Key/shears/hose/wood & bolts for bench	£ 147.61	£ 28.52	£ 176.13	SPLIT		FP
22/0224	Office - Petty Cash	Postage / Sandbags for Allotments/Gift Vouchers	£ 181.78	£ 19.66	£ 201.44	SPLIT		Dcard
22/0225	Hort Show - Petty Cash	Amazon Money envelopes for Show	£ 5.74	£ 1.15	£ 6.89	4608		Dcard
22/0226	Hort Show - Petty Cash	Cash Float & Prizes	£ 388.00	£ -	£ 388.00	4608		Dcard
22/0227	Draincare Ltd	Unblock Drains - Unity Hall & Pavilion	£ 202.00	£ 40.40	£ 242.40	4807		FP
22/0228	Signs Express (Bedford)	Arnold Rec Play Area Replacement Sign	£ 96.56	£ 19.31	£ 115.87	4654		FP
22/0229	Gilks Fencing Ltd	Reset gate at Sports Field	£ 634.80	£ 126.96	£ 761.76	4807		FP
22/0230	Saint Gobion Build/Jewson	Materials to repair Noticeboards/post/bench slabs	£ 85.56	£ 17.11	£ 102.67	4140		FP
22/0231	Prestige Design & Workwear	Boots for Temp Groundsman	£ 20.00	£ 4.00	£ 24.00	4141		
22/0232	Prestige Design & Workwear	Work Shirt for Temp Groundsman	£ 12.00	£ 2.40	£ 14.40	4141	<b>£ 38.40</b>	FP
22/0233	Glasdon UK Ltd	Jubilee Bench for Arnold Rec	£ 741.22	£ 148.24	£ 889.46	4656/362		FP
22/0234	SMRHS Ltd	Annual Boiler Service	£ 475.00	£ 95.00	£ 570.00	4815		FP
22/0235	Maximum Security Systems	Annual service of Alarm system Office/Pavilion	£ 130.00	£ 26.00	£ 156.00	SPLIT		FP
22/0236	CPRE	Annual Membership	£ 36.00	£ -	£ 36.00	4108		FP
22/0237	C Callen	Car Parking Bedford (Bank)	£ 2.00	£ -	£ 2.00	4107		FP
22/0238	G Gardner	Horticultural Show Judges Wine/Squash	£ 26.40	£ 5.28	£ 31.68	4608		7552
22/0239	Mazars	External Audit Fee	£ 600.00	£ 120.00	£ 720.00	4110		FP
22/0240	Gilks Fencing Ltd	Repairs to gate & fence at Arnold Rec Play Area	£ 965.83	£ 193.16	£1,158.99	4650		FP
22/0241	Herts CC	Horticultural Show stationery supplies	£ 32.25	£ 6.45	£ 38.70	4608		FP
22/0242	Reynolds Landscaping Services	Grass Cutting August	£ 374.40	£ 74.88	£ 449.28	SPLIT		FP
22/0243	Ace Fencing (Southern) Ltd	Repairs to gatepost and hinges at Burial Ground	£ 370.00	£ 74.00	£ 444.00	4310		FP
22/0244	S Cowie	Horticultural Show refreshments and sticks	£ 21.19	£ 2.04	£ 23.23	4608		FP
22/0245	S Cowie	Floral Tribute for The Queen	£ 25.00	£ -	£ 25.00	4116		FP
22/0246	Horticultural Show Float	Transfer for expenses - Minute ref 22/102	£ 420.00	£ -	£ 420.00	n/a		TF
22/0247	TSB Bank	Transfer to Savings Account from Current (Precept)	£ 70,000.00	£ -	£70,000.00	n/a		TF
		<b>TOTAL SEPTEMBER 2022 PAYMENTS</b>	<b>£ 88,886.34</b>	<b>£ 1,231.30</b>	<b>£ 90,117.64</b>			