

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL
HELD ON MONDAY 9th JANUARY 2023
AT THE VILLAGE HALL AT 7.30 PM

Present: Councillors Mrs B Thomas (Chairman), Mr J Paxton, Mrs G Gardner, Mr J Selley, Mrs A Vale, Mr W Rudd, Mr S Laycock, Mrs A Fletcher and Mrs J Mikkelson

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

Minutes: Mrs C Callen

22/364 APOLOGIES FOR ABSENCE

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

22/365 SPECIFIC DECLARATIONS OF INTEREST

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

22/366 CO-OPTION OF NEW COUNCILLOR & SIGNING OF DECLARATION OF OFFICE

Councillor Thomas asked whether Mrs Mikkelson wished to be co-opted to the Parish Council. She confirmed her acceptance. Councillor Thomas **PROPOSED** that Mrs Mikkelson be co-opted Councillor for Barton-le-Clay Parish Council, this was **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**. The newly co-opted Councillor Mikkelson then signed her Declaration of Office, which was witnessed by the Clerk, Mrs C Callen. Councillor Mikkelson then joined the meeting and was welcomed by the Chairman. Her committee membership was confirmed as Leisure and Burial Ground Committees.

22/367 POLICE REPORTS

367.1 To acknowledge receipt of Crime Statistics for November 2022

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

In November a total of 13 crimes were reported: 6 unable to prosecute suspect; 2 the investigation is complete and no suspect identified; 4 under investigation; 1 where action to be taken by another organisation. The categories included: 9 violence and sexual offences, 2 vehicle crimes, 1 burglary and 1 public order offence.

ACTION – Clerk to forward the alternative Crime figures provided by the Police for Central Beds Parishes to all members alongside the website details for the next meeting, for consideration.

367.2 To acknowledge the PCC consultation on the Police Budget for 2023/24 and consider any response

Details of the Consultation were provided ahead of the meeting, with a planned increase of £15 on a Band D property for the year (28p per week). The additional funding is to help increase officers in the Community Policing teams, provide data analysts to monitor crime trends and increase officers dealing with victim engagement. Councillors agreed that individual responses should be sent.

367.3 Feedback from ‘Cuppa with a Coppa’ Event on 16th December

Councillor Widdowfield organised the event with the local Community Police Officer and a PCSO. Councillor Selley attended on behalf of the Parish Council. Unfortunately, no members of the public joined the event. It was suggested that another event be organised in the Spring, with more notice and publicity and maybe combine with another event to attract attendees.

22/368 PUBLIC QUESTION TIME

There were none present.

22/369 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

369.1 Councillor Shingler was unable to attend and no report had been received.

The Clerk advised that she has referred a couple of resident's complaints to Councillor Shingler to take forward with Central Beds Council.

22/370 PLANNING COMMITTEE REPORTS/UPDATE

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

Following previous concerns raised by residents regarding anti-social behaviour at The Royal Oak, a resident has copied the Parish Council into their latest email sent to the Licencing Team at Central Beds Council (CBC), requesting the situation should be reviewed in line with their licence. They have also been monitoring noise and keeping a diary of issues which has been sent to the Noise Control Team at CBC. The Community Policing Team have made this area a priority, although there is no evidence of an increased police presence. A further update will be provided once a response from CBC is received. The Clerk has suggested to the resident that they ask Councillor Shingler to get involved.

350.2 Update on planning applications refused/granted

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

350.3 Update on Enforcement Notices

There were no new updates.

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

CB/22/04691/FULL, 13 Windsor Road: Conversion of garage to create a single storey side extension with new annexe.

- No comments.

CB/22/04712/FULL, 144 Bedford Road: Loft conversion with extension to roof and rear facing dormer.

- No comments.

CB/22/04539/ADV, 85 Bedford Road: Advertisement: The installation of ATM and associated signage installation of 1 non-illuminated fascia sign and 1 non-illuminated logo panel.

- No comments.

CB/22/04817/FULL, 67 Osborn Road: Two storey side and rear extensions.

Following discussion, Councillor Fletcher **PROPOSED** the following comment, **SECONDED** by Councillor Vale **with 7 in favour and 2 against:**

Comment: The Parish Council are disappointed regarding the lack of a parking plan within the application. The proposed extensions will create a larger 4-bed property. In line with Central Beds Council Design Guide, this would require 3 off-street parking spaces but the current property only has two at the rear and a small garage. The location of the property on an internal corner, means that there is no on-street parking available outside the property and as the garage is not considered suitable, as per the latest Central Beds Council Design Standard, it would appear that there is insufficient parking allowance on site for the development.

CB/22/04814/FULL, 34 Washbrook Close: Removal of side elevation and closing openings.

Alterations to doors and windows with new first floor and ground side windows. New roof lantern to single storey rear elevation and internal alteration.

- No comments.

22/371 MINUTES OF LAST MEETINGS

371.1 To receive and approve the minutes of the Full Council meeting held on 12th December 2022

The minutes of the Full Council meeting held on 12th December 2022 were circulated to members prior to the meeting. Councillor Thomas **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Selley **with 6 in favour and 3 abstentions**. The minutes were approved.

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

22/372 CHAIRMAN'S ANNOUNCEMENTS

372.1 Announcements as deemed appropriate by the Chairman

S137 Grant 'Thank you' emails have been received from Arnold Academy and Harlington Upper School. Barton Pre-School requested to use the funds allocated to them towards a touchscreen monitor for the children as theirs recently broke (original request was for an interactive whiteboard) – this was approved before Christmas and they have thanked the Parish Council for their support.

On 22nd December, the Clerk forwarded an email to all members inviting them to attend an engagement session with Central Beds Council regarding Community Energy Pathways – event to be held on 10th January 2-3pm. It was agreed that Councillor Thomas and the Clerk attend and provide feedback at the next meeting.

The Clerk advised that the Parish Council have been invited by BATPC to attend a one-day free online course on Carbon Literacy Climate Awareness. Central Beds Council have also arranged their next topic session on Bedfordshire Employment and Skills Academy.

ACTION – Clerk to email details to all members. Anyone interested in attending please let the Clerk know so that a place can be reserved.

372.2 To consider attendance at a meeting with Arnold Academy

The new Headteacher from Arnold Academy is keen to build collaboration between the school and the Parish Council and so has issued an invite for members to join them for a tea/coffee and catch-up session. Councillors Vale (as the School link representative), Fletcher, Paxton and Gardner all expressed a wish to be involved.

ACTION – Councillors agreed to provide the Clerk with suitable dates they are available so that a date can be agreed with the school.

22/373 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

The Internal Auditor requested information to undertake her interim review just before the Christmas break. All papers have now been provided by the Clerk. An update will be provided once the review and report have been completed.

373.2 To consider and approve renewal of Clerks membership to The Society of Local Council Clerks

The Annual membership renewal is now due. This is required to access the Clerks support network/reference material, etc. Councillor Thomas **PROPOSED** approval of the cost of £296 to renew the SLCC subscription, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

373.3 To consider response to Central Bedfordshire Council's Budget 2023 Consultation

Details of the Consultation and questionnaire were provided to members ahead of the meeting. Responses are required by 24th January 2022. Historically the Parish Council have not responded to the consultation. Councillors agreed that individual responses should be sent. The Clerk has advertised the consultation on the Parish Noticeboards and Social Media to encourage residents to respond.

373.4 To retrospectively approve the purchase of magnetic signs for the Groundsmen vans

As discussed and agreed at the last meeting, the Clerk has purchased 4 magnetic signs for Groundsmen to apply to their vehicles when going about Parish Council work around the Village. Total cost £166.80 plus VAT for four signs 500mm x 310mm with the Parish Logo on, from Signs Express (Bedford). Councillor Selley **PROPOSED** retrospective of the cost of £166.80 plus VAT for the magnetic signs, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

373.5 To consider a Community Emergency Plan/CERT and agree way forward

On 17th November Councillors Rudd and Widdowfield attended an online briefing regarding Emergency Response and developing a Community Emergency Plan. It is suggested that a small working party is formed to discuss the requirements and put together a proposal for the Parish

Council to consider. Councillors Rudd, Fletcher and Gardner agreed to take this forward on behalf of the Parish Council.

ACTION – Clerk to arrange a meeting to review the proposed Plan requirements.

22/374 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

374.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only.** There were none.

374.2 **To acknowledge the Burial Ground, Churchyard and War Memorial inspections**

The inspections undertaken on 13th December and 4th January were acknowledged.

In the Burial Ground on 4th January, it was noted that there were fallen leaves. The contractor has completed the 2 leaf collections included within the contract so the Groundsman will action this. Everything else was in order. In the churchyard, the marked-up memorials were noted as safe. Everything else was in order. Everything was in order at the War Memorial.

22/375 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

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

Re **Minute 22/299** – The Clerk has been discussing the use of the Police & Crime Commissioners Grant to fund the installation of a SID device on Sharpenhoe Road. They have confirmed that they are prepared to fund the total £5k cost of the device. The Clerk is now taking this forward with Central Beds Council.

Re **Minute 22/298** – The Clerk is still awaiting a response from Central Beds Council BeGreen team regarding the Tree grant application. It is hoped this will be in place for planting before March 2023.

375.2 **To acknowledge the Bus Shelters inspections**

The bus shelter inspection undertaken on 4th January was acknowledged. Everything was in order.

375.3 **To consider joining the Pan-Bedfordshire Bus Users Forum and agree way forward**

Members discussed the proposed forum. Councillor Gardner requested further information on what was involved should be sought. It was agreed that the Clerk should seek volunteers from the local community who regularly use the bus service to get in touch with the Parish Council to consider getting involved. Adverts to be put on Social Media and at the Bus Stops.

22/376 LEISURE COMMITTEE REPORT/UPDATE

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

The follow-up pest control inspection at the Allotments took place on 22nd December, following reports of rats by nearby houses. The area was checked for carcasses, and a no further action was required. The next inspection will be as per the contract (bi-monthly).

The new vehicle and pedestrian gates and fencing were installed at the allotments during the week commencing 19th December. Due to the Christmas break, it has not been possible to purchase the padlocks and chains yet. The Assistant Clerk is looking into options, for approval at the next committee meeting. Temporary signage has been displayed and a quote for more permanent signage is being sought. Since the installation, two allotment tenants have reported issues with closing the gates which has resulted in bruising to the hand. The Assistant Clerk has sought guidance from the installation company on how best to use the gate bolts – this has been shared with all plot holders. It was suggested that the use of small sheds/tool stores be considered by the Parish Council now that increased security is in place.

The Tennis Club have requested that trees overhanging the courts are cut back as the falling leaves and berries are causing a nuisance. A quote is being sought and will be considered at the next meeting.

The Assistant Clerk advised that a tree planting event has been organised for Saturday 14h January between 1.30pm and 3.30pm at the Allotment site. This is being co-ordinated by the Barton

Countryside Conservation Group and residents, Councillors and Plot holders have been encouraged to attend the planting of the hedgerow at the rear of the Allotment site boundary.

376.2 To acknowledge weekly Playground and Fitness Equipment Inspections

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 13th, 19th December and 4th January were acknowledged.

In the Norman Road Play Area on 19th December and 4th January, it was noted that there is some moss on the wetpour ground surface which needs cleaning. The Groundsman will action this on a dry day.

In Arnold Rec on 4th January, it was noted that the rubber matting under the gyrospring has broken away and needs replacing. It is not considered dangerous. The Assistant Clerk will consult the manufacturers to find a solution.

Everything was in order with the Fitness Equipment.

376.3 To consider request to use Arnold Recreation Ground as a refreshment stop-off point for 50k run

A request has been received from Runaway Adventures to use Arnold Recreation Ground as a stop off point for their North Chilterns 50k on 8th October. This is the same event as was held on 16th October 2022 and the same arrangements would apply to this year's run. After consideration, Councillor Thomas **PROPOSED** approval for the request, with a donation to be made to the Tibbs Dementia Foundation. This was **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

22/377 SPORTS FIELD COMMITTEE REPORT/UPDATE

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

Boxfit have signed their hire agreement for use of the Luton Road Sports Field, effective from 1st January 2023.

377.2 To consider a working party to review new lease for Barton Rovers FC and agree way forward

As discussed at the last meeting, a new lease is required for the Barton Rovers FC site to tidy up the current documents and clauses. An up to date valuation has been requested from Kirkby Diamond. Councillors Selley, Thomas, Day, Paxton, Fletcher and Vale agreed to join a working party to take this project forward with the Clerk.

377.3 To consider and approve quotation for Pavilion plumbing upgrades

The grant application to the Football Foundation has been successful with £11,283 of funding for the Pavilion plumbing upgrades awarded. Councillor Selley thanked the Assistant Clerk for her hard work in pulling together this project. A copy of the offer letter and quotations from two contractors for the work required was provided ahead of the meeting for consideration.

The grant funding covers 74% of the lowest quote submitted and the Parish Council will need to make up the difference. Following discussion, Councillor Selley **PROPOSED** to accept the quote provided by SMRHS Ltd of £17,750 plus VAT, subject to clarification on their payment terms, with the additional funding of £6,467 to come from the plumbing Ear Marked Reserve, Restart Grant Ear Marked Reserve and General Reserves. This was **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

22/378 MONTHLY FINANCIAL REPORTS

378.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for month 9

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

22/379 APPROVAL OF PAYMENT OF ACCOUNTS

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

The payments schedule for January was provided to members prior to the meeting. Additional payment to Cawleys, British Gas and Crown Gas were added at the meeting. Councillor Gardner **PROPOSED** approval of the payments for January, totalling £42,997.49, including transfer from savings account, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

22/380 **TIME ALLOCATION FOR COMMITTEE MEETINGS**

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

16th January – Burial Grounds and Sports Field committees to be held at the Village Hall, start time 7.30pm.

23rd January – Planning, Highways & Environment and Policies & Resources committees to be held at the Village Hall, start time 7.30pm.

30th January – Leisure and Horticultural Show committees to be held at the Village Hall, start time 7.30pm.

22/381 **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

Councillor Vale requested that the Working Party in respect of Dementia-Friendly Communities be arranged as soon as possible.

The meeting closed at 9.19pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 9th January 2023

Dated this the 13th February 2023

**COUNCILLOR B THOMAS
CHAIRMAN**

PAYMENT OF ACCOUNTS
January 2023

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
22/0414	Central Bedfordshire Council	Council Tax - Parish Office (Jan)	£ 240.00	£ -	£ 240.00	4137		DD
22/0415	Central Bedfordshire Council	Council Tax - Sports Pavilion (Jan)	£ 489.00	£ -	£ 489.00	4811		DD
22/0416	Peninsula Business Services	H&S Support Services - Jan 2023	£ 107.64	£ 20.33	£ 127.97	4151		DD
22/0417	Cawleys	Skip Emptying - Burial Ground (Dec)	£ 52.76	£ 10.55	£ 63.31	4314		
22/0418	Cawleys	Skip Emptying - Allots (Dec)	£ 139.18	£ 27.84	£ 167.02	4134		DD
22/0419	Cawleys	Skip Emptying - Recycle (Dec)	£ 6.64	£ 1.33	£ 7.97	4134		DD
22/0420	Cawleys	Credit Note - Allots non-collection 31/10/22	-£ 64.34	-£ 12.87	-£ 77.21	4134		DD
22/0462	Cawleys	Credit Note - Allots non-collection 27/12/22	-£ 64.34	-£ 12.87	-£ 77.21	4134	£ 83.88	DD
22/0421	EDF Energy	Electricity - Parish office 15/11/22-14/12/22)	£ 252.88	£ 12.64	£ 265.52	4137		DD
22/0422	Crown Gas	Gas - Pavilion (01/12/22-31/12/22)	£ 164.96	£ 8.25	£ 173.21	4812		DD
22/0423	British Gas	Electric supply Pavilion (01/12/22-31/12/22)	£ 100.92	£ 5.04	£ 105.96	4806		DD
22/0424	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - Jan	£ 245.60	£ 49.12	£ 294.72	4142		DD
22/0425	Virginmedia	Fibre Broadband Office - Jan	£ 45.00	£ 9.00	£ 54.00	4105		DD
22/0426	Telefonica UK Ltd (O2)	Monthly Mobile Subscription - Dec	£ 13.40	£ 2.68	£ 16.08	4105		DD
22/0427	NEST	Pension payments Dec 2022 (Paymt due Jan)	£ 1,135.27	£ -	£1,135.27	526		DD
22/0428	HM Rev & Customs	Mth 09 PAYE	£ 1,388.40	£ -	£1,388.40	525		
22/0429	HM Rev & Customs	Mth 09 Nat. Emp'ee NI Contribution	£ 592.61	£ -	£ 592.61	525		
22/0430	HM Rev & Customs	Mth 09 Nat. Emp'er NI Contribution	£ 801.57	£ -	£ 801.57	525	£2,782.58	FP
22/0431	I Nicholls	January Salary	Salary	.	Salary	4002		FP
22/0432	S Cowie	January Salary	Salary		Salary	4001		FP
22/0433	C Callen	January Salary	Salary		Salary	4000		FP
22/0434	J Fitzgerald	January Salary	Salary		Salary	4003		FP
22/0435	K Small	January Salary	Salary		Salary	4004		FP
22/0436	S McConville	January Salary	Salary		Salary	4004		FP
22/0437	J Pope	January Salary	Salary		Salary	4002		FP
	TOTAL SALARIES		£ 6,619.41	£ -	£ 6,619.41			
22/0438	J Fitzgerald	December Mileage 152 miles @ 45p	£ 68.40	£ -	£ 68.40	4107		FP
22/0439	J Fitzgerald - Petty Cash	Painting materials - Homebase	£ 97.08	£ 19.42	£ 116.50	4140		FP
22/0440	J Pope	December Mileage 54 miles @ 45p	£ 24.30	£ -	£ 24.30	4107		FP

22/0441	KC Horner	Annual topping of Old Road Field	£ 160.00	£ 32.00	£ 192.00	4657		7555
22/0442	Barton Village Hall	Meeting room hire November x3	£ 105.00	£ -	£ 105.00	4112		FP
22/0443	Prestige Design & Workwear	Uniform for P/T Groundsman	£ 98.00	£ 13.20	£ 111.20	4141		FP
22/0444	Prestige Design & Workwear	Cleaner for White Liner machine	£ 100.50	£ 20.10	£ 120.60	4805	£ 231.80	FP
22/0445	Jewson/Saint-Gobion Building	Bark mulch for rose beds in Burial Ground	£ 75.00	£ 15.00	£ 90.00	4310		FP
22/0446	Signs Express (Bedford)	Magnetic vehicle signs for Groundsmen	£ 166.80	£ 33.36	£ 200.16	4191		FP
22/0447	Ace Fencing (Southern) Ltd	Fencing and gates at Allotments	£ 4,625.00	£ 925.00	£5,550.00	4606/ 366		FP
22/0448	Society of Local Council Clerks	Clerks annual membership fee	£ 296.00	£ -	£ 296.00	4108		FP
22/0449	Basketball England	Basketball Nets x3	£ 24.13	£ 4.83	£ 28.96	4654		Dcard
22/0450	Teamviewer	Annual Subscription Assistant Clerk	£ 198.00	£ 39.60	£ 237.60	4142		Dcard
22/0451	Teamviewer	Annual Subscription Clerk	£ 198.00	£ 39.60	£ 237.60	4142		Dcard
22/0452	MJ Granger Grounds Maintenance Ltd	Hexton Road Hedge Cutting	£ 197.89	£ 39.58	£ 237.47	4604		FP
22/0453	MJ Granger Grounds Maintenance Ltd	Rear Dunstall Rd Hedge Cutting	£ 513.95	£ 102.79	£ 616.74	4604		FP
22/0454	MJ Granger Grounds Maintenance Ltd	Arnold Rec Hedge Cutting	£ 363.84	£ 72.77	£ 436.61	4652		FP
22/0455	MJ Granger Grounds Maintenance Ltd	Grange Rd Estate Hedge Cutting	£ 1,328.14	£ 265.63	£1,593.77	4401		FP
22/0456	MJ Granger Grounds Maintenance Ltd	Credit Note - Incorrect invoice amounts Correction	-£ 89.34	-£ 17.87	-£ 107.21	SPLIT	£2,777.38	CN
22/0457	Copybox Document Systems	Photocopier Usage December	£ 23.67	£ 4.73	£ 28.40	4111		FP
22/0458	Herts Fullstop	Stationery and cleaning supplies	£ 76.96	£ 15.39	£ 92.35	4113		FP
22/0459	Post Office Ltd	Stamps	£ 13.04	£ -	£ 13.04	4106		DCard
22/0460	H L Hutchinson Ltd	White Line paint	£ 267.00	£ 53.40	£ 320.40	4805		FP
22/0461	TSB Bank	Transfer from Savings Account	£ 20,000.00	£ -	£20,000.00	n/a		TF
		TOTAL JANUARY 2023 PAYMENTS	£ 41,197.92	£1,799.57	£ 42,997.49			