

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL
HELD ON MONDAY 17th APRIL 2023
AT THE VILLAGE HALL AT 7.31 PM

Present: Councillors Mrs B Thomas (Chairman), Miss G Widdowfield (Vice-chair), Mrs A Fletcher, Mrs G Gardner, Mrs A Vale, Mr S Laycock, Mrs J Mikkelson, Mr N Day, Mr J Selley

In attendance: Mrs C Callen (Clerk), Mrs S Cowie (Assistant Clerk) and 1 member of public

Minutes: Mrs S Cowie

22/574 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Paxton, Roberts, Rudd and Central Bedfordshire Ward Councillor Mr I Shingler.

22/575 SPECIFIC DECLARATIONS OF INTEREST

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

22/576 POLICE REPORTS

526.1 To acknowledge receipt of Crime Statistics for February 2023

The Crime statistics for February 2023 were acknowledged.

In February a total of 6 crimes were reported on the Police.uk website; 1 under investigation; 4 investigations complete, no suspect identified and 1 with no further details. The categories included: 1 vehicle crime, 2 other theft, 1 drug, 1 antisocial behaviour and 1 burglary.

The figures provided by Central Bedfordshire Council were also shared with members for comparison – these showed only 5 crimes in February but provided slightly more details (date of incident, road, type of crime).

The Clerk provided an update on the ongoing issues with noise and nuisance behaviour from the Royal Oak Public House. Although this area has been a priority for the Police, problems are still occurring, and residents have set up an action group to tackle this. Meetings have taken place with the business owners and Central Bedfordshire Councils licensing teams have been asked to review the licenses currently held. Council was supportive of the group and were pleased to hear that appropriate action is being taken.

22/577 PUBLIC QUESTION TIME

1 member of public was present but had no questions.

22/578 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

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

22/579 PLANNING COMMITTEE REPORTS/UPDATE

579.1 **Matters arising from previous Planning Committee not included within agenda – information only - none.**

579.2 To receive the minutes of the Planning Committee meeting held on 27th March 2023 and to consider and ratify any recommendations contained therein

The minutes were circulated to members prior to the meeting. Councillor Gardner **PROPOSED** the receipt and ratification of the minutes of the meeting held on 27th March 2023, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

579.3 Update on planning applications refused/granted

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

579.4 **Update on Enforcement Notices**

There were no updates.

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

[CB/23/00973/VOC](#), The Granary, Rectory Farm, Hexton Road: Variation of condition number 4 of planning permission CB/21/05407/FULL (single storey rear extension to outbuilding, alterations to provide a window in place of current doors on the front face of the outbuilding.) Variation sought to change the approved plan from L-02 rev A to L-02 rev B

No Comments

[CB/23/01003/FULL](#), 25 Dunstall Road: single storey side and rear extensions with new porch to front elevation

Following discussion, Councillor Garnder **PROPOSED** the following comment, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

COMMENT – The Parish Council have no objection to the extensions proposed. However, the property borders a public footpath which is one of the main routes into the centre of the Village and one of the ‘safer routes’ to the local schools. Therefore, they request that a condition is included to ensure access is maintained during the construction phase, with building materials and vehicles kept clear of obstructing the footpath at all times.

[CB/TCA/23/00137](#), Café Goa, 2 Bedford Road: Works to trees within a Conservation Area: T1 – Sycamore Tree – To reduce in height by 5m and lateral spread by 3m

Following discussion Councillor Gardner **PROPOSED** the following objection should be submitted, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

OBJECT – The Parish Council refer to the previous planning application CB/TCA/20/00578 that was submitted by the same applicant in respect of the same tree under location shown as Café Goa, 2 Bedford Road. At that time, the recommendation approved was to restrict the crown reduction to 2m maximum, with emphasis on the lateral side branch reduction to reshape and balance the tree. It was considered that an overall height reduction would only exacerbate the growth characteristics of the tree. A further application was submitted by the same applicant under location shown as 2 Clarkes Pightle CB/TCA/22/00355 in respect of this tree. Permission was given to shorten the overhangs by up to 2m to alleviate encroachment over the applicant’s property. In this application, the applicant is now looking for a 5m height reduction and 3m lateral spread reduction to maintain the tree. The Parish Council consider 5m reduction to be too excessive and request that the Tree Officer reviews the current growth of the tree and recommend what reduction is considered necessary, noting that the applicant is not the owner of the tree.

Councillor Gardner provided the following updates. Following a residents concern regarding the planning application for 58 Osborn Road, she had visited the site but could see no issues, other than those comments submitted by the Parish Council.

In the recent communication from CPRE it had been announced that one of the organisations key members, who had assisted the Parish Council in the past, has recently passed away. The Clerk was asked to send a letter of condolence.

A parcel of land on Sharpenhoe Road currently used for grazing has been advertised for auction. The land is not currently in the Green Infrastructure Plan and the Neighbourhood Plan Steering Group will look into this further

- 579.6 **To receive the minutes of the Neighbourhood Plan Steering Group meeting held on 23rd March 2023**
A copy of the minutes was circulated to members prior to the meeting, for information. Councillor Gardner **PROPOSED** receipt of the minutes, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**. The next meeting will take place on Tuesday 9th May.
- 22/580** **MINUTES OF LAST MEETINGS**
- 580.1 **To receive and approve the minutes of the Full Council meeting held on 13th March 2023**
The minutes of the Full Council meeting held on 13th March 2023 were circulated to members prior to the meeting. Councillor Thomas **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**. The minutes were approved.
- 580.2 **Matters arising outside of committee reports/updates – none.**
- 22/581** **CHAIRMAN'S ANNOUNCEMENTS**
- 581.1 **Announcements as deemed appropriate by the Chairman**
Chairs and outside representatives were reminded to submit their annual reports to the clerk as soon as possible.

The May election is uncontested with 10 Councillors elected for Barton-le-Clay Parish Council. There are 3 Councillor vacancies which can be filled by co-option after the Annual Parish Meeting in May.

The Clerk provided an update on the procedures and forms which will need completing by all Councillors following the election on 4th May. The information will be forwarded to Councillors in the coming weeks.
- 581.2 **To acknowledge the invite to the CPRE Bedfordshire AGM on 26th April 2023 and consider attendance**
Councillors were asked to advise the Clerk if they are able to attend the AGM.
- 22/582** **POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**
- 582.1 **Matters arising from previous Policies & Resources Committee not included within agenda - information only**
Councillor Mikkelson and the Clerk had a meeting with a surveyor agent regarding the increase in business rates at the Parish Office which are effective from 1st April 2023. The surveyor has also looked at the Pavilion and provided information and advice on the next step. The Policies and Resources Committee will consider the findings and agree the way forward at their next meeting.
- 582.2 **To receive the minutes of the Policies & Resources Committee meeting held on 27th March 2023 and to consider and ratify any recommendations contained therein**
The minutes were circulated to members prior to the meeting, there were no queries. Councillor Thomas **PROPOSED** the receipt and ratification of the minutes of the meeting held on 27th March 2023, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.
- 582.3 **To adopt Standing Orders 2023/24**
The document was approved by the Policies and Resources committee on 27th March. There were no further queries. Councillor Thomas **PROPOSED** adoption of the Standing Orders 2023/24, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.
- 582.4 **To adopt Financial Regulations 2023/24**
The Regulations were approved by the Policies and Resources Committee on 27th March. There were no further queries. Councillor Thomas **PROPOSED** adoption of the Financial Regulations 2023/2024, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.
- 582.5 **To adopt Code of Conduct 2023/24**
The document was approved by the Policies and Resources Committee on 27th March. There were no further queries. Councillor Thomas **PROPOSED** adoption of the Code of Conduct 2023/24, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

- 582.6 **To pass a resolution to sign up to the Local Council Civility and Respect Pledge**
Details of the Local Council Civility and Respect Pledge and its aims were circulated to members prior to the meeting. Councillor Thomas **PROPOSED** that a resolution be passed that the Parish Council should sign up to the Local Council Civility and Respect Pledge, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- 582.7 **To adopt the Anti-fraud and Corruption Policy**
The Policy had been approved by the Policies and Resources Committee on 27th March and there were no further queries. Councillor Thomas **PROPOSED** adoption of the Anti-fraud and Corruption Policy 2023/24, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.
- 582.8 **Update regarding the Community Garden Project and to approve the Memorandum of Understanding**
The notes taken at the meeting held on 22nd March and timeline for the project were circulated to members prior to the meeting.

The draft Memorandum of Understanding which had been drafted by BRCC was reviewed by the Working Group at their meeting on 22nd March. There were no queries from the Working Group or the Parish Council. Councillor Thomas **PROPOSED** that the Memorandum of Understanding should be executed, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.
- 582.9 **To consider and approve the change of Bank and Savings Account mandate signatories**
Councillor Roberts has decided not to stand for re-election and so must be removed from the Bank and Investment mandates. The TSB signatories are currently the Clerk, Assistant Clerk, Councillors Thomas, Gardner, Roberts and Paxton. Hampshire Trust and Nationwide signatories are currently the Clerk, Councillors Thomas, Gardner and Roberts. The Public Sector Deposit Fund signatories are the Clerk, Councillors Thomas, Gardner and Roberts.
Following discussion, Councillor Thomas **PROPOSED** that Councillor Mikkelson be added to the Bank and investment mandates, **SECONDED** by Councillor Selley with **8 in favour and 1 abstention**.
- 22/583 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 583.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**
The results of the DEFRA consultation on Environmental Permitting Regulations have been released and there will be no changes to existing burial grounds. The committee can now move forward to agree a Strategy for the Burial Ground.
- 583.2 **To acknowledge the Burial Ground, Churchyard and War Memorial inspections**
The inspections undertaken on 24th March and 3rd April were acknowledged.
In the Burial Ground everything was in order. In the Churchyard, the marked-up memorials were noted as safe. Everything was in order at the War Memorial.
- 22/584 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 584.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**
The trees obtained through the Queens Green Canopy Tree Grant scheme were planted in Arnold Recreation Ground on 4th April. The Jubilee bench was installed by the Grounds Facilities Person on 8th April.

The Clerk reported that three quotations for the survey of Parish Council owned trees have now been received. The quotations will be considered at the next meeting.
- 584.2 **To receive the minutes of the Highways and Environment Committee meeting held on 27th March 2023 and to consider and ratify any recommendations contained within**

A copy of the draft minutes was circulated to members prior to the meeting. There were no queries. Councillor Day **PROPOSED** the receipt and ratification of the recommendations contained within the minutes, **SECONDED** by Councillor Willowfield and **UNANIMOUSLY CARRIED**.

584.3 **To acknowledge the Bus Shelters inspections**

The bus shelter inspection undertaken on 30th March was acknowledged. Everything was in order.

22/585 **LEISURE COMMITTEE REPORT/UPDATE**

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

The bi-monthly pest control inspection was carried out on 30th March. Evidence of mouse activity was found, and all bait boxes were replenished.

Re: Minute point 22/500: The new signage for the allotment gates has been installed

Re: Minute point 22/433: the allotment gates padlocks have been installed as agreed.

585.2 **To acknowledge weekly playground inspections – Arnold Rec play area, Fitness Equipment and Norman Road play area**

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for 13th, 24th and 27th March and 3rd and 11th April were acknowledged. On 11th April it was noted that repairs are needed to the Norman Road Play Area perimeter fence, and that there is a chip on the table tennis table in the Recreation Ground. Everything else was in order.

22/586 **SPORTS FIELD COMMITTEE REPORT/UPDATE**

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

The plumbing refurbishment work at the Pavilion is nearly finished.

On 23rd March the Assistant Clerk attended a Football Foundation webinar regarding a new grant scheme to improve grass pitches. A report on the scheme and the funding available will be discussed at the next meeting.

On 29th March Councillors Selley, Vale and the Assistant Clerk met with Barton Rovers Youth Football Club to discuss their pitch requirements for the new season beginning in September. The Clubs requests will be discussed a the next meeting.

The annual check of the Lightning protection equipment at the Pavilion is due in May. Lightning Protection Services confirmed the cost will be the same as last year, £160 plus VAT.

586.2 **To consider and approve the cost for the Grounds Facilities Person and part time Groundsman to attend Grounds Maintenance Association Level 1 online training**

Councillor Selley **PROPOSED** approval of the cost for the two members of staff to complete the Grounds Maintenance Association Level 1 online course at a total cost of £92.00 inclusive of VAT. Councillor Fletcher **SECONDED** the proposal and it was **UNANIMOUSLY CARRIED**.

22/587 **MONTHLY FINANCIAL REPORTS**

587.1 **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.

22/588 **APPROVAL OF PAYMENT OF ACCOUNTS**

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

The payments schedule for April was provided to members prior to the meeting. The invoice for ICCM members had not yet been received and was removed from the payment sheet. Two credit notes for the disputed waste collections had been received and will be included on next months

sheet. Councillor Thomas **PROPOSED** approval of the payments for April totalling £145,634.28 which includes transfers to savings accounts. The proposal was **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

22/589 **TIME ALLOCATION FOR COMMITTEE MEETINGS**

589.1 **Dates available for committee/sub-committee meetings**

Due to Easter and the May Bank holidays the only date available for committee meetings is 24th April. It was agreed that an extra-ordinary meeting should be held on this date to cover all outstanding matters. Councillors Mikkelson, Fletcher and Widdowfield gave their apologies as they are unavailable on 24th April. The Clerk was asked to forward a list of all meeting dates to all councillors.

22/590 **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

Councillor Fletcher reminded everyone that the Coronation event to launch the Community Garden and promote volunteering for community groups is taking place on Monday 8th May. The Parish Council will be represented, members were asked to advise their availability to man the stall.

There was no other business and the meeting closed at 8.51 pm.

I certify these minutes are a true and correct record of the Parish Council meeting held on 17th April 2023

Dated this the 15th May 2023

**COUNCILLOR B THOMAS
CHAIRMAN**

PAYMENT OF ACCOUNTS
April 2023

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
22/0543	Nationwide Building Society	Transfer from 45DN account to TSB	£ 20,000.00	£ -	£ 20,000.00	n/a		FP
22/0544	TSB Bank	Transfer from Current to Savings Account	£ 20,000.00	£ -	£ 20,000.00	n/a		TF
22/0545	Central Beds Council	SID Sharpenhoe Road	£ 5,000.00	£ -	£ 5,000.00	4510		FP
22/0546	BATPC	Finance for Councillors Course WR	£ 30.00	£ -	£ 30.00	4120/321		FP
22/0547	Todd's Nursery Ltd	Tree Planting Arnold Rec	£ 4,760.00	£ 952.00	£ 5,712.00	4405/343		FP
22/0548	The Greensand Trust	Green Infrastructure Plan Part-payment 2022/23	£ 2,300.00	£ 460.00	£ 2,760.00	4700/371		FP
22/0549	Parkinson Partnership LLP	Clerk Sports Facs VAT Briefing Course	£ 10.00	£ -	£ 10.00	4120/321		Dcard
22/0550	O2 Telefonica UK Ltd	Monthly Mobile subscription (Mar)	£ 13.40	£ 2.68	£ 16.08	4105		DD
22/0551	EDF Energy	Electricity - Parish office (15/02/23-14/03/23)	£ 256.07	£ 12.80	£ 268.87	4137		DD
22/0552	Barton Countryside Cons/ J Leigh-Thompson	Allotment sandbank wall labour	£ 300.00	£ -	£ 300.00	4604		7559
22/0553	Barton Countryside Cons/ J Leigh-Thompson	Net seeding and labour	£ 182.97	£ -	£ 182.97	4604		7559
22/0554	Barton Countryside Cons/ J Leigh-Thompson	Woodland Trust planting soil, etc.	£ 16.00	£ -	£ 16.00	4604	£ 498.97	7559
22/0555	Copybox Document Systems	Photocopier Usage - March	£ 74.96	£ 14.99	£ 89.95	4111		FP
22/0556	Barton Rovers Football Club	Car Park Usage Season 22/23	£ 200.00	£ 40.00	£ 240.00	4817		FP
22/0557	Signs Express (Bedford)	Allotment gate signs	£ 103.65	£ 20.73	£ 124.38	4606		FP
22/0558	Crown Gas	Gas - Pavilion (01/03/23-31/03/23)	£ 109.86	£ 5.49	£ 115.35	4812		DD
22/0559	British Gas	Electric supply Pavilion (01/03/23-31/03/23)	£ 116.91	£ 5.84	£ 122.75	4806		DD
22/0560	J Fitzgerald	March Mileage 174 miles @ 45p	£ 78.30	£ -	£ 78.30	4107		FP
22/0561	J Pope	March Mileage 143 miles @ 45p	£ 64.35	£ -	£ 64.35	4107		FP
22/0562	C Callen	Mileage Nov22 - Mar2023 133.4miles @ 45p	£ 60.03	£ -	£ 60.03	4107		FP
22/0563	S Cowie	Mileage Nov22 - Mar2023 86.9miles @ 45p	£ 39.11	£ -	£ 39.11	4107		FP

22/0564	Professional Pest Management Ltd	Pest Control Allotments site inspection	£ 70.77	£ 14.15	£ 84.92	4609		FP
22/0565	HL Hutchinson	White Line paint for Football pitches x6	£ 285.12	£ 57.02	£ 342.14	4805		FP
22/0566	Cawleys	Skip Emptying - Burial Ground (Mar)	£ 83.52	£ 16.70	£ 100.22	4314		DD
22/0567	Cawleys	Skip Emptying - Office Recycling (Mar)	£ 6.64	£ 1.33	£ 7.97	4134		DD
22/0568	Cawleys	Skip Emptying - Allots (Mar)	£ 139.18	£ 27.84	£ 167.02	4134	£ 275.21	DD
23/0001	Everflow	Water Supply 07/05/2023 to 06/06/2023	£ 75.61	£ -	£ 75.61	SPLIT		DD
23/0002	Central Bedfordshire Council	Council Tax - Parish Office (April)	£ 255.96	£ -	£ 255.96	4137		DD
23/0003	Central Bedfordshire Council	Council Tax - Sports Pavilion (April)	£ 484.25	£ -	£ 484.25	4811		DD
23/0004	Peninsula Business Services	H&S Support Services - April 2023	£ 107.64	£ 20.33	£ 127.97	4151		DD
23/0005	Puzzle Technology Ltd	IT Support maintenance, Backup, licences -Apr	£ 197.80	£ 39.56	£ 237.36	4142		DD
23/0006	Puzzle Technology Ltd	Microsoft 365 Annual Licences x12	£ 765.60	£ 153.12	£ 918.72	4142		DD
23/0007	Virginmedia	Fibre Broadband Office - April	£ 45.00	£ 9.00	£ 54.00	4105		DD
23/0008	Tower Leasing Ltd	Photocopier Quarterly Rental	£ 93.07	£ 18.61	£ 111.68	4111		DD
23/0009	NEST	Pension payments March 2023 (Payment due Apr)	£ 1,097.94	£ -	£ 1,097.94	526		DD
23/0010	HM Rev & Customs	Mth 12 PAYE	£ 1,109.40	£ -	£ 1,109.40	525		
23/0011	HM Rev & Customs	Mth 12 Nat. Emp'ee NI Contribution	£ 497.21	£ -	£ 497.21	525		
23/0012	HM Rev & Customs	Mth 12 Nat. Emp'er NI Contribution	£ 691.85	£ -	£ 691.85	525	£2,298.46	FP
23/0013	I Nicholls	April Salary	Salary	.	Salary	4002		FP
23/0014	S Cowie	April Salary	Salary		Salary	4001		FP
23/0015	C Callen	April Salary	Salary		Salary	4000		FP
23/0016	J Fitzgerald	April Salary	Salary		Salary	4003		FP
23/0017	K Small	April Salary	Salary		Salary	4004		FP
23/0018	S McConville	April Salary	Salary		Salary	4004		FP
23/0019	J Pope	April Salary	Salary		Salary	4002		FP
	TOTAL SALARIES		£ 7,349.48	£ -	£ 7,349.48			

23/0020	J Fitzgerald	Woodstain, filler, stake, rake, wire brush	£ 84.48	£ 16.90	£ 101.38	4140		FP
23/0021	J Pope	Filler	£ 10.00	£ 2.00	£ 12.00	4140		FP
23/0022	BATPC	Annual Subscription	£ 1,032.00	£ -	£ 1,032.00	4108		FP
23/0024	Eyelid Productions Ltd	Annual website support	£ 100.00	£ -	£ 100.00	4122		FP
23/0025	Project Metalcraft Ltd	Supply and fit padlocks to Allotment gates	£ 274.56	£ 54.91	£ 329.47	4606		FP
23/0026	Royal British Legion Industries	Coronation Lamp Post Signs x25	£ 96.32	£ 19.27	£ 115.59	4191/327		FP
23/0027	Nationwide Building Society	Transfer from TSB to 45DN account (Precept)	£ 15,000.00	£ -	£ 15,000.00	n/a		FP
23/0028	TSB Bank	Transfer from Current to Savings Account	£ 60,000.00	£ -	£ 60,000.00	n/a		TF
TOTAL APRIL 2023 PAYMENTS			£ 143,669.01	£ 1,965.27	£145,634.28			