

**MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,**  
**HELD ON MONDAY 24<sup>th</sup> April 2023**  
**AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.32PM**

Present: Councillors Mrs B Thomas (Chairman), Miss G Widdowfield (Vice-Chairman),  
Mrs G Gardner, Mr J Selley, Mrs A Vale, Mr N Day and Mr W Rudd

In attendance: Mrs C Callen (Clerk) and Mrs S Cowie (Assistant Clerk) plus one member of the public

Minutes: Mrs C Callen

**22/591 APOLOGIES FOR ABSENCE**

These were received from Councillors Mrs A Fletcher, Mr S Laycock, Mr J Roberts, Mrs J Mikkelson and Mr Paxton

**22/592 SPECIFIC DECLARATIONS OF INTEREST**

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

**22/593 PUBLIC QUESTION TIME**

A member of the public outlined the anti-social behaviour and noise nuisance being caused by patrons at The Royal Oak. As a result, a review of their Alcohol and Entertainment license by Central Beds Council has been called for by local residents. The member of the public requested the support of the Parish Council. At the last Police priority setting meeting, the Parish Council had requested the anti-social behaviour be targeted by the Community Police – several visits over the past few months have been undertaken, as a result. The Parish Council agreed to submit a representation, outlining its concerns, by the 2<sup>nd</sup> May deadline.

**22/594 PLANNING COMMITTEE REPORTS/UPDATE**

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

Confirmation has been received that the appeal in respect of CB/22/04257/FULL 67 Bedford Road – First Floor garage extension, has been dismissed.

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

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

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

**CB/23/01066/FULL, 17 Manor Road:** Erection of a single storey rear extension & associated alterations following demolition of existing conservatory

- No comments

**CB/23/00923/FULL, 10 Meadhook Drive:** Front porch extension and single storey rear extension

- No comments

**CB/TRE/23/00135, 89 Manor Road:** Works to a tree protected by a Tree Preservation Order: (TPO 01/1966 and listed as falling in group G14) Fell Lawson Cypress lodged between the hedge and the house

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

COMMENT – The Parish Council value the visual amenity and biodiversity that trees provide. They are opposed to felling works to existing semi-mature or mature indigenous trees unless there is a specific reason for doing so, such as disease or damage to property. In this instance, they will follow the advice and recommendation from the Central Beds Council Tree Officer with regards to the works proposed.

**CB/TRE/23/00142, 91 Manor Road:** Works to a tree protected by a Tree Preservation Order: TPO/1/1966 (G1) Conifer tree in front garden trim all round to tidy and prune back to boundary

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

COMMENT – The Parish Council value the visual amenity and biodiversity that trees provide. In this instance, they will follow the advice and recommendation from the Central Beds Council Tree Officer with regards to the works proposed.

## **22/595 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

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

There were none.

### **595.2 To complete annual review of Terms of Reference for all Committees and the Delegation to Employees procedures**

The Terms of Reference and Delegation to Employees documents were last adopted in March 2022. Members reviewed the content to ensure that they were still relevant. After review, Councillor Thomas **PROPOSED** to approve the existing documents, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

### **595.3 To review and adopt the Credit Control and Bad Debts Policy**

Councillor Thomas **PROPOSED** the adoption of the Credit Control and Bad Debts Policy v.3, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

## **22/596 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**

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

In January 2022, it was agreed that a new standard rose should be purchased for the Garden of Rest, to match the existing planting. Unfortunately, this was delayed due to availability issues. A standard rose has now been sourced at a cost of £35.00, to be planted as soon as possible.

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

The inspections undertaken on 17<sup>th</sup> April were acknowledged. Everything was in order in the Burial Ground and the War Memorial. In the Churchyard, the marked-up memorials were noted as safe.

## **22/597 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**

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

Members of the Committee met on 19<sup>th</sup> April at the Grange Road Estate to look at the areas owned by the Parish Council to consider works required and ongoing contract requirements for tree and hedgeworks. The Clerk provided a summary of the works required.

There have been comments from residents on Social Media regarding the potholes around Central Beds and particularly in the Village. These have been reported to Central Beds Council as evident from the FixMyStreet app. Some of these have now received a temporary fix. Whilst this is not something the Parish Council is responsible for, it was agreed that the Clerk should write to the Highways Department to register the concerns.

The Clerk confirmed that the road safety signs for Ramsey Manor Lower School PTA have now been ordered.

A resident on Manor Road contacted the Parish Council recently regarding the ongoing traffic problems and safety issues on the junction of Manor Road/Blakelands/Dunstall Road at the start and end of the school day. The Clerk has referred these to Central Beds Council Highways department. Due to staff shortages, they have advised that they will not be able to consider the situation until the Summer.

### **597.2 To acknowledge the Bus Shelters inspections**

The bus shelter inspections of 14<sup>th</sup> April were acknowledged. Everything was in order.

597.3 **To consider and approve quotation for the 3-yearly Tree Survey for the Parish Council owned trees**

The last tree survey was undertaken in 2020. In line with the Council's Tree Management Policy, it was agreed that these would be completed every 3 years. Funds have been set aside in an Ear Marked Reserve to fund the cost of the survey and go towards any subsequent tree works required. Quotes for the Survey from three Arboriculturalists were considered. Following discussion, Councillor Day **PROPOSED** approval of the quote from Treefusion Ltd for £1950.00 plus VAT, **SECONDED** by Councillor Selley **with 5 in favour and 2 against**.

**22/598 LEISURE COMMITTEE REPORT/UPDATE**

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

There were none.

598.2 **To acknowledge weekly Playground and Fitness Equipment 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 the 17<sup>th</sup> April were acknowledged. Everything was in order.

**22/599 SPORTS FIELD COMMITTEE REPORT/UPDATE**

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

Barton Rovers FC have confirmed that they will not be holding Barton Rocks this year so the reseeding programmed can start as soon as the football season ends mid-May. The cost of materials and machinery hire, split with BRFC, were provided at the meeting. There is sufficient budget to meet the cost. Councillor Selley **PROPOSED** to approve the total cost of £1803.65 plus VAT, including verti-drain, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.

The Assistant Clerk confirmed that the plumbing works at the Pavilion have now been completed. The invoice is to be paid and the subsequent grant claimed. Councillor Selley thanked the Assistant Clerk for all her hard work in managing the project.

599.2 **To receive a report on the Football Foundations Pitch Improvement Grant Scheme and agree any actions**

A copy of the notes taken from the webinar attended by the Assistant Clerk were provided ahead of the meeting, together with a summary of the Pitch condition Inspection findings and recommendations. The Pitchpower survey was undertaken towards the end of the 2022 season and prior to the annual maintenance programme. Three pitches were found to be in a good condition, 1 poor and 5 basic.

At the April full council meeting, members approved the cost for two members of staff to complete the Grounds Maintenance Association Level 1 course. By completing the course our staff will be eligible to carry out any work which could be funded under the scheme.

Following discussion, Councillor Selley **PROPOSED** that the Parish Council should apply for the Grass Pitch Maintenance Grant fund for the Luton Road Sports pitches, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.

599.3 **To consider requests from Barton Youth Football Club for the new football season**

A copy of the notes from the meeting with Barton Rovers Youth Football Club were provided ahead of the meeting. Details of the current pitch layout, draft list of teams for next season and the FA recommended pitch size versus actual pitch size were also provided to members.

The Club have requested:

- **To increase the size of pitches 8 (mini) and 11 (9v9)** as they are rarely used as they are considered too small for older-aged teams. After consideration, Councillor Selley **PROPOSED** to investigate re-sizing these pitches, ensuring suitable pitch separation maintained. This was **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- **Change pitch 3 (currently an adult pitch) to a junior pitch**  
Barton Rovers FC and Leighton & District Sunday League hire adult pitches on Sundays and the Youth FC will have 5 adult teams playing on Saturdays. After consideration, Councillor Selley **PROPOSED** to retain pitch 3 as an adult pitch, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- **Use of the kitchen to provide refreshments/hot drinks at matches**  
The current Hire Agreement does allow for use of the kitchen area with prior agreement. The Club to provide confirmation of insurance and risk assessments. Refreshments to be served from the side entrance to the building. Councillor Selley **PROPOSED** to approve that the Club be able to use the Kitchen at a cost of £10 per session, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**. A cleaning fee would be charged if the facility is left in a poor state.

Concerns were also raised regarding the toilet facilities being used for changing purposes, resulting in additional mess. The Clerk will ensure that the Hire Agreement for 2023/24 Season emphasises that the cleaning fee will be charged if this situation arises.

Councillor Vale has agreed to attend the Club's committee meetings going forward, to represent the Council and hopefully improve the working relationship.

599.4 **Retrospective approval of cost for fencing materials**

Following the installation of the defibrillator at the Pavilion, the fencing needs to be extended so that the defibrillator is available at all times, but access to the pitches can be closed. The Groundsman are able to carry out the necessary fencing work and will be undertaking it before the end of April. Materials have been purchased from Jewson at a total cost of £202.78 plus VAT. Councillor Selley **PROPOSED** retrospective approval of the cost of £202.78 plus VAT, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.

**22/600 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

Councillor Gardner requested that a letter of condolence is sent to the family of the late Mrs C Starkins, who was a Parish Council for many years.

The meeting closed at 9:44 pm

**I certify these minutes are a true and correct record of the Parish Council Extra-Ordinary meeting held on 24<sup>th</sup> April 2023**

**Dated this the 15<sup>th</sup> May 2023**

**COUNCILLOR B THOMAS  
CHAIRMAN**