

MINUTES OF THE ANNUAL MEETING OF BARTON-LE-CLAY PARISH COUNCIL,
HELD ON MONDAY 15th MAY 2022
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.42pm

Present: Councillors Mr J Paxton (Chairman), Mr N Day (Vice-Chairman), Mrs B Thomas, Mrs G Gardner, Mrs A Fletcher, Mrs A Vale, Mrs J Mikkelson and Mr W Rudd

In attendance: Mrs C Callen (Clerk), Mrs S Cowie (Assistant Clerk), Central Bedfordshire Councillor French & 1 member of public

Minutes: Mrs C Callen

23/001 ELECTION OF CHAIRMAN

Councillor Thomas confirmed that she would not be standing again for Chairman and thanked the staff and councillors for their support during her time in office.

Nominations for Chairman of the Parish Council were called. Councillor Thomas **PROPOSED** Councillor Paxton, **SECONDED** by Councillor Fletcher **with 7 in favour and 1 abstention**.

Councillor J Paxton was duly elected Chairman of Barton-le-Clay Parish Council and signed his acceptance of office.

Councillors Paxton and Vale expressed thanks on behalf of the Parish Council to Councillor Thomas for her commitment, knowledge and service during her time as Chairman. The Parish Council will continue to benefit from her support as she is remaining as a councillor.

23/002 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mr J Selley and Mr S Laycock plus Central Bedfordshire Ward Councillor Mrs E Childs.

23/003 TO ACKNOWLEDGE RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE

It was acknowledged that all Councillors had signed their Declaration of Acceptance of Office prior to the start of the meeting.

23/004 ELECTION OF VICE-CHAIR

Nominations for Vice-Chairman were called. Three Councillors were nominated: Councillors Day, Vale and Mikkelson. It was agreed to hold a written ballot with the candidates asked to leave the room for the debate. Councillor Day received the majority of votes and, therefore, Councillor Paxton **PROPOSED** Councillor Day as Vice-Chair, **SECONDED** by Councillor Vale **with 7 in favour and 1 abstention**. Councillor Day was duly elected Vice-Chairman of Barton-le-Clay Parish Council.

23/005 SPECIFIC DECLARATIONS OF INTEREST

There were none.

23/006 REPRESENTATION ON OUTSIDE BODIES

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

Councillor Paxton **PROPOSED** Councillor Laycock to represent the Parish Council on the Barton Village Hall Committee, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

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

Councillor Paxton **PROPOSED** Councillor Vale to continue to represent the Parish Council as the Schools Link, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

Councillor Paxton **PROPOSED** Councillor Vale to represent the Parish Council on the Barton Rovers Youth Football Club Committee, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

23/007 COMMITTEE MEMBERS

Councillor Paxton **PROPOSED** the committee and sub-committee structure be agreed in line with the membership discussed, with chairs and vice-chairs being confirmed at the next Committee meetings. This was **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

22/008 POLICE REPORTS & ISSUES

008.1 **To acknowledge receipt of Crime Statistics for March 2023**

The Crime statistics for March 2023 were acknowledged.

In March a total of 16 crimes were reported on the Police.uk website: 2 unable to prosecute suspect; 4 under investigation; 6 investigation complete, no suspect identified; 1 further investigation is not in the public interest; 1 awaiting court outcome and 2 with no further details. The categories included: 7 violence and sexual offences; 2 criminal damage & arson; 1 burglary; 1 shoplifting; 1 vehicle crime; 1 bicycle theft; 1 public order and 2 anti-social behaviour.

In addition, the figures provided centrally were also shared with members for comparison – these showed 13 crimes in March but provided slightly more details (date of incident, road, type of crime).

23/009 PUBLIC QUESTION TIME

There was one member of the public present who confirmed their interest in becoming a Parish Councillor, having joined several community groups since moving to the Village. No further questions were raised and they will liaise with the Clerk regarding completing a request for co-option to the Council at the next meeting.

23/010 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

010.1 On behalf of the Parish Council, Councillor Paxton congratulated Councillors French and Childs on their election as Ward Councillors covering Barton-le-Clay and Silsoe. Councillor French was welcomed to the meeting and gave an initial report, based on feedback received during canvassing for the recent Local Elections. Key issues raised were: youth activities, social activities for all residents and the Post Office service. Councillor French agreed to investigate the Silsoe mobile Post Office service held at their Village Hall.

The Clerk agreed to forward several residents comments that had been received pending the new Ward Councillors being appointed.

Councillor French was asked to clarify the criteria regarding the planning application 'call-in' process and also provide feedback from the Central Beds Council Management meetings going forward.

Councillor Paxton advised that the Clerk has written to Councillor Shingler on behalf of the Parish Council to thank him for his work and support as Ward Councillor in recent years.

23/011 PLANNING COMMITTEE REPORTS/UPDATE

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

There were none.

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

A list of planning application decisions was circulated to members prior to the meeting. This was duly noted. A copy is provided within the minutes.

It was noted that the site at the rear of 20 Mill Lane has now been cleared.

011.3 **Update on Enforcement Notices**

There were none.

It was noted that the garage demolition at 69 Bedford Road is not part of the Listed Building regulations protecting the main house and so is permitted, as confirmed by the Central Beds Council Planning Officer.

011.4 **To consider and approve response to the planning appeal in respect of application CB/22/03775/VOC, 52 Higham Gobion Road:**

The applicants have registered an appeal against the refusal of Variation of Condition – To build first floor rear facing dormer to extent of existing rear wall.

Following discussion, Councillor Gardner **PROPOSED** the previous Parish Council comments should be reinforced, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED:**

OBJECT – The Parish Council strongly object to this application to vary condition 5. The original plans submitted under application CB/21/04321/FULL last year were altered prior to approval due to concerns over the size of the rear dormer window proposed, which was considered overly intrusive to neighbouring properties. The plans were altered to reduce the size as agreed under plan LO2 Rev C

– to ensure it is contained within the rear roof slope and not extending beyond the existing rear ground floor elevation. However, this appears to have been disregarded and the extension has been built to a larger specification as per LO2 Rev B/LO2 Rev D, which is against what was granted. In addition, roof skylights have been built into the dormer windows at the front and rear and these now extend above the ridgeline of the property. Condition 2 of the original application granted, states materials should match in colour, type and texture of those of the existing building. Again, this does not appear to have been followed, with the large brick side wall now clad in grey timber-effect cladding. Whilst the Parish Council were against the development proposed originally due to its overall size and impact on the street-scene, it was altered and subsequently granted by the Planning Officer. However, the Parish Council now object to this retrospective application to override those alterations, thus making the plans unacceptable.

23/012 MINUTES OF LAST MEETINGS

012.1 To receive and approve the minutes of the Full Council meeting held on 17th April 2023

The minutes were circulated to members prior to the meeting. Councillor Paxton **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Fletcher **with 7 in favour and 1 abstention**.

012.2 To receive and approve the minutes of the Extra-Ordinary meeting of the Parish Council held on 24th April 2023

The minutes were circulated to members prior to the meeting. Councillor Vale **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Rudd **with 5 in favour and 3 abstentions**.

012.3 Matters arising outside of committee reports/updates

Re: Minute No 22/593 – The Clerk submitted a representation regarding the issues at the Royal Oak on 27th April, as discussed at the last meeting. The Parish Council have now been contacted by the Solicitors acting for the Landlord for copies of the relevant Parish Council Minutes and evidence from when the issues were discussed. Clerk will provide this information. It is understood that the residents have met with Central Beds Council Licensing Officers to discuss their concerns.

23/013 CHAIRMAN'S ANNOUNCEMENTS

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

Following the May Elections, all Councillors were reminded to submit their online Register of Interests within 28 days of taking up office.

013.2 To consider Councillor Vacancies to be filled by Co-Option

Following the May elections, 10 Councillors were elected leaving 3 vacant seats. At the Coronation Community Event on the 8th May, the Parish Councillors raised awareness of the work the Parish Council do. Members agreed to re-advertise the vacancies around the local shops, Noticeboards, website and on Social Media. The possibility of attracting younger councillors or even youth councillors was raised and this will be discussed further at the next Policies and Resources Committee meeting.

013.3 To confirm eligibility and to consider adopting the General Power of Competence

Following the May 2023 Elections, where 10 Parish Councillors were elected, and given that the Clerk is qualified in the Certificate in Local Council Administration (CiLCA), members were recommended to review the General Power of Competence document ahead of the meeting. After consideration, Councillor Fletcher **PROPOSED** that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the Council adopt the General Power of Competence from 15th May 2023 until the next relevant Annual Meeting of the Parish Council. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

- 013.4 **Announcements as deemed appropriate by the Chairman**
Councillor Paxton provided feedback from the Coronation Community Event on 8th May. It was agreed that it was well attended and received by residents and all available Councillors were present.
- 23/014 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**
- 014.1 **Matters arising from previous Policies & Resources Committee not included within agenda –**
The Year End Closedown was undertaken on 25th April. The Internal Auditor has also completed her review and checks. The final reports and Accounts will be reviewed at the June Full Council meeting.
- 014.2 **To approve and adopt 2023/24 Maintenance Schedule**
The Clerk has reviewed and updated the Schedule, including removal of the reference to Tree Warden responsibilities as these are no longer undertaken. Going forward the Groundsman will inspect trees between the 3-yearly survey. Councillor Paxton **PROPOSED** the approval and adoption of the amended schedule for 2023/24, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 014.3 **To approve and adopt 2023/24 Administration Schedule**
The Clerk has reviewed and updated the schedule. Councillor Paxton **PROPOSED** the approval and adoption of the schedule for 2023/24, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- 014.4 **To approve and adopt the Model Publication Scheme & Freedom of Information Policy**
Copies of the latest Model Publication Scheme and Freedom of Information Policy were provided to members ahead of the meeting, with only minor amendments highlighted, including a proposed increase in photocopying fees to 10p per sheet. Councillor Paxton **PROPOSED** the approval and adoption of the amended Model Publication scheme and Freedom of Information Policy V.5, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 014.5 **To consider attendance at the Proud AF LGBTQ+ training event on 19th June**
Flitwick Town Council have invited members to attend a free training event at the Rufus Centre on 19th June at 7.30-9.30pm, as part of their work with the LGBTQ+ community. Councillor Vale volunteered to attend.
- 23/015 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 015.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**
The Groundsman has reported that a large section of the buxus hedge, by the new garden of rest, has not greened up and may be affected by a fungus. The Groundsman will monitor..
- 23/016 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 016.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**
The Road Safety signs for Ramsey Manor Lower School PTA have been purchased. Councillor Paxton and the Clerk will formally hand these over to the PTA and Headteacher on Thursday 18th May. Councillors were invited to join in the handover.

The Tree Survey around the Village will be undertaken by Treefusion Ltd starting the last week of May.
- 016.2 **To acknowledge the Bus Shelter inspections**
The bus shelter inspections of 28th April, 2nd and 10th May were acknowledged. On 28th April the shelters were washed. On 2nd May it was noted that paint is flaking on the Bedford Road North shelter. Everything else was in order. The shelters are due for routine painting this year.
It was noted that the Groundsman is also in the process of painting the wooden benches around the Village, with the one by the Windsor Road bus shelter completed this week.

23/017 LEISURE COMMITTEE REPORT/UPDATE

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

The new resident of 15 Dunstall Road has installed herras fencing to the rear of their garden on the allotment side, close to the new hedge planting. The Assistant Clerk has spoken to the resident, who advised that the fencing is temporary to stop their dog escaping, and they intend to install a wooden fence as soon as possible. The resident has been advised that the hedge is owned by the Parish Council and has been asked to meet onsite to discuss it further. In the meantime, they have been asked to take no further action.

The pest control inspection of the allotments was carried out on 9th May. There were minor takes from mice at all stations and the bait was refreshed.

The Norman Road Play Area Key Holders have reported 2 incidents where 'youths' have climbed over the fence/gate after the park was closed. On both occasions the key holder spoke with the youths who moved on. The incidents have been reported to the Police and Multi-agencies.

017.2 To acknowledge weekly Playground and Fitness Equipment Inspections

The inspections of 26th April, 2nd and 9th May were acknowledged.

On 2nd May, damage to the surfacing under the gyro spiral (hip hop) was noted in Arnold Recreation Ground Play Area. This is being discussed with the supplier.

On 2nd and 9th May, the small chip on the side of the table tennis table was noted.

On 2nd May it was noted that the perimeter fence at Norman Road Play Area needs attention. This will be actioned as soon as possible.

23/018 SPORTS FIELD COMMITTEE REPORT/UPDATE

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

The lightning protection inspection was carried out on 15th May. No issues were found. The next check is due May 2024.

Re: Minute point 22/599.1. Barton Rovers FC have ordered soil, seed, sand and machinery hire for the reseeding as agreed at the last meeting. The final match of the season is being held on Tuesday 16th, the goal posts are due to come down the following day and the Groundsman will start reseeding of the goal mouths that week. BRFC have arranged for the tractor and seeder and verti-drain to be delivered on Friday 26th and will start work on the pitches that day.

Re: Minute point 22/599.4. The Groundsmen have finished installing the additional fencing and have relocated the gate at the sports field.

23/019 MONTHLY FINANCIAL REPORTS

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

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

23/020 APPROVAL OF PAYMENT OF ACCOUNTS

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

The payments for May were provided to members. Councillor Paxton **PROPOSED** approval of the payments for May, totalling £57,086.34 including transfer from Savings. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

23/021 TIME ALLOCATION FOR COMMITTEE MEETINGS

021.1 Dates available for committee/sub-committee meetings –

Due to the May Bank Holidays, the only Monday available for Committee meetings is 22nd May. It was agreed that an Extra-ordinary Council meeting be held on 22nd May to cover all outstanding items - to be held in the Village Hall, start time 7.30pm.

Wednesday 17th May – Coronation Community Garden Group Meeting at the Village Hall, start time 7.45pm.

23/022 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

A meeting has been arranged with the Heads of both Village Schools, for Thursday 25th May with Councillors Vale, Gardner and the Assistant Clerk to discuss their involvement with the Village Show.

Councillor Vale reminded Councillors Paxton and Fletcher that a meeting needs to be arranged to discuss the Dementia Friendly Village requirements. Several groups are already running in the Village for residents.

The Clerk reminded all Councillors on behalf of Councillor Selley of the date for the Councillor Barbeque on 2nd July 2023 from 1pm.

The meeting closed at 9.36pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 15th May 2023.

Dated this the 12th June 2023

**COUNCILLOR J PAXTON
CHAIRMAN**

**PAYMENT OF ACCOUNTS
May 2023**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
23/0029	R Hawkins	Grave digger - Ashes Burial	£ 150.00	£ -	£ 150.00	4311		FP
23/0030	Barton Village Hall	Meeting Room Hire Feb, Mar, Apr	£ 346.50	£ -	£ 346.50	4112		FP
23/0031	Everflow	Water Supply (07/06/2023-06/07/2023)	£ 328.51	£ -	£ 328.51	SPLIT		DD
23/0032	Central Bedfordshire Council	Council Tax - Parish Office (May)	£ 251.00	£ -	£ 251.00	4137		DD
23/0033	Central Bedfordshire Council	Council Tax - Sports Pavilion (May)	£ 489.00	£ -	£ 489.00	4811		DD
23/0034	Peninsula Business Services	H&S Support Services - May 2023	£ 107.64	£ 20.33	£ 127.97	4151		DD
23/0035	Cawleys	Skip Emptying - Burial Ground (Apr)	£ 69.84	£ 13.97	£ 83.81	4314		
23/0036	Cawleys	Skip Emptying - Allots (Apr)	£ 185.48	£ 37.10	£ 222.58	4134		DD
23/0037	Cawleys	Skip Emptying - Recycle (Apr)	£ 7.40	£ 1.48	£ 8.88	4134	£ 315.27	DD
23/0038	EDF Energy	Electricity - Parish office (15/03/23-10/05/23)	£ 364.39	£ 18.22	£ 382.61	4137		DD
23/0039	Crown Gas	Gas - Pavilion (01/04/23-30/04/23)	£ 77.02	£ 3.85	£ 80.87	4812		DD
23/0040	British Gas	Electric supply Pavilion (01/04/23-30/04/23)	£ 124.00	£ 6.20	£ 130.20	4806		DD
23/0041	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - May	£ 197.80	£ 39.56	£ 237.36	4142		DD
23/0042	Virginmedia	Fibre Broadband Office - May	£ 45.00	£ 9.00	£ 54.00	4105		DD
23/0043	Telefonica UK Ltd (O2)	Monthly Mobile Subscription - Apr	£ 15.71	£ 3.14	£ 18.85	4105		DD
23/0044	NEST	Pension payments Apr 2023 (Paymt May)	£ 1,118.62	£ -	£1,118.62	526		DD
23/0045	HM Rev & Customs	Mth 1 PAYE	£ 1,241.40	£ -	£1,241.40	525		
23/0046	HM Rev & Customs	Mth 1 Nat. Emp'ee NI Contribution	£ 576.82	£ -	£ 576.82	525		
23/0047	HM Rev & Customs	Mth 1 Nat. Emp'er NI Contribution	£ 783.40	£ -	£ 783.40	525	£2,601.62	FP
23/0048	I Nicholls	May Salary	Salary		Salary	4002		FP
23/0049	S Cowie	May Salary	Salary		Salary	4001		FP
23/0050	C Callen	May Salary	Salary		Salary	4000		FP
23/0051	J Fitzgerald	May Salary	Salary		Salary	4003		FP
23/0052	K Small	May Salary	Salary		Salary	4004		FP
23/0053	S McConville	May Salary	Salary		Salary	4004		FP
23/0054	J Pope	May Salary	Salary		Salary	4002		FP
	TOTAL SALARIES		£ 6,854.69	£ -	£ 6,854.69			

23/0055	J Fitzgerald	April Mileage 237 miles @ 45p	£ 106.65	£ -	£ 106.65	4107		FP
23/0056	J Pope	April Mileage 56 miles @ 45p	£ 25.20	£ -	£ 25.20	4107		FP
23/0057	Zoom	Annual scubscription for online meetings	£ 119.90	£ -	£ 119.90	4112		Dcard
23/0058	Moneysoft	Annual payroll software licence	£ 78.00	£ 15.60	£ 93.60	4138		DCard
23/0059	SMRHS Ltd	Plumbing works at Pavilion	£17,750.00	£3,550.00	£21,300.00	4807/384		FP
23/0060	Amazon UK	Ground anchors for tree guards in Rec	£ 15.49	£ 3.10	£ 18.59	4140		DCard
23/0061	Stuart Brown Ltd	Strimmer wire	£ 20.12	£ 4.02	£ 24.14	4143		FP
23/0062	ICCM	Annual Membership	£ 95.00	£ -	£ 95.00	4108		FP
23/0063	MJ Granger Grounds Maintenance Ltd	Grass cutting 6/4/23	£ 397.81	£ 79.57	£ 477.38	SPLIT		FP
23/0064	MJ Granger Grounds Maintenance Ltd	Grass cutting 18/4/23	£ 431.61	£ 86.33	£ 517.94	SPLIT	£ 995.32	FP
23/0065	Reynolds Landscaping Services	Grass cutting April	£ 374.40	£ 74.88	£ 449.28	SPLIT		FP
23/0066	Jewson	Slabs, sand, concrete for bench installation at Rec	£ 141.36	£ 28.27	£ 169.63	4656		FP
23/0067	Jewson	Posts, rails, cement, ballast for Sports field fence	£ 212.78	£ 42.56	£ 255.34	4807	£ 424.97	FP
23/0068	Rialtas Business Solutions Ltd	Making Tax Digital annual software	£ 66.16	£ 13.23	£ 79.39	4138		FP
23/0069	Rialtas Business Solutions Ltd	Annual Finance package software	£ 798.71	£ 159.75	£ 958.46	4138		FP
23/0070	Rialtas Business Solutions Ltd	Year end Closure support	£ 755.00	£ 151.00	£ 906.00	4110	£1,943.85	FP
23/0071	P&R Property	Qtly Rent Office and Garage	£ 2,000.00	£ -	£2,000.00	4137		FP
23/0072	Pear Technology Services Ltd	Burial Ground records & mapping Annual support	£ 240.00	£ 48.00	£ 288.00	4319		FP
23/0073	Herts Fullstop	Stationery supplies	£ 144.73	£ 28.94	£ 173.67	4113		FP
23/0074	J Fitzgerald	Petrol/sand paper/sockets/drill	£ 187.30	£ 27.61	£ 214.91	4140		FP
23/0075	S Cowie	Postage & Rose bush for Garden of Rest	£ 31.42	£ 5.83	£ 37.25	SPLIT		FP
23/0076	Early Years Resources	Crowns/pens/gems for Coronation Event	£ 25.49	£ 5.10	£ 30.59	4191/327		DCard
23/0077	Professional Pest Management Ltd	Pest Control at Allotments 4/5/23	£ 70.77	£ 14.15	£ 84.92	4609		FP
23/0078	May Blossom	Singer at Coronation Event 8/5	£ 85.00	£ -	£ 85.00	4191/327		FP
23/0079	Copybox Document Systems	Photocopier Usage April	£ 73.69	£ 14.74	£ 88.43	4111		FP
23/0080	TSB Bank	Transfer from Savings Account	£15,000.00	£ -	£15,000.00	n/a		TF
		TOTAL MAY 2023 PAYMENTS	£52,580.81	£4,505.53	£57,086.34			