

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL
HELD ON MONDAY 10th JULY 2023
AT THE VILLAGE HALL AT 7.31 PM

Present: Councillors J Paxton (Chairman), N Day (Vice-Chairman), A Fletcher, G Gardner, B Thomas, W Rudd, J Mikkelson, A Tebb, J Selley

In attendance: S Cowie (Assistant Clerk), Central Bedfordshire Ward Councillors A French and E Childs

Minutes: S Cowie

23/093 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Laycock and Vale.

23/094 SPECIFIC DECLARATIONS OF INTEREST

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

23/095 POLICE REPORTS

095.1 To acknowledge receipt of Crime Statistics for May 2023

The Crime statistics for May 2023, taken from data.police.uk website, were acknowledged.

A total of 23 crimes were reported in May: 5 still under investigation, 7 where investigation complete, no suspect identified, 4 where they are unable to prosecute suspect, and 7 which have no further details. The categories for May included: 7 antisocial behaviour, 7 violence/sexual offences, 2 vehicle crime, 3 criminal damage/arson, 2 other theft, 1 public order and 1 shoplifting.

095.2 To confirm attendance at the Deputy Police and Crime Commissioners online meeting on 17th July 2023

Councillor Paxton confirmed that he would attend the online meeting. Members were asked for forward any questions they may have to him in advance.

22/096 PUBLIC QUESTION TIME – there were no members of public present.

23/097 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

097.1 Councillors Childs and French were in attendance and provided an update on the resident's issues they have been working on over the past month and the meetings and committees attended that month. A meeting with Central Bedfordshire Councils Highways Officer had been arranged the following morning to discuss various concerns, including recent accidents on the A6. Councillor Paxton will attend to represent the Parish Council.

Councillor Childs left at 7.44pm

23/098 PLANNING COMMITTEE REPORTS/UPDATE

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

The Clerk attended the SLCC Planning Summit meeting on 5th July which proved useful particularly with regard to the Neighbourhood Plan, sustainable energy and climate change in planning. The Clerk will liaise with Councillor Fletcher regarding the implications to the ongoing Neighbourhood Plan.

098.2 To receive the minutes of the Planning Committee meeting held on 3rd July 2023 and to consider and ratify any recommendations contained therein

The minutes were circulated prior to the meeting, there were no queries. Councillor Fletcher **PROPOSED** the receipt and ratification of the minutes of the Planning Meeting on 3rd July, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

098.3 Update on planning applications refused/granted

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

Councillor Fletcher declared an interest in application number 23/01389/FULL; 69 Bedford Road. It was noted the application has been refused by Central Bedfordshire Council.

098.4 **Update on Enforcement Notices**

There were none.

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

CB/23/02115/FULL, 163 Manor Road: Erection of two storey front and single storey rear extensions and integral garage conversion

No comments

098.5 **To consider attendance at the Central Beds Council online topic session on Planning Obligations Supplementary Planning Document on 19th July 2023**

Councillor Rudd agreed to attend the online meeting. **ACTION: Assistant Clerk to reserve 1 space.**

23/099 MINUTES OF LAST MEETINGS

099.1 **To receive and approve the minutes of the Full Council Meeting held on 12th June 2023**

The minutes of the Full Council meeting held on 12th June 2023 were circulated to members prior to the meeting. There were no queries. Councillor Paxton **PROPOSED** the receipt and approval of the minutes, **SECONDED** by Councillor Fletcher **with 7 in favour and 2 abstentions**. The minutes were approved.

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

23/100 CHAIRMAN'S ANNOUNCEMENTS

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

Councillor Paxton advised that Councillors Thomas and Gardner will attend Arnold Academy's Awards Presentation evening on 18th July. Councillor Vale will also be attending as a member of school staff and the Parish Council's Schools Liaison Contact.

23/101 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

The bi-annual PAT testing for the Parish Office and Pavilion has been booked for 19th July.

An update on correspondence received from a local family was provided. **ACTION: The Assistant Clerk was asked to contact the family and provide them with details of the memorial bench chosen.**

101.2 **To receive the minutes of the Policies and Resources Committee meeting held on 3rd July 2023 and to consider and ratify any recommendations contained therein**

The minutes were circulated prior to the meeting, there were no queries.

Councillor Paxton **PROPOSED** receipt and ratification of the recommendations contained in the minutes of 3rd July 2023, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

101.3 **To adopt the Grants Policy 2023/2024**

The document was approved by the Policies and Resources committee on 3rd July. There were no further queries. Councillor Paxton **PROPOSED** adoption of the Grants Policy 2023/24, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

23/102 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

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

Re: Minute point 043.4 The Groundsman cleared the overgrowth from the grave as agreed and has topped up the soil and reseeded. The family who made the complaint thanked the Parish Council for the action taken.

The Groundsman has carried out two pesticide sprays of the buxus hedge in the Burial Ground, which has an infestation of box caterpillar. There appear to be signs of new growth and the Groundsman will continue to regularly treat until the autumn. The Church are treating the buxus in the Churchyard.

- 102.2 **To acknowledge the Burial Ground, Churchyard and War Memorial inspections**
The inspections undertaken on 12th and 26th June were acknowledged.
In the Burial Ground the moth/caterpillar infestation and treatments carried out were noted.
In the Churchyard everything was in order with exception of the marked-up headstones in the garden of rest. Everything was in order at the War Memorial.
- 102.3 **To consider joining the national 80th Anniversary D-Day Beacon Lighting on 6th June 2024.**
Details of the commemoration were provided prior to the meeting. members were in favour of taking part and a brief discussion on where the beacon should be sited took place. Councillor Paxton **PROPOSED** that the Parish Council should sign up for the event, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.
ACTION: Assistant Clerk to register the Parish Council and contact the Lord Lieutenants office regarding attendance. Committee to discuss further at their next meeting.
- 23/103 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 103.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**
The Clerk has contacted the Rights of Way Officer again regarding overgrowth on footpath number 2 between Bradshaws Close and Osborn Road. The Officer advised they would investigate when the contractors are due to clear.

An update has been requested regarding the possible reinstatement of the wooden chicane on footpath 2 between Manor Road and the fields towards Hexton. No response has been received as yet.
- 103.2 **To receive the minutes of the Highways and Environment Committee held on 3rd July 2023 and to consider and ratify any recommendations contained therein**
The minutes were circulated prior to the meeting, there were no queries.
Councillor Paxton **PROPOSED** the receipt and ratification of the recommendations, **SECONDED** by Councillor Tebb and **UNANIMOUSLY CARRIED**.
- 103.3 **To acknowledge the Bus Shelters inspections**
The bus shelter inspection of 30th June was acknowledged. Everything was in order.
- 103.4 **To acknowledge the schemes being run by Central Beds Council Active Streets Engagement Team and consider way forward**
Information on the scheme were provided prior to the meeting. Members were interested in exploring how the Scheme could work in Barton and agreed that a meeting should be arranged as soon as possible. **ACTION: Clerk to arrange meeting with Central Beds Council.**
- 103.5 **To acknowledge correspondence from resident regarding potential pedestrian crossing on Bedford Road and consider way forward**
Members acknowledged the correspondence from a young resident regarding the need for a zebra crossing on Bedford Road. All were impressed with the suggestions and shared the view that a crossing would be beneficial. It was noted that the Parish Council have previously requested a crossing under the Highways Improvement Scheme, but the application had been refused. Councillor Paxton was asked to raise the query at the meeting with Central Bedfordshire Council's Highways Officer on 11th July.
ACTION: Clerk to write to the resident thanking them for their correspondence and suggestions. Councillor Paxton to raise issue with the Highways Officer.

Linked with road safety, Councillor French advised that they have requested data on accidents on the A6 Clophill to Barton route from Bedfordshire Police.

23/104 LEISURE COMMITTEE REPORT/UPDATE

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

On Saturday 24th June it was reported that there had been a large gathering on Arnold Recreation Ground overnight and significant waste including broken glass and rubbish had been left. There were various reports on social media relating to the incident, it was unclear whether it had been reported directly to the Police. The debris was cleared by residents.

Reports that the padlock on the allotment pedestrian gate have been received and following investigation it has not been possible to repair it. Following consultation with the contractor it appears that the warranty is invalid as it has been welded to the gate so a new lock has been purchased. The cost of the new lock was £21.99 purchased from Screwfix, welded costs were unknown. Item to be retrospectively approved once all the costs are known.

The Assistant Clerk advised that some branches had fallen in Norman Road Play Area during the storm on Friday 7th July. The branches have been cleared by the Groundsman.

104.2 To receive the minutes of the Village Show Sub-committee meeting held on 28th June 2023 and to consider and ratify any recommendations contained therein

The minutes were circulated prior to the meeting, there were no queries. Councillor Gardner **PROPOSED** receipt and ratification of the recommendations of the Village Show Sub-Committee held on 28th June, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

104.2 To receive the minutes of the Village Show Sub-committee meeting held on 28th June 2023 and to consider and ratify any recommendations contained therein

The minutes were circulated prior to the meeting, there were no queries. Councillor Gardner **PROPOSED** the receipt and ratification of recommendations of the minutes of the meeting held on 28th June, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

104.3 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 26th June and 3rd July were acknowledged. Everything was in order.

104.4 To acknowledge receipt of the Rospa Inspection Reports of Arnold Recreation Ground, Fitness Equipment and Norman Road Play Area

Members acknowledged receipt of the inspection reports for the fitness equipment, Arnold Recreation Ground and Norman Road Play Area. There were no significant or urgent matters identified. The findings and Action Plan drawn up by the Assistant Clerk will be discussed at the Leisure Committee meeting at their meeting in July.

104.5 To agree the date for the 2024 Village Show

Following discussion Councillor Gardner **PROPOSED** that the 2024 Village Show should take place on Saturday 31st August 2024, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**. **ACTION: Assistant Clerk to book the Village Hall for the agreed date**

104.6 To consider proceeds from the Village Show raffle and agree a suitable charity for donation

Following discussion, it was agreed that 50% of the proceeds should be donated to charity. It was suggested that the Parish Council should agree a Charity each year at the Annual Meeting of the Parish Council in May. Councillor Gardner then **PROPOSED** that 50% of the Show raffle proceeds should be donated to Tibbs Dementia Foundation, the remaining 50% to be retained to offset the Show costs. Councillor Tebb **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**.

- 104.7 **To receive an update on the Village Show and any actions**
The Assistant Clerk provided an update on the Show's progress. It was disappointed to hear that the number of entries to the children's short story class were lower than expected and members discussed whether the deadline for entries should be extended. Councillor Paxton and Fletcher agreed to circulate the poster amongst parent groups to encourage more entries. The entries will be circulated for reading and shortlisting week commencing 17th July.
- 23/105 SPORTS FIELD COMMITTEE REPORT/UPDATE**
- 105.1 **Matters arising from previous Sports Field committee not included within agenda - information only**
Following the request from Barton Rovers Youth FC to increase the size of mini pitch 8 and 9v9 pitch 11, Councillors Selley, Mikkelson, the Groundsmen and Assistant Clerk reviewed the current size and space available between pitches. It was found that there is sufficient room to increase both pitches and maintain the runoff areas and Barton Rovers Youth confirmed they were happy with the proposals put forward. The Groundmen will begin marking out and lining as soon as possible, ready for the season to begin in September.
- A Barton Scout Leader has asked whether additional speed humps can be installed by Unity Hall/ Barton Rovers FC entrance. Two speed humps were replaced 2022 and there are no further funds to install any new speed humps at this time.
- A report was received that storm damage had been caused to trees at the entrance to Barton Rovers FC on overnight on Friday 7th July. Due to health and safety concerns and following consultation with Councillor Selley, Chair of the Sports Field Committee, the Clerk arranged for Jempson Tree Services to clear fallen and loose branches at a cost of £200.00 + VAT. The Assistant Clerk confirmed that the work had been completed as agreed.
- 23/106 MONTHLY FINANCIAL REPORTS**
- 106.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for month 3**
The monthly financial reports for June month-end were received by members. No issues were raised.
- 23/107 APPROVAL OF PAYMENT OF ACCOUNTS**
- 107.1 **To consider and approve payment of accounts as listed within the schedule or added at the meeting for July**
The payments schedule for July was provided to members prior to the meeting. Payments to Everflow, Cawleys, Crown Gas, D2D Distribution and Sum Up were added at the meeting. Councillor Paxton **PROPOSED** approval of the payments for July, totalling £23,391.08, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.
- 23/108 TIME ALLOCATION FOR COMMITTEE MEETINGS**
- 108.1 **Dates available for committee/sub-committee meetings –**
17th July – Leisure Committee
19th July – Community Garden meeting
26th July – Neighbourhood Plan meeting
31st July – Extra-ordinary Council meeting
The Village Show will take place on Sunday 23rd July, set up the evening before.
- Councillor Fletcher gave her apologies for the Community Garden meeting, she has arranged for a representative of Blooming Barton to be present.
- 23/109 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA - none**

The meeting closed at 9.20pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 10th July 2023

Dated this the 11th September 2023

**COUNCILLOR J PAXTON
CHAIRMAN**

**PAYMENT OF ACCOUNTS
July 2023**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
23/0130	Everflow	Water Supply (07/08/2023-06/09/2023)	£ 1,266.57	£ -	£ 1,266.57	SPLIT		DD
23/0131	Central Bedfordshire Council	Council Tax - Parish Office (July)	£ 251.00	£ -	£ 251.00	4137		DD
23/0132	Central Bedfordshire Council	Council Tax - Sports Pavilion (July)	£ 489.00	£ -	£ 489.00	4811		DD
23/0133	Peninsula Business Services	H&S Support Services - July 2023	£ 107.64	£ 20.33	£ 127.97	4151		DD
23/0134	Cawleys	Skip Emptying - Burial Ground (June)	£ 46.56	£ 9.31	£ 55.87	4314		
23/0135	Cawleys	Skip Emptying - Allots (June)	£ 225.72	£ 45.14	£ 270.86	4134		
23/0136	Cawleys	Skip Emptying - Recycle (June)	£ 7.40	£ 1.48	£ 8.88	4134	£ 335.61	DD
23/0137	EDF Energy	Electricity - Parish office (15/05/23-14/06/23)	£ 119.91	£ 6.00	£ 125.91	4137		DD
23/0138	Crown Gas	Gas - Pavilion (01/06/23-30/06/23)	£ 33.23	£ 1.66	£ 34.89	4812		DD
23/0139	British Gas	Electric supply Pavilion (01/06/23-30/06/23)	£ 97.25	£ 4.86	£ 102.11	4806		DD
23/0140	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - July	£ 196.21	£ 39.24	£ 235.45	4142		DD
23/0141	Virginmedia	Fibre Broadband Office - July	£ 45.00	£ 9.00	£ 54.00	4105		DD
23/0142	Telefonica UK Ltd (O2)	Monthly Mobile Subscription - June	£ 15.71	£ 3.14	£ 18.85	4105		DD
23/0143	Tower Leasing Ltd	Photocopier Qtly rental Jul-Oct	£ 93.07	£ 18.61	£ 111.68	4111		DD
23/0144	NEST	Pension payments June 2023 (Paymt due July)	£ 1,101.00	£ -	£ 1,101.00	526		DD
23/0145	HM Rev & Customs	Mth 3 PAYE	£ 1,111.60	£ -	£ 1,111.60	525		
23/0146	HM Rev & Customs	Mth 3 Nat. Emp'ee NI Contribution	£ 497.01	£ -	£ 497.01	525		
23/0147	HM Rev & Customs	Mth 3 Nat. Emp'er NI Contribution	£ 691.62	£ -	£ 691.62	525	£ 2,300.23	FP
23/0148	I Nicholls	July Salary	Salary		Salary	4002		FP
23/0149	S Cowie	July Salary	Salary		Salary	4001		FP
23/0150	C Callen	July Salary	Salary		Salary	4000		FP
23/0151	J Fitzgerald	July Salary	Salary		Salary	4003		FP
23/0152	K Small	July Salary	Salary		Salary	4004		FP
23/0153	S McConville	July Salary	Salary		Salary	4004		FP
23/0154	J Pope	July Salary	Salary		Salary	4002		FP

	TOTAL SALARIES		£ 6,743.91	£ -	£ 6,743.91			
23/0155	J Fitzgerald	June Mileage 286 miles @ 45p	£ 128.70	£ -	£ 128.70	4107		FP
23/0156	J Pope	June Mileage 65 miles @ 45p	£ 29.25	£ -	£ 29.25	4107		FP
23/0157	J Fitzgerald	Pesticide spray	£ 16.65	£ 3.33	£ 19.98	4140		FP
23/0158	BATPC	New Councillor Training - A Tebb	£ 35.00	£ -	£ 35.00	4120/321		FP
23/0159	Road & Traffic Management	road markings at Sports Field	£ 884.00	£ -	£ 884.00	4807/381		FP
23/0160	SLCC Enterprises Ltd	Clerk - Planning Summit 5/7	£ 60.00	£ 12.00	£ 72.00	4120/321		Dcard
23/0161	NALC/Eventbrite	Councillor NALC Event 25/10	£ 32.68	£ 6.54	£ 39.22	4120/321		DCard
23/0162	Office Petty Cash	Amazon - cable ties/envelopes/pesticide/Display board	£ 145.49	£ 29.12	£ 174.61	SPLIT		DCard
23/0163	MJ Granger Grounds Maintenance Ltd	Grass cutting 30/05/23	£ 431.61	£ 86.33	£ 517.94	SPLIT		FP
23/0164A	MJ Granger Grounds Maintenance Ltd	Grass cutting 13/06/23	£ 431.61	£ 86.33	£ 517.94	SPLIT		FP
23/0164B	MJ Granger Grounds Maintenance Ltd	Grass cutting 27/06/23	£ 431.61	£ 86.33	£ 517.94	SPLIT	£ 1,553.82	FP
23/0165	BeSafe Fire Protection Ltd	Annual Service Fire Extinguishers	£ 100.00	£ 20.00	£ 120.00	SPLIT		FP
23/0166	Playsafety Ltd	Annual Rospa Inspection	£ 256.50	£ 51.30	£ 307.80	4655		FP
23/0167	Jempsons Tree Services Ltd	Emergency Tree Works Odells Pocket	£ 200.00	£ 40.00	£ 240.00	4404		FP
23/0168	S Cowie	Show refreshments	£ 9.45	£ -	£ 9.45	4608		FP
23/0169	Barton Village Hall	Meeting Room hire charges - June	£ 39.00	£ -	£ 39.00	4112		FP
23/0170	Copybox Document Systems	Photocopier Usage June	£ 117.87	£ 23.58	£ 141.45	4111		FP
23/0171	Herts Fullstop	Stationery Supplies	£ 27.73	£ 5.55	£ 33.28	4113		FP
23/0172	H L Hutchinson Ltd	White line paint for pitches	£ 285.12	£ 57.02	£ 342.14	4805		FP
23/0173	Reynolds Landscaping Services	Grass cutting June	£ 374.40	£ 74.88	£ 449.28	SPLIT		FP
23/0176	D2D Distribution Ltd	June Newsletter distribution	£ 390.00	£ 78.00	£ 468.00	4124		FP
23/0174	Sum Up	Monthly Card Fees	£ 5.92	£ -	£ 5.92	4181		Direct
23/0175	TSB Bank	Transfer from Savings Account	£ 5,000.00	£ -	£ 5,000.00	n/a		TF
TOTAL JULY 2023 PAYMENTS			£ 22,572.00	£ 819.08	£ 23,391.08			