

**MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL  
HELD ON MONDAY 11<sup>th</sup> SEPTEMBER 2023  
AT THE VILLAGE HALL AT 7.30 PM**

Present: Councillors N Day (Vice-Chairman), A Fletcher, S Laycock, A Vale, W Rudd, B Thomas and J Mikkelson

In attendance: C Callen (Clerk), S Cowie (Assistant Clerk), Central Bedfordshire Ward Councillors A French and E Childs, 2 Community Police Officers and 10 members of the public

Minutes: C Callen

**23/144 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors J Paxton, J Selley, G Gardner and A Tebb.

**23/145 SPECIFIC DECLARATIONS OF INTEREST**

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

**23/146 ALLOTMENT COMPETITION AWARDS PRESENTATION**

Councillor Thomas presented the 2023 Allotment Competition winners with their trophies and National Garden Centre gift vouchers.

(2 members of the public left at 7.35pm)

**23/147 POLICE REPORTS**

**147.1 To acknowledge receipt of Crime Statistics for June and July 2023**

The Crime statistics for June 2023, taken from Police.uk website, were acknowledged.

A total of 17 crimes were reported: 3 still under investigation, 4 where investigation complete, no suspect identified, 4 where they are unable to prosecute suspect and 6 which have no further details. The categories for June included: 6 antisocial behaviour, 4 violence/sexual offences, 4 criminal damage/arson, 2 Public Order and 1 other theft.

The crime statistics for July 2023 were not available from the Police.uk website at the time of the meeting and will be shared once available. Initial information provided indicates there were 8 crimes in the month.

**147.2 To acknowledge update regarding the changes to the local Community Policing allocation**

The Community Police Officer has advised of a change in the way the Community policing unit is operated, to improve the way they work and better serve communities.

To make best use of the numbers of officers they have (which they are seeking to increase), they are moving away from the current model of area officers and instead disseminating work and patrols across the team. Any issues experienced in a given area, will now be tasked out to officers by the Sargent, if appropriate, rather than relying on a single officer being free to conduct any work required. This is intended to provide a better service for all the local areas with more officers being involved and active in each area.

**147.3 To acknowledge the Deputy Police and Crime Commissioner's attendance at the Parish Council meeting on 18<sup>th</sup> September**

As requested at the July meeting, the Clerk has arranged for the Deputy Police and Crime Commissioner to attend a meeting with the Parish Council on 18<sup>th</sup> September at the Village Hall at 7.30pm. Normal Committee meetings will follow.

**147.4 To consider attendance at the Police & Crime Commissioner's Annual Parish Council Meeting on 11<sup>th</sup> October**

Councillors have been invited to attend the Annual Parish Council Meeting on 11<sup>th</sup> October 19:00-21:00 at The Forest Centre, Marston Moretaine. Members were requested to advise the Clerk if they are able to attend so that a suitable space can be booked.

## 22/148 PUBLIC QUESTION TIME

Residents and representatives from the Doctors Surgery advised that there has been an increase in anti-social behaviour around the Village Hall and Surgery buildings over recent weeks. They requested that the Parish Council consider fencing and a barrier to restrict access out of hours.

The Village Hall committee are aware of some of the issues and are due to discuss the situation at their meeting on 14<sup>th</sup> September. The Parish Council had already requested a meeting with them to discuss the problems. Residents were encouraged to report any incidents to the Police.

(8 members of the public left at 8.02pm)

## 23/149 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

149.1 Councillors Childs and French attended the meeting and gave a brief summary of the resident's issues they have been working on.

Monthly meetings have been agreed at the Parish Council Office with the staff to share common issues.

(Cllr Childs left the meeting at 8.13pm)

(2 Community Police Officers left the meeting at 8.19pm)

## 23/150 PLANNING COMMITTEE REPORTS/UPDATE

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

Ref: **Minute 23/123.1** – As requested at the last meeting, the Clerk contacted the Planning Consultant who led the Central Beds Council (CBC) Topic Session on S106 Obligations, regarding advice on the justification of using S106 funding from Barton-le-Clay development, towards improvements to the Streatley roundabout on A6. She has responded to advise that as she is engaged by CBC, she cannot challenge their assessment and suggests advice in sought from another planning consultant, if required.

Councillor French suggested a possible consultant and agreed to investigate the current situation with the S106 agreement. She will report back via the Clerk.

(Cllr French left the meeting at 8.27pm)

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

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

150.3 **Update on Enforcement Notices**

There were no new updates.

The Parish Council have been approached by residents regarding the large banner that has been put up on the wall next to the Waggon & Horses. If it is going to stay up for some time, then planning permission may be required. The Clerk has made enquiries and is awaiting a response.

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

**CB/23/002321/FULL, 67 Bedford Road:** New gable roof to garage, and creation of office within new roof space.

Following discussion, Councillor Fletcher **PROPOSED** the following objection be submitted, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**:

OBJECT – The Parish Council object to the proposed gable roof and office additions to the existing garage. The site is within the Conservation area and is set back from the highway. The increased height of the proposed roof would make the building more intrusive to the neighbouring properties and would impact the street scene. However, if planning permission is granted, consideration should be given to ensure there is no increased vehicle movements to and from the site and that the office is used for no other purpose than incidental to the main dwelling.

**CB/23/02710/FULL, 34 Higham Gobion Road:** Front and rear extensions.

- No comments.

- 150.5 **To consider and approve response to the planning appeal in respect of application CB/23/00075/FULL, 59 Manor Road**  
The application to build a new 3-bedroom dwelling on this site was refused on 6<sup>th</sup> March. The applicant has now submitted an appeal. After consideration, Councillor Fletcher **PROPOSED** that a response to reiterate the Council's previous objection be submitted, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.
- 150.6 **Update from the Neighbourhood Plan Steering Committee meeting on 2<sup>nd</sup> August**  
A copy of the minutes from the last meeting were provided ahead of the meeting, for reference. Councillor Fletcher advised that the Group are awaiting the revised Green Infrastructure Plan and Design Code documents, to be discussed at the next meeting.
- 150.7 **To retrospectively approve the annual subscription to CPRE**  
The annual subscription to CPRE was due in August. Previously the Parish Council have paid £36 each year. CPRE requested a £12 increase to cover costs in providing local CPRE support to protect green spaces from development. Given the threat of Greenwoods, the Clerk spoke to two Councillors and agreed to increase the subscription paid to £48pa. Councillor Day **PROPOSED** retrospective approval of the cost of £48 to CPRE for their annual subscription, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.
- 150.8 **To acknowledge the adoption by Central Beds Council of their Parking Standards for New Developments, Housing Policy Technical Guidance and Design Guide Supplemental Planning Documents**  
Details of the documents were shared with members ahead of the meeting. These were acknowledged.
- 23/151 MINUTES OF LAST MEETINGS**
- 151.1 **To receive and approve the minutes of the Full Council meeting held on 10<sup>th</sup> July 2023**  
The minutes of the Full Council meeting held on 10<sup>th</sup> July 2023 were circulated to members prior to the meeting. Councillor Day **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Fletcher **with 5 in favour and 2 abstentions**.
- 151.2 **To receive and approve the minutes of the Extra-ordinary Council meeting held on 31<sup>st</sup> July 2023**  
The minutes of Extra-ordinary Council meeting held on 31<sup>st</sup> July 2023 were circulated to members prior to the meeting. Councillor Day **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Fletcher **with 6 in favour and 1 abstention**.
- 151.3 **Matters arising outside of committee reports/updates –**  
As requested at the last meeting, a letter was sent to Ms Nadine Dorries MP regarding the lack of representation for the Village in Parliament. Details were posted on the website. She has subsequently now resigned and a by-election will be held in Mid-Beds constituency on 19<sup>th</sup> October.
- 23/152 CHAIRMAN'S ANNOUNCEMENTS**
- 152.1 **Announcements as deemed appropriate by the Chairman**  
A 'thank you' letter has been received from Tibbs Dementia Foundation for the donation of £116.50 from the Village Show raffle.
- 152.2 **To consider attendance at the Bedfordshire Association of Town & Parish Councils AGM on 18<sup>th</sup> October 2023**  
Councillors have been invited to attend the BATPC AGM on 18<sup>th</sup> October at The Rufus Centre, Flitwick, 7pm. 2023 is an election year for the Association's County Committee, with the term of all current members expiring at the AGM, at which the new membership is elected. Members were asked to advise the Clerk if they are available to attend.

- 152.3 **To acknowledge BATPC online training programme and agree booking process and budget**  
Details were provided to members ahead of the meeting. Members agreed to advise the Clerk to book any unit required. Councillor Paxton **PROPOSED** a budget of £325 to cover the cost of any training, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.
- 152.4 **To agree schedule for Committee meetings for the rest of the Parish Year**  
Following the introduction of the Village Hall online Booking Process, there is a concern that the Committee Room may not be available for Council meetings unless it is booked sometime in advance. The Council agreed to consider its meeting schedule in advance, which will also help Councillors ensure they are available for each of the Committee meetings they elected to serve on. **ACTION – Clerk to draw up a schedule for the rest of 2023.**
- 23/153 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**
- 153.1 **Matters arising from previous Policies & Resources Committee not included within agenda - information only**  
The annual service of the intruder alarms at the Parish Office and Pavilion was undertaken on 15<sup>th</sup> August.  
  
The Clerk has completed the annual Fire Risk Assessments for the Parish Office and Pavilion.  
  
The Clerk has completed two Grant applications to fund the landscaping works for the Community Garden – a decision is awaited on whether they have been successful. In addition, a meeting has been held with Arron Beckett (designer), Andy Knight (Rotary), the Clerk and Anna French Associates Ltd to discuss the design features for the garden, using their landscape architecture experience, to check the right things have been considered. The next meeting of the partnership will be arranged once some of the funding is clarified.  
  
As discussed earlier during the meeting, the Parish Council had been made aware of anti-social behaviour in the Village Hall car park.
- 153.2 **To consider and approve renewal of Insurance Policy**  
The Annual renewal of the Council's insurance policy is due as at 30<sup>th</sup> September. The Clerk has chased for the renewal details to ensure the Policy Schedule it is still correct. Councillor Mikkelson **PROPOSED** to delegate authority to the Policies and Resources Committee to approve the renewal at their next meeting, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- 153.3 **To consider and adopt Safeguarding Policy**  
Given that children and vulnerable adults use facilities provided by the Parish Council, a suitable Safeguarding policy is recommended. The Clerk has drawn up a draft policy, based on SLCC guidance and similar Parish Council's documents. Following review, Councillor Day **PROPOSED** to adopt the Safeguarding Policy v1, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.
- 153.4 **Retrospective approval of cost for replacement office chair**  
The Assistant Clerk's chair in the office has been replaced – it was no longer compliant with H&S adjustments having been purchased in 2004. Councillor Day **PROPOSED** retrospective approval of the cost of £94.99 plus VAT to purchase the chair from Viking Office UK, **SECONDED** by Councillor Rudd and **UNANIMOUSLY CARRIED**.
- 153.5 **To acknowledge Central Beds Council consultation regarding Public Space Protection Orders and agree any response**  
CBC are currently reviewing Public Space Protection Orders (PSPO) with restrictions around dog control and tackling nuisance caused by people drinking alcohol in public places, where it is having a negative impact on the area. They have launched a 12-week public consultation to gather resident's feedback. Members confirmed that the current restrictions should be retained. Members to respond individually and the Clerk will respond on behalf of the Parish Council.

- 153.6 **To acknowledge Central Beds Council's Topic Session on Outdoor Sport, Open Spaces and Community Hall Schedules on 20<sup>th</sup> September and agree attendance**  
 The next topic based online session will cover Outdoor Sport & Open Spaces and Community Hall Schedules.  
 The CBC Leisure team will shortly be asking town and parish councils for information so that they can understand where there is a local need for new or improved recreational open space and outdoor sport facilities. This helps to identify whether new housing developments should provide new facilities onsite or if developer contributions (S106) should be sought for offsite provision (only applicable to developments over 10 dwellings).  
 Alongside this, the Community Engagement team in partnership with Beds RCC will be asking town and parish councils and village hall committees to update their Village Hall schedules so that they have an up to date evidence base to inform requests for developer contributions.  
 Councillor Laycock, the Clerk and Assistant Clerk have agreed to attend the session.
- 153.7 **To retrospectively approve cost of brushcutter training course for part-time Groundsman**  
 The Part-time groundsman has been booked on a LANTRA brushcutter course at Vale Training Services Ltd, Aylesbury. This is required to allow him to assist the Full-time Groundsman with strimming and clearance work around the Village. Councillor Vale **PROPOSED** retrospective approval of the cost of £230 plus VAT for the course, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.
- 153.8 **To consider and approve cost for Employee Assistance Programme Service**  
 Peninsula, who provide our H&S support service, are affiliated to Health Assured who offer an Employee Assistance Programme service. Details of the EAP service were provided to members ahead of the meeting. A quote has been provided for the service, including 10% discount as Peninsula clients – which would cover up to 19 employees and their families and includes volunteer councillors. The minimum term of the contract is 3years – price set for the period of contract. After discussion, Councillor Day **PROPOSED** approval for Health Assured to provide the EAP service at a cost of £315 plus VAT pa for three years, **SECONDED** by Councillor Mikkelson **with 5 in favour and 2 abstentions**.
- 23/154 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 154.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**  
 Following consultation with Committee members via email on 10<sup>th</sup> August, the Groundsman has cut down the overgrown rose on a grave, and a letter has been sent to the grave owner, to the address on record. The grave owner has been advised that If no action is taken by 2<sup>nd</sup> September, the rose will be removed and disposed of. No response had been received and so the Groundsman will remove the rose as soon as possible.  
 The Faculty allowing the fallen memorial in the churchyard to be turned over was issued by St Albans Diocese on 3<sup>rd</sup> August. Offley Memorials actioned the work on 4<sup>th</sup> August and the Groundsman has been asked to tidy up the area surrounding the memorial.
- 154.2 **To acknowledge the Burial Ground, Churchyard and War Memorial inspections**  
 The inspections undertaken on 7<sup>th</sup>, 21<sup>st</sup> August and 5<sup>th</sup> September were acknowledged.  
 Burial Ground – On 7<sup>th</sup> August the Groundsman treated the moth infestation of the box hedge again and recorded that it was recovering well in places. On 5<sup>th</sup> September it was noted that the routine grass cutting and strimming had not yet been done. Some overhanging branches were noted around a memorial tree at the far end of the site.  
 Churchyard - The marked-up headstones were noted as safe and on 21<sup>st</sup> August it was noted that the pathways need weeding. On 5<sup>th</sup> September it was noted that the grass needed cutting in all areas and hedges trimming. The inspection was undertaken before the contractor was on site. Hedge cutting takes place during autumn/early winter.

War Memorial – On 5<sup>th</sup> September overhanging branches were noted, everything else was in order.

154.3 **To retrospectively approve cost for SLCC Webinar workshop on Closed Churchyards on 15<sup>th</sup> August for the Office Staff**

The Clerk and Assistant Clerk attended an online webinar regarding Closed Churchyards. The session covered the process of closing a churchyard and responsibilities of Parish Councils to take on their maintenance. It also covered the continuation of burials in closed churchyards, memorial management and repairs and church Faculty jurisdictions, working alongside the Church PCC.

Councillor Laycock **PROPOSED** retrospective approval of the cost of £45 plus VAT for the workshop, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

154.4 **To consider request to bring forward the tree survey of St Nicholas Churchyard and Garden**

The tree survey of the churchyard and church garden is due March 2024. However, the Church Warden has asked whether it could be brought forward as there are a number of trees within the garden which required crown lifts and branches removing. If the survey was brought forward, it would allow enough time for planning permission to be granted and the work scheduled in before the bird nesting season begins at the end of March 2024. After consideration, Councillor Laycock **PROPOSED** agreement for the survey to be brought forward, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**. Quotes will be provided at the next Committee meeting for approval.

**23/155 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**

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

On Saturday 19<sup>th</sup> August, a resident alerted the Parish Council that a small fire was smouldering at the 'caves' at the top of Lovers Walk. The Clerk and her husband investigated and with the help of a local resident managed to dampen down the flames and raked out the ashes to prevent it spreading. A tree stump was still smoking but the Groundsman was able to drive up the bridleway and douse it with water on Monday morning.

Due to anti-social behaviour by youths on the bus shelter opposite Windsor Parade, the Groundsman has applied anti-climb paint to the roof of the shelter. Signs have been put on the shelter as a warning.

The Clerk met with CBC Rights of Way Officer and Councillor Childs on 5<sup>th</sup> September to review the footpath at O'Dell's Pocket (FP2) leading from Manor Road to the fields and Hexton. Councillor Childs had received a request from a resident of Ivel Close to reinstate the staggered barrier at the entrance to the footpath, to deter bikes and motor bikes accessing the fields (removed several years ago by CBC due to rotted wood). No other complaints have been received and it was agreed that in the absence of evidence of motorbike activity, there was no justification to incur costs of replacing the barrier, given the pending improvements to the footpath as part of the new development planned.

The Clerk has been in discussion with CBC and Councillor Childs regarding the delay in replacing the white lines on Manor and Bedford Road's, particularly with the schools now back. In addition, residents on Manor Road have raised a query about the proposed extension to the double yellow lines, without consultation. These are being investigated.

The arboriculturist, who has undertaken the tree survey around the Village, has now completed the additional inspections. An updated report is awaited but they have advised of 3 further trees on Lovers Walk that will need felling, in addition to the 10 already advised. The Clerk met with the arboriculturist on 18<sup>th</sup> August. They visited Lovers walk to inspect the trees needing work/felling. This item will be discussed further at the next committee meeting.

155.2 **To acknowledge the Bus Shelters inspections**

The bus shelter inspections of 8<sup>th</sup> and 31<sup>st</sup> August were acknowledged. On 8<sup>th</sup> it was noted that all shelters need painting. Everything else was in order.

- 155.3 **To consider and approve cost for tree works in Ashby Drive**  
Following discussion at the last meeting (23/126.5), the Clerk and the arboriculturist viewed the tree in question on 18<sup>th</sup> August. Whilst there was nothing to indicate the tree is diseased, it is very close to the resident's fence and the branch could have come down as a result of either previous damage or disease. The Clerk obtained quotes from Jempson's Tree Services to either reduce the tree by 50% to shape or remove the tree completely. Following consideration, Councillor Laycock **PROPOSED** to fell the tree at a cost of £280 plus VAT, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. The Council will consider replanting a new tree in a more suitable place, in line with its policy.
- 23/156 LEISURE COMMITTEE REPORT/UPDATE**
- 156.1 **Matters arising from previous Leisure Committee not included within agenda – information only**  
Following approval at the Leisure Committee meeting on 4<sup>th</sup> September and subsequent email to committee members on 5<sup>th</sup> September regarding the urgent nature of repairs, purchase orders have been sent to Proludic and Wicksteed Leisure for the spare parts needed to fix the gyrospring, aeroskate and rotator roundabout. Kettering Play Safe have been advised that their quote to repair all equipment, including the zip wire foundation, has been accepted and they have provided the relevant insurance and risk assessment details.
- 156.2 **To receive the minutes of the Leisure Committee meeting held on 4<sup>th</sup> September 2023 and to consider and ratify any recommendations contained within**  
The minutes were circulated to members prior to the meeting. A minor amendment was requested in the supporting Information Leaflet for Allotment holders. Councillor Thomas **PROPOSED** the receipt and ratification of the minutes of the meeting held on 4<sup>th</sup> September 2023, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- 156.3 **To acknowledge weekly Playground and Fitness Equipment Inspections**  
The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections on 5<sup>th</sup> September were acknowledged.
- Noman Road Play Area: the dent in the slide and frayed cable on the rope ladder were both noted.  
Fitness Equipment: the ground around the safety surfacing of the table tennis table was noted as uneven. The Groundsman will address this as soon as possible.  
Arnold Recreation Ground Play Area – the signage on the zip wire stating it is out of action was noted as still in place.
- 156.4 **To approve and adopt the Allotment Tenancy Agreement effective 1<sup>st</sup> October 2023**  
Councillors Vale, Fletcher, Laycock and Rudd expressed a non-pecuniary interest in this item as allotment holders.  
A copy of the revised Tenancy Agreement, reviewed by the Leisure Committee at their meeting on 4<sup>th</sup> September, was provided to Members ahead of the meeting. Councillor Thomas **PROPOSED** adoption of the agreement for new tenants from October 2023, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- 23/157 SPORTS FIELD COMMITTEE REPORT/UPDATE**
- 157.1 **Matters arising from previous Sports Field committee not included within agenda - information only**  
**Re: Minute point 128.4)** Barton Rovers Youth FC were advised of the conditions as agreed by Council on 31<sup>st</sup> July. Their representative was disappointed with the decision to only allow 8 teams in any one session, and felt that the staggered kick off times would be sufficient to deal with any parking issues. The Assistant Clerk explained the rationale behind the decision and reminded them that previously only 6 teams have been permitted. There has been no further correspondence or comment. The goal posts went up early as requested and mid-week friendly matches began on 30<sup>th</sup> August.

The routine service of the fire alarm and emergency lighting took place on 30<sup>th</sup> August. Everything was in order.

**Re: Minute point 128.3)** The Pavilion Drains were jetted on 7<sup>th</sup> August.

The Groundsmen have replaced the mesh covering of the Pavilion grill.

Barton Rovers FC have levelled their car park with gravel and put in raised strips of planting to improve the layout and encourage better parking.

There have been issues with poor grass cutting of the pitches over the Summer. The contractor has had problems with their tractor and have now started using a different machine to improve the cut, now that the pitches are back in regular use.

157.2 **To consider and approve the purchase of materials to repair broken section of the Sports Field perimeter fence**

A section of wooden fencing in front of the car parking bays needs to be replaced as posts are loose in the ground and rotten. The Groundsmen will install the fencing themselves. Cost of materials from Jewsons were provided. Councillor Vale **PROPOSED** approval of the total cost of £501.32 plus VAT for the fencing materials, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

157.3 **To consider and approve purchase of new fridge for the Pavilion**

The seal on the fridge has broken, it was donated a long time ago and is in very poor condition. Councillor Vale **PROPOSED** approval of a total budget of £150 to replace and deliver a new fridge, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

**23/158 MONTHLY FINANCIAL REPORTS**

158.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for months 4 and 5**

The monthly financial reports for July and August month-ends were received by members. No issues were raised.

**23/159 APPROVAL OF PAYMENT OF ACCOUNTS**

159.1 **To retrospectively consider and approve payment of accounts for August as listed within the schedule**

The payments schedule for August was provided to members prior to the meeting. Councillor Laycock **PROPOSED** retrospective approval of the payments for August, totalling £28,546.37, including the transfers, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

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

The payments schedule for September was provided to members prior to the meeting. The Clerk advised that the second Precept tranche had been received and so £50,000 transfer was required to the Public Sector Deposit Fund and £50,000 transfer to the TSB Savings account, in addition to the schedule. Councillor Day **PROPOSED** approval of the payments for September, totalling £125,638.38, including the transfers, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

**23/160 TIME ALLOCATION FOR COMMITTEE MEETINGS**

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

18<sup>th</sup> September – Burial Grounds Committee to be held at the Village Hall, start time 8.30pm

25<sup>th</sup> September – Planning (if required), Highways & Environment and Policies & Resources Committees to be held at the Village Hall, start time 7.30pm

2<sup>nd</sup> October – Pay & Personnel Sub-Committee to be held at the Village Hall, start time 7.30pm.

Village Show Sub-committee meeting date to be arranged.

Neighbourhood Plan Steering Committee meeting to be rearranged.



**23/161 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

There were none.

The meeting closed at 10.14pm

**I certify these minutes are a true and correct record of the Parish Council meeting held on 11<sup>th</sup> September 2023**

**Dated this the 9<sup>th</sup> October 2023**

**COUNCILLOR J PAXTON  
CHAIRMAN**

**PAYMENT OF ACCOUNTS  
August 2023**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
23/0196	Central Bedfordshire Council	Council Tax - Parish Office (August)	£ 251.00	£ -	£ 251.00	4137		DD
23/0197	Central Bedfordshire Council	Council Tax - Sports Pavilion (August)	£ 489.00	£ -	£ 489.00	4811		DD
23/0198	Peninsula Business Services	H&S Support Services - August 2023	£ 107.64	£ 20.33	£ 127.97	4151		DD
23/0240	Cawleys	CREDIT NOTE - Missed Colln 14/6/2023	-£ 71.74	-£ 14.35	-£ 86.09	4134		
23/0199	Cawleys	Skip Emptying - Burial Ground (July)	£ 46.56	£ 9.31	£ 55.87	4314		
23/0200	Cawleys	Skip Emptying - Allots (July)	£ 168.68	£ 33.74	£ 202.42	4134		
23/0201	Cawleys	Skip Emptying - Recycle (July)	£ 7.40	£ 1.48	£ 8.88	4134	<b>£ 181.08</b>	DD
23/0202	EDF Energy	Electricity - Parish office (15/06/23-14/07/23)	£ 108.95	£ 5.45	£ 114.40	4137		DD
23/0203	Crown Gas	Gas - Pavilion (01/07/23-31/07/23)	£ 31.27	£ 1.56	£ 32.83	4812		DD
23/0204	British Gas	Electric supply Pavilion (01/07/23-31/07/23)	£ 81.76	£ 4.08	£ 85.84	4806		DD
23/0205	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - August	£ 192.88	£ 38.58	£ 231.46	4142		DD
23/0206	Virginmedia	Fibre Broadband Office - August	£ 45.00	£ 9.00	£ 54.00	4105		DD
23/0207	Telefonica UK Ltd (O2)	Monthly Mobile Subscription - July	£ 15.71	£ 3.14	£ 18.85	4105		DD
23/0208	NEST	Pension payments July 2023 (Paymt due August)	£ 1,059.81	£ -	£ 1,059.81	526		DD
23/0209	HM Rev & Customs	Mth 4 PAYE	£ 1,081.40	£ -	£ 1,081.40	525		
23/0210	HM Rev & Customs	Mth 4 Nat. Emp'ee NI Contribution	£ 528.09	£ -	£ 528.09	525		
23/0211	HM Rev & Customs	Mth 4 Nat. Emp'er NI Contribution	£ 727.48	£ -	£ 727.48	525	<b>£2,336.97</b>	FP
23/0212	I Nicholls	August Salary	Salary		Salary	4002		FP
23/0213	S Cowie	August Salary	Salary		Salary	4001		FP
23/0214	C Callen	August Salary	Salary		Salary	4000		FP
23/0215	J Fitzgerald	August Salary	Salary		Salary	4003		FP
23/0216	K Small	August Salary	Salary		Salary	4004		FP
23/0217	S McConville	August Salary	Salary		Salary	4004		FP
23/0218	J Pope	August Salary	Salary		Salary	4002		FP
	<b>TOTAL SALARIES</b>		<b>£ 7,069.04</b>	<b>£ -</b>	<b>£ 7,069.04</b>			

23/0219	J Fitzgerald	July Mileage 246 miles @ 45p	£ 110.70	£ -	£ 110.70	4107		FP
23/0220	J Pope	July Mileage 107 miles @ 45p	£ 48.15	£ -	£ 48.15	4107		FP
23/0221	J Pope	Screwfix Plumbing supplies for Allots	£ 16.70	£ 3.34	£ 20.04	4140		FP
23/0222	J Fitzgerald	Leaf pickers & Timber for Noticeboard	£ 126.94	£ 4.00	£ 130.94	SPLIT		FP
23/0223	Treefusion Ltd	3yrly Tree Survey	£ 1,950.00	£ 390.00	£ 2,340.00	4406/342		FP
23/0224	Central Beds Council	Uncontested Election charges	£ 142.10	£ -	£ 142.10	4191/325		FP
23/0225	P&R Property Client Ac	Quarterly Office & Garage Rent (Aug-Nov)	£2,000.00	£ -	£ 2,000.00	4137		FP
23/0226	CPRE	Annual Subscription	£ 48.00	£ -	£ 48.00	4108		FP
23/0227	Professional Pest Management	Pest Control at Allots July	£ 70.77	£ 14.15	£ 84.92	4609		FP
23/0228	MJ Granger Grounds Maintenance Ltd	Grass cutting 25/07/23	£ 431.61	£ 86.33	£ 517.94	SPLIT		FP
23/0229	Barton Village Hall	Meeting Room hire charges - July	£ 475.00	£ -	£ 475.00	4112		FP
23/0230	Copybox Document Systems	Photocopier Usage July	£ 44.65	£ 8.93	£ 53.58	4111		FP
23/0231	Reynolds Landscaping Services	Grass cutting July	£ 374.40	£ 74.88	£ 449.28	SPLIT		FP
23/0232	Reynolds Landscaping Services	Path spraying x1	£ 60.00	£ 12.00	£ 72.00	4310	<b>£ 521.28</b>	FP
23/0233	Society of Local Council Clerks	SLCC Webinar re Closed Churchyards for Clerk & Assist Clerk	£ 45.00	£ 9.00	£ 54.00	4120/321		DCard
23/0234	The Sign Shed Ltd	Anti-climb paint signs & delivery	£ 12.66	£ 2.54	£ 15.20	4506		FP
23/0235	Tibbs Dementia Foundation	Donation from Show Raffle	£ 116.50	£ -	£ 116.50	4608		FP
23/0236	Office Petty Cash	Postage	£ 18.75	£ -	£ 18.75	4106		DCard
23/0241	J Pope	Screwfix - Anti-Climb Paint	£ 10.82	£ 2.17	£ 12.99	4506		FP
23/0237	Sum Up	Monthly Card Fees	£ 0.03	£ -	£ 0.03	4181		Direct
23/0238	TSB Bank	Unallocated Prizes and Float cash repaid from Show	-£ 216.00	£ -	-£ 216.00	4608		DCard
23/0239	TSB Bank	Transfer from Savings Account	£10,000.00	£ -	£10,000.00	n/a		TF
		<b>TOTAL AUGUST 2023 PAYMENTS</b>	<b>£27,826.71</b>	<b>£719.66</b>	<b>£28,546.37</b>			

**PAYMENT OF ACCOUNTS**  
**September 2023**

<b>FOLIO No</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>VAT DUE</b>	<b>TOTAL</b>	<b>ACC. No.</b>	<b>MUTIPLE INV. TOTAL</b>	<b>CHQ No.</b>
23/0195	Everflow	Water Supply (07/07/2023-06/08/2023)	£ 572.67	£ -	£ 572.67	SPLIT		DD
23/0242	Everflow	Water Supply (07/08/2023-06/09/2023)	£ 158.08	£ -	£ 158.08	SPLIT		DD
23/0243	Everflow	CREDIT NOTE - Overchg Allots (June)	-£ 315.95	£ -	-£ 315.95	4602		DD
23/0244	Everflow	CREDIT NOTE - Overchg Allots (July)	-£ 1,266.57	£ -	-£1,266.57	4602		DD
23/0245	Everflow	Water Supply (07/09/2023-06/10/2023)	£ 172.55	£ -	£ 172.55	SPLIT		DD
23/0246	Everflow	Water Supply (07/10/2023-06/11/2023)	£ 158.08	£ -	£ 158.08	SPLIT		DD
23/0247	Central Bedfordshire Council	Council Tax - Parish Office (Sept)	£ 251.00	£ -	£ 251.00	4137		DD
23/0248	Central Bedfordshire Council	Council Tax - Sports Pavilion (Sept)	£ 489.00	£ -	£ 489.00	4811		DD
23/0250	Peninsula Business Services	H&S Support Services - Sept 2023	£ 107.64	£ 20.33	£ 127.97	4151		DD
23/0249	Cawleys	CREDIT NOTE - Missed Colln 21/7/2023	-£ 23.28	-£ 4.66	-£ 27.94	4314		
23/0251	Cawleys	Skip Emptying - Burial Ground (Aug)	£ 82.44	£ 16.49	£ 98.93	4314		
23/0252	Cawleys	Skip Emptying - Allots (Aug)	£ 153.98	£ 30.80	£ 184.78	4134		
23/0253	Cawleys	Skip Emptying - Recycle (Aug)	£ 7.40	£ 1.48	£ 8.88	4134	<b>£ 264.65</b>	DD
23/0254	EDF Energy	Electricity - Parish office (15/07/23-14/08/23)	£ 108.15	£ 5.41	£ 113.56	4137		DD
23/0255	Crown Gas	Gas - Pavilion (01/08/23-31/08/23)	£ 32.91	£ 1.65	£ 34.56	4812		DD
23/0256	British Gas	Electric supply Pavilion (01/08/23-31/08/23)	£ 89.31	£ 4.46	£ 93.77	4806		DD
23/0257	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - Sept	£ 192.88	£ 38.58	£ 231.46	4142		DD
23/0258	Virginmedia	Fibre Broadband Office - Sept	£ 45.00	£ 9.00	£ 54.00	4105		DD
23/0259	Telefonica UK Ltd (O2)	Monthly Mobile Subscription - Aug	£ 15.71	£ 3.14	£ 18.85	4105		DD
23/0287	British Telecom	Office Cloud phone and Broadband	£ 277.59	£ 55.51	£ 333.10	4105		DD
23/0260	NEST	Pension payments Aug 2023 (Paymt due Sept)	£ 1,079.50	£ -	£1,079.50	526		DD
23/0261	HM Rev & Customs	Mth 5 PAYE	£ 1,176.00	£ -	£1,176.00	525		
23/0262	HM Rev & Customs	Mth 5 Nat. Emp'ee NI Contribution	£ 576.24	£ -	£ 576.24	525		
23/0263	HM Rev & Customs	Mth 5 Nat. Emp'er NI Contribution	£ 784.05	£ -	£ 784.05	525	<b>£2,536.29</b>	FP
23/0264	I Nicholls	September Salary	Salary		Salary	4002		FP
23/0265	S Cowie	September Salary	Salary		Salary	4001		FP

23/0266	C Callen	September Salary	Salary		Salary	4000		FP
23/0267	J Fitzgerald	September Salary	Salary		Salary	4003		FP
23/0268	K Small	September Salary	Salary		Salary	4004		FP
23/0269	S McConville	September Salary	Salary		Salary	4004		FP
23/0270	J Pope	September Salary	Salary		Salary	4002		FP
	<b>TOTAL SALARIES</b>		<b>£ 7,202.93</b>	<b>£ -</b>	<b>£7,202.93</b>			
23/0271	J Fitzgerald	Aug Mileage 257 miles @ 45p	£ 115.65	£ -	£ 115.65	4107		FP
23/0272	J Pope	Aug Mileage 97 miles @ 45p	£ 43.65	£ -	£ 43.65	4107		FP
23/0273	J Pope	Exps - Padlock/sealant/screws	£ 32.97	£ 6.60	£ 39.57	4140		FP
23/0274	Amazon UK	PC Speakers for Assist Clerk	£ 9.64	£ 1.93	£ 11.57	4113		Dcard
23/0275	Hermes Parcelnet Ltd t/a Evri	Parcel postage - Knitted Cardigans	£ 2.99	£ 0.60	£ 3.59	4608		Dcard
23/0276	Draincare Ltd	Gully clearance at Pavilion	£ 360.00	£ 72.00	£ 432.00	4807/382		FP
23/0277	Offley Memorials	Turnover fallen memorial Churchyd	£ 75.00	£ 15.00	£ 90.00	4321/332		FP
23/0278	Maximum Security Systems Ltd	Annual Service of Alarm systems x2	£ 130.00	£ 26.00	£ 156.00	SPLIT		FP
23/0279	Viking Office UK Ltd	Replacement chair for Assist Clerk	£ 94.99	£ 19.00	£ 113.99	4113/324		FP
23/0280	Stuart Brown Ltd	Replacement part for strimmer	£ 14.26	£ 2.85	£ 17.11	4140		FP
23/0281	Herts CC	Office Stationery	£ 30.31	£ 6.06	£ 36.37	4113		FP
23/0282	K Horner	Replace goalposts	£ 95.00	£ 19.00	£ 114.00	4813		7561
23/0283	Prysebros Ltd t/a Complete Weed Control	Weed & feed treatment to Pitches	£ 1,010.00	£ 202.00	£1,212.00	4804		FP
23/0284	Reynolds Landscaping Services	Grass cutting August	£ 374.40	£ 74.88	£ 449.28	SPLIT		FP
23/0285	HL Hutchinson	White line paint x6	£ 285.12	£ 57.02	£ 342.14	4805		FP
23/0286	J Fitzgerald	Exps - Petrol/oil/Pesticide/Tools	£ 64.97	£ 11.00	£ 75.97	4140		FP
23/0288	Screwfix	Grease/locks/PPE for Groundsmen	£ 28.67	£ 5.74	£ 34.41	4140		Dcard
23/0289	Copybox Document Systems	Photocopier Usage August	£ 32.53	£ 6.51	£ 39.04	4111		FP
23/0290	Sum Up	Monthly Card Fees	£ 2.54	£ -	£ 2.54	4181		Direct
23/0291	TSB Bank	Transfer from Savings Account	£10,000.00	£ -	£10,000.00	n/a		TF
23/0292	Public Sector Deposit Fund	Investment transfer	£50,000.00		£50,000.00	n/a		TF
23/0293	TSB Bank	Transfer to Savings Account	£50,000.00	£ -	£50,000.00	n/a		TF
		<b>TOTAL SEPTEMBER 2023 PAYMENTS</b>	<b>£124,930.00</b>	<b>£708.38</b>	<b>£125,638.38</b>			