

**MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL
HELD ON MONDAY 8th JANUARY 2024
AT THE VILLAGE HALL AT 7.30 PM**

Present: Councillors J Paxton (Chairman), N Day (Vice-Chair), A Fletcher, J Selley, J Mikkelson, S Laycock, G Gardner, B Thomas, A Tebb and K Qureshi

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

Minutes: C Callen

23/372 APOLOGIES FOR ABSENCE

Apologies were received from Councillors A Vale and W Rudd.

23/373 SPECIFIC DECLARATIONS OF INTEREST

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

23/374 POLICE REPORTS

374.1 To acknowledge receipt of Crime Statistics for November 2023

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

A total of 24 crimes were reported: 1 still under investigation, 8 where investigation complete, no suspect identified, 4 unable to prosecute suspect and 1 which has no further details. The categories for November included: 1 antisocial behaviour, 2 violence/sexual offences, 3 criminal damage & arson, 4 vehicle crime, 1 shoplifting, 1 theft from the person, 1 Public Order and 1 other crime.

374.2 To acknowledge the PCC consultation on the Police Budget for 2024/2025 and consider any response

Details of the Consultation were provided ahead of the meeting, with a planned increase of £13pa on a Band D property (25p per week). The additional funding is to help with CCTV for retail crime, increase officers and operation in the Force control room, develop a crime prevention strategy for youth violence and knife crime, improve outcomes for victims through immediate justice and recruit and train Specials to enforce speeding restrictions. Councillors agreed that individual responses should be sent.

23/375 PUBLIC QUESTION TIME – There were none present.

23/376 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

376.1 Ward Councillor Childs provided an update regarding the temporary fix to the pothole on the A6 between Streatley and Barton. Several residents had commented on Social Media and they are working with Highways to sort the issue out.

The current flooding issues in the Village were discussed. Councillor Childs has contacted Highways to provide an 'ice' warning sign for the corner on Hexton Road where water is still lying.

Ward Councillor Zerny, leader of Central Beds Council, has written to Town and Parish Councils requesting information on any local flooding issues, following Storm Henk.

23/377 PLANNING COMMITTEE REPORTS/UPDATE

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

Re: CB/23/00075/FULL, 59 Manor Road, New Build 3-bedroom dwelling – A decision against the planning appeal has been confirmed as 'Planning Appeal Dismissed'.

CBC have been awarded a government grant of £100k to enhance planning skills delivery.

377.2 Update on planning applications refused/granted

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

377.3 **Update on Enforcement Notices**

There were no new updates.

377.4 **To consider new planning applications or delegate authority to respond to committee:
CB/23/03920/FULL, 15 Harold Road:**

Second storey side extension and front porch

Following discussion, Councillor Fletcher **PROPOSED** the following comments be submitted, **SECONDED** by Councillor Paxton **with 7 in favour and 3 abstentions:**

COMMENT – The application to extend the property on the second floor will provide the potential for additional bedrooms to be converted in the future from the study/dressing areas. This would make the property a 4/5 bed dwelling. As a result, the Parish Council have concerns regarding the lack of off-road parking provision for the proposed extended dwelling, particularly as pavement parking is already an issue outside the property.

CB/23/03953/FULL, 2 Harold Road:

Proposed two storey front extension

- No comments.

CB/23/02822/FULL, 67 Norman Road:

Erection of a front garage extension. Retrospective

- No comments.

(Ward Councillor Childs left the meeting at 7.54pm)

CB/TCA/23/00174, The Bury, Church Road:

Works to trees within a Conservation Area: Removal of decaying Horse Chestnut Trees T1 and T2. Reduce the retrenching dead leader on Thuja T3 down to 'live/green' growth

COMMENT – The Parish Council are happy to follow the advice and recommendation from the Central Beds Council Tree & Landscape Officer with regards to the application.

CB/TRE/23/00613, 62 Manor Road:

Works to trees protected by Tree Preservation Order SB/TPO/94/00002/G7: Reduce the crowns of the two Sycamore trees (show by green circles) by approx. 2-3 feet below the previous reduction points

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

COMMENT – The Parish Council have concerns regarding the reduction being below the previous reduction points but are happy to follow the advice and recommendation from the Central Beds Council Tree & Landscape Officer with regards to the application.

CB/23/04126/FULL, 142 Osborn Road:

Single storey rear extension with rooflights

- No comments.

377.5 **Update from the Neighbourhood Plan Steering Committee meeting on 18th December**

A copy of the minutes was provided to members ahead of the meeting. Councillor Fletcher updated that the draft plan has now been reviewed by the CBC Neighbourhood Planning Officer and, once final amendments have been made, it will be shared with all members before going forward for Regulation 14.

23/378 MINUTES OF LAST MEETINGS

378.1 **To receive and approve the minutes of the Full Council meeting held on 11th December 2023**

The minutes of the Full Council meeting held on 11th December 2023 were circulated to members prior to the meeting. Councillor Selley **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Gardner **with 6 in favour and 4 abstentions.**

Councillor Paxton thanked Councillor Selley for chairing the meeting, in his absence.

378.2 **Matters arising outside of committee reports/updates –**
There were none.

23/379 CHAIRMAN'S ANNOUNCEMENTS

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

Messages of thanks have been received from Barton Kids Club, Noah's Ark and Arnold Academy PTA in respect of the grants they have received from the Parish Council, including details of how the funds have been spent.

The Head Teacher from Arnold Academy has invited representatives from the Parish Council to attend a short opening ceremony at the school for their new Activity Trail. Councillors Paxton, Mikkelson and Day confirmed their availability on 24th January, if required. More details will be provided nearer the time.

23/380 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

The Clerk reported that the CBC UKSPF/REPF Community Grant Fund application submitted towards the Coronation Community Garden Project has been successful and the sum of £19,625 has been awarded. The Project Group are meeting on 10th January to finalise the design before instructing the landscaping Contractor to start work. It is planned that the initial hard landscaping will be completed by Easter.

SLCC have arranged their next online training Summit for 21st February (10am-4pm) – covering Community Engagement. The cost of the Summit is £65 plus VAT. The Clerk would like to attend, given the Community projects being delivered in 2024. Members approved the course booking, subject to formal approval of cost being provided at the next meeting.

380.2 **To review and adopt the Reserves Policy**

The policy has been reviewed by the Clerk and is considered still fit for purpose. After review by members, Councillor Paxton **PROPOSED** adoption of the Reserves Policy v2.0, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

380.3 **To retrospectively approve Rialtas Gold Scheme booking for Year End Closure of Accounts**

The previous Loyalty commitment with Rialtas Business Solutions has now finished and they have offered a new Gold Scheme for booking Year End Closure of the Accounts. This gives a 5% discount to the standard annual fee and allows the RFO/Clerk to request 5 preferred dates to undertake the work, which is completed via Teams. A free Q&A Webinar is also offered to assist with the preparation work. The Gold Scheme is a 3-year contract commencing 1st April 2024 for closedown and annual support and maintenance. The budget for the service has already been approved at the full rate. Councillor Paxton **PROPOSED** retrospective approval of the discounted cost of £825 plus VAT, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

380.4 **To consider and approve renewal of Clerks membership to The Society of Local Council Clerks**

The Annual membership renewal is now due. This is required to access the Clerks support network/reference material, etc. Councillor Paxton **PROPOSED** approval of the cost of £348 to renew the SLCC subscription, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

23/381 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

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

Re: **minute number 23/310** – The Planning Application for tree works in the Churchyard has been submitted to CBC and the Diocese. As soon as permission has been granted, the work will be scheduled.

Re: **minute number 23/311** – The new refuse bins for the Burial Ground are on order with an expected delivery of end of January. The Clerk has requested to cancel the existing contract with Cawleys. They have acknowledged the request but no details on timing have been received.

Sometime on 14th/15th December, damage was caused to the gate post at the Burial Ground. The Groundsmen have removed the broken shards to make it safe. The gate is opening and closing but will need to be reviewed in the future.

381.2 To acknowledge the Burial Ground, Churchyard and War Memorial inspections

The inspections undertaken on 12th December and 2nd January were acknowledged.

Burial Ground and Churchyard – On 12th December, it was noted that the fallen leaves needed collecting. The Groundsman actioned this before the Christmas break.

War Memorial – Everything was in order.

23/382 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

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

Planning permission for the tree works in the Burial Ground and Recreation Ground have now been confirmed by CBC. Jempson Tree Services will advise when they have scheduled the works to be completed.

CBC have advised that the next meeting of the Beds Bus Users Group is on 11th January 2pm at Luton Town Hall or via Teams. If any Councillor would like to attend, please let the Clerk know.

The new CBC Active Streets Engagement Officer has now been appointed and would like to attend a meeting with the Parish Council to discuss their Play Streets and School Streets schemes, as previously arranged for last October.

382.2 To acknowledge the Bus Shelters inspections

The bus shelter inspections of 12th December and 3rd January were acknowledged.

23/383 LEISURE COMMITTEE REPORT/UPDATE

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

The Assistant Clerk advised that the new bench for Arnold Recreation Ground Play Area had been delivered and will be installed when weather conditions improve.

383.2 To acknowledge weekly Playground and Fitness Equipment Inspections

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections on 12th and 19th December and 2nd January were acknowledged.

Noman Road Play Area – Everything was in order.

Fitness Equipment – Everything was in order.

Arnold Recreation Ground Play Area – On 12th December, the goal posts are noted as needing resetting as there is some movement. This will be done when the weather conditions allow.

It was also noted that the whole of the Recreation Ground was badly flooded following the continuous rainfall.

23/384 SPORTS FIELD COMMITTEE REPORT/UPDATE

384.1 Matters arising from previous Sports Field committee not included within agenda - information only –

Re: **minute number 23/331** – It has not been possible to repair the damaged section of the access road due to the poor weather conditions. BRFC confirm that it will be scheduled in as soon as there is a break in the weather to allow the concrete to set.

CBC Safer Central have advised that they will heighten patrols around the Sports Field to tackle dogs off lead on the pitches.

The Clerk reported that the drains leading into Sharpenhoe Road were blocked at the end of the previous week, with sewerage running down the access road. BRFC had tried and failed to clear the blockage. The Clerk spoke to the Chair of the Sports Field Committee to agree that, given the Health & Safety implications and urgency to resolve the problem, Draincare would be asked to investigate the problem. They attended site on Saturday 6th January and were able to clear the drains but a blockage was still evident in Sharpenhoe Road. Once the full report and costings are known, the Clerk will approach Anglian Water to try and resolve the issue. It was suggested that Environmental Health should be involved and that any costs might be claimed back. The Clerk is trying to clarify with CBC and Land Registry who owns the land on the Sharpenhoe Road access road, where the drain is situated.

23/385 MONTHLY FINANCIAL REPORTS

385.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for month 9

The monthly financial reports for December month-end were received by members. No issues were raised and the outstanding debtors have been cleared.

23/386 APPROVAL OF PAYMENT OF ACCOUNTS

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

The payments schedule for January was provided to members prior to the meeting. Additional payment to Everflow, Cawleys and Crown Gas were added at the meeting. Councillor Paxton **PROPOSED** approval of the payments for January, totalling £27,598.49, including transfer from savings account, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

23/387 TIME ALLOCATION FOR COMMITTEE MEETINGS

387.1 Dates available for committee/sub-committee meetings – 15th, 22nd and 29th January

15th January – Highways & Environment and Policies & Resources committees to be held at the Village Hall, start time 7.30pm.

22nd January – Planning committee to be held at the Village Hall, start time 7.30pm.

29th January – Sports Field, Leisure and Burial Grounds committees to be held at the Parish Office as Village Hall unavailable, start time 7.30pm.

A review of the Action Plan for 2024/25 will be required at each committee meeting.

23/388 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Members were reminded to advise the Clerk of any dates they are unavailable for meetings over the next three months.

The meeting closed at 8.36pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 8th January 2024

Dated this the 12th February 2024

**COUNCILLOR J PAXTON
CHAIRMAN**

PAYMENT OF ACCOUNTS
January 2024

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
23/0464	Everflow	Water Supply (07/02/2024-06/03/2024)	£ 4.19	£ -	£ 4.19	SPLIT		DD
23/0465	Central Bedfordshire Council	Council Tax - Parish Office (Jan)	£ 251.00	£ -	£ 251.00	4137		DD
23/0466	Central Bedfordshire Council	Council Tax - Sports Pavilion (Jan)	£ 489.00	£ -	£ 489.00	4811		DD
23/0467	Peninsula Business Services	H&S Support Services - Jan 2024	£ 107.64	£ 20.33	£ 127.97	4151		DD
23/0468	Cawleys	Skip Emptying - Burial Ground (Dec)	£ 46.56	£ 9.31	£ 55.87	4314		
23/0469	Cawleys	Skip Emptying - Allots (Dec)	£ 160.28	£ 32.06	£ 192.34	4134		
23/0470	Cawleys	Skip Emptying - Recycle (Dec)	£ 7.40	£ 1.48	£ 8.88	4134	£257.09	DD
23/0471	EDF Energy	Electricity - Parish office (15/11/23-14/12/23)	£ 255.53	£ 12.78	£ 268.31	4137		DD
23/0472	Crown Gas	Gas - Pavilion (01/12/23-31/12/23)	£ 187.84	£ 9.39	£ 197.23	4812		DD
23/0473	British Gas	Electric supply Pavilion (01/12/23-31/12/23)	£ 77.19	£ 3.85	£ 81.04	4806		DD
23/0474	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - Jan	£ 202.16	£ 40.43	£ 242.59	4142		DD
23/0475	Virginmedia	Fibre Broadband Office - Jan	£ 45.00	£ 9.00	£ 54.00	4105		DD
23/0476	Telefonica UK Ltd (O2)	Monthly Mobile Subscription - Dec	£ 15.71	£ 3.14	£ 18.85	4105		DD
23/0477	NEST	Pension payments Dec 2023 (Paymt due Jan)	£ 1,216.29	£ -	£1,216.29	526		DD
23/0478	HM Rev & Customs	Mth 9 PAYE	£ 1,449.60	£ -	£1,449.60	525		
23/0479	HM Rev & Customs	Mth 9 Nat. Emp'ee NI Contribution	£ 664.86	£ -	£ 664.86	525		
23/0480	HM Rev & Customs	Mth 9 Nat. Emp'er NI Contribution	£ 918.25	£ -	£ 918.25	525	£3,032.71	FP
23/0481	I Nicholls	January Salary	Salary		Salary	4002		FP
23/0482	S Cowie	January Salary	Salary		Salary	4001		FP
23/0483	C Callen	January Salary	Salary		Salary	4000		FP
23/0484	J Fitzgerald	January Salary	Salary		Salary	4003		FP
23/0485	K Small	January Salary	Salary		Salary	4004		FP
23/0486	S McConville	January Salary	Salary		Salary	4004		FP
23/0487	J Pope	January Salary	Salary		Salary	4002		FP
	TOTAL SALARIES		£ 7,451.02	£ -	£7,451.02			

23/0488	J Fitzgerald	Dec Mileage 142 miles @ 45p	£ 63.90	£ -	£ 63.90	4107		FP
23/0489	J Pope	Dec Mileage 23 miles @ 45p	£ 10.35	£ -	£ 10.35	4107		FP
23/0490	Office Petty Cash	Postage	£ 12.00	£ -	£ 12.00	4106		Dcard
23/0491	BATPC	New Cllr Training - Qureshi	£ 35.00	£ -	£ 35.00	4120/321		FP
23/0492	TeamViewer	Annual remote access subscription (Clerk)	£ 198.00	£ 39.60	£ 237.60	4142		DCard
23/0493	TeamViewer	Annual remote access subscription (Assist Clerk)	£ 198.00	£ 39.60	£ 237.60	4142		DCard
23/0494	Kennedys Law LLP	VAT on legal fees for Insurance claim	£ -	£ 443.60	£ 443.60	4109		FP
23/0495	Society of Local Council Clerks	Annual Membership	£ 348.00	£ -	£ 348.00	4108		FP
23/0496	K Horner	Meadow Topping Old Road Annual Fee	£ 170.00	£ 34.00	£ 204.00	4657		7565
23/0497	Tower Leasing	Qtly Rental of Photocopier	£ 93.07	£ 18.61	£ 111.68	4111		DD
23/0498	Copybox Document Systems	Photocopier Usage December	£ 52.26	£ 10.45	£ 62.71	4111		FP
23/0499	Herts Fullstop/Herts CC	Stationery supplies	£ 46.04	£ 9.21	£ 55.25	4113		FP
23/0500	Barton Village Hall	Meeting Room Hire Dec23	£ 71.50	£ -	£ 71.50	SPLIT		FP
23/0501	J Fitzgerald	Petrol for machinery	£ 10.02	£ 2.01	£ 12.03	4140		FP
23/0502	SumUp	Monthly Card Fees December	£ 1.98	£ -	£ 1.98	4181		Direct
23/0503	TSB Bank	Transfer from Savings Account	£12,000.00	£ -	£12,000.00	n/a		TF
TOTAL JANUARY 2024 PAYMENTS			£26,859.64	£738.85	£27,598.49			