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

Present: Councillors J Paxton (Chairman), J Mikkelson (Vice-chair), A Fletcher, G Gardner, J Selley,

W Rudd, A Tebb and K Qureshi

In attendance: C Callen (Clerk) and Central Bedfordshire Ward Councillor E Childs

Minutes: C Callen

24/086 APOLOGIES FOR ABSENCE

Apologies were received from Councillors B Thomas, S Laycock and A Vale.

24/087 SPECIFIC DECLARATIONS OF INTEREST

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

24/088 POLICE REPORTS

088.1 To acknowledge receipt of Crime Statistics for May 2024

The Crime statistics for May 2024 were not yet available from the Police.co.uk website. Initial details provided for Central Beds were provided, showing 14 offences.

To consider attendance at the Police surgery to be held at the Library on 9th July at 10am

The Police Safer Neighbourhood Team are holding another drop-in surgery at the library on 9th July, 10am-12noon. Councillor Paxton and Ward Councillor Childs agreed to attend.

24/089 PUBLIC QUESTION TIME – there were six members of public present. They introduced themselves and briefly advised on the items they wished to raise with the Parish Council.

One resident raised concerns regarding the late-night noise from the recently re-opened Bull Public House. The noise seems to be coming from private functions held in the back room of the pub, which can be heard by the surrounding residential properties until the early hours of the morning.

Whilst everyone was pleased to see The Bull back open again, it was agreed that Ward Councillor Childs would contact Central Beds Council Environmental Services regarding the issue. Councillor Fletcher expressed a non-pecuniary interest as a neighbour of the pub. She had received similar complaints from her neighbours and agreed to find the planning restrictions that were agreed historically as part of the pub's licence.

1 member of the public left at 7.39pm

The other five residents wished to speak regarding specific planning applications. These were allowed ahead of each application being considered by the Parish Council under item 24/091.4

24/090 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

O90.1 Councillors Childs attended the start of the meeting and joined in the discussions regarding planning applications and concerns.

24/091 PLANNING COMMITTEE REPORTS/UPDATE

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

Central Beds Council have confirmed that they adopted the Planning Obligations Supplementary Planning Document on 4th June 2024. This will now be used in all future planning discussions with developers when setting S106 agreements to mitigate the specific impacts of the development. Ward Councillor Childs agreed to contact the Planning Officer regarding the proposed development on land East of Barton-le-Clay, on Higham Gobion Road, to see if the new document will apply to the S106 discussions for the site.

Councillor Qureshi is attending the online workshop delivered by Lion Planning Consultants and organised by BATPC on Planning Nuts & Bolts on 17th July at 7pm. Feedback will be provided at the next meeting.

091.2 Update on planning applications refused/granted

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

091.3 Update on Enforcement Notices

The Enforcement team have provided an update regarding the planting scheme at The Poppies, Nicholls Close. Whilst some of the landscaping has not been planted in the exact locations from the agreed landscaping plan, approximately the correct number of trees have been planted on the site and, therefore, they do not consider it appropriate to pursue the minor breach of planning control and intend to close the case with no further action to be taken.

Councillor Childs agreed to review the situation.

To consider new planning applications or delegate authority to respond to committee: CB/24/01463/FULL, 22A Bedford Road: Installation of an extraction system and flue to rear elevation, new glazing to shop front, single storey rear extension, decking and planters to front area, associated with the change of use to a restaurant.

Councillor Selley expressed a non-pecuniary interest as a neighbour of the property. Three members of the public raised their concerns regarding the proposed application, mainly regarding the potential noise, smells, litter, parking and traffic impact. They also felt that the proposed opening times from 8am to 11pm seven days per week were not appropriate, particularly in an area surrounded by residential properties and bordering the Conservation Area. They questioned the need to extend the property rather than use the original building. It was reported that the building works had already started at the rear of the property, with potential asbestos issues not being addressed.

There were strong feelings against the proposed changes to the building from both residents and Councillors. Following discussion, Councillor Fletcher **PROPOSED** the following objection be submitted, **SECONDED** by Councillor Tebb and **with 7 in favour and 1 absention**:

Object – The Parish Council strongly object to the proposed change of use and building works applied for in the application and note that works have already been started, despite no planning decision having been made. They are concerned regarding the lack of parking spaces available for staff and patrons, which would appear to be in breach of Central Beds Council Parking Standards. Existing, limited parking allocation for the building is being lost due to the new rear proposed extension. There is also insufficient access for vehicles for loading/unloading. Road safety is a concern as there is insufficient space for turning onto the main road from the property and the impact of vehicles dropping off or picking up patrons or takeaways must be considered, particularly so close to the busy mini-roundabout junction and pedestrian crossing. A full traffic assessment should be considered to determine the impact from additional vehicles visiting the site.

The Parish Council request that BS4142 Noise and Air Quality Assessments be undertaken on the extraction units before any decision on installation is made, as they are concerned regarding the impact these will have on neighbouring properties. They also request that Environmental Health review the application with regards to pollution and refuse collection from the site (including pest control).

The Parish Council do not consider the proposed opening hours (8am-11pm 7 days per week) to be in keeping with a commercial property bordering the Conservation Area and situated in close proximity to neighbouring residential properties – these should be reviewed to be more in keeping with the Village setting, if the change of use is approved, and before any operating Licence is agreed.

CB/24/01462/ADV, 22A Bedford Road: Advertisement: Internally illuminated front facias signs Following discussion, Councillor Fletcher **PROPOSED** the following objection be submitted, **SECONDED** by Councillor Tebb and **UNANIMOUSLY CARRIED**:

<u>Object</u> – The Parish Council <u>object</u> to the proposed signage at the front of the building which is not considered in keeping with the Village and will cause light pollution to the neighbouring residential properties.

Councillor Childs left at 8.08pm

CB/24/01806/FULL, 150 Manor Road: Single storey side extension and infilling of existing undercroft.

Two members of the public raised their concerns regarding the proposed pitch roof on the rear side extension as it will create a high, imposing brick wall that will block the light into their kitchen and will only be approx. 1m from their building. Councillor Fletcher encouraged the resident to speak with their neighbour but also to submit their own objection, to try and reach an amicable solution.

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

<u>Comment</u> – The Parish Council consider that the side extension on the boundary of the property could be imposing for the neighbouring property, with its pitched roof being excessively high and blocking light to the side windows of the neighbouring bungalow. They would recommend a lower roof on the single storey side extension.

2 members of the public left at 8.25pm

CB/24/01492/FULL, Sports Ground, Luton Road: Retrospective application to replace existing HID floodlights with new LED floodlights consisting sixteen illuminaires on eight lighting columns

No comments.

CB/24/01582/VOC, 54 Washbrook Close: Variation or Removal of Condition number 5 of Planning permission CB/23/00104/FULL (single storey front, rear and side extensions. External insulation boards on existing walls. Combination of render and timber effect cladding on external surfaces). Variation sought to roofing, window design and locations and eastside footprint

No comments.

CB/24/01702/FULL, 7 Luton Road: Erection of a part two storey part single storey rear extension, single storey front extension and insertion of side window

- No comments.

091.5 To acknowledge Central Beds Council's invite to the Local Plan briefing session and agree attendance

Central Beds Council are holding a briefing session on 16th July 2024, 7.30-8.30pm, online via Teams, regarding the Local Plan. The Clerk and Councillor Fletcher will attend and provide an update at the next meeting.

24/092 MINUTES OF LAST MEETINGS

- To receive and approve the minutes of the Full Council meeting held on 10th June 2024

 The minutes of the Full Council meeting held on 10th June 2024 were circulated to members prior to the meeting. Councillor Paxton PROPOSED the receipt and approval of the minutes. This was SECONDED by Councillor Rudd with 6 in favour and 2 abstentions.
- 092.2 **Matters arising outside of committee reports/updates** There were none.

24/093 CHAIRMAN'S ANNOUNCEMENTS

093.1 Announcements as deemed appropriate by the Chairman

Councillor Paxton provided feedback from the recent Church Fete event that was well attended. He thanked Councillors Qureshi, Tebb and Gardner and the Assistant Clerk for their support for the event. The Church were thanked for organising the event and the Parish Council look forward to attending again next year.

Councillor Paxton attended the CPRE Bedfordshire AGM on 18th June, and gave a brief update.

The Head Teacher from Arnold Academy has invited the Parish Council to attend their Awards Ceremony on 17th July at 6pm. Councillors Paxton and Mikkelson agreed to attend to represent the Parish Council, who provided a grant towards a prize at the Ceremony.

Councillor Paxton acknowledged the election of Blake Stephenson as the new Member of Parliament for Mid Bedfordshire.

24/094 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

The Tennis Club have provided a copy of their annual accounts for 2022/23 and 2023/24, in line with their Hire Agreement. Membership is stable. They thank the Parish Council for their continued support.

The Community Garden were unsuccessful in their application for a grant from the Connolly Foundation towards the purchase of the gates, benches, shed and plants. They will be exploring other options over the coming weeks. In the meantime, the Rotary Club intend to donate a bench for the garden. The bench donated by the Barton Conservation Group has now been installed, as has the secure housing for the water standpipe. The formal opening of the Garden is being arranged before the end of the month, but groups have already visited the garden, including the Cubs & Beavers and the Community Café customers.

To receive the minutes of the Policies & Resources Committee meeting held on 17th June 2024 and to consider and ratify any recommendations contained therein

The minutes were circulated to members prior to the meeting. Councillor Paxton **PROPOSED** the receipt and ratification of the minutes of the meeting held on 17th June 2024, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

094.3 **To adopt the Grant Policy 2024/2025**

The document was approved by the Policies and Resources committee on 17th June. There were no further queries. Councillor Paxton **PROPOSED** adoption of the Grant Policy 2024/25, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

094.4 To adopt the Complaints Procedure Policy

The document was approved by the Policies and Resources committee on 17th June. There were no further queries. Councillor Paxton **PROPOSED** adoption of the Complaints Procedure Policy v.4.0, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

094.5 To consider support for the campaign to improve safety of Lithium Ion batteries and their disposal

The Parish Council have been contacted to see if they would support a campaign to improve the safety of lithium batteries and their disposal. Councillor Fletcher expressed a non-pecuniary interest as a member of a group already supporting this project. Following discussion, Councillor Paxton **PROPOSED** to confirm the support from the Parish Council for this White Paper. Councillor Gardner **SECONDED** the proposal, and it was **UNANIMOUSLY CARRIED**.

ACTION – Clerk to confirm support to the campaign, update the Council website and write to the Mid-Beds MP to request they back the White Paper.

24/095 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

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

Re: **Minute no. 24/041.3** – The new gates and posts for the Burial Ground were installed on Friday 5th July.

1095.2 To acknowledge the Burial Ground, Churchyard and War Memorial inspections

The inspections undertaken on 10th and 24th June were acknowledged.

<u>Burial Ground</u> - Everything was in order. On 10th June the Groundsman reported that the box blight had been treated the previous week..

<u>Churchyard</u> – Everything was in order. The marked-up headstones in the Garden of Rest were noted as safe.

War Memorial - Everything was in order.

24/096 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

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

Re: **Minute no.24/068** – The Community Payback team have confirmed that they can assist with the painting of the bus shelters. The Clerk will liaise with them regarding the necessary paperwork to progress this project.

To receive the minutes of the Highways & Environment Committee meeting held on 17th June 2024 and to consider and ratify any recommendations contained therein

The minutes were circulated to members prior to the meeting. Councillor Paxton **PROPOSED** the receipt and ratification of the minutes of the meeting held on 17th June 2024, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

096.3 To acknowledge the Bus Shelters inspections

The bus shelter inspections of 18th June and 1st July were acknowledged. Everything was in order and the shelters were washed on 18th June.

24/097 LEISURE COMMITTEE REPORT/UPDATE

097.1 **Matters arising from previous Leisure Committee not included within agenda – information only**The Assistant Clerk met with play equipment supplier, Wicksteed Leisure, on 2nd July. They will work on a quote ready for the grant application.

Re: **Minute no. 24/082** – The summary of findings from the Rospa inspection reports has been compiled by the Assistant Clerk, for discussion at the next Committee meeting. Councillor Fletcher requested a copy of the report, for review.

On Tuesday 2nd July, Councillor Fletcher reported seeing several motorbikes and quad bikes on the Recreation Ground (adult and child riders). The riders were not wearing helmets and rode at speed, taking little notice of other users of the Recreation Ground, including football training which was taking place at the same time. The Assistant Clerk has contacted Barton Youth FC and asked them to report such incidents to the Police. At the Committee meeting on 1st July, it was reported that the Police had attended the Recreation Ground on 29th June to speak to the rider of a quad bike. It is unknown whether it is the same rider.

097.2 To receive the minutes of the Leisure Committee meeting held on 1st July 2024 and to consider and ratify any recommendations contained therein

The minutes were circulated to members prior to the meeting. Councillor Mikkelson **PROPOSED** the receipt and ratification of the minutes of the meeting held on 1st July 2024, noting the proposed amendments to the Allotment Tenancy Agreement to be discussed under item 24/094.4. This was **SECONDED** by Councillor Tebb and **UNANIMOUSLY CARRIED**.

097.3 To acknowledge weekly Playground and Fitness Equipment Inspections

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 1st July were acknowledged. Everything was in order.

097.4 To adopt the Allotment Tenancy Agreement, Version 7

Councillor Fletcher expressed a non-pecuniary interest as an allotment holder. A copy of the revised agreement was provided to members prior to the meeting. A minor amendment was highlighted to point 2.3, following discussion at the Committee meeting on 1st July. Members discussed the implications regarding the 'full cultivation and rotation of Plots within 12 months' and it was agreed to re-visit the wording, in line with the National Allotment Society guidelines, at the next committee meeting.

O97.5 To consider and approve quote for urgent tree work at Arnold Recreation Ground

Quotes have been obtained from two tree surgeons for the high priority works required along the
Hexton Road boundary to fell one tree. After consideration, Councillor Mikkelson PROPOSED

approval for the quote from Titan Trees at a cost of £400 plus VAT, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

Quotations for the remainder of the work, which is a medium priority, will be discussed at the Extraordinary meeting to be held at the end of July.

24/098 SPORTS FIELD COMMITTEE REPORT/UPDATE

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

Re: **minute no. 24/044.2** – The section of new fencing at the Sports Field has been installed by the Groundsmen.

The Assistant Clerk and full time Groundsman attended Barton Rovers Youth FC's AGM on Monday 8th July.

24/099 MONTHLY FINANCIAL REPORTS

O99.1 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. The Clerk confirmed that all Debtors were now up to date. No issues were raised.

24/100 APPROVAL OF PAYMENT OF ACCOUNTS

100.1 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. Invoices were verified by the Clerk and Councillors Mikkelson and Gardner. Councillor Paxton **PROPOSED** approval of the payments for July, totalling £44,080.06, including transfer from Savings accounts, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

24/101 TIME ALLOCATION FOR COMMITTEE MEETINGS

101.1 Dates available for committee/sub-committee meetings –

15th July – Leisure Committee, to be held at the Parish Office, start time 7.30pm.

19th July – Pay & Personnel Sub-Committee, to be held at the Parish Office, start time 2.15pm.

29th July – Extra-Ordinary Meeting of the Parish Council, to be held at the Village Hall, start time 7.30pm.

24/102 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There was none.

The meeting closed at 9.28pm

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

Dated this the 9th September 2024

COUNCILLOR J PAXTON CHAIRMAN

PAYMENT OF ACCOUNTS July 2024

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
24/0145	Everflow	Water Supply (07/08/2024-06/09/2024)	£ 66.74	£ -	£ 66.74	SPLIT		DD
24/0146	Central Bedfordshire Council	Council Tax - Parish Office (July)	£ 277.00	£ -	£ 277.00	4136		DD
24/0147	Central Bedfordshire Council	Council Tax - Sports Pavilion (July)	£ 489.00	£ -	£ 489.00	4811		DD
24/0148	Peninsula Business Services	H&S Support Services - July	£ 115.18	£ 21.75	£ 136.93	4151		DD
24/0149	Cawleys	Skip Emptying - Allots (June)	£ 164.02	£ 32.80	£ 196.82	4134		DD
24/0150	Cawleys	Skip Emptying - Recycle (June)	£ 7.92	£ 1.58	£ 9.50	4134	£ 206.32	DD
24/0151	EDF Energy	Electricity - Parish office (15/05/24- 14/06/24)	£ 112.85	£ 5.64	£ 118.49	4135		DD
24/0152	Crown Gas	Gas - Pavilion (01/06/24-30/06/24)	£ 73.56	£ 3.68	£ 77.24	4812		DD
24/0153	British Gas	Electric supply Pavilion (01/06/24-30/06/24)	£ 67.89	£ 3.39	£ 71.28	4806		DD
24/0154	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - July	£ 192.88	£ 38.58	£ 231.46	4142		DD
24/0155	Virginmedia	Fibre Broadband Office - July	£ 45.00	£ 9.00	£ 54.00	4105		DD
24/0156	Telefonica UK Ltd (O2)	Monthly Mobile Subscription - June	£ 17.09	£ 3.42	£ 20.51	4105		DD
24/0157	Tower Leasing	Photocopier Qtly Rental	£ 93.07	£ 18.61	£ 111.68	4111		DD
24/0158	NEST	Pension payments June 2023 (Paymt due July)	£ 1,293.76	£ -	£1,293.76	526		DD
24/0159	HM Rev & Customs	Mth 3 PAYE	£ 1,352.80	£ -	£1,352.80	525		
24/0160	HM Rev & Customs	Mth 3 Nat. Emp'ee NI Contribution	£ 404.81	£ -	£ 404.81	525		
24/0161	HM Rev & Customs	Mth 3 Nat. Emp'er NI Contribution	£ 845.74	£ -	£ 845.74	525	£2,603.35	FP
24/0162	I Nicholls	July Salary	Salary		Salary	4002		FP
24/0163	S Cowie	July Salary	Salary		Salary	4001		FP
24/0164	C Callen	July Salary	Salary		Salary	4000		FP
24/0165	J Fitzgerald	July Salary	Salary		Salary	4003		FP
24/0166	K Small	July Salary	Salary		Salary	4004		FP
24/0167	S McConville	July Salary	Salary		Salary	4004		FP
24/0168	J Pope	July Salary	Salary		Salary	4002		FP
	TOTAL SALARIES		£ 7,515.19	£ -	£7,515.19			
24/0169	J Fitzgerald	June Mileage 286 miles @ 45p	£ 128.70	£ -	£ 128.70	4107		FP

24/0170	J Pope	June Mileage 91 miles @ 45p	£ 40.95	£ -	£ 40.95	4107		FP
24/0171	Office Petty Cash	Amazon - Pesticide and Flag	£ 21.19	£ 4.25	£ 25.44	SPLIT		Dcard
24/0172	Jewson	Heras Fencing Hire Community Garden	£ 29.99	£ 6.00	£ 35.99	4610		
24/0173	Jewson	Fencing materials - Sports Field	£ 209.93	£ 41.98	£ 251.91	4807		FP
24/0192	Jewson	Slabs/cement Comm Gdn & Screws/drill bits	£ 70.53	£ 14.11	£ 84.64	SPLIT		FP
24/0193	Jewson	Additional slab for Community Garden	£ 10.00	£ 2.00	£ 12.00	4610/343		FP
24/0196	Jewson	Heras Fencing Hire Community Garden	£ 37.49	£ 7.50	£ 44.99	4610	£ 429.53	FP
24/0174	RGS Arboricultural Consultants	Tree Survey Arnold Rec	£ 450.00	£ 90.00	£ 540.00	4650/342		FP
24/0175	Be Safe Fire Protection	Service Fire extinguishers Pavilion/Office	£ 414.00	£ 82.80	£ 496.80	SPLIT		FP
24/0176	Acute Ambulance & Medical Services Ltd	First Responder service - Beacon Lighting	£ 68.75	£ 13.75	£ 82.50	4191/327		FP
24/0177	KC Horner	Remove Goal Posts at Sports Field	£ 105.00	£ 21.00	£ 126.00	4813		7566
24/0178	D2D Distribution Ltd	May Newsletter delivery	£ 390.00	£ 78.00	£ 468.00	4124		FP
24/0179	Reynolds Landscaping Services	Grass cutting June	£ 393.12	£ 78.63	£ 471.75	SPLIT		FP
24/0180	Project Metalcraft Ltd	Supply & fit gate lock Arnold Rec	£ 285.00	£ 57.00	£ 342.00	4656		FP
24/0181	Stuart Brown Ltd	Strimmer spool	£ 12.92	£ 2.58	£ 15.50	4140		FP
24/0182	MJ Granger Grounds Maintenance	Grass Cutting 30/05/2024	£ 441.69	£ 88.33	£ 530.02	SPLIT		FP
24/0183	MJ Granger Grounds Maintenance	Grass Cutting 18/06/2024	£ 441.69	£ 88.33	£ 530.02	SPLIT	£1,060.04	FP
24/0184	J Fitzgerald	Exps - Petrol/Pesticide	£ 34.99	£ 7.01	£ 42.00	4140		FP
24/0185	Barton Village Hall	Meeting Room Hire June 2024	£ 71.50	£ -	£ 71.50	4112		FP
24/0186	Playsafety Ltd	ROSPA Annual Inspection	£ 270.00	£ 54.00	£ 324.00	4655		FP
24/0187	Kennedys Law LLP	VAT on legal fees for Insurance Claim	£ -	£ 126.00	£ 126.00	4109		FP
24/0189	Copybox Document Systems	Photocopier Usage June	£ 94.84	£ 18.97	£ 113.81	4111		FP
24/0194	BATPC	Planning Workshop K Qureshi	£ 35.00	£ -	£ 35.00	4120/321		FP
24/0195	Barton Rovers FC	T-Mobile Mast 50% rental share	£ 1,625.00	£ -	£1,625.00	4802		FP
24/0197	HL Hutchinson Ltd	White Line Paint x6	£ 372.78	£ 74.56	£ 447.34	4805		FP
24/0198	D&G Short Ltd	Key cutting x8	£ 37.71	£ 7.54	£ 45.25	4140		FP
24/0144	TSB Tennis Account	Annual Payment from Tennis Club	£ 1,750.00	£ -	£1,750.00	n/a		TF
24/0190	Public Sector Deposit Fund	Transfer from PSDF	£10,000.00	£ -	£10,000.00	n/a		TF
24/0191	TSB Bank	Transfer from Savings Account	£12,000.00	£ -	£12,000.00	n/a		TF
		TOTAL JULY PAYMENTS	£42,977.27	£1,102.79	£44,080.06			