

MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,
HELD ON MONDAY 29th JULY 2024
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.29PM

Present: Councillors J Paxton (Chairman), J Mikkelson (Vice-Chairman), G Gardner, J Selley, B Thomas, W Rudd, K Qureshi and A Tebb

In attendance: C Callen (Clerk) and S Cowie (Assistant Clerk)

Minutes: C Callen

24/124 APOLOGIES FOR ABSENCE

These were received from Councillors A Vale, A Fletcher and S Laycock.

24/125 SPECIFIC DECLARATIONS OF INTEREST

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

24/126 PUBLIC QUESTION TIME

There were none present.

24/127 PLANNING COMMITTEE REPORTS/UPDATE

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

On 17th July, Councillor Qureshi attended the online workshop delivered by Lion Planning Consultants and organised by BATPC, on Planning Nuts & Bolts, and gave a brief overview. Details of the session were emailed to all members ahead of the meeting and are available on the Shared drive. The key message was the importance of the Neighbourhood Plan and Local Plan in driving planning decisions.

A further Planning Application was received following publishing of the meeting Agenda – **CB/24/01870/FULL, 4 Bedford Road**: Single storey side extension. Members discussed and agreed no comments would be submitted for this application.

Several residents have raised concerns via the Parish Office, regarding an informal gathering at The Royal Oak on Sunday 28th July. This involved motorcycles driving dangerously up and down Bedford Road and vehicles parking on the verges and pavements. The Police were called but did not attend.

ACTION – Clerk to contact Central Beds Council Licencing and the Community Police regarding the event.

127.2 Update on planning applications refused/granted

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

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

CB/24/01806/FULL, 150 Manor Road: Single storey side extension and infilling of existing undercroft
- No comments

CB/24/01892/FULL, 23 Brookend Drive: Single storey rear extension
- No comments

127.4 To acknowledge the Central Beds Council new Local Plan public engagement survey and consider any response

Central Beds Council have launched their public engagement survey on the new Local Plan – deadline for completion is 23rd September 2024. Posters and articles have been put on the Parish Council Noticeboards, Website and Social Media to encourage residents to respond. The Parish Council have already provided feedback.

https://www.centralbedfordshire.gov.uk/info/313/creating_great_places_to_live_-_new_local_plan

24/128 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

Members were reminded that the Grand Opening of the Coronation Community Garden will be held on Wednesday 31st July at 2.30pm. A small cost will be incurred for refreshments – agreed to be paid from Community Fund under the Clerks delegated authority and retrospectively approved at the next meeting.

Following vandalism, the broken wooden trellis in the raised beds at the Community Garden is to be replaced with metal sheets, paid for from donations by the volunteers.

Councillors Paxton and Mikkelson attended the Arnold Academy Awards ceremony on 17th July, presenting awards to the Year 8 leavers, which were positively received.

The Clerk advised that the liability insurance claim by a resident against the Parish Council, in respect of a fallen tree from Arnold Recreation Ground, is still ongoing and is being dealt with by Aviva Insurance. The resident has issued the Parish Council with a letter advising that they will take the Parish Council to the Small Claims Court if it is not settled within 28 days. Aviva have been advised.

128.2 To receive the minutes of the Pay & Personnel Sub-Committee meeting held on 19th July 2024 and to consider and ratify any recommendations contained therein

The minutes were circulated to members prior to the meeting, there were no queries. Councillor Paxton **PROPOSED** the receipt and ratification of the minutes of the meeting held on 19th July 2024, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

128.3 To review and adopt the Councillor Feedback on Staff Performance pro-forma for 2024

The proposed pro-forma was reviewed by members. This will be sent out to all Councillors to seek feedback on staff, ahead of the annual appraisals undertaken in August/September. Councillor Paxton **PROPOSED** the adoption of the pro-forma, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

128.4 To adopt the HR Policies

The HR Policies were reviewed by the Pay & Personnel sub-committee on 19th July and no changes were proposed. Councillor Paxton **PROPOSED** the adoption of the HR Policies, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

128.5 To approve delegated authority to the Clerk regarding negotiating the renewal of Insurance for the Parish Council

The three-year Long-Term Agreement with Clear Councils (Aviva) ends on 30th September. The Clerk will obtain quotes and will need to discuss requirements with the Insurance Companies. Given the tight timescale in putting the insurance in place by 30th September, the Clerk has suggested delegated authority be granted for the negotiations during August, with a final proposal to be approved at the September Full Council Meeting. Councillor Paxton **PROPOSED** approval of delegated authority to the Clerk for negotiating the Council's insurance renewal, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

24/129 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

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

Re: **Minute no. 24/041.3** – The new gates and posts have been installed at the Burial Ground entrance.

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

The inspections undertaken on 9th and 23rd July were acknowledged. Everything was in order in the Burial Ground, with the moth infestation of the box hedge being treated. In the Churchyard, the marked-up memorials were noted as safe. Everything was in order at the War Memorial.

- 129.3 **To approve the cost to purchase a bench and planters for the War Memorial area**
 The grass area to the side of the war memorial has been cleared and levelled. The work was carried out by the full-time Groundsman and Chairman of Barton Rovers FC, who supplied the equipment and his labour free of charge, with the only cost incurred for fuel.
- The Committee agreed to purchase a 2nd bench for the grass area beside the war memorial and 2 planters, to be sited either side of the memorial. Members considered the bench options and agreed that the new bench should match the existing bench style.
- ACTION – The Assistant Clerk was asked to obtain designs from the supplier for further consideration by members.**
- Councillor Rudd **PROPOSED** to approve the cost for the purchase of two planters at £1372 plus VAT including delivery, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 24/130 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 130.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**
 Re: **Minute no. 23/488** - The local farmer has now installed the permissive footpath to create a circular safe route across their land near Barton Hill Farm. As agreed, set up costs of £200 have been invoiced to the Parish Council and £35 per annum maintenance charge.
- The farmer has also advised that Central Beds Council have scrapped their Farmers Seasonal Vegetation Clearance scheme this year. This will result in pathways not being maintained as frequently and potential complaints from walkers. CBC have asked for any complaints to be recorded on their 'FixMyStreet' system.
- ACTION – The Clerk was asked to investigate how much the farmer would lose from the withdrawal of this scheme and report back to the Council.**
- 130.2 **To acknowledge the Bus Shelters inspections**
 The bus shelter inspections of 26th July were acknowledged. Everything was in order and the shelters were washed.
- 130.3 **To retrospectively approve the cost of fencing materials to secure O'Dells Pocket land**
 Following discussion by the Committee (**Minute no. 24/057**), wooden post and rail materials have been purchased from Jewsons to erect a fence barrier between O'Dell's Pocket and the paddock at the rear of 113 Manor Road. Councillor Paxton **PROPOSED** retrospective approval of total cost of £111.13 plus VAT, **SECONDED** by Councillor Tebb and **UNANIMOUSLY CARRIED**.
- 130.4 **Update regarding the proposed changes to footpaths nos. 8 & 12, South-West of Barton-le-Clay, and agree response**
 Councillor Fletcher, the Clerk and Ward Councillor French met with Central Beds Council Rights of Way Officer, the Definitive Map Officer and her colleague on site on 23rd July to consider the changes proposed. Councillor Fletcher provided a detailed report for members to consider. The Parish Council are disappointed to see the loss of Public Rights of Way and the lack of enforcement of landowners, who have failed to maintain this section of Footpath 12 over recent years. However, after much debate, Councillor Paxton **PROPOSED** not to object to the loss of the section of Footpath 12 or the relocation of Footpath 8, in view of the high costs and resources required to extend it and create a circular route against the strong opposition from the landowner in this area. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. Councillor Fletcher was thanked for her time and hard work putting together the report. The Parish Council are pleased that the new route for Footpaths 8/12 (C-E, W-X-Y-Z on Plan) is being created to provide walkers with a safe route to follow from Barton-le-Clay (Sharpenhoe Road) to Streatley Village.
- 130.5 **Update regarding the Community Payback team project to paint the bus shelters and approve costs for materials**
 Re: **Minute no.24/068** – The Community Payback team have confirmed that they can assist with the painting of the bus shelters. The Clerk has agreed the Memorandum of Understanding with the

Probation Service for the project. The Parish Council will be required to provide sandpaper, paint, brushes, rollers, brush cleaner, signs, cones and tape for the team. Individual PPE will be provided by the Probation Service, who will supervise the workers and transport them to the Pavilion for breaks. Materials are yet to be purchased but cost expected to be max. £500. Councillor Paxton **PROPOSED** approval of total budget of £500 towards the purchase of materials, as required, **SECONDED** by Councillor Qureshi and **UNANIMOUSLY CARRIED**.

24/131 LEISURE COMMITTEE REPORT/UPDATE

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

Re: **Minute no. 24/097.5** – The high priority tree on the Hexton Road verge of the Recreation Ground was successfully felled on Friday 19th July.

The allotment competition judging took place on 23rd July. Once the winners have been informed a date will be arranged to present the gift vouchers and trophies.

The routine pest control of the allotments was carried out on 22nd July. There was evidence of minor rodent activity, all bait boxes were replenished.

During the Groundsman's weekly inspection on 23rd July, graffiti was found to have been sprayed onto the table tennis table surface. This incident follows on from recent vandalism and arson in various locations, which has been reported to the Police.

A local company have enquired whether the Parish Council have any use for used event banners. They are keen to re-use the banners rather than send to land fill and wondered whether they could be utilised as ground cover/tarpaulin at the allotments. The company are willing to hold the banners in storage and provide as needed. After consideration, members decided it was not appropriate for banners to be used at the allotments and agreed to decline the offer.

ACTION – Assistant Clerk to thank the company but to decline their kind offer.

131.2 To receive the minutes of the Leisure Committee meeting held on 15th July 2024 and to consider and ratify any recommendations contained therein

The minutes were circulated to members prior to the meeting, there were no queries. Councillor Gardner **PROPOSED** the receipt and ratification of the minutes of the meeting held on 15th July 2025, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

131.3 To acknowledge weekly Playground and Fitness Equipment Inspections – Arnold Rec play area, Fitness Equipment and Norman Road play area

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 17th and 23rd July were acknowledged.

Fitness equipment – On 15th the fire damage was noted under the table tennis table. On 23rd the additional graffiti on the tabletop was noted. The Groundsmen will make safe and clean.

Arnold Recreation Ground – On 23rd the matting around the gyrospiral/hip hop was noted as needs replacing.

Norman Road Play Area – Everything was in order.

131.4 To receive an update from the Play Equipment Working Group

The grant application to extend the play area and install new equipment was submitted to Central Beds Council on 18th July. The Working Group met on 26th July to discuss the quotations and designs and plan the next stage for the Project. Councillor Mikkelson provided an update. Revised quotes and onsite meetings are to take place during August, ahead of final approval at the September Full Council meeting.

131.5 To adopt the Allotment Tenancy Agreement, Version 7

A copy of the revised agreement was provided to members ahead of the meeting. Councillor Mikkelson **PROPOSED** adoption of the revised agreement, version 7, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

- 131.6 **To consider and approve quotation for tree work in Arnold Recreation Ground**
Quotations were requested from three tree surgeons. Unfortunately, only one has provided a quote for the proposed works. Councillor Thomas **PROPOSED** approval for Titan Trees to undertake the works for a total cost of £1,590.00 plus VAT, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.
- 24/132 SPORTS FIELD COMMITTEE REPORT/UPDATE**
- 132.1 **Matters arising from previous Sports Field committee not included within agenda - information only**
The annual Fire Alarm and Emergency Lighting contract has been renewed at the same cost as previous years and as per the Budget agreed. The service will be undertaken in August.
- 132.2 **To consider and approve cost for Pavilion boiler service and maintenance**
In addition to the boiler service, the AHU air filters and sacrificial anodes in the water heaters are due for replacement this year. The boiler service is due September.
A quote from SMRHS has been provided. A second quote was requested but not received. Councillor Selley **PROPOSED** approval for SMRHS to undertake the annual service of the boiler at a cost of £536 plus VAT, together with replacement items and maintenance, totalling £2371.02 plus VAT. This was **SECONDED** by Councillor Tebb and **UNANIMOUSLY CARRIED**.
- 132.3 **To approve the pitch hirers for the 2024/25 Season**
A list of the proposed pitch hirers for the 2024/25 season was provided to members ahead of the meeting.

The majority of Barton Rovers Youth FC teams (15) will play on Saturday mornings, with no more than 8 matches per session, with kick-off times staggered to allow early matches to leave before the later matches arrive to ease pressures on car parking. Sunday teams (4) play in the morning and do not require use of the Adult or Junior Pitches this coming season. Luton Celtic FC are not continuing this year so there is no Sunday morning hirer for Pitch 4. Barton Rovers FC confirmed they do not need the pitch. After consideration, Councillor Selley **PROPOSED** to approve the list of pitch hirers for the 2024/25 Season, with Leighton & District Sunday League to be offered an additional adult pitch for a Reserve Team and Sacred Heart FC to be offered an adult pitch for Sunday afternoons. This was **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.
- 132.4 **To receive an update from the Barton Rovers Youth FC AGM meeting and consider feedback**
A copy of the report from the AGM was provided to members ahead of the meeting. Members discussed the use of the Sports Field during the Summer maintenance programme. It was agreed that a follow meeting would be arranged with the Club on Wednesday 7th August at 6pm, to discuss the various outstanding matters.
- 132.5 **To consider and approve cost to flail the Sports Field hedge**
The internal hedgerow around the Sports Field is due to be flailed this Autumn. Councillor Selley **PROPOSED** approval for Mr Horner to undertake the work at a cost of £50 per hour, **SECONDED** by Councillor Tebb and **UNANIMOUSLY CARRIED**.
- 132.6 **To consider and approve the renewal of the utility contracts at the Sports Pavilion or delegate authority to the Clerk to negotiate the renewal**
Both the Gas and Electric contracts at the Pavilion expire at the beginning of October. The Clerk has engaged with several brokers to obtain quotes, as well as contacting the existing suppliers directly for up to date quotes. They are only valid for 24hours. In view of the rapidly changing market place, Councillor Selley **PROPOSED** approval to delegate authority to the Clerk to negotiate the best deals for the contract renewals, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 24/133 APPROVAL OF PAYMENT OF ACCOUNTS**
- 133.1 **To consider and approve payment of accounts as listed within the schedule or added at the meeting for July**

The additional payments schedule for July was provided to members prior to the meeting. Councillor Paxton **PROPOSED** approval of the additional payments for July, totalling £5,279.43, **SECONDED** by Councillor Tebb and **UNANIMOUSLY CARRIED**.

24/134 **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

Due to Summer recess, the next Full Council meeting is on 9th September. Any urgent planning applications will be emailed to members of the Planning committee for consideration during August, responses to be agreed under delegated authority. August salaries and payments will be processed by the Clerk and verified by two councillors prior to payment – they will be retrospectively approved at the September meeting.

Councillor Selley requested any staff appraisal feedback be provided to him at his home address by the 12th August deadline.

Councillor Paxton wished everyone a happy Summer break.

The meeting closed at 9:03 pm

I certify these minutes are a true and correct record of the Parish Council Extra-Ordinary meeting held on 29th July 2023

Dated this the 9th September 2024

**COUNCILLOR J PAXTON
CHAIRMAN**

PAYMENT OF ACCOUNTS
July 2024 (additional)

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
24/0199	Barton Rovers FC	Maintenance at Sports Field	£ 1,644.35	£ 328.87	£1,973.22	4813		FP
24/0200	Ace Fencing (Southern) Ltd	Burial Grd Gates replacement	£ 1,645.00	£ 329.00	£1,974.00	4310		FP
24/0201	Prestige Design & Workwear Ltd	Work boots for Groundsman	£ 35.00	£ -	£ 35.00	4141		FP
24/0202	Knights Shield Fire & Sec Systems	Annual Fire Alarm & Emergency Light service	£ 220.00	£ 44.00	£ 264.00	4815		FP
24/0203	J Pope	Fixings/Resin for maintenance	£ 33.97	£ 6.80	£ 40.77	4140		FP
24/0204	C Callen	Keys for tap enclosure	£ 3.91	£ 0.78	£ 4.69	4606		FP
24/0205	Titan Tree Services Ltd	Emergency Tree works Hexton Road	£ 400.00	£ 80.00	£ 480.00	4652/361		FP
24/0206	Professional Pest Management	Pest Control at Allotments Jul24	£ 77.00	£ 15.40	£ 92.40	4609		FP
24/0207	TC Shaw & Sons	Permissive Footpath Barton Hill Farm	£ 235.00	£ 47.00	£ 282.00	4404		FP
24/0208	Jewson	Fencing materials O'Dells Pocket	£ 111.13	£ 22.22	£ 133.35	4404		FP
TOTAL JULY 2024 ADDITIONAL PAYMENTS			£ 4,405.36	£ 874.07	£5,279.43			