MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL, HELD ON

MONDAY 11TH DECEMBER 2017

AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30PM.

Present: Councillors Mr. D Gunter (Chair), Mr. L Davison-Williams (Vice-Chair), Mrs. B Thomas, Mrs. G Gardner, Mr J Roberts, Mr M McNulty, Mr A Channon, Mr J Paxton

In attendance: The Parish Clerk, Assistant Clerk

Minutes: Assistant Clerk

17/321 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Shingler, Mr A Watson and Mr J Selley

17/322 SPECIFIC DECLARATIONS OF INTEREST – None.

17/323 POLICE REPORTS

- 323.1 To acknowledge receipt of Crime Statistics for November 2017 The Crime statistics were acknowledged. The Parish Clerk advised that the crime statistics provided to the Parish Council are from Central Bedfordshire Council and covered the period 1st November until 22nd November 2017. She has spoken to the Police who confirmed and up-to-date total of 22 crimes up to 30th November 2017/. Crime statistics are subject to ratification from the Crime Office before publication and there is a delay of around 6 weeks. Also sometimes crimes are delayed in reporting to the Police and the type of crime and outcome can be subject to change.
- 323.2 Invitation to attend Bedfordshire Police Third Party Setting Meeting Councillor Davison-Williams and Thomas will attend the meeting. **ACTION:** Clerk to confirm attendance to Bedfordshire Police.

17324 PUBLIC QUESTION TIME

There were no public in attendance.

17/325 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT

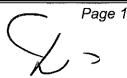
Councillor Shingler was unable to attend due to adverse weather.

17/326 PLANNING COMMITTEE REPORTS/UPDATE

Matters arising from previous Planning Committee not included within agenda — Councillor Gardner reported that Planning application number: CB/17/04015/FULL, Burr House has been amended. Members supported Councillor Shingler's decision to take the application before the Development Control Committee and felt it important to resubmit the Councils previous comments with the additional comments The application states there will be 12 parking spaces. This is not the case as 3 of the spaces shown on the site plan are specifically denoted as relating to Plot A, which is not part of the application. Consequently, relevant to the application, there are actually only 8 spaces for the 4 x 3 bed houses plus 1 space denoted as being for "Visitor".

ACTION: Clerk to draft a letter to Central Bedfordshire Planning Department, a copy of the letter to be forwarded to Councillor Shingler before submission to check if he has anything further to add. Councillor Gardner proposed that a letter be sent to Central Bedfordshire Council's Planning department, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.

Councillor Gardner reported that an Enforcement case has been closed for 31 Luton Road.



- 326.2 To consider new planning applications or delegate authority to respond to committee None
- 326.3 Review of committee expenditure for 2017/18 and draft budget 2018/19 The draft budget of £1,000 was PROPOSED by Councillor Gardner, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.
- 326.4 To receive and ratify the recommendations of the minutes of the Planning Committee held on 27th November 2017 Councillor Gardner PROPOSED the ratification of the minutes, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

17/327 MINUTES OF LAST MEETINGS

- 327.1 **To receive and approve the minutes of the Full Council meeting held 13th November 2017** Councillor Gunter PROPOSED approval of the minutes of the Full Parish Council held on 13th November 2017, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.
- 327.2 Matters arising outside of committee reports/updates Councillor Gardner advised that the Planning application for St Nicholas Church wall repair has been withdrawn as awaiting additional information.

17/328 CHAIRMAN'S ANNOUNCEMENTS

328.1 **Report on Town and Parish conference held on 21st November 2017** - Councillor Roberts reported on the 4 topics included in the Town and Parish Conference.

Highways - launching a new website for reporting pot holes/street lights etc. This will be rolled out once approved.

Local Plan - an update was given, it was noted that the number of houses required is in addition to those planning applications already in progress and the total development to come will be significant. There is a deadline of March 2018.

Local Governance process was explained.

General Data Protection - new rules come into affect in May 2018, all Parish Councils must comply. A Data Protection Officer will need to be appointed, this cannot be the person processing the data. The person will be the contact for the Information Commissioners Office (ICO) and if not compliant fines can be issued. The appointed person may be an outside consultancy and can be shared with other Parishes, this may have a cost implication. Central Bedfordshire Council suggest that a temporary appointment should be made. **ACTION:** Members felt this is a complex subject and should be deferred to the next Policies and Resources meeting in January 2018.

- 328.2 **To consider taking part in 100 Year Battles Over Tribute, 11th November 2018 -** Information on the Battles Over Tribute was circulated to Members. **ACTION**: Deferred to the next Policies and Resources meeting in January 2018.
- 328.3 To acknowledge release of Central Bedfordshire Councils Local Governance consultation Members acknowledge receipt, ACTION: Defer to Policies and Resources committee meeting in January 2018.
- 328.4 Announcements as deemed appropriate by the Chairman None



17/329 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

- 329.1 Matters arising from previous Policies & Resources Committee not included within agenda None.
- To consider future funding request from Barton Christmas Lights Fund The Parish Council has been asked to consider supporting the project by funding storing of equipment and installation. Members were keen to support the project and would like a letter of congratulations to be sent to the Christmas Lights committee on a fantastic first event. It was felt that not enough information regarding how they intend to organise the event in future years was available to make a decision and request that the Clerk write to the committee to seek clarification and to invite them to attend the next Parish Council meeting. **ACTION:** Clerk to send a letter of congratulations to Barton Christmas Lights Fund committee and invite them to attend the January 2018 meeting.
- 329.3 To consider viable uses of the Community Fund Deferred to Full Council, January 2018 meeting.
- 329.4 **To consider appointment of a First Aider** The Clerk advised Members that the Grounds/Facility Maintenance Person is willing to take on the role of First Aider, he already holds a St Johns Ambulance First Aid Certificate, but this does not cover First Aid at Work. Members Approved that the Grounds/Facility Maintenance Person be appointed as the First Aider, details of St Johns Ambulance course costs and dates to be discussed at the January 2018 meeting.
- 329.5 Review of Policies and Resources Committee Expenditure for 2017/18 and Draft Committee Budgets

Transfers - Councillor Gunter proposed the following transfers of year end balances for IT support code 4142 to EMR 324, Chairman's allowance code 4116 to EMR 327 and miscellaneous expenditure code 4191 to EMR 321 SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.

Draft budgets 2018/19 - Councillor Gunter PROPOSED that the draft budget for Policies and Resources committee be approved at £37,976, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.

329.6 Review of Pay and Personnel sub-committee Expenditure for 2017/18 and Draft Committee Budgets

Transfers - none

Draft budgets - Councillor Roberts PROPOSED that the draft budget for Pay and Personnel be approved at £88,180, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.

17/330 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

- 330.1 Matters arising from previous Burial Grounds Committee not included within agenda None
- 330.2 Review committee expenditure for 2017/18 and draft budget for 2018/19

Transfers - Members reviewed the 2017/18 expenditure and Councillor Thomas PROPOSED that any excess receipts at year end be transferred to the new burial ground fund EMR 333, SECONDED by Councillor Gardner and UNANIMOUSLY CARRIED.

Draft budget - The draft budget was revised, Councillor Thomas PROPOSED the draft budget of £135 SECONDED by Councillor G Gardner and UNANIMOUSLY CARRIED.

330.3 Receive and ratify the recommendations of the minutes of the Burial Grounds Committee held on 27th November 2017 - Councillor B Thomas PROPOSED the approval of the Burial Grounds committee held on 27th November 2017, SECONDED by Councillor L Davison-Williams and UNANIMOUSLY CARRIED.



17/331 LEISURE COMMITTEE REPORT/UPDATE

- 331.1 Matters arising from previous Leisure Committee not included within agenda Councillor B Thomas advised that the tree branch and Russian vine reported in Leisure minute 17/317 which needed cutting back was not a tree, the Ground/Facility Maintenance Person has now cut back the overgrowth. No further action is needed.
- 331.2 **To acknowledge weekly Playground Inspections from 21st, 28th November and 5th December–** Acknowledged, Councillor Thomas advised that that the ski equipment at Arnold Recreation Ground and safety surface at Norman Road play area have been repaired.
- 331.3 To acknowledge weekly Fitness Equipment Inspections from 21st and 28th November and 5th December 2017 Acknowledged.
- 331.4 Review of Leisure Committee Expenditure for 2017/18 and Draft Committee Budgets

Transfers - None

- **Draft Budget for 2018/19 -** Councillor Thomas PROPOSED draft budget of £6,025, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.
- 331.5 To consider quote from Reynolds for willow tree pollarding at Norman Road play area Councillor Thomas PROPOSED that the quotation of £350.00 be accepted, SECONDED by Councillor Gunter and UNANIMOUSLY CARRIED.
- 331.6 To approve expenditure and appropriate budget for swings/safety surfacing at Arnold Recreation Ground Members previously queried whether the quotation from Proludic including a central bar on the A frame. The office queried this with Proludic and they advised that they do not manufacture with central bar as it is not structurally needed. The Council is in the process of submitting a grant of £9,617 to part fund this installation with Council making up the balance payment of £2,000. Councillor Thomas PROPOSED that the quotation from Proludic should be accepted, SECONDED by Councillor Davison-Williams and UNANIMOUSLY CARRIED.
- 331.7 To receive and ratify the recommendations of the minutes of the Leisure Committee held on 27th November 2017 Councillor Thomas PROPOSED that the minutes of the Leisure committee meeting held on 27th November be Approved, SECONDED by Councillor Gunter and UNANIMOUSLY CARRIED.
- 331.8 To receive and ratify the recommendations of the minutes of the Horticultural Show subcommittee held on 30th October 2017 - Councillor Gardner PROPOSED that the minutes be approved, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED.

17/332 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

- Matters arising from previous Highways & Environment Committee not included within agenda

 Councillor Paxton reported that a resident had put a post on Facebook regarding the Parish Council
 gritting, he pointed out that this is not in the Parish Councils remit and gritting is carried out by Central
 Bedfordshire Council. The post was later removed.
- 332.2 To acknowledge Bus Shelter Inspections of 15th and 28th November 2017 Acknowledged.
- 332.3 **Update on traffic calming meeting with Central Bedfordshire Council** Councillor McNulty briefed Members on the meeting with Central Bedfordshire Council and Ringway Jacobs on traffic calming. Referring to the design plan, initial design costs of £17,000 were revised and capped at £12,000,

works will include 3 raised tables and revisions to line markings. There will be no cost to the Parish Council for calming measures outside Arnold Academy as this is being funded by Central Bedfordshire Council (CBC). Councillor McNulty PROPOSED that £12,000 be approved for Hexton Road traffic calming, SECONDED by Councillor Paxton and UNANIMOUSLY CARRIED.

Councillor McNulty proposed revising the scheme priority order to prioritise Bedford Road for 2018/19. Higham Gobion Road is to be considered by CBC separately. Sharpenhoe Road residents have put forward their own proposal for traffic calming to CBC. It was noted that all works are subject to Central Government funding.

332.4 Review of committee expenditure for 2017/18 and Draft committee budgets -

Transfers - Year end balance from Bus shelter vandalism code 4503 to be transferred to EMR 352, year end balance from New bins to be transferred code 4505 to EMR 353. PROPOSED by Councillor Paxton, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.

Budget 2018/19 - Councillor Paxton PROPOSED that the budget for 2018/19 should be £15,099, SECONDED by Councillor Gunter and UNANIMOUSLY CARRIED.

17/333 MONTHLY FINANCIAL REPORTS

333.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports – Councillor Gardner advised that there is still an outstanding debt from Barton Rovers for pitch hire. The Clerk has written to the Football Clubs Chairman chasing payment but to date no payment has been made. ACTION: Clerk to write 2nd letter to Barton Rovers as per and enforce the Parish Council's Credit Control policy. Councillor Gunter PROPOSED that the financial reports be approved, SECONDED by Councillor Channon and UNANIMOUSLY CARRIED.

17/334 APPROVAL OF PAYMENT OF ACCOUNTS

334.1 To consider and approve payment of accounts as listed within the schedule or added at the meeting - Councillor Gunter PROPOSED that the payments for December be approved, SECONDED by Councillor Thomas and UNANIMOUSLY CARRIED. Payment schedule on page 6 and 7.

17/335 MISCELLANEOUS CORRESPONDENCE RECEIVED

335.1 To acknowledge receipt of the winter issue of the Chiltern Society magazine - Acknowledged, the magazine is available in the office should anyone wish to see it.

17/336 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Councillor Roberts requested that the Police Crime statistics need some clarification as they differ from those sent from Central Bedfordshire Council. **ACTION** - Include in the next Full Council meeting in January 2018.

The meeting closed at 9.25pm.

I certify these minutes are a true and correct record of the Parish Council meeting held on 11th December 2017

Dated this the 8th January 2018

CHAIRMAN

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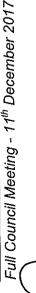
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