

005267

MINUTES OF A MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON
MONDAY 13th MARCH 2017
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30 P.M.

Present: Councillors Mr L. Davison-Williams (Chair), Mr D. Gunter (Vice Chair), Mrs B. Thomas, Mr J. Paxton, Mrs G. Gardner, Mr M. McNulty, Mr M. Wright, Mr A. Watson, Mr R. Everson and Mr J. Selley.

Minutes: Mrs Ann Merryweather (Clerk)

In Attendance: Mr & Mrs D. Hendon.

1. **APOLOGIES FOR ABSENCE** – Cllr Mr A. Channon, CBC Cllr Ian Shingler and Mrs K. Kilby (Assistant Clerk).
2. **SPECIFIC DECLARATIONS OF INTEREST** – None.
3. **POLICE REPORTS AND ISSUES.**

3.1 The link to the Police website to peruse the crime statistics for Barton-le-Clay and surrounding villages was disseminated to all Councillors prior to the meeting and a copy of the crime statistics disseminated prior to the meeting.

Crime Figures – The crime figures for 1st February 2017 to 28th February 2017 were as follows: Common Assault :1, Burglary in a Dwelling:1, Theft from Motor Vehicle: 2. **Total for 1st February 2017 to 28th February 2017: 4.**

4. **PUBLIC QUESTION TIME** –

David and Sheila Henden – Residents. Concerns were expressed regarding regular fly tipping of builders waste along Luton Road and at the settling pond at the far end of the village, which is not being cleared. A concern was raised regarding a potential development at Clipstone Cottages, in the Conservation Area.

The Parish Council is aware of the fly tipping and will request Cllr Shingler of CBC investigate both incidents effecting wildlife and preventing access. The Council will keep Mr & Mrs Henden informed.

The Parish Council responded that it could not comment on the development at Clipstone Cottages until a formal planning application is submitted.

5. **CENTRAL BEDFORDSHIRE WARD CLLR REPORTS** –

5.1 Cllr Shingler apologies were sent for this meeting.

Mr and Mrs Henden left the meeting.

6. **PLANNING COMMITTEE** – Cllr Gardner informed the meeting on the following issues:

6.1 **Matters Arising** –

The 'Freedom of Information' letter has been received by CBC and they have responded to the Parish Council.

6.2 Cllr Davison-Williams acknowledged the Council's response to Random's Appeal APP/P0240/W/16/316202 and thanked the Assistant Clerk for completing the letter out of hours on a Saturday.

6.3 **Planning Applications:**

CB/TCA/17/00051: Land rear of 9 Hexton Road, Barton-le-Clay – Works to trees in a conservation area – No Comment.

CB/17/00729/FULL: 78 Norman Road, Barton-le-Clay – Erection of side and rear extensions - No comment

CB/17/0778/FULL: Hollow Springs, Private Road, Barton-le-Clay – Replacement detached 3 bedroomed dwelling - After discussion, Cllr Davison-Williams PROPOSED the Council request the following conditions be applied to the planning approval:

- Additional landscape screening at the front of the property to break the visual impact from the A6
- Only diffused/natural lighting be used on the front façade and specifically no flood up-lighting.
- Ensure that any render finish on the front elevation of the proposed dwelling has a neutral/natural colour to be agreed by Central Bedfordshire Council.



SECONDED by Cllr Gardner and UNANIMOUSLY CARRIED. **ACTION:** Clerk to email draft response for Hollow Springs before submitting to Central Bedfordshire Council Planning Department.

Cllr Wright enquired whether the Council Meetings could be audio recorded. **ACTION:** Review at P&R committee whether audio recording to be used at Full Council meetings for the use of the Clerk and Assistant Clerk.

- 6.4 **Ratification of recommendations contained within the minutes of the Planning Committee meeting held on 27th February 2017 (pgs. 5270).** – Cllr Gardner PROPOSED the ratification of the minutes, SECONDED by Cllr Watson and CARRIED 9 in FAVOUR and 1 ABSTENTION.
- 7.1 **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13th FEBRUARY 2017. (pgs. 5258 to 5263)** – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Thomas and CARRIED 7 in FAVOUR and 3 ABSTENTIONS.
- 7.2 **MATTERS ARISING OUTSIDE OF COMMITTEE REPORTS/UPDATES** – None.
8. **CHAIRMAN’S ANNOUNCEMENTS**
- 8.1. The chairman made the following announcements:
- The Council acknowledged receipt of a ‘thank you’ letter from Unity Hall for the small grant awarded in December 2016.
 - Cllr Davison-Williams acknowledged Cllr Gardner’s thoughts on the ‘Emergency Community Plan’ to be reviewed at Policy and Resources Committee. **ACTION: Draft Emergency Plan to be circulated.**
 - Simon Oxley & Owen Flack have contacted the Council requesting to meet to discuss the proposed development at Arnold Academy. **ACTION: Clerk to ask for available dates from Cllrs Davidson-Williams and Channon.**
- 8.2 Cllr Davison-Williams confirmed the date for the Annual Parish Meeting and Annual Meeting of the Parish Council as 8th May 2017.
- 8.3 Cllr Davison-Williams reminded Councillors and Outside Representatives to submit their Annual Reports by 31st March 2017.
- 8.4 There were no other Chairman’s announcements.

COMMITTEE REPORTS/UPDATES

- 9 **Policies & Resources Committee.** – Cllr Davison-Williams informed the meeting on the following issues:
- 9.1 **Matters Arising** – None
- 9.2 **To adopt the ‘Annual Review of Effectiveness of Systems of Internal Control’** – Cllr Davison-Williams PROPOSED the adoption of the Annual Review of Effectiveness of Systems of Internal Control, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION: The Clerk to disseminate policy to all Councillors.**
- 9.3 **Approval of fixed price electricity supplier.** – Cllr Davison-Williams PROPOSED the Council take out the new tariff with Scottish Power for the 2 Year Fixed Price Electricity Plan to April 2019, as quoted, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED. **ACTION: Clerk to set up contract with Scottish Power.**
- 9.4 **To approve additional hours for part-time Groundsman.** – Cllr Thomas advised that consultation had taken place with both Groundsmen and decided which tasks would best ease the summer bottleneck. Cllr Davison-Williams PROPOSED the cost of 30 additional hours for the part-time Groundsman, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED. **ACTION: Clerk to delegate duties to part-time Groundsman.**
- 9.5 **To consider date for meeting regarding Peninsular Contract only** – Cllr Davison-Williams set the date for the Peninsular contract be discussed at the Pay & Personnel Committee on 27th March 2017. **ACTION: Clerk to include item for P&P Committee on 27th March 2017.**
- 9.6 **To acknowledge receipt of the Risk Assessment Report 2016/17 and Action Plan 2016/17 to be discussed at appropriate committee.** – Cllr Davison-Williams PROPOSED acknowledgment of the receipt of the Risk Assessment Reports 2016/17 and Action Plan, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION: The Actions resulting from the Risk Assessment process will be discussed at the appropriate committees.**

- 9.7 **Adoption of the S137 Grant Policy 2016/17** – The only change made was to strengthen point 6.1 to show proof of use of the grant. Cllr Davison-Williams PROPOSED the Council adopt the S137 Grant Policy February 2017, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Clerk to disseminate policy to all Councillors.
- 9.8 **Update on Doctors/Village Hall Access Road meeting and approve payment split all parties** – The Clerk circulated the briefing notes from the meeting on 8th March and highlighted that the re-surfacing work had become a priority to complete. Lighting installation could be looked at as a separate project once the design consultant report was available, but at a cost. Cllr Thomas urged the Council to drive the re-surfacing works forward. The Doctors prefer weekend work, the Parish Council was not willing to pay the 45% increase. Cllr Davison-Williams enquired whether the Doctors would pay the extra premium for completion of work on the weekend. **ACTION:** The Clerk, Cllr Davidson-Williams and Cllr Wright to attend the Access Road meeting at 10am on 29th March 2017.
- 9.9 **Ratification of recommendations contained within the minutes of the Pay & Personnel Committee meeting held on 20th February 2017 (pgs. 5264).** – Cllr Davison-Williams PROPOSED the ratifying of the minutes of the Pay & Personnel Committee, SECONDED by Cllr Thomas and CARRIED 8 in favour and 2 ABSTENTIONS.
- 9.10 **Ratification of recommendations contained within the minutes of the Policies & Resources Committee meeting held on 20th February 2017 (pgs. 5265 to 5266).** – Cllr Davison-Williams PROPOSED the ratifying of the minutes of the Policies & Resources Committee – Cllr Thomas expressed concerns regarding a 10% BRFC rent reduction, SECONDED by Cllr Thomas and CARRIED 7 IN FAVOUR and 3 ABSTENTIONS.
- 10 **Burial Ground Committee** – Cllr Everson informed the meeting on the following issues:
- 10.1 **Matters Arising** –
- Cllr Everson advised the council of the following matters:
- The Burial Ground Sign has been installed. Mr R Sheen's letter regarding the sign's rustic appearance was read out by Cllr Davidson-Williams. The Architect will provide a breakdown of the bill on Tuesday 14th February. Mr Willison has paid a cheque for £7,326.45, the original quote cost. **ACTION:** The Clerk to email the Councillors the original Burial Ground sign Quote, 90% of 1st invoice paid and the additional costs invoiced.
- 10.2 **To adopt the Burial Ground Fees – 1st April 2017** – the Burial committee agreed a 10% increase in fees and Cllr Gunter recommended the following amendments:
- Fees b) change from 'between the hours if ' to ' between the hours of '.
 - Fees c) change to 'An additional £25.00 will be charge for each hour or part hour thereafter.'
 - Part 2 – All Interments. Change the charge for a) from 'free' to 'No Charge'.
- After consideration, Cllr Everson PROPOSED the Council make the changes above and adopt the new fees, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to advise funeral directors of the new fees from 1st April 2017.
- 10.3 **To adopt of Burial Ground Rules & Regulations March 2017** – Cllr Everson PROPOSED the Council adopt the Burial Ground Rules and Regulations for 2017/18, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to advise funeral directors of the 2017 Rules and Regulations.
- 10.4 **Ratification of recommendations contained within the minutes of the Burial Ground Committee meeting held on 27th February 2017 (pg. 5269)** – Cllr Everson PROPOSED the ratification of the minutes, SECONDED by Cllr Watson and UNANIMOUSLY CARRIED
- 11 **Highways and Environment Committee** – Cllr Wright informed the meeting on the following issues:
- 11.1 **Matters Arising** – Traffic Calming works to be carried out 23rd, 24th and 27th March 2017 on Luton Road, which gives a good indication that the Council is serious about Traffic Calming in the village. **ACTION:** Clerk to check with S. Lakin of CBC whether the road will be closed during the traffic calming works and ask if there are any speed statistics available for Hexton Road, since the speed camera was installed.
- 11.2 **Acknowledgement of Bus Shelter Inspections of 7th, 21st February and 7th March 2017** – Cllr Wright was pleased to report that the bus shelters were undamaged by the high winds from 'Storm Dorris'. Cllr Wright acknowledged receipt of the Bus Shelter inspection sheets and there were no faults to report.
- 11.3 **To approve hedge cutting in Old Road/Mr Horner's Field** - Cllr Thomas inspected a complaint of the overgrown hedge in Old Road and confirmed the hedgerow belongs to the Parish Council and needs to be cut, however bird nesting season is about to start. **ACTION:** Clerk to respond to Mr Slater that quotes for hedge cutting are in progress and will be made priority in September when bird nesting season has finished.

- 12 **Leisure Committee** – Cllr Thomas informed the meeting on the following issues:
- 12.1 **Matters Arising** – None
- 12.2 **Acknowledgement of weekly Playground Inspection Sheets of 14th, 21st, 28th February 2017 & 7th March** – Cllr Thomas acknowledged receipt of playground inspection sheets.
Norman Road play-area – No faults were reported.
Arnold Recreation Ground play-area – A tree has fallen by the play area. It is not causing any danger but the contractor has been contacted to arrange removal of the tree.
- 12.3 **Acknowledgement of Fitness Equipment Inspections of 14th, 21st, 28th February & 7th March 2017** – Cllr Thomas acknowledged receipt of fitness equipment inspection sheets and advised no faults were reported.
- 12.4 **To acknowledge PPM Investigation report of 17th January 2017** - Cllr Thomas acknowledged the PPM investigation report and noted there had been light activity in the boxes, therefore worth continuing.
- 12.5 **To approve cost of play bark for play equipment in Arnold Recreation Ground at a cost of £197.28** – Cllr Thomas PROPOSED to approve the cost of bark at £197.28 for the play equipment at Arnold Recreation Ground, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to arrange delivery date with the supplier Suitable for the Groundsman.
- 12.6 **To retrospectively approve cost of removing fallen tree from Arnold Recreation Ground play-area** - Cllr Thomas PROPOSED the approval of the cost of £330 + VAT for removal of the fallen tree retrospectively, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to include the invoice in the April payment schedule.
- 12.7 **To approve printing costs for Horticultural Show Schedule** - Cllr Thomas PROPOSED the approval of printing costs for 400 copies of the Horticultural Show schedule from Service Point UK for £183.57, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to arrange printing once the schedule has been approved.
- 12.8 **Ratification of recommendations contained within the minutes of the Horticultural Show Sub-Committee meeting held on 20th February 2017 (pgs. 5267 to 5268).** – Cllr Gardner raised the following matters:
Liz Potter has confirmed her availability for judging and the photographic section judge, Paul Whiting from Shillington & District Camera club, has confirmed the photographic classes. Cllr Gardner PROPOSED the ratification of the Horticultural Committee minutes, SECONDED by Cllr Selley and UNANIMOUSLY CARRIED.
- 13 **Sports Field Committee** – Cllr Selley informed the meeting on the following issues:
- 13.1 **Matters Arising** – None
- 13.2 **Acknowledge receipt of the pitch inspection report** – Cllr Selley acknowledged receipt of the inspection report by the independent pitch advisor. **ACTION:** To defer discussion to the next Sports Field Committee.
- 14 **MONTHLY FINANCIAL REPORTS**
- 14.1 Balance Sheet, Committee Income & Expenditure and Creditors & Debtors Reports for period ending 28th February 2017 were disseminated to all Councillors prior to the meeting. The Clerk confirmed £1,000 had been transferred in 2016/17 to Planning Reserve EMR 371.
- 14.2 Balance Sheet confirmed Current Assets: £205,863 less Liabilities: £5,435 totalling Net Assets: £200,427 represented by General Fund: £91,261, Current Year Fund: £9,118 and Earmarked Reserves: £100,048.
- 14.3 Cllr Davison-Williams advised that any queries on monthly financial reports to be sent to the Parish Clerk.

15 APPROVAL OF PAYMENT OF ACCOUNTS

Payments approved as follows:

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHK No.
0488/16	British Gas	Pavilion Electric (Dec/Jan)	140.21	7.01	147.22	4806		DD
0489/16	British Gas	Pavilion Electric (1/2/17)	2.65	0.13	2.78	4806	150.00	DD
0490/16	Peninsula Business Services	HR Services - March	199.00	39.80	238.80	4151		DD

0491/16	Cawleys	Credit for Allotment lift 25/17/17	-98.36	-19.67	-118.03	4134		DD
0492/16	Cawleys	Skip Emptying - Allotment (Jan)	295.08	59.02	354.10	4134		DD
0493/16	Cawleys	Skip Emptying - Br'l Ground (Jan)	66.92	13.38	80.30	4314	316.37	DD
0494/16	CNG	Pavilion Gas (Jan 17)	118.22	5.91	124.13	4812		DD
0495/16	PPM	Pest Control Inspection January	62.41	12.48	74.89	4609		6552
0496/16	EON	Parish Office Elec Dec 16/Jan 17	74.44	3.72	78.16	4137		DD
0497/16	NEST	Pension payments February 2017 (Payment due 22/3/17)	610.57	0.00	610.57	526		DD
0498/16	I. Swales	March Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6553
0499/16	K. Kilby	March Salary	Salary		Salary	4001		6554
0500/16	I. Nicholls	March Salary	Salary		Salary	4002		6555
0501/16	A.Merryweather	March Salary	Salary		Salary	4000		6556
0502/16	E. Rhodes	March Salary	Salary		Salary	4004		6557
	TOTAL SALARIES	NET MARCH SALARIES	5,123.57	0.00	5,123.57	-		
0503/16	HM Rev & Customs	Mth 11 PAYE	713.60	0.00	713.60	525		
0504/16	HM Rev & Customs	Mth 11 Nat. Emp'ee NI Contri	450.97	0.00	450.97	525		
0505/16	HM Rev & Customs	Mth 11 Nat. Emp'er NI Contri	516.96	0.00	516.96	525	1,681.53	6558
0506/16	Bedfordshire Football Association Ltd	Pitch Improvement visit	83.33	16.67	100.00	4813		6559
0507/16	Ian Swales	February Mileage (208) miles @ 60.1p	125.00	0.00	125.00	4107		6560
0508/16	Village Hall	Meeting Hire February x 3	99.00	0.00	99.00	4112		6561
0509/16	SLCC Enterprises Ltd	Local Council Administration book O/No: 795	76.60	0.00	76.60	4114		6562
0510/16	Cawleys	Skip Emptying - Allotment (Feb)	196.72	39.34	236.06	4134		DD
0511/16	Cawleys	Skip Emptying - Br'l Ground (Feb)	33.46	6.69	40.15	4314	276.21	DD
0512/16	Boston Crop Sprayers Ltd	Battery Charger for line marker O/No: 803	80.46	16.09	96.55	4805		
0513/16	Boston Crop Sprayers Ltd	12v Battery for line marker O/No: 806	26.21	5.24	31.45	4805	128.00	6563
0514/16	BT	Telephone, Fax & broadband (Dec - Feb)	452.89	90.57	543.46	4105		DD
0515/16	British Gas	Sports Pavilion Electricity bill (March)	74.94	3.74	78.68	4806		DD
0516/16	CNG	Sports Pavilion Gas bill (March)	88.40	4.42	92.82	4812		DD
0517/16	Barton W.I.	Refreshments for Gale Court	80.00	0.00	80.00	4121		6564
TOTAL MARCH 2017 PAYMENTS			9,693.25	304.54	9,997.79			

Approval of Payment of Accounts: Cllr Gardner requested an additional £80 payment to the WI for refreshments at Gale Court on 28th March 2017. Cllr Davison-Williams PROPOSED that the Council approve the payments as listed above, Cllr Gardner SECONDED this motion, which was CARRIED UNANIMOUSLY. **ACTION:** Cllr Gardner to collect the WI cheque for the refreshment costs at the Gale Court entertainments on 28th March 2017.

16. **TIME ALLOCATION FOR COMMITTEE MEETINGS –**
 20th March 2017. –Burial Ground 7.30pm, Sports Field 8pm.
 27th March 2017 – Planning 7.30pm, Policies & Resources 8pm, Pay & Personnel (Peninsular Contract) 9pm.
17. **ITEMS OF AN URGENT NATURE OR FOR INCLUSION IN THE NEXT AGENDA.**
- 17.1 **To acknowledge receipt of March Issue of Bugle –** March issue acknowledged.
- 17.2 **To acknowledge correspondence regarding New Integrated Urgent Care Service for Bedfordshire and Luton-** Correspondence acknowledged.
18. **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA –** None.

The meeting closed at 9.30 pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 13th March 2017, with *no changes/*with agreed amendments to page: item:
 (* Delete as applicable)

Dated this day the 10th April 2017

CHAIRMAN