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

# MONDAY 9th JULY 2018

# AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.35PM.

Present:

Councillors Mr D Gunter (Chair), Mr L Davison-Williams (Vice-Chair), Mr J Selley,

Mrs B Thomas, Mrs G Gardner, Mr J Paxton, Mr J Roberts, Mr R Worsnop, Mr N Day,

Central Bedfordshire Councillor Mr I Shingler

In attendance: Mrs S Cowie, Assistant Clerk, 3 members of public

Minutes:

Mrs S Cowie

### 18/082 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Channon

### 18/083 SPECIFIC DECLARATIONS OF INTEREST – There were none

# 18/084 POLICE REPORTS

To acknowledge receipt of Crime Statistics for May 2018 – The crime statistics for May were unavailable due to the Police changing their offence-logging system and reporting processes. The office will forward statistics for May to all Councillors once they are available.

# 084.2 Update on Crime Categories

In previous meetings members raised concerns over the crime categories, in particular regarding violence/sexual assault. Following discussion with the Police & Crime Commissioners office it has been confirmed that it is not possible for the categories to be changed as they have been set for all Forces in England. Each Force is rated using these same categories.

# 084.3 Update on Police & Crime Panel meetings

The Police & Crime Panel meet every 2 months, the last meeting was held on 19<sup>th</sup> June, next meeting will be on 14<sup>th</sup> August, 6.30pm at Borough Hall. These meetings are public and the agendas and minutes can be found on the Bedford Borough Council website. In addition to the Crime Panel meetings a number of roadshows have been organised by the Police & Crime Commissioners office. These roadshows are an opportunity for questions to be asked, the Police & Crime Commissioner (PCC) for Bedfordshire will be present together with Police Officers. Topics include the PCC's progress over the past 2 years of office and knife crime. A list of roadshow dates and venues can be obtained from the clerks report.

### 084.4 To acknowledge date for Police Parish Conference

The Police Parish Conference will be held on 13<sup>th</sup> September at Priory House, Chicksands. Members were asked to check their diaries and advise the office whether they are able to attend.

### 18/040 PUBLIC QUESTION TIME

Three members of public were present. An allotment tenant asked whether it would be possible for the allotment skip to be opened up towards the end of the season to dispose of non-compostable matter. The resident reported that rubbish is now piling up and some rubbish has been left on vacant plots within the site. Councillor Thomas advised that any future skip opening would be dependent on Councillors availability as they are required to be on site. The request would be taken back to the Leisure committee for further discussion.

1 member of public left the meeting.

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Two residents raised concerns over planning application CB/18/02026/FULL, land to rear of 67 Bedford Road, both residents back onto the proposed development. They advised that work appeared to have been started on the site recently with the possible installation of a sceptic tank. Councillor Davison-Williams advised that a sewage pumping station has been installed as the current system is not sufficient to supply 2 properties. The residents were concerned that trees within the site had been removed without permission and no replanting has taken place. The development also falls within the conservation area. It was noted that planning for the conversion of 67 Bedford Road would be submitted separately by the developer. All comments were duly noted, the application would be considered later in the meeting.

### 18/086 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

Councillor Shingler reported that he has objected to the planning application for 67 Bedford Road due to it lying with the conservation area. Members were advised that a tree rectification notice has been completed but it is not currently in the public domain. A resident confirmed that this matter has now been passed to a second Planning Officer and he had been informed that the original offence of removal of trees in a conservation area is not currently being acted upon.

Councillor Shingler advised members that the Planning Inspectorate will be available between October and December to discuss Central Bedfordshire Councils Local Plan.

Councillor Davison-Williams advised that he had discovered that the area to the east of Bedford Road was put forward to be included in the conservation area but the proposal was never rubber stamped by Central Bedfordshire Council. Councillor Shingler reported that Central Beds did not put the area forward to the vote as it was claimed to be common land, this claim was never proven. Despite the area not officially being agreed as conservation area all plans, including those issued by Central Bedfordshire Council, show that it is. Councillor Shingler will look into this matter.

As there was no further business Councillor Shingler left the meeting at 7.45pm

# 18/087 PLANNING COMMITTEE REPORTS/UPDATE

### 087.1 Matters arising from previous Planning Committee not included within agenda

Councillor Mrs Gardner asked whether the Parish Council had submitted a letter regarding the recent consultation on powers to deal with unauthorised encampments, Councillor Davison-Williams confirmed it had not been possible due to high work commitments.

# 087.2 Update on planning applications refused/granted

A list of planning applications decisions was circulated to members prior to the meeting. This was duly noted. A copy is provided within the minutes.

# 087.3 Update on Enforcement Notices

The enforcement case for 39 Stuart Road has now been closed as "following investigation this case has been closed because works the subject of the 2014 permission appear to have commenced (CB/14/05021/FULL) but to date works on the two storey side extension have not been carried out. No breach of planning control"

# 087.4 Update on Conservation area

This item had been covered under agenda item 18/086 Central Bedfordshire Ward Councillor Report.

To consider new planning applications or delegate authority to respond to committee CB/18/02066/FULL,, 108 Manor Road: Demolition of existing single garage and utility room with new double garage, utility room and room in eaves - *No comments* 

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**CB/18/02026/FULL**, Land to the rear of 67 Bedford Road: Erection of two new 2 bed bungalows and associated work - <u>OBJECT</u>: This application site lies within the conservation area and whilst the Council are supportive of bungalows, we feel that the design is not sympathetic to the conservation area. Prior to the original application trees were removed from part of the site without consent being sought from Central Bedfordshire Council and the Parish Council wish to ensure that an appropriate landscaping scheme is implemented should consent be granted. The Parish Council wishes to support Central Bedfordshire Councillor Shinglers objection and asks that the application is taken to planning committee.

2 members of public left the meeting.

CB/18/02220/FULL, 98 Osborn Road: Proposed single-storey front extension, two storey rear extension, replacement detached single garage and new vehicular crossover to front of property - No comments

CB/18/02243/FULL, 14 Manor Road: Construction of two storey extension - No comments

**CB/TCA/19/00194**, **28a Sharpenhoe Road**: Notification of works to trees in conservation area: T1 sycamore – crown reduce by 25% all round - *No comments* 

CB/18/02327/FULL, 81 Osborn Road: Part single and part two storey rear extension and front porch extension - *No comments* 

### 18/088 MINUTES OF LAST MEETINGS

088.1 To receive and approve the minutes of the Full Council meeting held

A minor amendment was highlighted. Councillor Gunter **PROPOSED** approval of the minutes of the Full Parish Council meeting held on 11<sup>th</sup> June 2018 with the amendment to page 4 where the date was incorrect and should read "being undertaken this weekend 15<sup>th</sup> - 17<sup>th</sup> June", **SECONDED** by Councillor Thomas, **6 in favour, 3 abstentions.** 

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

### 18/089 CHAIRMAN'S ANNOUNCEMENTS

- 089.1 Announcements as deemed appropriate by the Chairman There were none
- To approve 2 delegates to attend the Town & Parish Conference on 18<sup>th</sup> July
  Councillor Davison-Williams confirmed he would be available to attend the conference being held on 18<sup>th</sup> July at Priory House, Chicksands. The theme of the conference is Better Care Locally The changing face of health and social care in Central Bedfordshire. ACTION: Office to confirm Councillor Davison-Williams attendance
- To approve delegate to attend Beacons of the Past Chilterns Hillorts Meet and Greet event
  The event is being held on Saturday 14<sup>th</sup> July from 3pm 5pm at Pitstone Green Museum. Due to
  prior commitments a Parish Council representative was unable to attend. **ACTION:** office to advise
  we are unable to attend but ask that they keep us updated on the project.

# 18/090 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

090.1 Matters arising from previous Policies & Resources Committee not included within agenda – There were none

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- To receive the minutes of the Policies & Resources committee held on 18<sup>th</sup> June 2018 and to consider and ratify any recommendations contained therein

  Councillor Gunter PROPOSED approval of the Policies & Resources committee meeting held on 18<sup>th</sup>

  June 2018, SECONDED by Councillor Davison-Williams, 8 in favour, 1 abstention.
- To consider/approve location of Christmas Tree on Bedford Road
  Following the Policies & Resources committee meeting on 18<sup>th</sup> June Councillors Davison-Williams and Thomas conducted a site visit to establish suitable locations for a Christmas tree. Six locations were identified as being possible sites where a power supply could be sought. Following much discussion members felt that site 1, island opposite the Royal Oak public house and site 4, opposite Miller Whites Dentist would be the most suitable.

It was noted that the Christmas Lights committee have indicated that they still wish to erect a tree at Lime Close and it was suggested that the Rotary Club (who provide a tree outside the Wagon & Horses Public House) be contacted to enquire whether they would like to join with the Parish Council to erect one larger tree.

Councillor Gunter **PROPOSED** that locations 1 and 4 to be taken forward for further investigation, to be discussed at the September Full Council/Policies & Resources meeting, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

- To consider/approve cost for hedge cutting outside 2, 4 & 6 Grange Road
  Following complaints from residents regarding overgrown hedgerow, four quotations for the reduction of hedge height to 5ft were provided for members. Members felt that the conifer in the centre of the hedge and crab apple trees should be removed to prevent further nuisance to residents and requested that quotes be provided to include the additional work. Work to be carried out after the nesting season. ACTION: Office to arrange quotes.
- O90.5 To consider and approve Time Off In Lieu (TOIL) policy
  Councillor Gunter PROPOSED approval of the TOIL Policy, SECONDED by Councillor Paxton and
  UNANIMOUSLY CARRIED. The Toil Policy was adopted.
- To acknowledge complaints from residents of Simpkins Drive regarding overgrown vegetation. Two complaints have been received from residents of Simpkins Drive. Residents are experiencing problems with the trees to the rear of their properties which block light and are causing damage to fences/property. Councillor Davison-Williams advised that the trees were planted to act as a noise buffer from the bypass and a number of these have already been felled. Councillor Worsnop raised concerns over traffic noise from the A6 which is due to be resurfaced later in the year and suggested that a noise reduction surface should be considered by Central Bedfordshire Council when the works are carried out. In addition to acting as a noise buffer it was noted that trees are useful for pollution reduction. Members felt that before any felling is considered all affected residents should be consulted. A meeting/letter should be arranged later in the year. Councillor Davison-Williams has walked the area and invited Councillors to do the same before any further action or meeting is arranged.
- To consider annual subscription for BABUS 2018/19

  The annual subscription for BABUS (Bedfordshire Area Bus Users Society) is now due. The fee for 2018/19 is £12.00. Councillor Thomas PROPOSED renewal of the subscription at a cost of £12.00, SECONDED by Councillor Paxton and UNANIMOUSLY CARRIED.
- 090.8 <u>Exempt Business</u> Resolution to exclude members of press and public from debate on agenda items 090.9 & 090.10 (Standing Order 67) "That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"

Councillor Gunter proposed that agenda items 090.9 and 090.10 be deferred to the end of the meeting.



### 18/091 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

- Matters arising from previous Burial Grounds Committee not included within agenda –
  A letter from a resident of Sharpenhoe has been received requesting permission to be buried in Barton-le-Clay Burial Ground. Members acknowledged receipt of the letter and asked that this item be included at the next burial grounds committee meeting. ACTION: office to acknowledge receipt of letter, item to be taken to the Burial Grounds committee meeting for consideration.
- To acknowledge the Churchyard Inspection of 6<sup>th</sup> & 19<sup>th</sup> June 2018 The inspections were acknowledged, it was noted that the pathway to the rear of the church is cracked but there are no signs of further deterioration. No action required at present.
- 091.3 To acknowledge the Burial Ground Inspection of 6<sup>th</sup> & 19<sup>th</sup> June 2018 Acknowledged.
- O91.4 To acknowledge the War Memorial Inspection of 4<sup>th</sup> July 2018 Acknowledged. Councillor Thomas reported that the lettering on the war memorial is fading. ACTION: item to be taken back to the Burial Grounds committee for consideration.

# 18/092 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

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

Councillor Worsnop reported that he is continuing with his complaint to Central Bedfordshire Council (CBC) regarding the narrow footpaths in Manor Road and Hexton Road. He is asking CBC to consider providing an independent assessment of the footpaths as he believes there is a conflict of interest. He will keep Council updated.

- To receive the minutes of the Highways & Environment committee held on 18<sup>th</sup> June and to consider and ratify any recommendations contained therein

  Councillor Paxton PROPOSED approval of the minutes of 18<sup>th</sup> June, SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED.
- To acknowledge weekly Bus Shelter Inspections of 15<sup>th</sup> & 25<sup>th</sup> June Acknowledged, no issues highlighted.
- 092.4 To acknowledge receipt of BABUS newsletter 36 Acknowledged.
- 092.5 Update following meeting with Highways representative

An update has been received from Ben Callendar, Highways Area Representative for Central Bedfordshire Council. The clearance work on the Hexton Road ditch has been completed, the request for additional lighting on Sharpenhoe Road has been refused as it did not meet the required criteria; budgets and crime statistics, potholes in Manor Road will be filled and the footway to the Norman Road play area is to be resurfaced. Councillor Davison-Williams will request further talks regarding ongoing maintenance.

# 18/093 LEISURE COMMITTEE REPORT/UPDATE

093.1 Matters arising from previous Leisure Committee not included within agenda

The bench by the basketball net in Arnold Recreation ground has been vandalised. The incident has been reported to the Police and security tape has been placed on the bench to prevent it being used. **ACTION:** item to be taken to the next Leisure committee meeting

To acknowledge weekly Playground Inspections from 4<sup>th</sup>, 12<sup>th</sup>, 18, 25<sup>th</sup> June and 2<sup>nd</sup> July - the signage on the backboard of the basketball net is cracked and the wooden retaining board around the aeroskate is missing. Both items have been highlighted in the recent ROSPA report. At the

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Norman Road play area the surface under the baby swings is spongy, this was not picked up in the ROSPA report. Following the ROSPA inspection the swings have been cleaned.

093.3 To acknowledge weekly Fitness Equipment Inspections from 4<sup>th</sup>, 12<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> June and 2<sup>nd</sup> July

The cross rider was secured on 15<sup>th</sup> June, on inspection the engineer found that the foundations did not need resetting, the cost for repair was therefore lower and the Handyman now has all maintenance information to ensure equipment is kept in good condition.

- O93.4 To acknowledge receipt of ROSPA reports for Norman Road, Arnold Rec and Fitness Equipment Acknowledged, reports to be discussed at the next leisure committee meeting.
- To consider request from resident on Dunstall Road to access rear garden via allotments
  Following much discussion members felt they were unable to grant permission to the resident as shrubs would need to be removed in order for access to be gained. This would also set a precedent for any further requests by other residents. Councillor Thomas PROPOSED that the request be declined, SECONDED by Councillor Selley and UNANIMOUSLY CARRIED. ACTION: letter to be sent to resident advising them of the committees decision.
- To delegate authority to Horticultural Show sub-committee to approve costs/additions for 2018 show

Councillor Gardner **PROPOSED** approval to delegate authority to the Horticultural show subcommittee, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

093.7 To approve the Horticultural Show float

Councillor Gardner **PROPOSED** a float of £420.00 for the 2018 Horticultural Show, **SECONDED** by Councillor Gunter and **UNANIMOUSLY CARRIED**. Members were reminded of the date for the show.

### 08/094 SPORTS FIELD COMMITTEE REPORT/UPDATE

094.1 Matters arising from Sports Field committee

The drill seeding and fertiliser has now been completed. Due to the dry weather the groundsman is watering the seeded areas, it was noted that the dry spell would affect the growth. To date no request for friendly matches have been received from Barton Rovers Youth. Should any requests for friendlies be received they will be addressed at that time.

094.2 To consider youth pitch requirements for 2018/19

A list of Youth pitches for the 2018/19 season has been received. Pitches were as per last year and there was no increase in the number of teams. The pitch requirements were agreed.

094.3 To consider revised booking procedures for Barton Rovers Youth

Members considered the request from Barton Rovers Youth to change the current booking system to enable them to claim back VAT. In order to meet HMRC's requirements the club would need to block book a minimum of 10 sessions, games to be played within 14 days of booking. Councillor Davison-Williams confirmed it would be possible for invoices to be raised in 2 batches with a break for the Christmas period. A new contract with Barton Rovers Youth will be required. Councillor Selley PROPOSED approval of the revised booking procedures SECONDED by Councillor Roberts and UNANIMOUSLY CARRIED. ACTION: Barton Youth to be informed, new contract to be drawn up



# 18/095 MONTHLY FINANCIAL REPORTS

O95.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports

Councillor Davison-Williams now has the majority of the bank statements but 5 days from the May statement are missing. He continues to chase TSB for the missing information and will provide full reports at the September Full Council meeting.

# 18/096 APPROVAL OF PAYMENT OF ACCOUNTS

O96.1 To consider/approve payment of accounts as listed within the schedule or added at the meeting

Councillor Gunter **PROPOSED** approval of the Payments of Accounts for July 2018, **SECONDED** by Councillor Thomas 8 in favour with 1 abstention.

### 18/97 TIME ALLOCATION FOR COMMITTEE MEETINGS

097.1 Dates available for committee/sub-committee meetings 16, 23rd & 30th July

16th July - Pay & Personnel sub-committee

30th July - Planning, Burial Grounds, Leisure, Horticultural show

097.2 To acknowledge date for leisure/burial grounds on-site meeting

The onsite meetings were scheduled for Friday 13th July. This date was cancelled due to members being unavailable.

# 18/098 MISCELLANEOUS CORRESPONDENCE RECEIVED

- 098.1 To acknowledge receipt of Bedfordshire Bugle, July 2018 edition Acknowledged
- 098.2 To acknowledge receipt of Luton Airport expansion consultation Acknowledged.
- 18/099 <u>ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA</u> there were none

The Assistant Clerk left the meeting at 9.57pm

090.8 <u>Exempt Business</u> - Resolution to exclude members of press and public from debate on agenda items 090.9 & 090.10 (Standing Order 67) "That in view of the confidential nature of business being transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"

PROPOSED by Cllr Gunter, SECONDED by Cllr Roberts and UNANIMOUSLY AGREED.

### 090.9 Update on employees termination of employment/appeal outcome

Cllr Roberts confirmed that June by an Appeal panel comprising Cllrs. Davison- Williams, Channon and Roberts. A union representative from GMB was also in attendance. The panel had carefully considered the case presented but were of the opinion that alleged procedural deficiencies did not outweigh the substantive reasons for the dismissal. Accordingly the unanimous decision of the panel was to uphold the decision to dismiss. This outcome was communicated to on 28 June, since when there has been no further communication. Council will be kept updated of any developments.

### 090.10 To approve appointment of Clerk and to confirm terms of offer

Cllr Roberts confirmed that the selection process for a new Clerk had been successful. Following a first interview process with Cllrs Roberts and Thomas, and a second interview with Cllrs Gunter and Davison- Williams a provisional offer had been made to and accepted by



of the offer terms had been provided to all Cllrs in advance of the meeting. The offer is subject to Council approval both as regards principle and detailed terms.

Cllr Roberts gave a brief summary of employment background in the banking sector as well as within the Village where she currently is

Cllr Roberts confirmed that the terms/conditions offered were standard and the salary was considered to be at the appropriate level within the applicable NALCC range.

The appointment of on the proposed terms as circulated was PROPOSED by Cllr Roberts, SECONDED by Cllr Gunter and was UNANIMOUSLY AGREED.

The meeting closed at 10.10pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 9th July 2018

Dated this the 10th September 2018

COUNCILLOR L DAVISON-WILLIAMS

VICE-CHAIRMAN

# PAYMENT OF ACCOUNTS SCHEDULE JULY 2018

Full Council Meeting - 9th July 2018

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0116/18	0116/18 ROSPA	Annual Inspection of Play areas	266.00	53.20	319.20	4655	6920
0117/18	0117/18   Complete Weed Control	Application of liquid fertiliser to Sportsfield	290.00	118.00	708.00	4813	6921
0118/18	0118/18 British Gas	Electricity Pavilion ((1/5/18-28/5/18)	120.23	6.01	126.24	4806	DD
0119/18	0119/18 Crown Gas	Gas - Pavilion ( 31/05/18 - 28/06/18)	31.15	1.56	32.71	4812	QQ
0120/18	0120/18 Reynolds Landscaping	Grass cutting Burial Grounds (04/06/18 & 18/06/18)	350.00	70.00	420.00	4308	6922
0121/18	0121/18 Anglian Water/Wave	Water supply allotments (07/04/18 - 03/07/18)	309.41	00.00	309.41	4602	DD
0122/18	0122/18 Anglian Water/Wave	Water supply Parish office (07/04/18 - 03/07/18)	43.80	00.00	43.80	4137	DD
0123/18	0123/18 Anglian Water/Wave	Water supply Pavilion (07/04/18 - 03/07/18)	201.78	00.00	201.78	4809	DD
TOTAL	TOTAL JULY 2018 PAYMENTS		9,422.14	567.85	9,989.99		

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