

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL, HELD ON
MONDAY 10th JUNE 2019
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30PM

Present: Councillors Mr L Davison-Williams (Chair), Mrs B Thomas (Vice-Chair), Mr J Paxton, Mrs G Gardner, Mr A Channon, Mr J Selley, Mr J Roberts, Mrs V Jones and Mr N Day

In attendance: Mrs C Callen (Clerk), Mrs S Cowie (Assistant Clerk) & Central Bedfordshire Councillor Shingler

Minutes: Mrs C Callen

19/035 APOLOGIES FOR ABSENCE

There were none.

19/036 SPECIFIC DECLARATIONS OF INTEREST

There were none.

19/037 POLICE REPORTS

037.1 To acknowledge receipt of Crime Statistics for April 2019

The Crime statistics for April 2019, taken from Police.uk website, were acknowledged. A total of 40 crimes were reported. The categories included: 10 x antisocial behaviour, 8 x violence/sexual offence, 4 x burglary, 10 x vehicle crime, 7 x criminal damage and 1 x other crime.

Members discussed the increase seen in reported crimes, which included the Easter holiday issues seen at the Sports Field. It was reported that PC Konopka is now responsible for Barton-le-Clay Community Policing and this has been well received on Social Media. Statistics for the coming months will continue to be reviewed to see what impact this has.

037.2 To acknowledge receipt of the Bedfordshire Police & Crime Commissioners monthly newsletter

The newsletters for May and June were acknowledged by members.

It was noted that the new Chief Constable nomination had been chosen.

037.3 To acknowledge letter of 22nd May 2019 from the Bedfordshire Police & Crime Commissioner regarding Serious Youth Violence

The letter was previously sent to all members and acknowledged at the meeting.

037.4 To receive a report from Councillor Paxton following his attendance at the Community Policing Priority Setting Meeting 24th May

Councillor Paxton reported that there was more focus on urban areas around Leighton Buzzard. However, Sergeant Mitchell and his superior were in attendance and were aware of the issues effecting Barton-le-Clay, and in particular the Church Road area.

The Community Policing team held a roadshow in Bedford Road on 25th May, which was poorly advertised and attended, due to the bank holiday weekend and the Parish Council were not made aware in advance. The next one is on 22nd June at the Church Fete which will be advertised in advance.

Members requested that either PC Konopka or Sergeant Mitchell be invited to attend the Parish Council meetings on a quarterly basis.

The Parish Council agreed to offer to host the next Priority Setting Meeting.

19/038 PUBLIC QUESTION TIME

No members of the public were present.

19/039 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

039.1 Councillor Shingler and Councillor Davison-Williams provided an update on the hearings currently underway at Central Bedfordshire Council. Councillor Shingler confirmed that he would be attending the hearing on 20th June.

There were no further questions for Councillor Shingler.

Councillor Shingler left at 8.10pm

19/040 PLANNING COMMITTEE REPORTS/UPDATE

040.1 Matters arising from previous Planning Committee not included within agenda

The bund at Arnold Academy has now been removed from the area next to Blakelands. The resident has been into the Parish Office to thank the staff and councillors for their support in getting this achieved.

040.2 Update on planning applications refused/granted

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

040.3 Update on Enforcement Notices

The Enforcement case raised regarding Barton Reservoir as discussed at the last meeting, has now been closed. Despite raising the Parish Council concerns with the Enforcement Officer, they have decided no breach of planning control has been identified. Members agreed to discuss this at the next Committee meeting, supported by photographic evidence.

040.4 To consider new planning applications or delegate authority to respond to committee

CB/TRE/19/00158, 40 Washbrook Close: Works to a tree protected by a Tree Preservation Order: Small Pine tree marked as No 2 – remove tree; and large Pine tree marked as No 1 – branches removed from lower part of the tree. Both trees located close to the boundary and close to the Highway on the side of property. Trees protected by TPO No 3/1972 and are included within area A4.
- No comments.

040.5 To consider and approve response to planning appeal re Site at Maple House, Nicholls Close (CB/18/04080/FULL)

Notification has been received from CBC Planning Appeals Team that Gill Hudson Homes have raised an appeal regarding their application for a new dwelling on this site. The appeal will be determined by written representations. Members considered their previous representation objection and Councillor Gardner **PROPOSED** the following modification be submitted, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

- As previously submitted, the Parish Council feel the proposed house is too large for the site and inappropriate in design for a Conservation Area. The proposed house should not be sympathetic with houses in Nicholls Close as they are not within the Conservation Area, but with those houses which are in the Conservation Area, i.e. Clipstone cottages and mews. The Parish Council understands the need for housing within the Village and would look more favourably at a smaller property constructed with the appropriate materials in keeping with a Conservation Area.

040.6 Update regarding the Local Plan

Councillor Davison-Williams provided an update regarding the hearings currently underway at Central Bedfordshire Council.

19/041 MINUTES OF LAST MEETINGS

041.1 To receive and approve the minutes of the Annual Meeting of the Parish Council held on 13th May 2019

The minutes of the Annual Meeting of the Parish Council held on 13th May 2019 were previously circulated to members. Councillor Davison-Williams **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

041.2 **To receive and approve the minutes of the Extra-ordinary Council meeting held on 20th May 2019**

The minutes of the Extra-Ordinary Council meeting held on 20th May 2019 were previously circulated to members. Councillor Davison-Williams **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Roberts with **8 in favour and 1 abstention**.

041.3 **Matters arising outside of committee reports/updates**

There were none.

19/042 CHAIRMAN'S ANNOUNCEMENTS

042.1 **Announcements as deemed appropriate by the Chairman**

A Thank You Email has been received from Ramsey Manor Lower School PTA for the s137 Grant which has now been used to purchase the new PA System.

Councillors agreed to have a stall at the Church fete on Saturday 22nd June. Councillors Selley, Channon and Davison-Williams will be in attendance to promote the work of the Parish Council and try and recruit additional Councillors to fill the vacancies. Office to put together display in readiness.

042.2 **To consider attendance at the National Association of Local Council Annual Conference 2019**

The NALC Annual Conference is to be held in Milton Keynes on 28/29th October 2019. No Councillors were available to attend.

042.3 **To consider attendance at the Harlington Upper School Awards Evening on 3rd July 2019**

An invitation has been received to attend this evening on behalf of the Parish Council at 7pm. A S137 Grant was provided by the Council towards these awards of £125. Councillor Thomas agreed to attend on the basis that the Grant award is acknowledged on the evening.

19/043 APPROVAL OF ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT 31ST MARCH 2019

043.1 **To acknowledge receipt of Internal Auditors Report year ended 31st March 2019**

This was acknowledged.

043.2 **To approve Annual Return Section 1 – Annual Governance statement 2018/19**

Councillor Davison-Williams **PROPOSED** that the Parish Council certify the Annual Governance Statement in Section 1 of the Annual Return (page 4 of 6) for the year ended 31st March 2019, and in doing so confirm that we, the members of the Parish Council, positively AGREE to all statements numbered 1- 8 within section 1 of this Annual Return. **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

043.3 **To approve Annual Return Section 2 – Accounting statements 2018/19**

Councillor Davison-Williams **PROPOSED** that the Council approve the statement of accounts as contained in the Annual Return (Page 5 of 6) for the year ended 31st March 2019 showing a year-end balance carried forward figure (Box 7) of £268,818, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

043.4 **To approve Statement of Accounts, Notes to Accounts, Bank Reconciliation, Reserves Reconciliation, Explanation of Significant Variances for year ended 31st March 2019**

It was noted that the Debts outstanding figure in Section 5 of the Notes to the Accounts is incorrect. Also the lease payable by the Doctors Surgery and Village Hall in Section 3 should be only £1. This information on page 6 has been amended and revised copies will be emailed to all Councillors. Councillor Roberts has completed the annual internal Bank reconciliation, as required per 2.2 of Financial Regulations. This was noted by Council.

Councillor Davison-Williams **PROPOSED** approval of the supplemental accounting information, as amended, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

043.5 **To confirm and approve date for exercise of public rights**

Councillor Davison-Williams **PROPOSED** that the Councils accounts be made available for the public to view from 17th June to 26th July. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

043.6 **To approve submission date for external auditor, Mazars LLP**

Councillor Davison-Williams **PROPOSED** a submission date of Monday 17th June, this proposal was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

Councillor Davison-Williams thanked the Clerk for her hard work in completing the Year End Accounts.

19/044 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

044.1 **Matters arising from previous Policies & Resources Committee not included within agenda –**

There were none.

044.2 **To consider and approve use of the Chairman’s allowance to fund hall hire & refreshments for Memorial Service**

Councillor Davison-Williams **PROPOSED** approval of £265 from the Chairman’s Allowance for the hire of the Church Hall and for payment to the WI to provide refreshments at the Memorial Service for the previous Chairman, Councillor Gunter. This was **SECONDED** by Councillor Selley and **with 8 in favour and 1 abstention**.

19/045 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

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

Work to clean and refurbish the war memorial has now been completed by Offley Memorials.

The Assistant Clerk is chasing the diocese for the faculty paperwork to enable work to commence to re-set the leaning headstone in St Nicholas Churchyard.

At Full Council in May members were advised that a lorry had caused damage to the gate post and tree at the entrance to the burial ground. Following investigation it was noted that 2 of the gate posts had been damaged, these have now been replaced with new posts and the invoices for the tree removal and posts have been settled by the drivers company.

The problems with the Church Clock continue to be monitored, with a remote camera to now be used to help identify the issue.

045.2 **To acknowledge churchyard and burial ground inspections**

The inspections undertaken on 20th and 28th May were acknowledged, everything was in order.

045.3 **To acknowledge the War Memorial inspection**

The inspection undertaken on 20th May was acknowledged, everything was in order.

19/046 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

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

No update has been received for a few weeks from the Whitbread Wanderbus operators – the Clerk is chasing. On the 21st May, 8 people were waiting for the bus at the centre of the village – when the first one turned up it was full and the second one didn’t operate as it had broken down. Hopefully this didn’t put people off using the service. An advert has gone out in the Outlook this month with all the bus details. Members discussed whether a return ticket system could be introduced to ensure the right people are returning on the bus. The Clerk will discuss this with the operators.

With regards to the parking issues in Church Road, the resident was going to provide further details to Councillor Paxton and this is still awaited. It is understood that a car was broken into in Church Road at the end of May and a bag taken. The Clerk has spoken to Barton Hills National Nature Reserve – they have also spoken to Barton Countryside Conservation. They understood the issues

with parking, but are limited on what they can do about it. It was agreed to amend their website details to advise there is limited parking.

A further complaint has been received via Central Beds from a resident in Simpkins Drive regarding the trees damaging property at the end of her garden. The Clerk has contacted her for further details. This will be discussed at the next Committee meeting.

The Streetworks team have confirmed the dates that Hexton Road will be closed to undertake the traffic calming installation works as 12th to 23rd August. The Clerk has chased for an update regarding costs.

046.2 To acknowledge the Bus Shelter inspections

The bus shelter inspection of 7th June was acknowledged. The Groundsman is to paint out the graffiti highlighted.

19/047 LEISURE COMMITTEE REPORT/UPDATE

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

Following Full Council in May, a letter was sent to the resident of Cromwell Road requesting that any claim regarding damage to fencing should be put in writing to the Parish Clerk. An email has been received from the resident advising that they are currently organising a quotation and will be in touch with their compensation claim at a later date. In the meantime, the Assistant Clerk will continue to chase up the agreed works in Norman Road to remove the trees.

The welding to the green gate into the children's play area at Arnold Recreation ground has now been completed. A further quote for welding the gate post (by Washbrook Close) has been requested and will be considered at the next committee meeting.

Barton Countryside Conservation have laid additional top soil (and grass seeded) around the edging for the new barriers into Arnold Rec (Church Road entrance) to build up the ground level. This work has been completed at no cost to the Parish Council.

047.2 To acknowledge weekly Playground and Fitness Equipment Inspections

The Arnold Recreation Ground playground inspections of 13th, 20th, 28th May and 3rd June were acknowledged. Everything was in order with the exception of the Pod swing chain which has broken and the swing removed.

The Fitness Equipment inspections of 13th, 20th, 28th May and 3rd June were acknowledged. Everything was in order.

The Norman Road play area inspections of 12th, 17th, 25th May and 1st June were acknowledged. Everything was in order. It was reported that a dead hedgehog had been found and moved to the bushes – in future anything like this should be removed from the Play area.

047.3 To acknowledge receipt of the annual RoSPA inspection reports for Arnold Rec, Fitness equipment and Norman Road play area

The annual inspection took place on 22nd May, with minor faults noted by the inspector. The Groundsman is already working through these. The report was acknowledged and it will be reviewed at the next Leisure Committee.

047.4 To consider and approve the cost for replacement chain and links for pod swing, Arnold Recreation Ground

One of the chain links for the pod swing has failed and for health and safety reasons the pod and its chains have been removed. It was agreed that this will be reviewed at the next Leisure Committee meeting in light of the RoSPA report.

19/048 SPORTS FIELD COMMITTEE REPORT/UPDATE

048.1 Matters arising from previous Sports Field committee not included within agenda, information only

The goal posts were taken down on 21st May, liquid fertiliser applied to all pitches on 30th May and drill seeding completed on 3rd June. SMRHS will be carrying out the alterations to the water pressure system on Tuesday 18th June and the annual boiler service and calorifier repair on Wednesday 19th June.

A second Sunday league football team have asked to play at our facility for the next season. The Jolly Toppers have now confirmed that they have 2 teams for the coming season, details of teams for Barton Rovers and the Youth team have been requested.

048.2 To retrospectively approve the cost of 1 additional bag of grass seed

To enable all pitches and the goal mouths to be seeded, a further 1 bag of grass seed was required. Councillor Selley **PROPOSED** retrospective approval of 1 bag of grass seed at a cost of £88.40, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

048.3 To consider and approve payment of outstanding Invoice to Industrial Door Systems Ltd

A response has been received from Industrial Door Systems Ltd to advise that following their previous assessment, no fault has been found with the works undertaken. They advise that “the pin locks have a slight protrusion as the locks were cut and re-welded. The engineer has stated that the lath had previously been repaired by others and already had numerous holes prior to their attendance. The invoice is now due for payment”. Members discussed the sub-standard work and that the previous work undertaken was completed by the same company but their Hemel Hempstead depot. Councillor Selley **PROPOSED** a part-payment of £300 plus VAT be made in full and final settlement of the outstanding invoice. This was **SECONDED** by Councillor Channon and **UNANIMOUSLY CARRIED**.

19/049 MONTHLY FINANCIAL REPORTS

049.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports

The monthly financial reports up to May month end were received by members.

19/050 APPROVAL OF PAYMENT OF ACCOUNTS

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

The payments for June were provided to members. Councillor Davison-Williams **PROPOSED** approval of the payments for June totalling £14,118.28 with the amendment of the payment in favour of British Gas, folio no. 19/0060. This was **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

19/051 TIME ALLOCATION FOR COMMITTEE MEETINGS

051.1 Dates available for committee/sub-committee meetings –

17th June – Planning, Highways & Environment and Policies & Resources - to be held in the Parish office, start time 7.30pm.

24th June – Leisure and Burial Ground - to be held in the Parish office, start time 7.30pm.

19/052 MISCELLANEOUS CORRESPONDENCE RECEIVED

052.1 To acknowledge receipt of the Allotment & Leisure Gardener, Issue 2 May - acknowledged.

052.2 To acknowledge receipt of the Chiltern Society Magazine, Issue 232 Summer 2019 - acknowledged.

052.3 To acknowledge receipt of the CPRE Bedfordshire May Update - acknowledged.

052.4 To acknowledge receipt of the Chilterns Conservation Board May Newsletter - acknowledged.

052.5 To acknowledge receipt of the Rural Services Network Monthly bulletin, June edition - acknowledged.

- 052.6 **To acknowledge receipt of the Rural Services Network Weekly Bulletin of 14th, 21th, 29th May and 4th June** - acknowledged.
- 052.7 **To acknowledge receipt of the National Association of Local Council Chief Executive's Bulletin of 17th, 24th and 31th May** - acknowledged.
- 052.8 **To acknowledge receipt of the National Association of Local Council monthly newsletters** – Acknowledged.

19/053 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Notification was received after the agenda was published, that Be Safe Fire Protection were coming to service the Fire Extinguishers on 13th June. As this is the 10th year of them being in place, an extended service would be required but given their age, advice is that they should be replaced. Members agreed that any additional cost would need to be retrospectively approved at the next meeting.

An urgent request has been received from a family who lived in the Village in the 1960 and 70's to bury their father. His daughter is already buried in the Burial Ground and a business case has been received for members to consider and approve the new gravespace of a non-resident. Councillor Selley **PROPOSED** approval of the request, subject to non-resident fee rates. This was **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

Councillor Channon requested that an award at the Horticultural Show be given in the name of Councillor Gunter who was Chairman of the Parish Council from 2017 until his death in April 2019. This will be discussed at the next Leisure Committee.

The meeting closed at 9.52 pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 10th June 2019

Dated this the 8th July 2019

**COUNCILLOR L DAVISON-WILLIAMS
CHAIRMAN**

PAYMENT OF ACCOUNTS
June 2019

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
19/0053	Peninsula Business Services	HR Services - June 2019	£ 199.00	£ 39.80	£ 238.80	4151		DD
19/0054	Central Bedfordshire Council	Council Tax - Parish Office - June	£ 236.00	£ -	£ 236.00	4137		DD
19/0055	Central Bedfordshire Council	Council Tax - Sports Pavilion - June	£ 577.00	£ -	£ 577.00	4811		DD
19/0056	Direct 365	Skip Emptying - Allotments (May)	£ 126.86	£ 25.37	£ 152.23	4134		DD
19/0057	Cawleys	Skip Emptying - Burial Ground (May)	£ 38.44	£ 7.69	£ 46.13	4314		DD
19/0058	Scottish Power	Electricity - Parish office (01/05/19-31/05/19)	£ 100.95	£ 5.05	£ 106.00	4137		DD
19/0059	Crown Gas	Gas - Pavilion (01/05/19-31/05/19)	£ 43.30	£ 2.17	£ 45.47	4812		DD
19/0060	British Gas	Electric supply Pavilion (01/05/19-31/05/19)	£ 94.10	£ 4.70	£ 98.80	4806		DD
19/0062	Xerox Finance	Versalink Photocopier (01/03/19 - 31/05/19)	£ 81.04	£ 16.21	£ 97.25	4111		DD
19/0064	NEST	Pension payments May 2019 (Payment due June)	£ 813.62	£ -	£ 813.62	526		DD
19/0065	HM Rev & Customs	Mth 2 PAYE	£ 734.40	£ -	£ 734.40	525		7153
19/0066	HM Rev & Customs	Mth 2 Nat. Emp'ee NI Contribution	£ 466.39	£ -	£ 466.39	525		7153
19/0067	HM Rev & Customs	Mth 2 Nat. Emp'er NI Contribution	£ 536.35	£ -	£ 536.35	525	£ 1,737.14	7153
19/0068	I Nicholls	June Salary	Salary	.	Salary	4002		7154
19/0069	E Rhodes	June Salary	Salary		Salary	4004		7155
19/0070	S Cowie	June Salary	Salary		Salary	4001		7156
19/0071	C Callen	June Salary	Salary		Salary	4000		7157
19/0072	I Swales	June Salary	Salary		Salary	4003		7158
	TOTAL SALARIES		£ 5,318.06		£ 5,318.06			
19/0073	I Swales	May Petty Cash	£ 10.00	£ 2.00	£ 12.00	4140		7159
19/0074	I Swales	May Mileage 270 miles @ 60.1p	£ 162.27	£ -	£ 162.27	4107	£ 174.27	7159
19/0075	C Callen	May Mileage 62.4 miles @ 45p	£ 28.08	£ -	£ 28.08	4107		7160
19/0076	Office Petty Cash	Office Supplies & Postage	£ 55.37	£ -	£ 55.37	SPLIT		7161
19/0077	Project Metalcraft Ltd	Repair Gate at Arnold Rec Play Area	£ 60.00	£ 12.00	£ 72.00	4654		7162
19/0078	Boston Crop Sprayers	Coveralls & Gloves for Groundsman	£ 34.60	£ 6.92	£ 41.52	4141		7163
19/0079	Hertfordshire County Council	Office Supplies	£ 16.73	£ 3.35	£ 20.08	4113		7164
19/0080	MJ Granger Grounds Maintenance	Grass cutting 08/05/19	£ 374.01	£ 74.81	£ 448.82	SPLIT		7165
19/0081	MJ Granger Grounds	Grass cutting 21/05/19	£ 374.01	£ 74.81	£ 448.82	SPLIT	£ 897.64	7165

	Maintenance							
19/0082	Rialtas Business Solutions	Year End Closedown	£ 580.50	£ 116.10	£ 696.60	4110		7166
19/0083	SMRHS Ltd	Call Out to repair Water Pressure Booster	£ 569.71	£ 113.94	£ 683.65	4807		7167
19/0084	Jewson Ltd	Paving slab/Postcrete/Fence Post/Nails for repairs	£ 85.73	£ 17.15	£ 102.88	SPLIT		7168
19/0085	Playsafety Ltd	Annual ROSPA Inspection	£ 272.00	£ 54.40	£ 326.40	4655		7169
19/0086	LW Vass/HL Hutchinson Ltd	Grass seed x6 bags for Sports Field	£ 530.40	£ -	£ 530.40	4813		7170
19/0087	Professional Pest Management	pest Control Allotments (May)	£ 62.41	£ 12.48	£ 74.89	4609		7171
19/0088	Ray Foster	Internal Independent Auditor Fee	£ 120.00	£ -	£ 120.00	4110		7172
19/0089	Prysebros Ltd	Fertiliser application for Sports Field	£ 590.00	£ 118.00	£ 708.00	4804		7173
19/0090	Hertfordshire County Council	Office Supplies	£ 100.00	£ 20.00	£ 120.00	4113		7174
TOTAL JUNE 2019 PAYMENTS			£13,391.33	£ 726.95	£14,118.28			