

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL, HELD ON
MONDAY 11th MARCH 2019
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30PM

Present: Councillors Mr L Davison-Williams (Vice-Chair), Mrs B Thomas, Mrs G Gardner, Mr J Paxton, Mr N Day

In attendance: Mrs C Callen (Clerk), Mrs S Cowie (Assistant Clerk), Central Bedfordshire Councillor Shingler & 1 member of public

Minutes: Mrs S Cowie

18/566 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mr D Gunter, Mr J Selley, Mr J Roberts and Mr A Channon

18/567 SPECIFIC DECLARATIONS OF INTEREST – There were none

18/568 POLICE REPORTS

568.1 To acknowledge receipt of Crime Statistics for January 2019

The crime statistics for January 2019 were unavailable at the time of the meeting. Once available they will be forwarded to Councillors.

568.2 To acknowledge receipt of the Bedfordshire Police & Crime Commissioners monthly newsletters

The Police and Crime Commissioners monthly newsletter had not been received at the time of the meeting. It will be forwarded to Councillors once available. Councillor Paxton suggested that the Parish Council should write to our MP, Nadine Dorries, regarding the lack of funding resources for Bedfordshire Police. Members agreed with Councillor Paxton's suggestion and asked the Clerk to draft a letter, to be emailed to all before forwarding to the MP.

18/569 PUBLIC QUESTION TIME

One member of public was present, there were no questions.

18/570 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

570.1 Councillor Shingler confirmed that the planning application relating to the Variation of Condition in respect of parking for Maple House was approved at Central Bedfordshire's Development Management Committee meeting held on 6th March. This related to the removal of a garage and changed parking layout.

Councillor Shingler provided further information regarding the provision of Community Policing via Central Bedfordshire Council. 12 uniformed officers will be appointed to work alongside the Police. Their priorities will be tackling low-level anti-social crime such as parking, dog fouling and fly tipping, leaving PSCO's to concentrate on more mid-level areas of crime. At present it is unsure whether body cameras will be used.

There were no further questions.

Councillor Shingler left the meeting at 7.40 pm.

18/571 PLANNING COMMITTEE REPORTS/UPDATE

571.1 Matters arising from previous Planning Committee not included within agenda

As mentioned by Councillor Shingler, application CB/18/04368/VOC, Maple House, Nicholls Road was approved at the Development Management Committee on 6th March. The Decision notice was unavailable at the time of the meeting, therefore, it was unknown whether any conditions had been

applied to the application. Councillor Davison-Williams advised that he had watched the webcast of the meeting, the conditions were not discussed. Once the decision notice is available it should be forwarded to members.

Councillor Davison-Williams advised members that Central Bedfordshire Council's Local Plan Inspector has left, and 2 new Inspectors have been appointed. Silsoe Parish Council have now submitted their Neighbourhood Plan, members agreed that this should be looked at and included on the agenda for the next planning meeting.

- 571.2 **To receive the minutes of the Planning Committee meeting held on 25th February 2019 and to consider and ratify any recommendations contained therein**
A copy of the minutes was circulated to members prior to the meeting. Councillor Gardner **PROPOSED** receipt and approval of the minutes of the Planning committee meeting held on 25th February, this was **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 571.3 **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.
- 571.4 **Update on Enforcement Notices**
There were none.
- 571.5 **To consider new planning applications or delegate authority to respond to committee**
CB/19/00470/FULL, 126 Manor Road: New dormers to front and rear
Councillor Mrs Gardner declared an interest as she knows the agent.
Councillor Day **PROPOSED** the objection detailed below with **3 in Favour, 1 against and 1 abstention**
OBJECT: The size of the proposed dormer window is not consistent with the dormer on the adjoining property and is unbalanced aesthetically
- 571.6 **To consider any planning applications received after the agenda was produced**
CB/TRE/19/00062, 15 Manor Farm Close: Works to trees protection by a Preservation Order: Prune 3 Ash trees with the rear garden. The trees are within Group 4 of TPO Ref: SB/TPO/94/0006
- No comments
CB/TRE/19/00066, 4 Manor Farm Close: Works to a tree subject to a Tree Preservation Order: Significantly prune 1 Ash tree within the rear garden. The tree is listed as within Group G3 within TPO Ref: SB/TPO/94/0006.
- No comments
- 571.7 **To acknowledge CPRE Bedfordshire East West Rail Preferred Route Consultation response**
The response was acknowledged by members. It was noted that one of the proposals referred to a new railway station at Wixams.
- 18/572 MINUTES OF LAST MEETINGS**
- 572.1 **To receive and approve the minutes of the Full Council meeting held on 11th February 2019**
The minutes of Full Council held on 11th February 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**.
- 572.2 **To receive and approve the minutes of the Extra-Ordinary meeting of the Council held on 4th March 2019**
A copy of the minutes was circulated to members prior to the meeting. Councillor Davison-Williams **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

- 572.3 **Matters arising outside of committee reports/updates**
Councillor Paxton queried whether the blog on 'Being a Councillor' had been completed. He was advised that Councillor Channon is currently working on the Blog which will be published soon.
- 18/573 CHAIRMAN'S ANNOUNCEMENTS**
- 573.1 A Thank You letter has been received from Noah's Ark regarding the recent S137 grant award. The group have now purchased 5 dolls with the money awarded.
- 573.2 **To confirm date for Annual parish Meeting and Annual Meeting of the Parish Council**
Members agreed a date of Monday 13th May 2019 for both meetings in the Village Hall. Councillor Thomas confirmed she would not be present, her apologies were noted.
- 573.3 **To remind Chairs and Outside representatives to submit Annual Reports to the Clerk by 31/03/2019**
This was duly noted.
- 573.4 **To remind Councillors of procedure for Parish Councillor Nomination process**
The application form and checklist guidelines were circulated to members, they were reminded of the deadline for applications which is set at 3rd April, 4pm. Forms must be returned to the Deputy Returning Officer at Central Bedfordshire Council's Priory House, Chicksands. Councillor Davison-Williams offered to deliver all forms to Chicksands personally. Completed forms should be passed to the Clerk by the end of March. The application must include the nominees electoral role number, the Clerk was asked to forward these to Councillors.
- 18/574 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**
- 574.1 **Matters arising from previous Policies & Resources Committee not included within agenda –**
There were none.
- 574.2 **To receive the minutes of the Policies & Resources committee meeting held on 25th February 2019 and to consider and ratify any recommendations contained therein.**
A copy of the minutes was previously circulated to members. Councillor Davison-Williams **PROPOSED** approval and ratification of the recommendations contained within the minutes of the Policies and Resources meeting held on 25th February 2019, this was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.
- 574.3 **To review the Risk Assessment summary 2018/2019**
A copy of the Risk Assessment Overall Summary was provided for members, together with the Action Plan. All agreed that the individual Risk Assessments should be considered at committee level where any requirements to improve risk vulnerability can be discussed fully. Councillor Davison-Williams **PROPOSED** acknowledgment and receipt of the Risk Assessment Summary for 2018/2019, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 574.4 **To retrospectively approve the amended 2019/20 Council Precept submission**
The Parish Council Precept Requirement Form submitted in January to Central Bedfordshire Council was completed using the unamended figures in respect of the salaries budget and shows an inflated figure by £665, to £170,115. Councillor Davison-Williams **PROPOSED** a revised Precept figure of £170,115 be approved, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 574.5 **To consider and approve cost for Parish Council skip**
Members agreed this item should be deferred and taken back to the Policies & Resources committee meeting. **ACTION: comparison sheet of skip capacity (litres/yards) to be provided at the meeting.**
- 18/575 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 575.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**
The groundsman is making good progress rubbing down and re-staining the benches in the Burial ground and has completed the bench in the churchyard garden of rest.

- 575.2 **To receive the minutes of the Burial Grounds committee meeting held on 18th February 2019 and to consider and ratify any recommendations contained therein.**
Councillor Thomas **PROPOSED** the approval and ratification of the minutes of the burial ground committee held on 18th February 2019, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.
- 575.3 **To acknowledge churchyard and burial ground inspections**
The inspections undertaken on 21st February and 7th March were acknowledged, everything was in order. It was noted that the grass cutting will need to begin soon.
- 575.4 **To acknowledge the War Memorial inspection**
The inspections undertaken on 21st February and 7th March were acknowledged. No urgent works were highlighted. Members asked that quotations for the re-lettering of the names engraved on the war memorial be considered at the next committee meeting.
- 575.5 **To approve the Burial Ground Fees for 2019/20**
An increase of 2% was proposed, fees to be rounded up to the pound. Councillor Thomas **PROPOSED** amendment to the fees for 2019/20, as follows:
Exclusive Right of Burial Section: 1(c) An earthen plot within the Garden of Rest be amended from £111.60 to £112.00 and point 2 Transfer of Exclusive Right of Burial fee be amended from £25.50 to £26.00. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY APPROVED**.
Councillor Thomas then **PROPOSED** approval of the burial fees with amendments as listed, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 18/576** **HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 576.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**
Councillor Paxton confirmed that the roadworks on the bypass were currently taking place and should be completed by the end of the week. The office has posted information regarding the roadworks on the Council's Facebook page. Central Bedfordshire Council's Streetworks team have now sent through the Road Closure Notice for Hexton Road. This road closure relates to the traffic calming installation of 3 raised tables between Old Road and Church Road. As yet the invoice for Phase 1, Luton Road and update on new plans for Phase 2 have not been received. The Clerk continues to chase Central Bedfordshire Council for this information.
Councillor Thomas queried whether clarification has been received over confirmed ownership of the land behind Simpkins Drive. Councillor Davison-Williams advised he has spoken to Central Bedfordshire Council's Tree Officer regarding this, the information should be available in time for the end of March and the start of the bird nesting season.
- 576.2 **To receive the minutes of the Highways & Environment committee held on 25th February 2019 and to consider and ratify any recommendations contained therein**
Councillor Paxton **PROPOSED** approval and ratification of the minutes of the meeting held on 25th February, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 576.3 **To acknowledge the Bus Shelter inspections**
The bus shelter inspection of 5th March was acknowledged. Everything was in order.
- 576.4 **To consider participation in the Great British Spring Clean campaign**
Details of the Campaign were circulated to members. Central Bedfordshire Council have offered resources including tabards, litter pickers, bags and waste to be collected by their contractor, Biffa. All was felt that it was a good scheme and would be a good community event. Councillor Gardner confirmed that she would approach the WI for volunteers, office to contact the uniformed organisations and asked the Clerk to register the Council's interest with Keep Britain Tidy. **ACTION: Item to be discussed further at the next Highways & Environment meeting in March.**

18/577 **LEISURE COMMITTEE REPORT/UPDATE**

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

The second toddler seat at Arnold Recreation Ground has been installed. The replacement hand grip on the fitness equipment has also been installed. The new Heritage Garden at the allotment site has been cleared, ploughed and rotavated. Barton Conservation Group have completed cutting back the hedges in the Norman Road play area. The aeroskate bearings have been oiled, the replacement parts were not required at this stage but will be kept for future use.

577.2 **To receive the minutes of the Leisure committee meeting held on 18th February 2019 and to consider and ratify any recommendations contained therein**

Councillor Thomas **PROPOSED** receipt and ratification of the minutes of the Leisure committee held on 18th February, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

577.3 **To receive the minutes of the Horticultural Show sub-committee meeting held on 26th February and to consider and ratify any recommendations contained therein**

Councillor Thomas asked that minute point 18/568 Floral Arts section be amended to read “additional note should be added for class 90 that no entries can be accepted after the closing date of 5th September”. Councillor Gardner **PROPOSED** the approval of the Horticultural Show sub-committee meeting with amendment to point 18/568, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

577.4 **To acknowledge weekly Playground and Fitness Equipment Inspections**

The Arnold Recreation Ground playground inspections of 19th and 26th February and 5th March were acknowledged. In Arnold Recreation Ground, the damage to the seat was noted, the Groundsman is obtaining quotations for the replacement wood required. Earlier that day the basketball back plate and safety signage was replaced.

The Fitness Equipment inspections of 19th and 26th February and 5th March were acknowledged. Everything was in order.

The Norman Road play area inspections of 16th and 22nd February and 1st March were acknowledged. Everything was in order.

577.5 **To approve the 2019 Horticultural Show Schedule**

The Show Schedule was considered. Minor amendments were made including removal of Auction of produce from the front page and the addition of the closing date of 5th September for Division 8, point 90 to read “No entries will be accepted for this class after the closing date of 5th September. Councillor Thomas **PROPOSED** approval of the 2019 Horticultural Show Schedule with the amendments as detailed, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

577.6 **To retrospectively approve the additional cost to engrave the allotment winner’s cup**

At the Full Council meeting on 11th February members approved a cost of £22.00 for engraving the 2018 allotment winners name on the cup. The engraving has been completed but due to the size of the cup the cost was £30.00. Councillor Thomas **PROPOSED** retrospective approval of the additional cost of £8.00, this was **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

18/578 **SPORTS FIELD COMMITTEE REPORT/UPDATE**

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

A letter has been received by the FA asking for Local Authorities to take part in an online survey of the condition of their grass pitches. It was agreed that Councillor Selley would be asked to complete the survey, if not able to do so, the Groundsman will be asked.

IDS (Industrial Door System) visited the Pavilion to view the recent repair works to the roller shutter door. As yet their report/findings have not been received. The Assistant Clerk continues to chase and will update members when it is available.

18/579 MONTHLY FINANCIAL REPORTS

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

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

18/580 APPROVAL OF PAYMENT OF ACCOUNTS

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

The payments for March were provided to members. Councillor Davison-Williams **PROPOSED** approval of the payments for March. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

18/581 TIME ALLOCATION FOR COMMITTEE MEETINGS

581.1 Dates available for committee/sub-committee meetings –

18th March - Highways, Leisure, Burial Grounds committee

25th March - Planning, Policies & Resources, Pay & Personnel

Meetings to be held in the Parish office, start time 7.30pm

18/582 MISCELLANEOUS CORRESPONDENCE RECEIVED

582.1 To acknowledge receipt of the Chiltern Society Spring magazine - acknowledged.

582.2 To acknowledge receipt of the Rural Services Network Monthly bulletin, March edition - acknowledged.

582.3 To acknowledge receipt of the Rural Services Network Weekly Bulletin of 12th, 19th, 26th February and 5th March - acknowledged.

582.4 To acknowledge receipt of the National Association of Local Council Chief Executive's Bulletin of 8th, 15th, 22nd February and 1st March - acknowledged.

582.5 To acknowledge receipt of the Bedfordshire Bugle March edition – Acknowledged. Councillor Davison-Williams referred to an article in the magazine where Clifton Parish Council have Festival of Britain plaques available for the village signs.

582.6 To acknowledge receipt of the London Luton Airport Newsletter – acknowledged

18/583 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There were none.

The meeting closed at 9.09 pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 11th March 2019

Dated this the 8th April 2019

**COUNCILLOR L DAVISON-WILLIAMS
VICE-CHAIRMAN**

**PAYMENT OF ACCOUNTS
MARCH 2019**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
0400/18	Peninsula Business Services	HR Services - March 2019	£ 199.00	£ 39.80	£ 238.80	4151		DD
0401/18	Direct 365	Skip Emptying - Allotments (February)	£ 120.25	£ 24.05	£ 144.30	4134		DD
0402/18	Cawleys	Skip Emptying - Burial Ground (February)	£ 36.32	£ 7.26	£ 43.58	4314		DD
0403/18	Scottish Power	Electricity - Parish office	£ 60.95	£ 3.05	£ 64.00	4137		DD
0404/18	Crown Gas	Gas - Pavilion (01/02/19-28/02/19)	£ 134.08	£ 6.70	£ 140.78	4812		DD
0405/18	British Gas	Electric supply Pavilion (01/02/19-28/02/19)	£ 71.80	£ 3.59	£ 75.39	4806		DD
0406/18	Everflow Ltd	Water Supply Office, Sports, Allots (7/3/19 - 6/4/19)	£ 198.49	£ -	£ 198.49	SPLIT		DD
0407/18	Xerox Finance	Versalink Photocopier (01/12/18 - 28/02/19)	£ 81.04	£ 16.21	£ 97.25	4111		DD
0408/18	Xerox (UK) Ltd	Photocopier variable charge (01/12/18-28/02/19)	£ 165.38	£ 33.08	£ 198.46	4111		DD
0409/18	NEST	Pension payments February 2018 (Payment due March)	£ 665.21	£ -	£ 665.21	526		DD
0410/18	HM Rev & Customs	Mth 11 PAYE	£ 458.20	£ -	£ 458.20	525		7087
0411/18	HM Rev & Customs	Mth 11 Nat. Emp'ee NI Contribution	£ 447.49	£ -	£ 447.49	525		7087
0412/18	HM Rev & Customs	Mth 11 Nat. Emp'er NI Contribution	£ 514.61	£ -	£ 514.61	525	£ 1,420.30	7087
0413/18	I Nicholls	March Salary	Salary	.	Salary	4002		7088
0414/18	E Rhodes	March Salary	Salary		Salary	4004		7089
0415/18	S Cowie	March Salary	Salary		Salary	4001		7090
0416/18	C Callen	March Salary	Salary		Salary	4000		7091
0417/18	I Swales	March Salary	Salary		Salary	4003		7092
	TOTAL SALARIES		£ 5,362.53		£ 5,362.53			
0418/18	I Swales	February Petty Cash	£ 50.02	£ 10.01	£ 60.03	4140		7093
0419/18	I Swales	February Mileage 277 miles @ 60.1p	£ 166.48	£ -	£ 166.48	4107	£ 226.51	7093
0420/18	Office Petty Cash	Kettle/Tea/Milk/Cups/Plates	£ 25.38	£ 4.92	£ 30.30	4113		7094
0421/18	Nimbus Lightniog Protection	Repairs to Lightning Protection	£ 370.00	£ 74.00	£ 444.00	4807		7095
0422/18	Stuart Brown Ltd	Annual Servicing Hedgecutter, Brushcutter, Blower & Oil	£ 183.74	£ 36.74	£ 220.48	4143		7096
0423/18	JAC Publications Ltd	Delivery of Parish Newsletters	£ 70.00	£ 14.00	£ 84.00	4124		7097
0424/18	B&S Chains (Midlands) Ltd	Replacement cradle swing seat for Arnold Rec Playarea	£ 77.96	£ 15.59	£ 93.55	4654		7098
0425/18	Lexis Nexis	Arnold Baker Local Council Administration Book 11th Ed	£ 110.99	£ -	£ 110.99	4114		7099

0426/18	Barton Rovers FC	50% Share of O2 Mast Rental Income 2019	£ 1,625.00	£ -	£ 1,625.00	4802		7100
0427/18	Caloo	Replacement handles for Gym equipment x2	£ 13.00	£ 2.60	£ 15.60	4654		7101
0428/18	Macaulay Tree Services	Lift crown on trees at Arnold Recreation Ground	£ 250.00	£ -	£ 250.00	4652		7102
0429/18	Bedford College	P/T Groundsman Courses	£ 933.00	£ -	£ 933.00	4120/321		7103
0430/18	K Horner	Hedge cutting/clearance Old Road/Arnold Rec	£ 80.00	£ 16.00	£ 96.00	4652		7104
0431/18	Barton Village Hall	February PC Meeting	£ 35.00	£ -	£ 35.00	4112		7105
0432/18	MBS Trophies	Engraving of Allotment Cup	£ 30.00	£ -	£ 30.00	4608		7106
0433/18	S Cowie	Mileage May18 - Feb19 47.6 miles @ 45p	£ 21.42	£ -	£ 21.42	4107		7107
0434/18	BT Business	Phone/Broadband & new system 1/12/18-31/05/19	£ 742.45	£ 148.49	£ 890.94	4105		DD
TOTAL MARCH 2019 PAYMENTS			£13,299.79	£ 456.09	£13,755.88			