

MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,
HELD ON MONDAY 22nd JULY 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 J Selley, Mr J Roberts, Mrs V Jones and Mr A Channon

In attendance: Mrs C Callen (Clerk) and 1 member of the Public

Minutes: Mrs C Callen

19/164 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mr N Day.

19/165 SPECIFIC DECLARATIONS OF INTEREST

There were none.

19/166 PUBLIC QUESTION TIME

No questions were raised by the public present.

19/167 PLANNING COMMITTEE REPORTS/UPDATE

167.1 Matters arising from previous Planning Committee not included within agenda

The Parish Office has received a complaint from a resident following an objection raised on their planning application. This was acknowledged.

167.2 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.

167.3 Update on Enforcement Notices

With reference to the Enforcement case regarding Flat 1, The Old Bakery, Bedford Road – Unauthorised display of advertisement (hairdressers) – the Enforcement Officer advised on 9th July that she has spoken to both the manager and owner of the business to advise them that they need to apply for planning to approve the sign or remove it. They were given 14 days. The Enforcement Officer is now trying to speak with the owner to chase up and will advise us in due course of the actions being taken.

167.4 To consider and approve response to Central Bedfordshire Council Draft Licensing Policy

The Licencing Act requires the Licencing Authority to review and publish its statement of Licencing Policy every 5 years. A copy of the draft policy was provided to members before the meeting. After a review and discussion regarding the contents, it was agreed that no further comments were required.

167.5 To consider attendance at briefing meeting regarding residential development in Village

Turley Associates, acting on behalf of Taylor Wimpey, have invited the Parish Council to meet to discuss the proposal for development on land to the east of Barton-le-Clay (HAS05 Local Plan proposed allocation). It was agreed that all Councillors should meet to hear what they have to say.
Action – Clerk to request suitable dates following the Summer Recess in September to hold the briefing meeting.

19/168 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

Following adoption of the S137 Grant Policy for 2019/20 at the last meeting, the Clerk will advertise the Grants from August to local residents, with a closing date of 30th September 2019.

Councillor Davison-Williams advised that he had now spoken to the Chairman of the Bowls Club and requested information to be provided to the Clerk ahead of arranging a meeting to discuss options for possible financial assistance.

168.2 **To consider and approve cost to replace Parish Notice Board**

With reference to replacing the Parish Notice Board on the corner of Norman Road that was installed in 2015 and is in a poor condition, both the groundsmen have been asked if they could do the repair work. The full-time groundsman does not have time at the moment to take on this project. The part-time groundsman has volunteered to try and refurbish the old board, with new materials costing c£100 and an estimate of 10 hours work required. Previous quotes from 2 independent carpenters were in the region of £500 to complete the work in wood. Members discussed the merits in looking at an alternative aluminium noticeboard, with magnetic board and locking doors to protect from damage. However, it was felt that whilst this would give a more professional look to the Parish notices, the additional cost was too high. Councillor Selley **PROPOSED** approval for the Part-time Groundsman to refurbish the existing noticeboard at a cost of £220, this was **SECONDED** by Councillor Channon and **UNANIMOUSLY CARRIED**. Costings to replace the Parish noticeboards in the future, are to be considered when Budgets are reviewed later in the year.

168.3 **To review online Engagement & Communication Policy**

The current policy was adopted in February 2018 and there have been several changes in Social Media and the website since then that need to be reflected in the Parish Council Policy. Councillor Channon agreed to review the current policy to ensure it remains fit-for-purpose and amend where necessary. This can then be reviewed and approved at the next Committee meeting in September, before adopting by Full Council.

168.4 **To consider Accessibility of Website in Line with 2018 Regulations**

Details of the NALC guidelines regarding The Public Sector Bodies (Websites and mobile applications) (No2) Accessibility Regulations 2018 was provided prior to the meeting, together with a sample accessibility statement from the Government website. Compliance is required by September 2020. Following discussion, it was agreed to take this back to Committee for further consideration of the Parish Council's digital strategy for its website.

168.5 **To retrospectively approve the cost of 'Local Councils Explained' Book for Clerk**

As part of the CiLCA training being undertaken by the Clerk, this publication has been recommended by both BATPC and NALC to support her studies and benefit the Council going forward. Councillor Davison-Williams **PROPOSED** retrospective approval to purchase the 'Local Councils Explained' book at a cost of £19.99. This was **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

168.6 **To consider appointment of new Internal Auditor for 2019/20 Accounts**

The current Internal Auditor has been used for the last 3 years. Following the 2018/19 year end process, concerns were raised by Councillors Thomas and Gardner that insufficient checks were undertaken to protect the Parish Council and its staff and that now was the time to consider a change. Members agreed that the Clerk should investigate alternatives for the Year End Audit 2019/20.

19/169 PAY & PERSONNEL SUB-COMMITTEE REPORT/UPDATE

169.1 **Exempt Business**

Resolution to exclude members of press and public from debate on agenda items 169.2 to 169.5 (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 Roberts advised that there was nothing of a confidential nature to discuss and therefore the resolution was not passed.

- 169.2 **To consider and approve Annual Staff Appraisal Councillor feedback form**
The form previously used has been amended by the Clerk and Councillor Roberts to allow Councillors to provide feedback on staff performance ahead of the annual staff appraisals being undertaken during August and September. Councillor Roberts **PROPOSED** approval and adoption of the Councillor Feedback Form, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 169.3 **To consider and approve Annual Staff Appraisal form**
The Clerk has drawn up a revised form to use for the annual Appraisals due in August/September. This is to try and simplify the form and make it more user friendly. Councillor Roberts **PROPOSED** approval and adoption of the revised Annual Staff Appraisal form, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.
- 169.4 **To approve and adopt Training and Development Policy**
A new policy for training and developing both staff and councillors has been drawn up by the Clerk. Councillor Roberts acknowledged that this was an important area to prioritise. Councillor Roberts **PROPOSED** approval and adoption of the Training & Development Policy version 1.0, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.
- 169.5 **To consider and approve electronic payment of Staff Salaries**
The Staff currently are paid by cheque. Councillor Thomas has requested that electronic payment is investigated. Unfortunately this cannot be done at the TSB Bank Branch via a letter for faster payment as their limit is £5k and the salaries exceed that each month. The Clerk has spoken to the Bank regarding making online payments which allow three signatories. This is possible if the three signatories sign up to access the online banking system. The Clerk can then enter the payments and the other two signatories would then receive a message requesting authorisation. Once all have actioned, the payment would be sent. The Clerk was requested to investigate how other organisations deal with their payroll payments. Item to be discussed further at the next Committee meeting.
- 19/170 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 170.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**
Confirmation of the faculty has been received from Revd Johnson, with regards to the memorial repair in the Churchyard. The stonemasons have been instructed to undertake the work.

The Clerk has advised that there will be a fee of £164 required to apply for a road closure for the Remembrance Day service. Councillors confirmed that they were happy to proceed with the application and that approval of the cost will be actioned at the next Council meeting in September.
- 19/171 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 171.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**
Further damage has been reported to the police and Central Beds regarding the access gate at the end of Old Road leading to Lovers Walk. Again Barton Countryside Conservation have done a make-shift repair.
A letter has been received from a resident in Luton Road, following receipt of the Parish Newsletter, regarding issues with the current traffic calming measures and requesting Speed Camera's be considered instead. This was acknowledged and will be discussed further at the next Committee meeting.
- 171.2 **To receive the minutes of the Highways & Environment committee held on 15th July 2019 and to consider and ratify any recommendations contained therein**
A copy of the minutes was previously circulated to members. Councillor Roberts **PROPOSED** approval and ratification of the minutes of the meeting held on 15th July, **SECONDED** by Councillor Selley and **with 7 in favour and 1 abstention**.

- 171.3 **To consider and approve cost to cut back hedge on Simpkins Drive**
A complaint has been received from a resident on Simpkins Drive regarding the overgrown hedge bordering his property on the green open space. The hedging has become too dense. Two quotes have been received to cut back height to 5ft and reduce depth. In addition, quotes have been obtained to cut back all the hedges in the green space area on Simpkins Drive and also raise the canopies of the trees in the centre. Councillor Paxton **PROPOSED** approval of the quote from MJ Granger Ground Maintenance to cut back all the hedges and the lower limbs of the trees at a cost of £600 plus VAT. This was **SECONDED** by Councillor Roberts with **7 in favour and 1 against**.
- Further to discussions at the Committee meeting on 15th July regarding the hedges overhanging the pathway to the rear of several of the properties on Simpkins Drive, Councillor Davison-Williams advised that historically the groundsman has cut these back. In view of the works now agreed to reduce the height of the hedges in this area, it was agreed that on this occasion the groundsman be requested to cut back the residents side of the hedge, but write and advise that any new growth will be their responsibility to maintain. **ACTION – Clerk to write to resident accordingly.**
- 171.4 **Update regarding trees between Simpkins Drive and A6**
Councillor Paxton and the Clerk met with the Land Surveyor at Simpkins Drive on 17th July to view the issue of ownership of the land between the fences behind Simpkins Drive. He had a detailed plan from land registry with all the title numbers of the properties and took measurements from the properties to the fence lines and beyond. A full report is expected before the end of the month. Way forward to be agreed at next meeting in September, in light of this report.
- 19/172 **LEISURE COMMITTEE REPORT/UPDATE**
- 172.1 **Matters arising from previous Leisure Committee not included within agenda – information only**
The basketball net in Arnold Recreation Ground has been replaced.
The Groundsman has also repaired the metal strap on the bench in Arnold Recreation Ground.
Councillor Davison-Williams reported that the ‘No Parking’ sign on Old Road at the entrance to the Burial Ground Extension field has been damaged and needs replacing. **ACTION – Clerk to arrange replacement sign as a matter of urgency given access issues, with retrospective approval of any costs to be actioned at September meeting.**
- UK Power Networks are currently working in Old Road and have exposed an inspection chamber and removed a section of hedge. **ACTION – Clerk to check reinstatement work is undertaken.**
- 172.2 **To receive the minutes of the Leisure committee meeting held on 15th July 2019 and to consider and ratify any recommendations contained therein**
A copy of the minutes was previously circulated to members. Councillor Thomas **PROPOSED** receipt and ratification of the minutes of the Leisure committee held on 15th July, **SECONDED** by Councillor Channon and **UNANIMOUSLY CARRIED**.
- 172.3 **To consider and approve draft letter regarding proposed Skate Park**
Councillor Channon has provided a draft response to the young resident who has requested the Council considers a skate park for the village. Councillors agreed that they were happy for this to be sent out by the Clerk on behalf of Councillor Channon, with any response to be directed via the Parish Office.
- 19/173 **SPORTS FIELD COMMITTEE REPORT/UPDATE**
- 173.1 **Matters arising from previous Sports Field committee not included within agenda, information only**

SMRHS have repaired 12 of the 15 toilets at the Pavilion, following the switch to mains-pressure water system. The remaining 2 plus the disabled toilet will be repaired at the same time the boiler is repaired.

The annual service of the alarm system has been completed at the Pavilion.

The Groundsman has reported concerns, regarding the deterioration of the speed humps on the access road to the Pavilion, as a result of the large, road maintenance vehicles, which are currently being stored in the Football Club car park. It was agreed that Barton Rovers Football Club be asked to contribute to any costs incurred in repairing these in due course.

Confirmation has been received from the Insurance Company that they have accepted the claim for the damage to the fencing at the Sports Field. A copy of the paid invoice has been provided and reimbursement is awaited.

Barton Rovers Youth Football Club have been declined permission to store foldable goals in the Sports Pavilion on Health & Safety grounds. They have now requested that goal sockets be installed on Pitch 8 by the Parish Council for them to use – they will provide the goals. Cost of sockets is £58.50 plus VAT and the Groundsman can carry out the work, using post mix costing £20.68.

ACTION – Clerk to liaise with Club to clarify exact requirements prior to the start of the Season and then any cost to be approved retrospectively in September.

173.2 Update regarding the unauthorised usage of the Sports Field during the off-season

The groundsman reported that a football team had been training on the pitches at the Sports Field on Monday nights, including taking up the netting he had laid across the goal mouth on Pitch 11 to protect the new grass growth. The Clerk also saw the Barton Rovers FC (BRFC) 1st Team training on the pitches on the Thursday evening. They have now been asked to use the BRFC training pitch in future.

Councillors Davison-Williams and Selley visited the pitches the following Monday to find the Walking Football team using them, rather than BRFC pitch which they usually hire. The manager has spoken to Councillor Shingler and has been requested to submit an official application to use the pitches to train in future, which will be considered by the Parish Council.

19/174 APPROVAL OF PAYMENT OF ACCOUNTS

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

The additional urgent payments for July were provided to members. Councillor Davison-Williams **PROPOSED** approval of the additional payments for July, totalling £2,024.11, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

19/175 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Councillor Gardner reminded everyone of the Horticultural Show being held on 7th September. She requested Councillors advise the Clerk of their availability on Friday 6th September to help set up and on the day to assist.

The meeting closed at 9.13 pm

I certify these minutes are a true and correct record of the Parish Council Extra-ordinary meeting held on 22nd July 2019

Dated this the 9th September 2019

**COUNCILLOR L DAVISON-WILLIAMS
CHAIRMAN**

PAYMENT OF ACCOUNTS
July (2) 2019

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
19/0137	Institute of Cemetery & Crematorium Management	Cemetery Management Course for Assistant Clerk	£ 135.00	£ 27.00	£ 162.00	4120/321		7204
19/0138	Barton Village Hall	June FC Meeting	£ 35.00	£ -	£ 35.00	4112		7205
19/0139	MJ Granger Grounds Maintenance	Grass cutting 23/04/19	£ 374.01	£ 74.81	£ 448.82	SPLIT		7206
19/0140	MJ Granger Grounds Maintenance	Grass cutting 18/06/19 & 02/07/19	£ 748.02	£ 149.60	£ 897.62	SPLIT	£ 1,346.44	7206
19/0141	Reynolds Landscaping Services	Grass Cutting 10/06/19 & 25/06/19	£ 350.00	£ 70.00	£ 420.00	SPLIT		7207
19/0142	NALC	Local Councils Publication for Clerks CiLCA	£ 19.99	£ -	£ 19.99	4114		7208
19/0143	S Cowie	Mileage April-Jul 2019 90.4 miles @ 45p	£ 40.68	£ -	£ 40.68	4107		7209
TOTAL JULY 2019 PAYMENTS			£ 1,702.70	£ 321.41	£ 2,024.11			