

MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL
HELD ON MONDAY 27th JULY 2020
ONLINE AT 7.30PM

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

In attendance: Mrs C Callen (Clerk), Mrs S Cowie (Assistant Clerk) & 2 members of the public

Minutes: Mrs C Callen

20/142 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Mr A Channon.

20/143 SPECIFIC DECLARATIONS OF INTEREST

Members were reminded of the procedures regarding declaration of interests. There were none.

20/144 PUBLIC QUESTION TIME

Two members of the public were present but did not request to speak.

20/145 PLANNING COMMITTEE REPORTS/UPDATE

145.1 Matters arising from previous Planning Committee not included within agenda -

CPRE have prepared a briefing statement to raise awareness of the development proposals for the Oxford-Cambridge Arc. Details were provided to members prior to the meeting, for information.

145.2 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.

145.3 To consider new planning applications or delegate authority to respond to committee:

CB/TCA/20/00342, 1 Clarkes Pightle, Bedford Road – Works to Trees in a Conservation Area: Removal of deadwood & reduce height by 3m to Spruce Tree.

Members felt it was difficult to comment on the application without further supporting information on what professional advice had been sought to justify the works. **ACTION – Clerk to contact Tree Officer at Central Bedfordshire Council for further information.**

2 members of the public left at 7.36pm

CB/20/02293/FULL, 32 Norman Road – Single storey side extension

Following discussion, Councillor Gardner **PROPOSED** the following objection, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

Object: The Parish Council are concerned that the proposed works will reduce the current space for off-road parking at the property by the building of the porch extension. Therefore, they object to the application as insufficient off-street parking will be available for 2/3 bedroom property, in line with CBC Design Guide parking standards, and no alternative arrangements have been provided.

CB/20/02372/FULL, 43 Meadhook Drive – Rear dormer loft conversion

Following discussion, Councillor Gardner **PROPOSED** the following objection, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

Object: The Parish Council object to the application as it believes that the proposed dormer is excessively large and will be obtrusive to the area and surrounding properties. The timber cladding material is not in keeping with the area and the lack of symmetry of the windows in the loft area would be detrimental to the street scene. The addition of an extra bedroom makes this a 4-bed property but it is unclear whether there is allowance for 3 off-road parking spaces as this has not been identified in the plans.

CB/20/02397/FULL, 7 Manor Farm Close – Replacing rear conservatory with single storey extension and construct garden room

- No comments.

CB/20/02459/FULL, The Coachhouse, Manor Farm Close – Erect detached garage to front of property with conversion of existing garage to habitable room

- *No comments.*

145.4 To consider ice-cream van street trading licence application

Details of an application to consider a 12month licence for Mr S Hussain trading as Super Softee to trade from an ice-cream van around Barton-le-Clay (and neighbouring villages) were shared with members. The proposed trading times are 1-2.30pm & 5-7pm Monday to Sunday in the Village. Copies of insurance & hygiene certificate were provided. His previous licence to operate expired in 2017. Following discussion, it was agreed to raise no issues

145.5 To consider and approve response to the Local Plan Consultation

Councillor Davison-Williams provided a summary of the key areas to debate ahead of the meeting. These centred on the possible impact of the Covid-19 pandemic on the 'exceptional circumstances' reason to build on Greenbelt land as outlined by Central Bedfordshire Council (CBC) in their proposed Local Plan.

Councillor Channon joined via audio at 8.02pm

Councillor Channon left at 8.25pm

Members agreed that there was a need for some sustainable housing within the village, as highlighted from previous discussions regarding the Neighbourhood Plan. A lengthy discussion covered the key benefits and objections to developing the land to the north-east of the Village (HAS05 – 498 homes proposed) and the land to the south of the village (HAS04 – 168 homes proposed originally but now withdrawn). It was acknowledged that this was a contentious issue and the views of the residents would need to be considered before any final decision made. Following the debate, Councillor Selley **PROPOSED** that HAS04 be re-included in the Local Plan as an option to negotiate with CBC, subject to relocation of the sporting facilities and final consultation with the community, **SECONDED** by Councillor Davison-Williams with **5 in favour, 2 against and 2 abstentions**. Members were requested to provide any additional supporting information to the Clerk by 7th August. The Clerk and Councillor Davison-Williams will draft a final report to be overviewed by all members before submission to the inspectors by the 12th August deadline.

20/146 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

An advert has gone out for a replacement keyholder for Norman Road Play Area – closing date 7th August. Several residents have already expressed an interest, either as a job share, employment or voluntary basis. It was agreed to hold a Pay & Personnel Sub-committee meeting on Friday 31st July to consider options.

146.2 To consider and approve response to the Local Council Boundary Commission consultation on the recommendations for ward boundaries in Central Bedfordshire

Following acknowledgement at Full Council, and an overview provided by Councillor Shingler of the recommendation, Councillor Davison-Williams **PROPOSED** to support the recommended Barton-le-Clay and Silsoe Ward, **SECONDED** by Councillor Selley with **8 in favour and 1 abstention**. Individuals are able to submit their own feedback response.

146.3 To consider and approve response to the Local Government Association consultation regarding the revised Model Member Code of Conduct

A copy of the consultation document and questionnaire was provided to members ahead of the meeting. The consultation runs until 17th August. LGA are running some webinars to discuss the draft code in more detail on 29th & 30th July and 5th August for Parish Councils to attend free of charge. It was agreed that a draft response be drawn up following attendance of the webinar, and emailed to members for approval prior to submitting by the deadline.

- 146.4 **To approve and adopt S137 Grant Policy 2020/21**
A copy of the policy approved by the Policies & Resources Committee on 29th June was provided prior to the meeting. Councillor Davison-Williams **PROPOSED** adoption of the S137 Grant Policy 2020/21 (v.8), **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.
- 146.5 **To approve and adopt the Complaints Procedure**
A copy of the Complaints Procedure approved by the Policies & Resources Committee on 29th June was provided prior to the meeting. Councillor Davison-Williams **PROPOSED** adoption of the Complaints procedure (v.2), **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 146.6 **To consider delegation to the Clerk to approve the renewal of the Gas supply contract for the Sports Pavilion**
The current contract with Crown Gas ends at the beginning of October. At least 1-month notice is required to change supplier/tariff. The Clerk has started to seek quotes but they are only valid for 24hours maximum and given the August recess, will need to be agreed within the next month. Initial enquiries have indicated a similar contract cost can be found fixed for the next 3 years. Retrospective approval will be sought at the September Full Council meeting. Following discussion, Councillor Davison-Williams **PROPOSED** to delegate authority to the Clerk to approve the Gas supply contract in consultation with members via email, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.
- 20/147 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 147.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**
There were none.
- 147.2 **To approve the Chairman's draft letter to St Albans Diocese requesting clarification on the closed status of St Nicholas Church Garden of Rest**
At the committee meeting on 22nd June members queried whether it had been possible to establish whether the garden of rest area of St Nicholas Church is closed to new burials. Despite numerous emails and correspondence with the Diocese, the Assistant Clerk has not been able to gain a definitive answer. Councillor Davison-Williams agreed to draft a letter to the Diocese seeking clarification. Councillor Davison-Williams apologised for the delay in providing the letter and agreed to circulate it to members once he has reviewed the information provided by the Assistant Clerk.
- 147.3 **To acknowledge email regarding the Ringing and Crying for Peace to commemorate the 75 Year Anniversary of VJ Day**
The email from Bruno Peek, Pageantmaster regarding the planned event to mark the 75th Anniversary of VJ Day on 15th August at 11.10am was acknowledged. This has been forwarded to St Nicholas Church Warden and Rector.
- 20/148 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 148.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**
Works to resurface the junction of Luton Road / Hexton Road are scheduled for the 21-25th August. Prior-notice will be shared on the Parish Council website/Facebook page at the beginning of August.

Central Bedfordshire Council (CBC) Streetworks Team have confirmed that they are looking at a blanket authority again this year for any road closures for Remembrance Sunday (8th Nov) and Christmas Lights switch-on events (29th Nov in Barton) – it is not clear yet whether these events will go ahead. The Clerk will submit applications for both events to ensure regulations are in place if the go ahead is given.

The Great British Spring Clean was re-scheduled for 11-27th September 2020. However, in view of the COVID-19 restrictions in place, participation is limited to individuals and there is no option to host or join a public event this year. Posters to advertise the dates will be shared on noticeboards and social media next month.

No update has yet been provided by CBC Highways on when the works to install parking restrictions on Old/Church/Manor/Hexton Roads will be undertaken – the roads have been marked up in preparation.

- 148.2 **To retrospectively approve the cost to cut back fallen tree from Lovers Walk**
In the middle of June, a large tree branch fell over the footpath on Lovers Walk as a result of high winds. The Clerk arranged for Reynolds Landscaping Services Ltd to attend and cut back the tree urgently on Health & Safety grounds. Councillor Paxton **PROPOSED** retrospective approval of the cost of £80 plus VAT, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.
- 148.3 **To consider and approve costs for the tree works at Lovers Walk**
Following previous discussions regarding the trees in Lovers Walk, Councillors Paxton and Davison-Williams have visited the site with the Clerk to review the works required. Given the number of trees in the area it has been impossible to ascertain which ones need what attention. A subsequent site visit was held with the Tree Specialist who undertook the survey and Councillor Davison-Williams and Clerk. He has agreed to revisit the site and outline exactly which trees need felling urgently in the main thoroughfare and also advise on the 'further investigation' trees which are in that area. A quote for this work was not available in time for the meeting. Local Authority planning consent will be required prior to any works being undertaken as they are situated with the Conservation Area. Quotes for the tree works will be sought for September, once the nesting season is over.
- 20/149 LEISURE COMMITTEE REPORT/UPDATE**
- 149.1 **Matters arising from previous Leisure Committee not included within agenda – information only**
There were none.
- 149.2 **To receive the minutes of the Leisure Committee meeting held on 20th July 2020 and to consider and ratify any recommendations contained therein**
A copy of the minutes was previously circulated to members. Councillor Thomas **PROPOSED** approval and ratification of the minutes of the meeting held on 20th July, **SECONDED** by Councillor Gardner **with 8 in favour and 1 abstention**.
- 149.3 **To approve and adopt the Allotment Tenancy Agreement**
At the committee meeting on 20th July, members reviewed the allotment tenancy agreement, making note of the suggested tenancy agreement from the National Society of Allotments. It was agreed that a clause regarding visitors and children to the site should be added 2.12. Councillor Thomas **PROPOSED** adoption of the Allotment Tenancy Agreement (v.4), including the additional clause 2.12, **SECONDED** by Councillor Day **with 8 in favour and 1 abstention**.
- 149.4 **To approve the date for re-opening of the play areas and outdoor fitness equipment**
At Full Council, it was agreed that the opening of the play areas and fitness equipment should be deferred to the extraordinary meeting as signage and risk assessments were not available for all to view at that time. During the Leisure Committee meeting, the proposed signage and risk assessments were discussed and subsequently forwarded to all councillors for review. Central Bedfordshire Council opened their playgrounds on Saturday 18th July, Bedford Borough opened theirs on 23rd July, North Herts opened theirs on 20th July. Surrounding parishes have done the same. Following debate, Councillor Thomas **PROPOSED** to approve the re-opening of Arnold Recreation Ground play area, outdoor fitness equipment and Norman Road play area with effect 28th July, **SECONDED** by Councillor Davison-Williams **with 8 in favour and 1 against**.
- 20/150 SPORTS FIELD COMMITTEE REPORT/UPDATE**
- 150.1 **Matters arising from previous Sports Field committee not included within agenda, information only**
Ramsay Manor have emailed the office to enquire if a mini pitch would be available for their use on Saturday mornings. Barton Youth have three teams wishing to play on Saturday mornings, so it is unlikely there would be additional availability to accommodate Ramsay Manor. However, Barton

Youth do not have any mini teams scheduled for a Sunday, so if Ramsey Manor were willing to change their day, a pitch could be available for hire. Councillor Paxton has discussed alternative options with the Club Secretary.

Stopsley United FC have requested to hire the Football pitches on Sunday's on a regular basis for their home pitch. Further details have been requested from the club so that hire agreements can be issued.

150.2 **To receive the minutes of the Sports Field Committee meeting held on 20th July 2020 and to consider and ratify any recommendations contained therein**

A copy of the minutes was previously circulated to members. Councillor Selley **PROPOSED** approval and ratification of the minutes of the meeting held on 20th July, **SECONDED** by Councillor Roberts **with 7 in favour and 2 abstentions**.

150.3 **To consider and approve cost to purchase floor stickers and outside signage relating to Covid-19**

At the Committee meeting on 20th July, it was suggested that preparations should be put in place ahead of re-opening the Sports Pavilion toilets for football pitch users in September. As a result, Councillor Selley **PROPOSED** the cost of £55.45 plus VAT to purchase 4 floor stickers and 5 outside signs, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

Councillor Jones left at 9.24pm

150.4 **To consider and approve cost to purchase 2 hand gel wall dispensers and hand gel**

Dispensers were suggested to be located by the entrance lobby and the exit by the side door. A plastic chair to be positioned under each dispenser to protect the carpet/flooring. Councillor Selley **PROPOSED** the cost of £64 plus VAT to purchase 2 wall mounted hand sanitising gel dispensers plus gel, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

150.5 **To consider and approve quotation for removal of shrubs and relaying damaged drain at the Sports Field**

Drainage works have been approved previously but work was delayed due to weather conditions and Covid-19 pandemic. Councillor Selley, the Groundsman and Assistant Clerk have now met with Mr Horner to discuss the removal of shrubs, digging out damaged drain and relaying new non-porous drain. Mr Horner, working with another farmer, is willing to undertake the work required between harvesting. It will be unknown how far the damaged drains stretch until the work starts so a final cost for the project is unknown. Councillor Selley **PROPOSED** the cost of £620 plus VAT for Mr Horner to complete the initial works, **SECONDED** by Councillor Davison-Williams and **UNANIMOUSLY CARRIED**.

20/151 **ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

There were none.

The meeting closed at 9.37pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 27th July 2020

Dated this the 14th September 2020

**COUNCILLOR L DAVISON-WILLIAMS
CHAIRMAN**