

**MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL,**  
**HELD ON MONDAY 9<sup>th</sup> NOVEMBER 2020**  
**ONLINE AT 7.32 PM**

Present: Councillors Mrs B Thomas (Vice-Chair), Mrs G Gardner, Mr N Day, Mr J Roberts, Mr S Laycock, Mr A Channon, Mr J Paxton, Mrs V Jones (audio only), Mr J Selley

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

Minutes: Mrs S Cowie

**20/338 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Mr L Davison-Williams.

**20/339 SPECIFIC DECLARATIONS OF INTEREST**

Members were reminded of the procedures regarding declaration of interests. Councillors Gardner, Roberts and Paxton declared a non-pecuniary interest in agenda item 20/347.5 as they are social members of Barton Rovers Football Club.

Councillor Day joined the meeting at 7.35pm

**20/340 POLICE REPORTS**

**340.1 To acknowledge receipt of Crime Statistics for September 2020**

The Crime statistics for September 2020, taken from Police.uk website, were acknowledged. A total of 18 crimes were reported: 3 still under investigation, 1 caution given and 5 investigation complete. The categories for September included: 8 x antisocial behaviour, 2 vehicle crime, 2 violence/sexual offence, 1 shoplifting, 1 other theft, 2 criminal damage/arson and 2 public order offences.

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

The newsletter for November was acknowledged. The newsletter reported that various successful grants had been secured for the Force to help people with addiction, for safer streets in Luton and Bedford and support to help officers dealing with mental health and post trauma issues. The Force also carried out a successful raid of a large cannabis factory near Shefford recently.

**20/341 PUBLIC QUESTION TIME**

No members of the public were present.

Councillor Channon joined the meeting at 7.38pm

**20/342 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.**

342.1 Councillor Shingler reported that the double yellow lines for Old Road have not yet been painted as Highways are waiting for a dry spell of weather. Parking enforcement would not be possible in Old Road and Church Road until the current traffic consultation has been finalised and a Traffic Regulation Order is in place. In the meantime, parking continues to be a problem.

Following concerns regarding the removal of hedgerow and trees at a property in Manor Road over the weekend, Planning Officers attended the property and are investigating.

The exact reason for the installation of temporary traffic lights on the A6 was unknown but it was thought that the lights had been installed due to the slippery road surface which is being monitored.

Residents who currently receive social care via the Council Scheme are being asked to pay additional top up funds for that care. Councillor Shingler confirmed that any resident who receives half hour care per day would be financially better to stay on the Council Scheme rather than use a Private Care provider as they tend to charge a minimum one-hour charge regardless of the time they are onsite.

No other items were reported.

**20/343 PLANNING COMMITTEE REPORTS/UPDATE**

**343.1 Matters arising from previous Planning Committee not included within agenda -**

Following reports that various trees and hedgerow had been removed from a property in Manor Road over the weekend, a site visit was undertaken but it was unclear whether the trees with Tree Protection Orders had in fact been removed. The incident was reported to Planning Enforcement and the Tree Officer who attended site that morning. Members were concerned that this was not an isolated case and felt an official complaint should be made and follow up with Central Bedfordshire Council to establish whether the works were carried out legally.

A response was received from Nadine Dorries, MP for Mid Beds, regarding the Parish Council's letter on the recent Planning Consultation, in support of CPRE's campaign. She confirmed that the concerns raised by the Parish Council will be included in her feedback to the MHCLG. She advised that she is unable to organise a debate but has requested further information about our definition of sustainable development in Barton-le-Clay. She agreed the need for more environmentally friendly housing designs and construction methods but seeks further information about housing numbers. The Planning Committee will consider a response at their next meeting.

The Chilterns Society and NALC have provided details of their responses to the Government's White Paper on 'Planning for the Future'. Copies of the responses were circulated to members prior to the meeting and will be discussed further at the next Committee Meeting.

The Clerk for Gravenhurst Parish Council has contacted the Council regarding the recent Scoping Consultation for Land South of Wrest Park and North of Barton-le-Clay. Gravenhurst Parish Council would welcome working with both Barton and Silsoe Parish Council if the application progresses to provide a united response. This will be discussed further at the next Committee meeting.

A number of advertising signs had appeared in various locations including Lime Close and on the corner of the chemist. The clerk was asked to check whether planning consent was needed.

**343.2 To receive the minutes of the Planning Committee meeting held on 19<sup>th</sup> October 2020 and to consider and ratify any recommendations contained therein**

A copy of the minutes was previously circulated to members. Councillor Gardner **PROPOSED** approval and ratification of the minutes of the meeting held on 19<sup>th</sup> October 2020, **SECONDED** by Councillor Laycock **with 7 in favour and 1 abstention.**

**343.3 Update on planning applications refused/granted**

A list of planning application decisions was circulated to members prior to the meeting. This was duly noted.

**343.4 Update on Enforcement Notices**

There were none.

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

**CB/20/03697/FULL, 4 Whitehill Road:** Single storey front and first floor rear extension and associated alteration works – *No comments*

**CB/TCA/20/00578, Café Goa, 2 Bedford Road:** Works to trees in a conservation area: reduce height of a sycamore tree (T1) by 3 metres – *No comments*

**CB/20/03636/FULL, 55-57 Hexton Road:** Replace existing garage with a single storey sunroom - *No comments*

**343.6 To consider and approve response to planning appeal in respect of CB/20/01532/FULL, 44 Osborn Road**

Councillor Thomas declared a non-pecuniary interest as a neighbour of the applicant.

A planning appeal in respect of the above application to demolish existing garage and side extension of existing property to form access and erection of a new detached dwelling to the rear was discussed. The application was refused by the Planning Department in June. The appeal referenced similar back land developments which had taken place, including one in the village, and two others within Central Bedfordshire. All agreed that the comparison to the property in Hexton Road and in other towns was not relevant as they are very different areas and the objections previously submitted should be reiterated. Councillor Gardner **PROPOSED** the objection as previously submitted should be resent, **SECONDED** by Councillor Roberts **with 8 in favour and 1 abstention**.

**343.7 To consider update regarding the Local Plan Hearings and approve any response**

Details on the next stage of the Local Plan examination process and the hearings scheduled to take place over a four-week period, beginning on 8<sup>th</sup> December, was considered. Members agreed that this item should be taken back to the Planning Committee for further discussion and to agree any response.

**343.8 To consider and approve application for street trader license**

The formal application to site a hot food van on the driveway next to the Post Office was considered by members. This item had previously been discussed at the Full Council meeting in October when it was agreed that the request should be refused. Members agreed that the situation has not changed and the concerns previously stated over the location, access and parking, proximity to neighbouring properties and lack of demand for an additional food outlet still stood and the application should, therefore, be declined. Councillor Gardner **PROPOSED** the request for a hot food van licence should be declined, reasons as given at the meeting on 12<sup>th</sup> October, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

Councillor Shingler left the meeting at 8.20 pm

**20/344 MINUTES OF LAST MEETINGS**

**344.1 To receive and approve the minutes of the Full Council meeting held on 12<sup>th</sup> October 2020**

The minutes of Full Council held on 12<sup>th</sup> October 2020 were circulated to members prior to the meeting. Councillor Thomas **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

**344.2 Matters arising outside of committee reports/updates - None**

**20/345 CHAIRMAN'S ANNOUNCEMENTS**

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

Barton Christmas Lights have thanked the Parish Council for the donation of £1,000 and the ongoing support for the scheme.

Councillor Thomas reported that a letter of resignation had been received from Councillor Taylor. He was thanked for the work he had undertaken whilst on the Council. The resignation would be logged with Central Bedfordshire Council, the position to be filled by co-option in due course.

**345.2 To remind Chairs of Committees to discuss their budgets for 2021/22 with the Clerk during November ahead of the annual Precept process**

The Chairs of the committees were reminded to book an appointment with the Clerk in the coming weeks. Meetings to be held online or in person.

**20/346 CONCLUSION OF AUDIT FOR YEAR ENDED 31<sup>ST</sup> MARCH 2020**

**346.1 To acknowledge the completion of the audit for the year ended 31<sup>st</sup> March 2020, including External Auditor's Certificate, and to consider and approve any actions detailed in the report for improvement in 2020/21**

Mazars completed their Annual Audit for 2019/2020 and the Notice of Completion of Audit has been placed on the Website and Parish Noticeboards. A copy of the signed AGAR is available to view on

the Website. The Clerk was pleased to advise that there were no significant findings and no minor issues identified. The Auditors comments state: *"in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met"*.

Councillors congratulated the Clerk on completing the audit successfully and thanked her for her efforts.

## **20/347 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

### **347.1 Matters arising from previous Policies & Resources Committee not included within agenda**

There were none.

### **347.2 To receive the minutes of the Policies & Resources Committee meeting held on 2<sup>nd</sup> November 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 2<sup>nd</sup> November, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

### **347.3 To consider and approve the S137 Grants for 2020/21**

A list of the proposed S137 grants was reviewed. It was noted that the number of applicants this year was less than previous years and it was suggested that the advertising process should be reviewed before the next round of grants in 2021. Councillor Thomas **PROPOSED** approval of the S137 as listed, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

### **347.4 To acknowledge the public consultation regarding proposed changes to the arrival flightpaths into London Luton Airport and to consider any response**

Members reviewed the proposed changes to flightpaths and the possible affect on the village. Following discussion Councillor Roberts **PROPOSED** to respond to the consultation that Option 2 for the easterly and westerly operation was the preferred route as this would have the least affect on the village, **SECONDED** by Councillor Channon and **UNANIMOUSLY CARRIED**.

### **347.5 To consider and approve the draft Licence to Underlet document in respect of the relocation of the Royal Mail sorting office to Barton Rovers FC land to agree the signing and sealing of the document**

A copy of the draft Licence to Underlet and Licence to Occupy as agreed between Barton Rovers FC and the Royal Mail were reviewed by members. It was noted that the names of the Football Club Trustees were out of date and would need amending before the agreements could be finalised and signed. The agreement would cover a 5year period, at the end of which the facility would be removed. **ACTION: Clerk to liaise with Barton Rovers FC and Solicitors to provide up to date information on their current Trustees, to be included in the legal document.** Two signatories will be needed from the Parish Council to sign the legal documents, once amended. Following discussion Councillor Thomas **PROPOSED** that the Parish Council's Chairman, Councillor Davison-Williams should be one signatory on the legal document, once the changes to the names of current Trustees has been made. This was **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**. Councillor Gardner then **PROPOSED** Councillor Thomas as the second signatory, **SECONDED** by Councillor Roberts with **8 in favour and 1 abstention** (as she was the nominee).

### **347.6 To consider and approve out of hours emergency contact details for the Parish Council**

Following on from the Policies and Resources committee meeting on 2<sup>nd</sup> November, members discussed whether the Parish Council should have an out of hours telephone number in the case of an emergency. An emergency plan was put together some time ago, members felt that it should be revisited by the committee. **ACTION: Emergency Plan to be discussed by the Committee. Clerk**

to investigate what other parishes do and to look into the feasibility of diverting the office phone line for out of hours.

**20/348** **BURIAL GROUNDS COMMITTEE REPORT/UPDATE**

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

Works to the fallen headstone and kerb set in St Nicholas Churchyard have been completed, the repair costs are being split equally with the Church and the Parish Council.

The Groundsman installed the two silent soldier silhouettes and memorial cross/poppy box in the agreed location and tided and cut the grass prior to Remembrance Sunday. The Parish Council and other organisations laid their wreaths on Remembrance Sunday, other organisations have decided to lay theirs on Armistice Day instead due to social distancing rules. Several residents and children have laid painted stones around the memorial.

The Assistant Clerk reported that the large silent soldier silhouettes have been relaunched and are available to purchase from the Royal British Legions Poppy Shop. **ACTION: costs to be provided at the next committee meeting for consideration.**

**348.2** **To receive the minutes of the Burial Ground Committee meeting held on 26<sup>th</sup> October 2020 and to consider and ratify any recommendations contained therein**

A copy of the minutes was previously circulated to members. Councillor Channon **PROPOSED** approval and ratification of the minutes of the meeting held on 26<sup>th</sup> October 2020, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**348.3** **To acknowledge the Burial Ground and Churchyard inspections**

The Burial Ground and Churchyard inspections undertaken on 3<sup>rd</sup> November were acknowledged. Everything was in order with the exception of a small number of headstones in the Churchyard Garden of Rest. The church wardens continue to look into the ownership of these.

**348.4** **To acknowledge the War Memorial inspection**

The War Memorial inspection undertaken on 28<sup>th</sup> October was acknowledged. Everything was in order.

**20/349** **HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE (continued)**

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

Central Bedfordshire Council's Traffic Management Team advised that the replacement bolt-down island at the Hexton Road/Luton Road Junction that was due to be installed between 30<sup>th</sup> October and 3<sup>rd</sup> November, has been delayed again due to Covid-19. A revised date for the works will be published on Social Media when known.

Wanderbus advised that the bus service to Hitchin had been suspended from 5<sup>th</sup> November and will be reviewed on 30<sup>th</sup> November to consider restarting in line with Government regulations.

The Consultations on the parking restrictions on Church Road and Old Road close on 12<sup>th</sup> November. The double yellow lines are still not in place at the top of Old Road due to the current wet weather – it is hoped these will be finished if we have a spell of dry conditions over the coming weeks. This item was discussed with Councillor Shingler earlier in the meeting.

The Forestry Commission accepted the application for a felling licence and a Woodland Officer will be contacting the Parish Council to discuss way forward. The Clerk continues to chase to ensure urgent works can be completed by the end of November, as planned.

A resident from Sharpenhoe Road has written to the Parish Council seeking support to petition CBC to agree to install a hard-surface footpath from Taylor Close to Sharpenhoe Road. There is currently a grass public right of way over his land and as it is in regular use to access the new estate, turning very muddy in wet/winter weather. This is made worse by his neighbours having access to their garage over the grass. This item will be discussed at the next Committee meeting.

349.2 **To receive the minutes of the Highways & Environment Committee meeting held on 19<sup>th</sup> October 2020 and to consider and ratify any recommendations contained therein**

A copy of the minutes was previously circulated to members. Councillor Paxton **PROPOSED** approval and ratification of the minutes of the meeting held on 19<sup>th</sup> October, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

349.3 **To acknowledge the Bus Shelters inspections**

The bus shelters inspection of 30<sup>th</sup> October was acknowledged. Everything was in order. The walkabout to review all bus shelters has been delayed due to Covid restrictions. This would be revisited when appropriate.

349.4 **To consider and approve costs for hedge works on the Grange Road Estate**

Quotations for various hedge works on the Grange Road estate were considered. Following discussion Councillor Paxton **PROPOSED** the quote from Reynolds Landscaping for hedge work on Bedford Road/Simpkins drive; to chip, cut branches, clear arisings and tidy area at a cost of £120.00 plus VAT be accepted and the quotation to cut back hedge from pathway and roadside and raise crown on tree to allow pedestrian access at cost of £50.00 plus VAT be accepted. This was **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

Councillor Paxton then **PROPOSED** the quotation from MJ Granger Grounds Maintenance for works on Bedford Road to reduce laurel bush height by a third, cut back overhang from the property and roadside and clear area on roadside up to the second roundabout sign at a cost of £380.00 plus VAT be accepted. This was **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

**20/350 LEISURE COMMITTEE REPORT/UPDATE**

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

A further incident of youths breaking into the Norman Road play area has occurred with the gate chain being cut again and is no longer useable. The chain was replaced with a heavy duty chain and the incident reported to the Police.

The routine pest control check of the allotments took place on 29/10/2020 and rat activity was still in evidence. The bait boxes were restocked with toxic bait and follow up visit scheduled to take place in 2 weeks.

HM Government have included outside fitness equipment/gyms for closure during the current lock down period. Tape has been placed around the equipment and up-to-date signage display advising that the equipment is closed. This will be checked regularly by the Groundsman and tape/signage replaced as necessary.

The Assistant Clerk met with CBC's highways contractor on 5/11/20 to discuss the location for a barrier by the alley way to the Norman Road Play Area. Due to the narrowness of the alleyway it is not possible for a barrier to be installed in the alleyway itself as it would restrict access for push chairs/disabled users and the grass cutting machinery. The suggested location in the Norman Road path by the road is likely to restrict vehicle access for the houses either side of the alleyway so would not be a popular choice and would require permission from the homeowners. It was suggested that a self-closing gate could offer a solution however it would need to be installed at the alleyway entrance and be wide enough to allow a buggy/mowing machinery through. Investigation is ongoing to establish whether this would be viable.

The Assistant Clerk attended the first training session on allotment management on 29<sup>th</sup> October, the next session will be held online on 10<sup>th</sup> November. A report will be provided to the committee following completion of training.

As reported at the October Full Council meeting, the Clerk wrote to the resident of Dunstall Road requesting clearance of the pile of soil at the rear of his property, on allotment land. He has

subsequently attended the Office to explain that due to the wet weather now, he is unable to finish the works in his garden and remove the remaining soil pile. He has requested extra time to complete the works, possibly until next Spring. Cllrs Thomas and Gardner visited the site with the Clerk and recommend that a follow up letter be sent, advising that the Parish Council are currently looking to re-establish their boundary at the rear of the allotments and that in due course the soil pile will need to be cleared to complete this work.

350.2 **To receive the minutes of the Leisure Committee meeting held on 26<sup>th</sup> October 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 26<sup>th</sup> October, **SECONDED** by Councillor Channon and **UNANIMOUSLY CARRIED**.

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

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 27<sup>th</sup> October and 3<sup>rd</sup> November were acknowledged. Everything was in order with the exception of one bolt missing from the climbing frame in Norman Road. The equipment is secure, the Groundsman is sourcing a replacement bolt and will fit as soon as possible. Councillor Paxton reported that areas of the Arnold Recreation Ground Play Area are still flooded. There is little the Parish Council can do to improve this.

350.4 **Retrospective approval of cost to repair the Arnold Recreation Ground Play Area Gate**

Following vandalism of one entrance gate to the Play Area, Project Metalcraft have attended site to repair. Councillor Thomas **PROPOSED** retrospective approval of the repair cost of £140.00 plus VAT, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

**ACTION: office to report vandalism to the Police if not already done so.**

350.5 **To consider and approve the allotment hedge works**

At the committee meeting on 26<sup>th</sup> October, members discussed a number of options for maintenance of the allotment hedgerow/Dunstall Road boundary and agreed that more information on the work required and current spending budget available was needed before a decision could be made. Since then Councillors Thomas and Gardner held an onsite meeting to discuss the various options and to establish what work was needed to secure and maintain the boundary, including replanting hedgerow where it has been removed.

Quotations from three contractors were considered. Following discussion, Councillor Thomas **PROPOSED** the quotation from Barton Countryside Conservation for hedge works and clearance of overgrown patch by the overflow carpark be accepted at a cost of £1,240.20 (no VAT). Work to include: reduction of hedge height to 6 foot, reduce width of hedge by cutting both sides (from allotment side) taking the hedge back to the boundary and a manageable level and to clear the regrowth area by the overflow carpark. All arisings to be chipped/removed from site. To enable the works to take place, some allotment holders will need to bring the boundary of their plots back to allow a 2 metre clearance strip for access purposes; letters to be sent to allotment plot holders and update provided to residents bordering the allotment site advising them of the works. Councillor Selley **SECONDED** the proposal and it was **UNANIMOUSLY CARRIED**.

**ACTION: Assistant Clerk to write to allotment plot holders and Dunstall Road residents affected by the works prior to edge cutting taking place.**

20/351 **SPORTS FIELD COMMITTEE REPORT/UPDATE**

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

All football has now stopped due to the latest lockdown. Barton Youth anticipate they will resume matches on 5<sup>th</sup>/6<sup>th</sup> December providing the lockdown period is not extended. The postponement of

matches may result in a back log of games and the season could run on longer than usual finish date of beginning of May. In this event, there would be a knock-on effect to the annual reseeding programme which is undertaken at the end of the season. This would need to be discussed by the committee further.

Following discussion with Barton Rovers, Unity Hall and the Bowls Club it was agreed that the main vehicle gates on the access road will be closed during the lockdown period to discourage people congregating. Unity Hall and Barton Rovers confirmed that the home school and pre-school would still be operating throughout lockdown and it was agreed that Barton Rovers FC would lock the gate daily at 3.00/3.30pm when hirers have left.

The hand sanitizing dispensers which were on back order are no longer available to purchase as stock is being directed to the NHS. Since the reopening of the facility, bottles of sanitizer have been used and the groundsman reports that the system is currently working well.

**351.2 To retrospectively approve the costs incurred to complete the drainage works on the Sports Pitches**

The drainage works have been completed and new non-porous main drain and spur drain cleared and re-laid. Photographs of the works in progress and the willow root snake which was blocking the drains were provided to members. Prior to the work taking place, members agreed the contractor cost of £620.00 plus VAT. Due to the extent of the blockage which had progressed into a spur drain more clearance and drain replacement was required and the final cost for drainage work totalled £1,570.00 plus VAT. Councillor Selley **PROPOSED** approval of the additional drainage works cost of £950.00 plus VAT, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**. The contractor will revisit the site in the spring when the ground firms up to rake and level the area affected.

**20/352 MONTHLY FINANCIAL REPORTS**

**352.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for month 7**

The monthly financial reports for October month-end were received by members. No questions were raised.

**20/353 APPROVAL OF PAYMENT OF ACCOUNTS**

**353.1 To consider and approve payment of accounts as listed within the schedule or added at the meeting**

The payments for November were provided to members prior to the meeting. Councillor Thomas **PROPOSED** approval of the payments for November, totalling Gross: £22,690.02, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

**20/354 TIME ALLOCATION FOR COMMITTEE MEETINGS**

**354.1 Dates available for committee/sub-committee meetings –**

The committee meetings for November would cover budgets with minimal other content.

16<sup>th</sup> November – No meetings to allow Chairs to meet with the Clerk regarding Budgets

23<sup>rd</sup> November – Highways & Environment and Planning Committees– to be held online via Zoom, start time 7.30 pm

30<sup>th</sup> November – Leisure, Sports Field and Burial Grounds – to be held online via Zoom, start time 7.30 pm

7<sup>th</sup> December – Pay & Personnel and Policies & Resources – to be held online via Zoom, start time 7.30 pm

**20/355 MISCELLANEOUS CORRESPONDENCE RECEIVED**

**355.1 To acknowledge receipt of the BATPC Bedfordshire Bugle November edition - acknowledged**

**20/356 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

There were none.

The meeting closed at 10.00 pm

**I certify these minutes are a true and correct record of the Parish Council meeting held on 9<sup>th</sup> November 2020**

**Dated this the 14<sup>th</sup> December 2020**

**COUNCILLOR B THOMAS  
VICE-CHAIR**

**PAYMENT OF ACCOUNTS**  
**November 2020**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
20/0276	Everflow	Water Supply 07/12/2020 to 06/01/2021	£ 61.12	£ -	£ 61.12	SPLIT		DD
20/0277	Central Bedfordshire Council	Council Tax - Parish Office (November)	£ 240.00	£ -	£ 40.00	4137		DD
20/0278	Central Bedfordshire Council	Council Tax - Sports Pavilion (November)	£ 651.00	£ -	£ 51.00	4811		DD
20/0279	Peninsula Business Services	H&S Support Services - November 2020	£ 100.60	£ 19.00	£ 19.60	4151		DD
20/0280	Cawleys	Skip Emptying - Burial Ground (Oct)	£ 39.54	£ 7.91	£ 7.45	4314		DD
20/0281	Cawleys	Skip Emptying - Office Recycling & General (Oct)	£ 40.10	£ 8.02	£ 48.12	4134		DD
20/0282	Cawleys	Skip Emptying - Allots (Oct)	£ 34.60	£ 6.92	£ 41.52	4134	<b>£ 137.09</b>	DD
20/0283	Scottish Power	Electricity - Parish office (01/10/20-31/10/20)	£ 84.76	£ 4.24	£ 89.00	4137		DD
20/0284	Crown Gas	Gas - Pavilion (01/10/20-31/10/20)	£ 54.81	£ 2.74	£ 57.55	4812		DD
20/0285	British Gas	Electric supply Pavilion (01/10/20-31/10/20)	£ 90.03	£ 4.50	£ 94.53	4806		DD
20/0286	Antechs Business Support Ltd	IT Support maintenance, Licences, Backup - November	£ 165.60	£ 33.12	£ 198.72	4142		DD
20/0287	Virgin media	Fibre Broadband Office - November	£ 45.00	£ 9.00	£ 54.00	4105		DD
20/0288	NEST	Pension payments October 2020 (Payment due Nov)	£ 882.15	£ -	£ 882.15	526		DD
20/0289	HM Rev & Customs	Mth 7 PAYE	<b>-£ 297.40</b>	£ -	<b>-£ 297.40</b>	525		7490
20/0290	HM Rev & Customs	Mth 7 Nat. Emp'ee NI Contribution	£ 540.13	£ -	£ 540.13	525		7490
20/0291	HM Rev & Customs	Mth 7 Nat. Emp'er NI Contribution	£ 645.99	£ -	£ 645.99	525	<b>£ 888.72</b>	7490
20/0292	I Nicholls	November Salary	Salary	.	Salary	4002		FP
20/0293	S Cowie	November Salary	Salary		Salary	4004		FP
20/0294	C Callen	November Salary	Salary		Salary	4001		FP
20/0295	J Fitzgerald	November Salary	Salary		Salary	4000		FP
20/0296	K Small	November Salary	Salary		Salary	4003		FP
20/0297	S McConville	November Salary	Salary		Salary	4003		FP
	<b>TOTAL SALARIES</b>		<b>£ 5,695.19</b>	<b>£ -</b>	<b>£ 5,695.19</b>			
20/0298	J Fitzgerald - Petty cash	Groundsman Sundries - Petrol, balast, turf, padlocks	£ 50.23	£ 10.04	£ 60.27	4140		7491
20/0299	J Fitzgerald	October Mileage 225 miles @ 60.1p	£ 135.23	£ -	£ 135.23	4107		FP

20/0300	C Callen	Apr-Oct Mileage 29.4 miles @ 45p	£ 13.23	£ -	£ 13.23	4107		FP
20/0301	Reynolds Landscaping Services	Cut Grass - October	£ 350.00	£ 70.00	£ 420.00	SPLIT		FP
20/0302	We Print Gifts Ltd	Lanyards for Staff/Councillors	£ 72.68	£ 14.54	£ 87.22	4113		FP
20/0303	Breakthrough Communications & Strategies Ltd	Compliant Councils Hub - Data Protection subscription	£ 149.00	£ 29.80	£ 178.80	4108		FP
20/0304	Project Metalcraft Ltd	Repairs to Arnold Rec Play Area gate	£ 140.00	£ 28.00	£ 168.00	4654		FP
20/0305	KC Horner	Re-install Goal Posts at Sports Field	£ 80.00	£ 16.00	£ 96.00	4813		
20/0306	KC Horner	Drainage works & supplies at Sports Field	£ 1,570.00	£ 314.00	£ 1,884.00	4813/382	<b>£1,980.00</b>	7492
20/0307	Jewson	Fence Paint for Sports Field	£ 39.15	£ 7.83	£ 46.98	4807		7493
20/0308	Offley Memorials Ltd	Repairs to headstone and kerb in Churchyard	£ 200.00	£ 40.00	£ 240.00	4324/332		7494
20/0309	BATPC	Allotments Online Training for Assistant Clerk x2	£ 60.00	£ -	£ 60.00	4120/321		7495
20/0310	Herts County Council	Office Stationery	£ 40.68	£ 8.14	£ 48.82	4113		
20/0310A	Herts County Council	Credit Note re returned goods	-£ 31.00	-£ 6.20	-£ 37.20	4113	£ 11.62	7496
20/0311	Prestige Design & Workwear Ltd	Staff Coats workwear x4	£ 100.00	£ 20.00	£ 120.00	4141		7497
20/0312	TSB Bank	Transfer to Current from Savings Account	£10,000.00	£ -	£10,000.00	n/a		TF
<b>TOTAL NOVEMBER 2020 PAYMENTS</b>			<b>£22,042.42</b>	<b>£ 647.60</b>	<b>£22,690.02</b>			