

**MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,**  
**HELD ON MONDAY 26<sup>th</sup> JULY 2021**  
**AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30PM**

Present: Councillors Mrs B Thomas (Chairman), Mrs G Gardner, Mr J Selley, Mr N Day, Mr J Roberts, Mrs A Vale and Mrs A Miller

In attendance: Mrs C Callen (Clerk), Mrs S Cowie (Assistant Clerk)

Minutes: Mrs C Callen

**21/139 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mr S Laycock and Mr J Paxton

**21/140 SPECIFIC DECLARATIONS OF INTEREST**

Members were reminded of the procedures regarding declaration of interests.

Councillor Miller declared a non-pecuniary interest in item 21/143.4 as a member of the Barton Christmas Lights Committee.

**21/141 PUBLIC QUESTION TIME**

No members of the public were present.

**21/142 PLANNING COMMITTEE REPORTS/UPDATE**

**142.1 Matters arising from previous Planning Committee not included within agenda**

The Inspectors have responded to Central Bedfordshire Council (CBC) with their report regarding the Local Plan. This was discussed by CBC Executives on 22<sup>nd</sup> July and a notification has now been released to confirm adoption of the amended plan.

The Tree Officer has reviewed the tree works application for 1 Clipstone Mews and advised that the 40% reduction proposed was inappropriate. He has recommended the crown is cleaned, removing dead/damaged branches, with overall crown reduction 25% max. A Competent arborist should undertake the works.

The Tree officer has also reviewed the tree works proposed for 142 Manor Road. The crown reduction for T5 has been approved, as has the felling of T2 Eucalyptus. However, the works to T3 Ash have been amended from pollard to crown reduction 25%. Felling of T4 Sycamore has been refused as premature and not causing a nuisance.

The Planning Consultant has offered to attend a Council Meeting in the Autumn to give a presentation on general planning issues relevant to Barton-le-Clay for consideration. It was agreed that this would be helpful and the Clerk will liaise with him to agree a suitable date and fee.

Further Planning applications have been received since the agenda was issued. An extension has been requested until September Full Council meeting but if refused, members agreed to consider the applications via email consultation during August or at a meeting on 6<sup>th</sup> September, if necessary.

**142.2 Update on planning applications refused/granted – for information only**

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

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

**CB/21/03018/FULL, 51 Norman Road:** Proposed single storey front, side and rear extension. Loft conversion with window to the front and rear dormer

– *No comments*

**CB/21/03042/FULL, 27 Cromwell Road:** Single storey side extension to replace an existing garage

– *No comments*

**CB/TCA/21/00337, 55 Bedford Road:** Works to Trees Within a Conservation Area: T1 – Ash – Remove 3 limbs overhanging into garden and reduce remaining crown by 2m  
– *No comments*

**CB/21/02619/FULL, 9 Simpkins Drive:** Move garden fence to incorporate public amenity space for bin storage

Following discussion, Councillor Gardner **PROPOSED** the following objection to be submitted, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**:

– Object: The Parish Council strongly object to the proposed application to remove amenity land from public use, to incorporate into the applicants private garden.

**CB/21/03126/FULL, 15 Saxon Crescent:** Proposed two storey side extension  
– *No comments*

**CB/21/02754/FULL, 32 Higham Gobion Road:** Loft conversion with raised roof and inclusion of new porch  
– *No comments*

**CB/TCA/21/00352, 55/57 Hexton Road:** Works to Trees Within a Conservation Area: Remove Leylandi hedge to east boundary. Remove one multi stem Leylandi. Remove one dead Box Elder tree.  
– *No comments*

142.4 **To consider and approve response to planning application CB/21/02409/OUT, Land East of Barton-le-Clay**

Councillor Gardner thanked Councillor Roberts for pulling together the initial draft response. Following discussion at the working party online meeting on 19<sup>th</sup> July, the Clerk has now updated the draft response. A copy was provided to all members ahead of the meeting. Councillor Gardner **PROPOSED** approval of the draft response for submission by 28<sup>th</sup> July deadline, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

142.5 **To consider attendance at the NALC ‘Making rural housing more affordable’ online event on 17<sup>th</sup> November and approve cost**

Details of this event were provided ahead of the meeting. The Clerk has also emailed a copy of the ‘Parish Councillors Guide to Rural Affordable Housing’ for information. Councillor Gardner **PROPOSED** approval of the cost of £32.44 plus VAT for one place to be booked for the event, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**. Attendee to be confirmed nearer the event.

21/143 **POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

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

**Minute no. 128.2** - The Assistant Clerk has contacted all the local organisations regarding forming a working group to take on the planning for the Queen’s Platinum Jubilee weekend events for the Village. An initial meeting will need to be arranged in September to establish the way forward.

The Clerk has reviewed and updated the Covid Risk assessments, following the latest Government Guidelines. As agreed at the meeting on 12<sup>th</sup> July, the existing arrangements have been retained for the time being.

The new lockable Parish Skip is now installed at the allotment site. Unfortunately, this was delivered at 3.50am on Friday 16<sup>th</sup> July and disturbed the resident in the neighbouring property. It was then changed again at 10.30am on the same day, although the reason for this is not known. The Parish Council have provided the resident with pet shop Vouchers of £15 to acknowledge the unacceptable disturbance caused to her – paid for out of Chairman’s Allowance. The Clerk has spoken to Cawleys who have provided the skip and they have confirmed that future skip movements will be after 8am.

Silsoe Parish Council have advised that they have organised several activities for children over the Summer Holidays at the local Sports Centre. There are still spaces available for 12-16 year olds and these will now be opened up to neighbouring parishes.

- 143.2 **To consider and approve quote for the annual service of the alarm at the Office and Pavilion**  
The Annual service of the alarm systems is due in August. Maximum Security Systems have provided their quote of £55 for the Office and £75 for the Pavilion (same as previous year). The service has been provisional booked for 16<sup>th</sup> August. Councillor Thomas **PROPOSED** approval of the total cost of £130 plus VAT for the servicing of the alarms, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 143.3 **To consider and approve quotes for the ‘Welcome Back Fund’ projects**  
Following previous discussions, the Clerk has now got quotes for the planters and bike rack proposed for the centre of the Village. The concrete planter previously considered for Old Road has been ruled out due to delivery costs of £400. No quotes are yet available for the noticeboard.  
Following consideration, Councillor Thomas **PROPOSED** approval to purchase three pre-planted planters in dark green from Plantscape UK at a total cost of £1540 plus VAT, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.  
Councillor Channon has looked at the options for the bike racks and after consideration, Councillor Thomas **PROPOSED** approval to purchase the Llanelli Cycle Rack (5 bike capacity) from Broxap at a total cost of £344 plus VAT, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 143.4 **To consider and approve request from Barton Christmas Lights for lights to be put in the trees near the War Memorial**  
Barton Christmas Lights Group have requested mistletoe star lights to be installed on the two trees in front of the War Memorial, on the corner of Luton Road and Hexton Road. An artist’s impression has been provided. Similar lights are also being considered on the tree outside Gale Court. There are already lights on Bedford Road trees in the centre of the Village.  
Following consideration, Councillor Thomas **PROPOSED** approval of the lights, **SECONDED** by Councillor Selley **with 6 in favour and 1 abstention**.  
**ACTION – Clerk to update Gale Court manager regarding the timer options for the lights.**
- 143.5 **To consider attendance at the NALC ‘Future Communities’ online event on 2<sup>nd</sup> December and approve cost**  
Details of the event were provided to all members ahead of the meeting for consideration. Guest speakers have been confirmed and the event will run from 9am to 4.30pm. It was agreed to revisit this item nearer the time to confirm if anyone is available to attend.
- 143.6 **To approve total of July Payment schedule**  
At the Full Council meeting on 12<sup>th</sup> July, a total of £17,847.93 was approved. However, this figure was incorrect on the sheet and should have stated the sum of all payments of £17,850.93 (£3 difference due to figure for the total salaries being incorrect in one column). Councillor Selley **PROPOSED** approval of total payments for July of £17,850.93, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- 143.7 **To review and adopt the Councillor Feedback on Staff Performance pro-forma for 2021**  
A copy of the proposed pro-forma was provided ahead of the meeting (changes highlighted in yellow). This will be sent out to all Councillors before the end of the month to seek feedback on staff, ahead of the annual appraisals undertaken in August/September. Councillor Thomas **PROPOSED** adoption of the Councillor Feedback of Staff Performance pro-forma for 2021, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**. Councillor Thomas encouraged all councillors to complete the forms.
- 143.8 **To consider proposal from Cellnex regarding the telemast site at Barton Rovers and agree way forward**  
Councillors Gardner and Roberts both declared non-pecuniary interests as members of the football club.

Further to the Parish Council declining to sell the land for the telemast at Barton Rovers site to Cellnex, the agent has now approached the Council to consider a new 3yr lease. This would be on the same terms as at present, i.e. £3250 annual rent payable in advance but with a £5k incentive payment for completion within three months of instructing solicitors. Draft Heads of Terms have been provided and landlord costs of £2k would be paid by the mast company.

At present there does not seem to be a formal lease in place due to historic issues between South Beds Council/Beds County Council/Barton Rovers FC – these date back to 1995 when the mast was first installed. Rental income is received every year, despite no formal documents executed. After discussion, it was agreed that formal leases should be established. An initial documented meeting will be arranged with the Parish Council and Barton Rovers FC to confirm way forward. Councillor Thomas **PROPOSED** that solicitors should be engaged to understand the current legal position with the masts, **SECONDED** by Councillor Selley **with 5 in favour and 2 abstentions**.

#### **21/144 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**

##### **144.1 Matters arising from previous Burial Grounds committee not included within agenda**

Further to the memorial stability testing, notices were displayed on the unstable graves and letters sent to the burial rights owners (where known). One family have come forward and have made arrangements for their headstone to be refixed. One other family has made contact but does not feel they should be responsible for the grave space. A letter explaining the reasons will be sent to the office. No other responses have been received.

The soakaway replacement works in the Churchyard have now been completed.

##### **144.2 To acknowledge the Burial Ground and Churchyard inspections**

The Burial Ground and Churchyard inspections undertaken on 19<sup>th</sup> July 2021 were acknowledged. No new issues were highlighted.

##### **144.3 To acknowledge the War Memorial inspection**

The War Memorial inspection undertaken on 19<sup>th</sup> July was acknowledged. Everything was in order.

##### **144.4 To consider and approve quotation for tree works in St Nicholas Churchyard and Garden**

The Assistant Clerk has submitted a tree planning application to CBC for the necessary tree works in the churchyard and church garden. The Church Warden is looking into whether a Faculty will be required from St Albans Diocese and will organise if needed. Work will not be able to take place until the relevant approvals have been received and after nesting season ends in September.

Quotations from Jempsons Tree Services, Steve Dear Trees and Macaulay Tree Services have been received. The Church have asked for 3 trees, not highlighted on the tree survey, to be pruned back as their branches are close to the church guttering/roof and could cause damage. Tree number 2376, Norway maple, which is recommended to be felled, is located in the church garden and the responsibility of the church. Cost to fell will be passed onto the Church for settlement.

After a review of the quotes, Councillor Thomas **PROPOSED** to approve the quote from Steve Dear Tree Services Ltd for a total cost of £560 plus VAT, subject to clarification on the discrepancies highlighted, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

#### **21/145 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**

##### **145.1 Matters arising from previous Highways & Environment committee not included within agenda**

**Minute no. 21/131.4** – The Clerk has spoken to Central Beds Council who confirm that the seating approved at the last meeting would be suitable and in line with the costs they usually incur. They have also advised that they would not recommend any resident consultation. Their stance is that they are improving the experience of travel for bus users and if there is unruly behaviour in a bus shelter, then that is a matter for the police to deal with. On this basis, the Clerk has ordered the seating and is liaising with the CBC Streetworks Team to approve the installation works.

The Bedfordshire & River Ivel Drainage Board have provided notice of planned maintenance of watercourses being conducted within the parish. Under the Land Drainage Act, the Board has general powers over all matters relating to drainage of the land and statutory powers of entry to maintain watercourses. Detail are available on their website for 2021/22 works.

The Groundsman is undertaking some minor hedge trimming on the Grange Road estate, following a resident complaining regarding access to their parking space due to an overgrown hedge the Parish Council is responsible for. This will be cut back further in the autumn by the contractor.

The operators of the Wanderbus service to Hitchin have advised that they are currently finalising a new bus services to be added for Barton-le-Clay from the Autumn and will provide further details in due course.

The Clerk advised that a complaint had been received from a resident regarding the speed of vehicles using the Hexton Road and the additional noise experienced, as a result of the speed humps. A 20mph speed limit was requested. The Clerk has acknowledged their complaint and confirmed that this will be considered as part of the revised Traffic Management Strategy currently being reviewed for discussion with Central Beds Council.

145.2 **To acknowledge the Bus Shelters inspections**

The bus shelter inspection on 23<sup>rd</sup> July was acknowledged. Everything was in order.

**21/146 LEISURE COMMITTEE REPORT/UPDATE**

146.1 **Matters arising from previous Leisure Committee not included within agenda**

A number of complaints have been received about excessive noise from the cross trainer which is causing disturbance to neighbouring properties. The repairs highlighted in the RoSPA report and this issue have been raised with the manufacturer, Caloo Ltd, and they have been instructed to attend site to address the issues. They have advised that their order book is very full and they may not be able to schedule in the repairs for a couple of months but have added the works to their cancellation list. In the meantime, the cross trainer has been taped off and notices displayed advising that it is out of order. Members to retrospectively approve the repair costs under agenda item 146.3.

A resident has provided detailed feedback for the leisure consultation requested in the last parish newsletter. They have raised concerns over the urbanisation of Arnold Recreation Ground green space and the loss of tranquillity due to high usage. The Assistant Clerk will acknowledge their comments.

The routine pest control of the allotments took place on 22<sup>nd</sup> July. There was evidence of mouse activity. Bait boxes were replenished as necessary with non-toxic bait.

The Council is required to give at least 1 years notice on any changes to the annual Allotment fee. To ensure the deadline for notification is met, it will be necessary for the committee to meet on 6<sup>th</sup> September, the recommendations can then be ratified the following week at the Full Council meeting.

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

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 12<sup>th</sup> and 19<sup>th</sup> July were acknowledged. Everything was in order, noting the ongoing repairs being sort in Arnold Recreation Ground playground.

146.3 **Retrospective approval of the cost to repair the fitness equipment, rota rider and tea cup**

Caloo Ltd have been instructed to undertake various repairs to the fitness equipment, as detailed in the recent RoSPA report. Councillor Thomas **PROPOSED** retrospective approval of the cost of £395 plus VAT for 4 hours labour and parts, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.

Wicksteed Leisure have been instructed to investigate the noise issues of the rota rider (Arnold Rec) and tea cup (Norman Road play area). Councillor Thomas **PROPOSED** retrospective approval of the inspection cost of £60.00 plus VAT, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

Once the equipment has been investigated a quote for its repair will be provided for consideration.

**21.147 SPORTS FIELD COMMITTEE REPORT/UPDATE**

**147.1 Matters arising from previous Sports Field committee not included within agenda**

Complete Weed Control have booked Monday 16<sup>th</sup> August to fertiliser the sports pitches.

Two quotes to remove the existing and replace the hot water system at the Pavilion have been received. Three quotes will be necessary for the grant application. Councillor Selley and the Assistant Clerk met with a third commercial plumber on Friday 23<sup>rd</sup> July to discuss the project and are awaiting his quote.

**147.2 To approve the hirers for the 2021/22 football season**

Details of the proposed hirers/teams were provided ahead of the meeting.

Stopsley United FC will be declined a pitch for the 2021/22 season due to late/non-payment of pitch fees from the previous season. There has been interest from other teams to use a pitch on Sunday mornings and the Assistant Clerk is reviewing these.

Barton Rovers Youth are aware that they have too many Saturday 9v9 teams - two 9v9 pitches available for the 6 teams. They are looking to secure a pitch elsewhere to help relieve the situation and have suggested that they could use a junior pitch for their under 12's instead.

Dependent on the number of games being played in any one session, parking and pitch wear may be an issue. It is suggested to limit the number of games which are allowed to play in any session to no more than six.

Annual Hire Agreements will be issued in August, ahead of the 2021/22 season.

**147.3 To consider arrangements for the Pavilion opening following the latest Government Covid advice**

Following the lifting of all restrictions in England on 19<sup>th</sup> July, the Pavilion is able to be opened up for use in time for the new football season which begins in September.

It is suggested that the current measures: one way system, doors remain open, signing in/QR code, face masks, remain in place for the time being to protect staff and users of the facility. The changing rooms are now able to be opened up, subject to full risk assessment. Adequate ventilation needs to be provided.

**ACTION – Assistant Clerk to request that the plumber reviews the CO2 levels when undertaking the annual boiler service on 3rd August. Councillors Miller and Selley will then review the Risk Assessment after the 10th August.**

**21/148 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

An urgent request has been received from a resident of Harlington for a new burial plot in the Burial Ground. Details of the situation and family's links to the Village were provided and several other family members are already buried in Barton. After discussion, Councillor Selley **PROPOSED** approval of the request, subject to payment of non-resident fees, **SECONDED** by Councillor Thomas **with 6 in favour and 1 abstention.**

The meeting closed at 9.55pm

**I certify these minutes are a true and correct record of the Parish Council Extra-Ordinary meeting held on 26<sup>th</sup> July 2021.**

**Dated this the 13<sup>th</sup> September 2021**

**COUNCILLOR B THOMAS  
CHAIRMAN**