

MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL
HELD ON MONDAY 11th JANUARY 2021
ONLINE AT 7.35PM

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

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

Minutes: Mrs C Callen

20/445 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mr A Channon and Mr L Davison-Williams.

20/446 SPECIFIC DECLARATIONS OF INTEREST

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

20/447 POLICE REPORTS

447.1 To acknowledge receipt of Crime Statistics for November 2020

The Crime statistics for November 2020, taken from Police.uk website, were acknowledged. A total of 8 crimes were reported: 3 still under investigation, 1 action to be taken by another organisation and 3 investigation complete. The categories for November included: 1 x antisocial behaviour, 1 vehicle crime, 2 criminal damage/arson, 1 public order offences, 1 violence/sexual offence, 1 other theft and 1 other crime. The lower numbers seen were impacted by the Lockdown conditions during November.

447.2 To consider and approve policing priorities for the Village ahead of the next Community Policing Priority Setting Meeting and to review feedback on the current priorities

The Police Priority Setting meeting for the Leighton Buzzard Area and surrounding villages planned for 19th January 2021 has been cancelled. However, feedback on the progress with last quarters priorities was provided to all members ahead of the meeting. Following discussion, it was agreed that the key priorities for Barton-le-Clay remain Drugs and Anti-social Behaviour.

20/448 PUBLIC QUESTION TIME

No members of the public were present.

20/449 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

449.1 Councillor Shingler reported that the number of new Covid-19 cases reported last week for the Village had reduced. He is due to receive an update from the Clinical Commissioning Group on the 7 vaccination centres locally on 14th January.

16 new Covid-19 Stewards have been appointed by Central Beds Council, operating from 9am-9pm seven days per week, to advise and enforce Lockdown procedures in the area, primarily patrolling in the key towns.

The Clerk has reported several issues recently to CBC Highways Department. Councillor Paxton requested Councillor Shingler's help to chase up a response.

ACTION – Clerk to forward details to Councillor Shingler.

Positive comments were made regarding the new traffic island on Hexton Road/Luton Road junction.

ACTION – Clerk to send email of thanks to CBC Traffic Management Team.

Councillor Roberts queried the proposed 3% increase for Social Care in the 2021/22 Budgets.

No further questions were raised.

Councillor Shingler left the meeting at 7.55pm

20/450 PLANNING COMMITTEE REPORTS/UPDATE

450.1 Matters arising from previous Planning Committee not included within agenda – information only

There were none.

450.2 Update on planning applications refused/granted

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

450.3 Update on Enforcement Notices

There were none.

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

CB/20/04299/FULL, 144 Bedford Road: Proposed first floor side extension and loft conversion for storage

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

Comment: The Parish Council is concerned regarding the potential use of the roof space as an additional bedroom and assuming the downstairs bedroom remains, as per the plans, resulting in a 6-bed property. This could have a detrimental impact on the parking in the area,

CB/20/03636/FULL, 55-57 Hexton Road: Replacement dwelling

ACTION – Clerk to investigate what has changed with the revised application.

– *No comments*

CB/20/04673/VOC, Maple House, Nicholls Close: Variation of Condition numbers 2 & 13 of Planning Permission CB/19/03808/FULL (1No.3 bed bungalow) Materials. Plan & Elevations

Following discussion, Councillor Day **PROPOSED** no objection to the application, but to state that the 'details of materials to be used' on the Planning portal for this application, relate to a property in Chaul End Lane, Caddington so clarification is required. This was **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

450.5 To acknowledge planning appeal in respect of CB/20/02372/FULL, site at 43 Meadhook Drive: Rear dormer loft conversion

Notification has been received regarding an appeal of the above application that was refused in September 2020. The Parish Council response at the time was to object, based on size, materials and parking provision. As the appeal is proceeding under the Householder Appeals Service, there is no opportunity to provide further comments. The appeal was acknowledged.

450.6 To consider request from CPRE for additional funding support to continue their work across parishes in Bedfordshire

A letter has been received from CPRE requesting a donation towards the work they do in Bedfordshire to support local parishes. After consideration, based on the recent usage made by the Council of their recommendations, Councillor Gardner **PROPOSED** to approve a donation of £100 to CPRE, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

450.7 To consider any follow up actions to the Land Agents Briefing regarding Land to the East of Village

Following the briefing on 4th January, members now need to consider any further actions. The Clerk has a copy of the slides used at the briefing and has provisionally agreed a date of 1st March for a follow-up with the developers. It was agreed to have a further debate at the next Planning Committee meeting, where all Councillors would be encouraged to attend and share their views.

ACTION – Clerk to provide further details ahead of the meeting, including feedback from other Parishes following their involvement with Developers.

20/451 MINUTES OF LAST MEETINGS

451.1 To receive and approve the minutes of the Full Council meeting held on 14th December 2020

The minutes of Full Council held on 14th December 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**.

451.2 **Matters arising outside of committee reports/updates** – There was none.

20/452 CHAIRMAN'S ANNOUNCEMENTS

452.1 Announcements as deemed appropriate by the Chairman

A letter of thanks has been received from Unity Hall Treasurer in respect of waiving their water rates for the last 12 months and the provision of S137 Grant for the Shed base.

20/453 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

As a result of the latest Lockdown, the Parish Council Office is again closed to the public. The Office staff are working alternate days either in the office or from home to ensure all key tasks are completed. The new laptops have been delivered and are working well, allowing the staff to access their desktops remotely. The Full-time Groundsman is working as usual. The Part-time Groundsman has now recovered from Covid and is continuing to mark out the football pitches each week. In the absence of the football games, he has agreed to assist the Full-time Groundsman with tasks around the Village to make up his hours. The Play areas remain open so the keyholders are continuing in their role.

The Internal Auditor is undertaking her 6monthly review of the Parish Council accounts and procedures and has been provided with various information as requested. Her Report will be shared with all members when completed.

Following the upgrade of the Risk Assessment software last year, the Clerk has had to manually re-key all the Risk Assessment data back onto the system. This has now been completed and will be put forward to each Committee over the next couple of months to review for their areas.

453.2 To consider and approve outstanding payment for Skip Hire

The Parish Council have been in dispute with Direct365Online Ltd since December 2019 regarding the non-collection of the skip at the Allotments. The Contract with them was terminated in March 2020, with an outstanding payment of £507.44 plus VAT unpaid. A new skip contract has since been agreed with Cawleys and is working well.

The Clerk has withheld payment and has been chasing a response from the company ever since December 2019. In total, 7 collections were missed between November 2019 and March 2020. Credit notes have finally been received for 5 of the missed collections, totalling £292.75. Therefore, there is currently an outstanding balance of £214.68 plus VAT to pay. It is acknowledged that some payment is due for a collection in November and the final collection in March. Following discussion, Councillor Gardner **PROPOSED** to pay £214.68 plus VAT as a final settlement to draw a close to the outstanding dispute, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

453.3 To consider Draft Parish Action Plan 2021/22 and agree way forward

As part of the Clerk's CILCA qualification last year, there was a requirement to produce an Action Plan for the Village. Obviously with the Pandemic and no meetings last Spring, the Draft Plan drawn up was never circulated or formalised for the Council.

The Clerk has now updated the Plan based on discussions held with each committee when undertaking their Budgets review for the next financial year. Councillor Thomas acknowledged the

good work undertaken by the Clerk. It was agreed that the plan should be discussed by each Committee to finalise the details before putting to Full Council for adoption.

453.4 To approve cost for Year End Accounts Closure 2020/21

As in previous years, Rialtas Business Solutions are to be engaged for the Year End Closedown and Annual Return preparation for 2020/21. Councillor Thomas **PROPOSED** approval of the cost of £560 plus VAT, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

453.5 To consider and approve renewal of Clerks membership to The Society of Local Council Clerks

The Annual membership renewal is now due. This is required to access the Clerks support network/reference material, etc. Councillor Thomas **PROPOSED** approval of the cost of £262 to renew the SLCC subscription, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

453.6 To consider response to Central Bedfordshire Council's Budget 2021 Consultation

Details of the Consultation and questionnaire were provided to members ahead of the meeting. Responses are required by 27th January 2021. Historically the Parish Council have not responded to the consultation. Councillors agreed that individual responses should be sent. The Clerk has advertised the consultation on the Parish Noticeboards and the Parish Council Facebook page to encourage residents to respond.

20/454 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

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

Natural England have advised that they are carrying out various tree works during the week commencing 18th January and that one tree (horse chestnut) which borders the burial ground will be felled as it is diseased.

454.2 To acknowledge the Burial Ground and Churchyard inspections

The Burial Ground and Churchyard inspections undertaken on 21st December 2020 and 4th January 2021 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. **ACTION – Assistant Clerk to chase up a resolution.**

454.3 To acknowledge the War Memorial inspection

The War Memorial inspections undertaken on 21st December 2020 and 4th January 2021 were acknowledged. Everything was in order.

454.4 To consider request for headstone and kerb set for child's grave

It was agreed to defer debate regarding this matter to the next Committee Meeting when a detailed discussion could be held. The Committee have delegated authority to respond and resolve the item.

20/455 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE (continued)

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

Works on the trees at Lovers Walk are now completed. A possible gate or posts to deter vehicles accessing the footpath will be discussed at the next Committee meeting.

The CBC Traffic Management Committee met on 15th December to discuss the various parking restrictions on Church Road, Old Road, Hexton Road and Manor Road. These were all recommended for implementation with a further request that Officers ensure the correct local enforcement takes place once the scheme has been implemented, particularly over the weekends.

The Clerk has emailed CBC Highways regarding various outstanding works, including the speed signs which are not working, the drain on Hexton road and missing bollard on Bedford Road. No

response has yet been received and she will continue to chase and liaise with Councillor Shingler for support as necessary.

The Wanderbus to Hitchin has advised that they have suspended service again during the current Lockdown.

455.2 **To acknowledge the Bus Shelters inspections**

The bus shelters inspections of 22nd December 2020 and 7th January 2021 were acknowledged. Everything was in order.

455.3 **To retrospectively approve additional cost for completion of the tree works at Lovers Walk and Burial Ground**

The quote previously approved for the tree works was based on £750 per day for 10 days work. Works have now been completed and an invoice received for 11.5 days work – an additional £1125. Councillor Paxton **PROPOSED** retrospective approval for the additional £1125 cost, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

20/456 LEISURE COMMITTEE REPORT/UPDATE

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

A further complaint regarding noise from the zip wire was received. The manufacturer has confirmed that they will attend site to investigate during the week commencing 18th January and the Groundsman will be in attendance. The resident has been advised of the action taken to date.

PPM carried out their follow up pest control check at the allotments on 17th December. Low levels of mouse activity were found, there was no evidence of rat activity. All bait boxes have been replenished with non-toxic bait.

A request has been received to consider installing additional football goal(s) in Arnold Recreation Ground. This item will be discussed at the next committee meeting.

In line with National Government restrictions, the outdoor fitness equipment has been taped up to prevent usage during the latest Lockdown.

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

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 21st December 2020 and 4th January 2021 were acknowledged. Everything was in order.

20/457 SPORTS FIELD COMMITTEE REPORT/UPDATE

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

Usage of the pitches and people congregating in the sports field area continued to be a problem over the Christmas period. A letter has been sent out to Barton Rovers Youth and Ramsey Manor Lower School Football Teams to remind them to keep off the marked pitches when training.

Following Tier 4 and the subsequent Lockdown it was decided that the main gates on the access road should be kept shut and locked as much as possible to discourage people congregating in the area. Pedestrian access to be maintained at all times. To ensure that vehicles do not get trapped in, notices have been placed on the gates advising that the main gates will be locked at 6pm daily. For information, one of the vehicle gates is dragging along the ground, making it difficult to open and close. This will be discussed under agenda item 20/457.4.

The groundsmen have removed some of the smaller goal posts to deter usage of the pitches during the Lockdown period. All football has ceased as per Government guidance.

Barton Rovers have asked the Council to review the Pavilions outside lighting as they feel lighting the area could help deter unauthorised use and gatherings. This item will be discussed at the next committee meeting.

457.2 **To consider and agree cover arrangements for the Pavilion for match days, in the absence of the Groundsman**

In previous years Councillors Davison-Williams and Selley covered match days when the groundsman was on holiday, sick leave or for mid-week games. Councillor Selley outlined what was required and requested any councillor interested in assisting should contact the Office.

457.3 **To retrospectively approve the cost for the retired Groundsman to undertake white-lining of football pitches in December**

As discussed and agreed under Any Other Business at the last Full Council meeting, the retired Groundsman carried out white lining of the football pitches on 17th December as both groundsman were unavailable due to illness and holiday. Councillor Selley **PROPOSED** retrospective approval of the cost of £50 paid from petty cash, **SECONDED** by Councillor Thomas and **UNANIMOUSLY APPROVED**.

457.4 **To consider and approve the cost to repair the Access Road main gate**

As advised under Matters Arising, one of the vehicle gates at the entrance to the Access Road is dragging, making it difficult to open and close. A similar problem arose in 2018 and the gate post was reset to 'solve' the problem which has now re-occurred. Project Metalcraft Ltd have attended site as a priority and provided a quotation for the work. Councillor Selley **PROPOSED** to approve the quote of £240 plus VAT to repair the gate and fix a jockey wheel, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

457.5 **To consider and approve actions and costs regarding the overgrown conifer trees on the Access Road**

Barton Rovers FC Chairman has advised that several of the tall conifers on the Access Road have moved during the last high winds over Christmas and are starting to lean and impact on the flood light towers. They have spoken to their insurance company who have advised they should formally write to the Parish Council, as landlords, to advise us. The Clerk arranged for two tree surgeons to visit the site to advise if there was an immediate health & safety issue and also to provide options on what actions could be taken and the cost for such actions. The Clerk has also sought guidance from Central Beds Council Tree Officer. All the advice received is to remove the overgrown hedge completely, as any works to reduce the height would weaken the trees significantly and cause greater issues and cost in due course. No maintenance of these trees has been undertaken in the past 20 years. Two quotes have been provided for the removal works. In addition, the chain-link fence would need to be replaced due to the damage by the trees. Following discussion, Councillor Selley **PROPOSED** that the quote from Global Tree Solutions Ltd for £14,950 plus VAT be approved to fell and remove from site the trees and replace the chain-link fencing where necessary, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**. Funds to be taken from General Reserves. Any replacement planting for additional security or windbreak requirements to be undertaken by Barton Rovers FC after prior approval of the Council in line with their Lease.

20/458 MONTHLY FINANCIAL REPORTS

458.1 **To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for month 9**

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

20/459 APPROVAL OF PAYMENT OF ACCOUNTS

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

The payments for January were provided to members prior to the meeting. Councillor Thomas **PROPOSED** approval of the payments for January, totalling £35,908.71 (including transfer from savings account), **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

20/460 TIME ALLOCATION FOR COMMITTEE MEETINGS

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

18th January 2021 – Sports Field, Leisure, Burial Grounds - to be held online via Zoom, start time 7.30pm.

25th January 2021 – Highways & Environment and Planning - to be held online via Zoom, start time 7.30pm.

1st February 2021 – Policies & Resources (if required) – to be held online via Zoom, start time 7.30pm.

20/461 MISCELLANEOUS CORRESPONDENCE RECEIVED

461.1 **To acknowledge receipt of the ICCM Journal magazine Winter 2020 edition**

- acknowledged

461.2 **To acknowledge receipt of the CPRE Bedfordshire Matters magazine Winter 2020 edition**

- acknowledged

461.3 **To acknowledge receipt of the BATPC Bedfordshire Bugle January 2021**

- acknowledged

20/462 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Councillor Gardner requested that an electrician be asked to look at the radiators at the Parish Office urgently, to address the poor working conditions due to the cold.

The meeting closed at 9.40pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 11th January 2021

Dated this the 8th February 2021

**COUNCILLOR B THOMAS
VICE-CHAIR**

PAYMENT OF ACCOUNTS
January 2021

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
20/0375	Everflow	Water Supply 07/02/2021 to 06/03/2021	£ 36.98	£ -	£ 36.98	SPLIT		DD
20/0376	Central Bedfordshire Council	Council Tax - Parish Office (January)	£ 240.00	£ -	£ 240.00	4137		DD
20/0377	Central Bedfordshire Council	Council Tax - Sports Pavilion (January)	£ 651.00	£ -	£ 651.00	4811		DD
20/0378	Peninsula Business Services	H&S Support Services - January 2021	£ 100.60	£ 9.00	£ 119.60	4151		DD
20/0379	Cawleys	Skip Emptying - Burial Ground (Dec)	£ 39.54	£ 7.91	£ 47.45	4314		DD
20/0380	Cawleys	Skip Emptying - Office Recycling & General (Dec)	£ 57.40	£ 11.48	£ 68.88	4134		DD
20/0381	Cawleys	Skip Emptying - Allots (Dec)	£ 34.60	£ 6.92	£ 41.52	4134	£ 157.85	DD
20/0382	Scottish Power	Electricity - Parish office (01/12/20-31/12/20)	£ 73.33	£ 3.67	£ 77.00	4137		DD
20/0383	Crown Gas	Gas - Pavilion (01/12/20-31/12/20)	£ 120.59	£ 6.03	£ 126.62	4812		DD
20/0384	British Gas	Electric supply Pavilion (01/12/20-31/12/20)	£ 64.42	£ 3.22	£ 67.64	4806		DD
20/0385	Antechs Business Support Ltd	IT Support maintenance, Licences, Backup - January	£ 161.80	£ 32.36	£ 194.16	4142		DD
20/0386	Virginmedia	Fibre Broadband Office - January	£ 45.00	£ 9.00	£ 54.00	4105		DD
20/0387	NEST	Pension payments December 2020 (Payment due Jan)	£ 855.24	£ -	£ 855.24	526		DD
20/0388	HM Rev & Customs	Mth 9 PAYE	£ 832.80	£ -	£ 832.80	525		
20/0389	HM Rev & Customs	Mth 9 Nat. Emp'ee NI Contribution	£ 510.37	£ -	£ 510.37	525		
20/0390	HM Rev & Customs	Mth 9 Nat. Emp'ee NI Contribution	£ 611.76	£ -	£ 611.76	525	£1,954.93	7520
20/0391	I Nicholls	January Salary	Salary	.	Salary	4002		FP
20/0392	S Cowie	January Salary	Salary		Salary	4001		FP
20/0393	C Callen	January Salary	Salary		Salary	4000		FP
20/0394	J Fitzgerald	January Salary	Salary		Salary	4003		FP
20/0395	K Small	January Salary	Salary		Salary	4004		FP
20/0396	S McConville	January Salary	Salary		Salary	4004		FP
	TOTAL SALARIES		£5,512.87	£ -	£ 5,512.87			
20/0397	J Fitzgerald - Petty cash	Fence panel & undercoat paint for Village gates	£ 34.17	£ 2.83	£ 37.00	4140		7521
20/0398	J Fitzgerald	December Mileage 159 miles @ 60.1p	£ 95.56	£ -	£ 95.56	4107		FP
20/0399	I Swales	White Lining Sports pitches	£ 50.00	£ -	£ 50.00	4140		7522

20/0400	BATPC	New Councillor Training Webinar	£ 30.00	£ -	£ 30.00	4121/321		7519
20/0401	Cherwell Sign Supplies	Sneeze Screen for Parish Office	£ 143.42	£ 28.68	£ 172.10	4191/328		FP
20/0402	Antechs Business Support Ltd	2x Dell Laptops for Office Staff	£1,530.00	£ 306.00	£ 1,836.00	4142/324		DD
20/0403	Mazars LLP	External Audit 2019-2020 Fee	£ 600.00	£ 120.00	£ 720.00	4110		FP
20/0404	Wicksteed Leisure Ltd	Bolts & Fixing Kit for Multi-play Equipment repairs	£ 38.86	£ 7.77	£ 46.63	4654		FP
20/0405	Reynolds Landscaping Services	Leaf clearance at Burial Ground x2	£ 120.00	£ 24.00	£ 144.00	4310		FP
20/0406	Prestige Design & Workwear Ltd	Waterproof Coats for Streetwatch Team (S137 Grant)	£ 250.00	£ 50.00	£ 300.00	4121		FP
20/0407	C Callen	Teamviewer Remote Access Licences x2	£ 381.60	£ 76.32	£ 457.92	4142		FP
20/0408	Liam Macaulay Tree Services	Tree Works at Lovers Walk & Burial Ground	£8,625.00	£ -	£ 8,625.00	4406/342		FP
20/0409	Lexis Nexis	Arnold Baker Local Council Admin 12Ed Publication	£ 119.99	£ -	£ 119.99	4114		7523
20/0410	K Horner	Topping Old Road Field 2020	£ 150.00	£ 30.00	£ 180.00	4657		7524
20/0411	Hertfordshire County Council	Office Stationery	£ 79.17	£ 15.83	£ 95.00	4113		7525
20/0412	D2D Distribution Ltd	December Newsletter Delivery	£ 360.00	£ 72.00	£ 432.00	4124		7526
20/0413	Society of Local Council Clerks	Annual Membership for Clerk	£ 262.00	£ -	£ 262.00	4108		7527
20/0414	Direct365Online Ltd	Settlement of Disputed Account re Allotment Skip 2020	£ 214.68	£ 42.94	£ 257.62	4134		FP
20/0415	TSB Bank	Transfer to Current from Savings Account	£12,000.00	£ -	£ 12,000.00	n/a		TF
TOTAL JANUARY 2021 PAYMENTS					£35,032.75	£ 875.96	£35,908.71	