

**MINUTES OF THE MEETING OF BARTON-LE-CLAY PARISH COUNCIL**  
**HELD ON MONDAY 13<sup>th</sup> SEPTEMBER 2021**  
**AT THE VILLAGE HALL AT 7.30PM**

Present: Councillors Mrs B Thomas (Chair), Mr J Paxton (Vice-Chair), Mrs G Gardner, Mr J Selley, Mr J Roberts, Mr N Day, Mr A Channon, Mrs A Vale and Mrs A Miller

In attendance: Mrs C Callen (Clerk), Mrs S Cowie (Assistant Clerk) and 1 member of the public

Minutes: Mrs C Callen

**21/166 APOLOGIES FOR ABSENCE**

Councillor Mr S Laycock and Central Bedfordshire Ward Councillor Mr I Shingler.

**21/167 SPECIFIC DECLARATIONS OF INTEREST**

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

**21/168 POLICE REPORTS**

**168.1 To acknowledge receipt of Crime Statistics for June and July 2021**

The Crime statistics for June 2021, taken from Police.uk website, were acknowledged. A total of 38 crimes were reported: 12 still under investigation, 1 action taken by another organisation, 6 investigation complete, 4 unable to prosecute and 15 with no further details. The categories for June included: 14 x antisocial behaviour, 8 violence/sexual offences, 6 public order offences, 4 criminal damage/arson, 2 burglary, 1 other theft, 1 drug, 1 vehicle crime and 1 theft from the person.

The Crime statistics for July 2021, taken from Police.uk website, were acknowledged. A total of 36 crimes were reported: 16 still under investigation, 6 investigation complete, 3 unable to prosecute and 11 with no further details. The categories for July included: 16 violence/sexual offences, 11 x antisocial behaviour, 4 vehicle crime, 3 public order offences, 1 criminal damage/arson and 1 other theft.

**168.2 To acknowledge receipt of the Bedfordshire Police & Crime Commissioners August & September Newsletters**

Copies were provided to members ahead of the meeting and acknowledged.

**168.3 To consider and approve attendance at the quarterly Community Policing Priority Setting Meeting online on 30<sup>th</sup> September 2021**

An invite has been received to attend this online meeting. It was agreed that Councillor Thomas would attend, with our priorities of anti-social behaviour, violence & sexual offences and public order offences in line with the recent increase in crimes seen in these areas.

For information, PC Konopka is currently Acting Sergeant and he has been into the Parish Office to introduce the new Community Police Officer who will be taking on responsibility for Barton-le-Clay shortly – PC5048 Luke Skelton.

Re: **Minute no.21/046.2** – the Police and Crime Commissioner's Annual Parish Council Conference is now on the 5<sup>th</sup> October 2021 18:00-20:00 via Microsoft Teams. Members were asked to let the Clerk know if they were interested in attending on behalf of the Parish Council.

**21/169 PUBLIC QUESTION TIME**

A resident and member of the local Rotary Club asked the Parish Council regarding the re-launch of the Neighbourhood Plan committee to progress this project, now that the Local Plan has been adopted by Central Bedfordshire Council. CPRE Training and BRCC funding is available to support this. Councillor Gardner agreed to take this item to the next Planning Committee meeting for further discussion.

**21/170 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT**

Councillor Shingler sent his apologies for absence.

**21/171 PLANNING COMMITTEE REPORTS/UPDATE**

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

The Planning Consultant, who assisted with the recent objections for potential large developments surrounding the Village, has offered to attend a meeting on 18<sup>th</sup> October to give a presentation on general planning issues relevant to Barton-le-Clay for consideration. This will be discussed at the next Committee meeting with regards to what topics should be covered. Members were asked to feedback any suggestions to the Clerk ahead of that meeting.

CPRE are holding a Neighbourhood Planning Workshop on 20<sup>th</sup> October 10am-3.30pm at Meppershall Village Hall. Members agreed to consider attendance and let the Clerk know if they are interested. This will be discussed further at the next Committee meeting.

Re: Planning application **CB/21/01080/FULL, 59 Manor Road** that was refused permission in May, they have now been granted Prior Approval for the enlargement of a dwelling house by construction of an additional storey to a maximum of 7.06 metres (CB/21/02950/PAES refers).

The Clerk at Gravenhurst Parish Council has advised that the Planning Officer dealing with the 'Greenwoods' planning application expects to receive a resubmission once they have responded to all the deficiencies highlighted from the original application in terms of lack of information.

CPRE have advised that the Government are looking to abandon their proposals to deregulate the planning system – details were provided to all members via email ahead of the meeting.

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

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

**171.3 Update on Enforcement Notices -**

No formal Enforcement notices have been received.

However, a resident from Nicholls Close has advised the Parish Council regarding a potential breach in the development of the bungalow behind Maple House, Nicholls Close. The parking area to the side of the property appears to have been fenced off to become a patio area and the boundary fence between 67 Bedford Road has been removed. This could cause a parking issue and the resident was advised to report their concerns to the Enforcement team at Central Bedfordshire Council to investigate.

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

**CB/21/03513/FULL, 22 Chiltern Road:** Single storey rear extension following demolition of existing conservatory

– *No comments*

**CB/21/03355/FULL, 11 Meadhook Drive:** Single storey rear extension, to replace rear conservatory

– *No comments*

**CB/21/03576/FULL. 22 York Close:** Ground floor side and rear extension including a garage conversion

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

– Object: The Parish Council object to this application whereby a garage is to be demolished to make way for a side annex, including additional bedroom, and no parking plan has been provided for consideration. This is a tight site with limited on-road parking available and the impact of the proposed development on parking should be considered.

**CB/21/03582/FULL, 92 Manor Road:** Single storey rear extension

– *No comments*

**CB/21/03588/FULL, 13 King William Close:** Widening of an existing crossover

– *No comments*

**CB/TRE/21/00413, 28 Chiltern Road:** Works to tree protected by a Tree Preservation Order SB/97/00011/T3: Reduce and thin crown by 40% to Sycamore Tree

Following discussion, Councillor Day **PROPOSED** the following comments to be submitted, **SECONDED** by Councillor Gardner **with 6 in favour and 1 abstention:**

– Comment: The Parish Council has concerns that the 40% reduction appears excessive and will follow advice and recommendation from the Central Beds Council Tree Officer in this regard.

Councillor Channon joined the meeting 8.13pm

**CB/21/03663/FULL, 17 Luton Road:** Single storey rear extension, new pitched roof to existing two storey rear extension and detached rear single garage

– *No comments*

**CB/21/03679/FULL, 134 Bedford Road:** Conversion of existing single garage, single storey rear extension to lounge and front porch/link corridor

– *No comments*

**CB/21/03709/FULL, 9 Hastings Road:** Single storey front extension, two storey side extension and part two storey & single storey rear extension

– *No comments*

**CB/TCA/21/00421, 63 Bedford Road:** Works to Trees Within a Conservation Area: Reduce overall crown of Ash Tree (T1) by 2m and remove low branches, reduce overall crown of Purple Plum (T2) by 1.5m

– *No comments*

**CB/TCA/21/00364, St Nicholas Church:** Works to trees in a Conservation area: fell to ground Cherry Tree 2356; Fell Norway Maple 2376. Minor works for trees 2322, 2329, 2348. Cut back overhang trees 2354, 2355, 2358.

– *No comments*

**CB/21/03820/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 Miller and **UNANIMOUSLY CARRIED:**

– Object: As previously responded under application CB/21/02619/FULL, the Parish Council strongly objects to the proposed application to remove amenity land from public use, to incorporate into the applicant's private garden. They are also concerned regarding the planned planting of shrubs on the amenity land, which could lead to ongoing maintenance issues in the longer term.

171.5 **To acknowledge Houghton Regis Neighbourhood Plan consultation notification**

Details were provided ahead of the meeting and were acknowledged.

**21/172 MINUTES OF LAST MEETINGS**

172.1 **To receive and approve the minutes of the Full Council meeting held on 12<sup>th</sup> July 2021**

The minutes of Full Council held on 12<sup>th</sup> July 2021 were circulated to members prior to the meeting. Councillor Thomas **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Day **with 6 in favour and 2 abstentions.**

172.2 **To receive and approve the minutes of the Extra-ordinary meeting of the Parish Council held on 26<sup>th</sup> July 2021**

The minutes of the Extra-ordinary meeting of the Parish Council held on 26<sup>th</sup> July 2021 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.**

172.3 **Matters arising outside of committee reports/updates**

There was none.

**21/173 CHAIRMAN'S ANNOUNCEMENTS**

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

The new County Officer for BATPC has now been appointed and started. Details of his background and contact details were provided.

173.2 **To consider and respond to interim Community Governance Review**

In 2018 a Community Governance Review (CGR) was carried out, where, as part of the review, Parish Councils were invited to consider the number of Councillors that represent their Parish. Notwithstanding the fact that normally this would not be reviewed again for at least 5 years (i.e. 2023 – Election year), Central Beds Council have asked if any Town or Parish Councils wished for their numbers to be reviewed now. After consideration, it was agreed to retain the allocation of 13 members for Barton-le-Clay.

173.3 **To acknowledge correspondence from Barton Conservation Group regarding the closure of the group**

Barton Conservation Group have contacted the Parish Council. They have lost several key members over recent years and have decided it is now time to close the group. They have agreed to donate the balance of funds they have accrued over the years to the Parish Council, to be held in an ear-marked reserve to be used for enhancing the Village environment.

Councillor Thomas acknowledged that the closure of the group would be a great loss to the Village and on behalf of the Parish Council, expressed thanks for all the work they have undertaken over the years.

173.4 **To acknowledge the updated BATPC Finance Training Programme 2021/22 and consider any attendance**

A copy of the revised list of Courses was emailed to all members ahead of the meeting.

Anyone interested in attending a course should contact the Clerk.

Councillor Thomas **PROPOSED** approval of £30 for the Clerk to attend the Internal Controls online training on 13<sup>th</sup> January 2022 , **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.

Councillor Thomas requested that item 21/177 be discussed at this point in the meeting.

**21/177 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**

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

An incident was recorded on 1<sup>st</sup> September where the bus shelter on Bedford Road (by Grange Road/A6 roundabout) was sprayed with shaving foam and graffiti drawn into the foam. Foam had also been sprayed onto road signs and on the bin up to Lime Close. The incident (along with damage to play equipment) was reported to the authorities via a multi-agency report. The bus shelter, etc. was cleaned by the Groundsman.

**Minute no. 21/131.4** The new seating in the bus shelter on Bedford Road opposite the Chemist has now been installed.

Wanderbus have provided an update on two new routes they will be running from October – to Baldock weekly and to St Albans once a month. Timetables have been put up on the noticeboards and details will be shared on Social Media nearer the start date. Councillor Gardner will update the WI members at their next meeting.

Central Beds Council are consulting with local residents on their Bus Service Improvement Plan between 8<sup>th</sup> & 22<sup>nd</sup> September. The Clerk has completed feedback on behalf of the Parish Council but individual members were encouraged to submit their own comments.

**Minute no. 21/104** - A tree surgeon has looked at the self-set Ash tree at the side of a property in Simpkins Drive and provided a quote for its removal, if required. This will be discussed at the next Committee meeting.

Councillor Paxton has requested information from Beds Police for putting together a Speedwatch team in the Village. This will be discussed at the next Committee meeting.

The damaged waste bins on Bedford Road and Windsor Road have been replaced by Central Beds Council.

177.2 **To acknowledge the Bus Shelters inspections**

The bus shelter inspections on 2<sup>nd</sup>, 24<sup>th</sup> August and 7<sup>th</sup> September were acknowledged. Everything was in order.

177.3 **Update following meeting with the Rotary Club regarding the Community Garden project**

A meeting was held with the Rotary Club on 9<sup>th</sup> August and a copy of the minutes were provided ahead of the meeting. The representative from the Rotary Club was in attendance at the meeting and explained the background for the project. It was agreed that a group should visit the Community Garden in Toddington to get a better understanding of what is required.

**ACTION – Clerk to liaise with Rotary and Councillors to agree a suitable date for the visit.**

21/174 **CONCLUSION OF AUDIT FOR YEAR ENDED 31<sup>ST</sup> MARCH 2021**

174.1 **To acknowledge the completion of the audit for the year ended 31<sup>st</sup> March 2021, including External Auditor’s Certificate, and to consider and approve any actions detailed in the report for improvement in 2021/22**

Mazars completed their Annual Audit for 2020/2021 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 hard work.

21/175 **POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

175.1 **Matters arising from previous Policies & Resources Committee not included within agenda - information only**

The second tranche of the 2021/22 Precept has now been received. Once the transfers to EMR’s have been completed, the Clerk will provide a summary of the up to date position at Octobers meeting, ahead of Budget discussions in November.

**Minute No. 21/143.3** - The Planters and Bike Rack have now been ordered for the Welcome Back Fund project (delivery due in October). The remaining items will be discussed at the next Committee meeting. Following feedback from Councillors over the Summer regarding locations, the final consensus was to put the bike rack on the corner of Old School Gardens, and the three planters outside Richard Miller White dentist, the Library car park and Barton Supplies.

**Minute no. 21/143.8** – An initial meeting has been arranged for 15<sup>th</sup> September with Barton Rovers FC to discuss the lease/telemast situation. The Clerk and Councillors Thomas and Selley will attend.

Ramsey Manor Lower School PTA have advised that they are arranging another Halloween Spooky Trail around the Village as a fund raiser on 30/31<sup>st</sup> October.

Councillor Paxton joined the meeting 9.04pm

- 175.2 **To acknowledge receipt of the Social Media mini Health Check and to consider any additional actions**  
A copy of the mini-Health Check was provided ahead of the meeting and acknowledged. Recommendations were to make better use of videos, graphics, pictures, polls & questions to grow engagement. This item will be discussed further at the next Committee meeting.
- 175.3 **Update regarding the Leisure Management Strategy report**  
The draft Strategy document and Executive Summary were shared with members ahead of the meeting. It was agreed for this item to be discussed further at the next Committee meeting.
- 175.4 **Update regarding the possible extension of the Village Hall facility**  
Councillor Roberts attended a meeting on 11<sup>th</sup> August with the Village Hall Committee, an architect and the Leisure Strategy consultant to discuss possible options for the Village Hall. A feasibility study is needed to progress this project, which is key to the allocation of any S106 funding from any potential developers. This item will be discussed further at the next Committee meeting.
- 175.5 **Update regarding the Doctors Practice proposed acquisition of the freehold site**  
The Clerk has spoken to Solicitors who specialise in dealing with Parish Councils. They confirm that the first stage is to get the land valued to see if it is worthwhile the Parish Council selling the freehold. Any land sale proceeds would have to be ringfenced for allotment land & improvements in the first instance. Solicitors will then act if agreed to proceed and will seek approval from the Government that the land is surplus to requirements and can be sold ok. The quotation for the Valuation was £2000 plus VAT which has not been allocated in the 2021/22 Budget.  
**ACTION – Clerk to contact the Practice Manager to provide an update.**
- 175.6 **To retrospectively approve the costs for SLCC Virtual Training Seminar for the Clerk**  
The Clerk attended the SLCC Virtual Training Seminar on 8<sup>th</sup> September, covering: Budgets, Use of Social Media, Cyber Security, Health & Wellbeing Projects for the community, SLCC Advice service, Successful installation of a Skatepark in the community. Councillor Thomas **PROPOSED** retrospective approval of the cost of £45 plus VAT for the seminar, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.
- 175.7 **To consider and approve renewal of Insurance Policy**  
The Council's insurance is due to expire on 30<sup>th</sup> September, following the expiry of the 3-year Long Term Agreement period. The Clerk sought quotes again from Came & Co (current brokers) and from BHIB Ltd. A comparison of quotes was provided for consideration. After discussion, Councillor Day **PROPOSED** approval of the BHIB recommended Aviva Insurance Policy at a cost of £2554.18 for the 3-year LTA, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.
- 175.8 **To consider Electric Vehicle Chargepoints Expression of Interest Return to Central Beds Council and agree way forward**  
Central Beds Council will shortly be seeking to procure commercial chargepoint providers with respect to their own carparks and buildings and on-street residential charging. They are keen to work with Town and Parish council's to, where possible, include their carparks and buildings within the scope of these contracts. CBC see this as being the best way for EV Chargepoints to be installed in key areas across Central Bedfordshire in a way that minimises both risk and financial outlay, whilst at the same time also limits the future burden of managing and maintaining this infrastructure. Expression of interest for Barton-le-Clay is to be provided by 17<sup>th</sup> September – to include any possible sites around the Village, regardless of ownership. Members provided a list of options.  
**ACTION – Clerk to submit return with details provided, as discussed.**
- 21/176 **BURIAL GROUNDS COMMITTEE REPORT/UPDATE**  
176.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**

Following the completion of the drainage works for St Nicholas Church it was found that one drain which was not replaced is blocked. This drain will need to be replaced. The Church are applying for the relevant permissions.

The Church are also applying to have 2 disabled car parking spaces in their car park.

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

The Burial Ground and Churchyard inspections undertaken on 2<sup>nd</sup>, 16<sup>th</sup> and 31<sup>st</sup> August 2021 were acknowledged. No new issues were highlighted.

176.3 **To acknowledge the War Memorial inspection**

The War Memorial inspections undertaken on 2<sup>nd</sup>, 16<sup>th</sup> and 31<sup>st</sup> August were acknowledged. Everything was in order.

176.4 **To consider request for funding towards the cost of repairs to St Nicholas Church Peace Clock**

The Church have approached the Parish Council to consider a grant of £500 towards the cost of the repairs to the Peace Clock. The total cost is £6440 and they have currently received public donations of £1050. They are also seeking a grant from the War Memorials Trust. Being a church, they do not qualify for the Small Grants funding scheme but the Parish Council have historically paid for the annual service of the Clock which has not been undertaken for several years due to the ongoing issues. Following discussion, Councillor Thomas **PROPOSED** approval to provide the £160 already budgeted this year for the Peace Clock service and an additional £340 from the Community Fund Ear Marked Reserve, towards the repairs. This was **SECONDED** by Councillor Vale **with 8 in favour and 1 abstention**.

176.5 **To approve the additional cost for memorial bench in the Burial Ground and to agree payment method**

At the Full Council meeting on 12<sup>th</sup> April 2021, members approved the purchase of a memorial bench for the late Councillor Davison-Williams. Due to supply issues, the bench was out of stock and an order was not able to be placed. The bench is now in stock. However, the cost has increased from the £444.90 previously agreed. Councillor Channon **PROPOSED** approval of the additional cost for the bench and the provision of anchors, total cost £462.42 plus VAT, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

Memorial Benches advise that they only accept payment online/phone in full at the time of ordering. The Clerk is able to pay via the Council's debit card but it's use is restricted to a maximum of £200 per transaction, in accordance with the Council's Financial Regulations. Councillor Channon **PROPOSED** that the Clerk be granting specific permission to purchase the memorial bench on the Council's debit card, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

176.6 **To consider the annual Remembrance Sunday service at the War Memorial**

Councillor Channon **PROPOSED** that a representative from the Lord-lieutenants office be invited to attend the service on 14<sup>th</sup> November, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.

**21/178 LEISURE COMMITTEE REPORT/UPDATE**

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

Bedfordshire Police have confirmed that they have logged the vandalism to play equipment under the category of criminal damage, reference 40/47482/21. As there are no lines of enquiry the report will be filed.

Barton Countryside Conservation have advised that they are not taking on any work until after October.

- 178.2 **To receive the minutes of the Leisure Committee meeting held on 6<sup>th</sup> September 2021 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 6<sup>th</sup> September 2021, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.
- 178.3 **To acknowledge weekly Playground and Fitness Equipment Inspections**  
The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 6<sup>th</sup> September were acknowledged. Several repairs are pending, as previously discussed.
- 178.4 **To approve the cost for repair of the teacup play equipment in the Norman Road play area**  
Following the inspection by Wicksteed Leisure, they have quoted for the repairs necessary to the bearings for the teacup equipment. Councillor Thomas **PROPOSED** approval of the quote from Wicksteed Leisure for the parts and labour at a cost of £362.70 plus VAT, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.
- 178.5 **To consider and approve quotation for replacement seat for the gyro spiral following vandalism**  
A quote has been received from the original suppliers for a replacement seat. Councillor Thomas **PROPOSED** approval of the quote from Proludic for the replacement seat, including delivery, at a cost of £215.43 plus VAT, **SECONDED** by Councillor Channon and **UNANIMOUSLY CARRIED**.
- 178.6 **To approve and adopt the Allotment Tenancy Agreement effective from 1<sup>st</sup> October**  
A copy of the proposed agreement, as discussed at the last Committee meeting, was provided to members ahead of the meeting. Councillor Thomas **PROPOSED** approval and adoption of the amended document, **SECONDED** by Councillor Channon and **UNANIMOUSLY CARRIED**.
- 21/179 SPORTS FIELD COMMITTEE REPORT/UPDATE**
- 179.1 **Matters arising from previous Sports Field committee not included within agenda - information only**  
The football season began on Saturday 4<sup>th</sup> September. A hire agreement was set up with Leighton & District League for one pitch on a Sunday morning. They have assigned two teams to Barton: Luton Villa and FC Highwood.  
  
The new defibrillator has now been received as funded by the FA. Once the cabinet is received this will be installed at the Pavilion.  
  
A fallen branch from the Crack Willow tree on the access road near the entrance to the football club was cleared by Jempson Tree Services on 20<sup>th</sup> August at no cost.  
  
A school academy have approached the Council to hire a pitch at the Sports Field on Friday mornings for an hour. Councillor Selley **PROPOSED** approval of the request, with a charge of £25 for a Junior pitch plus access to the toilets, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**. Clerk to provide the Hire Agreement.
- 179.2 **To retrospectively approve the cost for the annual service of the Fire Alarms and Emergency Lighting at the Pavilion and agree additional repair costs**  
The 6 monthly check of the Pavilion fire alarm and emergency lighting was carried out by Knights Shield Fire & Security Systems. Annual cost includes 1 full service and 1 interim service. Councillor Selley **PROPOSED** retrospective approval of the cost of £220 plus VAT for the annual service, **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.  
Councillor Selley **PROPOSED** retrospective approval of the cost of £20 plus VAT for the replacement backup battery, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.  
Councillor Selley **PROPOSED** approval of the cost of £110 plus VAT for the replacement of 3 emergency lights, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

**21/180 MONTHLY FINANCIAL REPORTS**

**180.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports for months 4 & 5**

The monthly financial reports for July and August month-ends were received by members. Councillor Gardner queried the outstanding payment due from Stopsley United FC. The Clerk confirmed that this was being chased in line with policy and that the league were now involved.

**21/181 APPROVAL OF PAYMENT OF ACCOUNTS**

**181.1 To retrospectively consider and approve payment of accounts for August, as listed within the schedule**

The payments made in August were provided to members prior to the meeting. Councillor Thomas **PROPOSED** retrospective approval of the payments for August, totalling £29,538.47 (including transfer to savings account), **SECONDED** by Councillor Roberts and **UNANIMOUSLY CARRIED**.

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

The payments for September were provided to members prior to the meeting. An additional payment to P&R Property was added, totalling £2000. Councillor Thomas **PROPOSED** approval of the payments for September, totalling £94,812.70 (including transfers to savings accounts), **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

**21/182 TIME ALLOCATION FOR COMMITTEE MEETINGS**

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

20<sup>th</sup> September 2021 – Burial Grounds and Leisure committees – to be held at the Village Hall, start time 7.30pm.

27<sup>th</sup> September 2021 – Planning and Highways & Environment committees – to be held at the Village Hall, start time 7.30pm.

4<sup>th</sup> October 2021 – Pay & Personnel Sub-committee and Policies & Resources Committee – to be held at the Village Hall, start time 7.30pm.

**21/183 MISCELLANEOUS CORRESPONDENCE RECEIVED**

**183.1 To acknowledge receipt of the Allotment & Leisure Gardener magazine Issue 3 2021**

- acknowledged.

**183.2 To acknowledge receipt of the CPRE Countryside Voices magazine Summer 2021**

- acknowledged.

**183.3 To acknowledge receipt of the Chiltern Society magazine Issue 241, Autumn 2021**

- acknowledged.

**21/184 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

As reported under matters arising for the Sports Field Committee, the white-lining machine needs replacing urgently. The cost of a new machine is c.£700. Members agreed that this should be actioned urgently with retrospective approval at the next Full Council meeting.

The meeting closed at 10.26pm

**I certify these minutes are a true and correct record of the Parish Council meeting held on 13<sup>th</sup> September 2021**

**Dated this the 11<sup>th</sup> October 2021**

**COUNCILLOR B THOMAS  
CHAIRMAN**

**PAYMENT OF ACCOUNTS**  
**August 2021**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
21/0157	Everflow	Water Supply 07/09/2021 to 06/10/2021	£ 94.45	£ -	£ 94.45	SPLIT		DD
21/0158	Central Bedfordshire Council	Council Tax - Parish Office (August)	£ 240.00	£ -	£ 240.00	4137		DD
21/0159	Central Bedfordshire Council	Council Tax - Sports Pavilion (August)	£ 489.00	£ -	£ 489.00	4811		DD
21/0160	Peninsula Business Services	H&S Support Services - Aug 2021	£ 100.60	£ 19.00	£ 119.60	4151		DD
21/0161	Cawleys	Skip Emptying - Burial Ground (July)	£ 54.51	£ 10.90	£ 65.41	4314		DD
21/0162	Cawleys	Skip Emptying - Office Recycling (July)	£ 5.78	£ 1.16	£ 6.94	4134		DD
21/0163	Cawleys	Skip Emptying - Allots (July)	£ 143.22	£ 28.64	£ 171.86	4134	<b>£ 244.21</b>	DD
21/0164	Scottish Power	Electricity - Parish office (01/07/21-31/07/21)	£ 73.33	£ 3.67	£ 77.00	4137		DD
21/0165	Crown Gas	Gas - Pavilion (01/07/21-31/07/21)	£ 34.87	£ 1.74	£ 36.61	4812		DD
21/0166	British Gas	Electric supply Pavilion (01/07/21-31/07/21)	£ 102.85	£ 5.14	£ 107.99	4806		DD
21/0167	Puzzle Technology Ltd (Antechs)	IT Support maintenance & Backup - August	£ 105.00	£ 21.00	£ 126.00	4142		DD
21/0168	Puzzle Technology Ltd	IT Support Licences - August	£ 56.80	£ 11.36	£ 68.16	4142		DD
21/0169	Virginmedia	Fibre Broadband Office - August	£ 45.00	£ 9.00	£ 54.00	4105		DD
21/0170	NEST	Pension payments July 2021 (Payment due August)	£ 919.25	£ -	£ 919.25	526		DD
21/0171	HM Rev & Customs	Mth 4 PAYE	£ 718.60	£ -	£ 718.60	525		
21/0172	HM Rev & Customs	Mth 4 Nat. Emp'ee NI Contribution	£ 485.45	£ -	£ 485.45	525		
21/0173	HM Rev & Customs	Mth 4 Nat. Emp'er NI Contribution	£ 583.10	£ -	£ 583.10	525	<b>£1,787.15</b>	FP
21/0174	I Nicholls	August Salary	Salary	.	Salary	4002		FP
21/0175	S Cowie	August Salary	Salary		Salary	4001		FP
21/0180	C Callen	August Salary	Salary		Salary	4000		FP
21/0181	J Fitzgerald	August Salary	Salary		Salary	4003		FP
21/0178	K Small	August Salary	Salary		Salary	4004		FP
21/0179	S McConville	August Salary	Salary		Salary	4004		FP
	<b>TOTAL SALARIES</b>		<b>£5,276.69</b>	<b>£ -</b>	<b>£ 5,276.69</b>			
21/0176	Purr-fect Pets	Voucher	£ 15.00	£ -	£ 15.00	4116		Dcard
21/0177	NALC	Making Rural Housing Affordable Webinar fee	£ 32.44	£ 6.49	£ 38.93	4120/321		Dcard
21/0182	J Fitzgerald	July Mileage 241 miles @ 60.1p	£ 144.84	£ -	£ 144.84	4107		FP
21/0183	J Fitzgerald	Fuel for strimmer/padlocks	£ 40.17	£ 8.04	£ 48.21	4140		FP

21/0184	Reynolds Landscaping Services	Grass cutting 7th & 20th July	£ 350.00	£ 70.00	£ 420.00	SPLIT		FP
21/0185	M Small t/a Parish & Community Futures	Consultants report re Land East of Barton Planning Application	£ 195.00	£ -	£ 195.00	4700/370		FP
21/0186	SLCC Enterprises Ltd	GDPR e-Course Fee for Clerk	£ 30.00	£ 6.00	£ 36.00	4120/321		FP
21/0187	SLCC Enterprises Ltd	Virtual Training Seminar Fee for Clerk	£ 45.00	£ 9.00	£ 54.00	4120/321		FP
21/0188	J9 Ltd t/a Barriers Direct	Speed Reduction Ramps for Sports Field access road	£1,246.44	£ 249.29	£1,495.73	4807/385		FP
21/0189	Professional Pest Management Ltd	Pest Control Allotments site visit	£ 65.53	£ 13.11	£ 78.64	4609		FP
21/0190	Pure-PAT Electrical Testing Ltd	Bi-annual Electrical Appliance testing Office & Pavilion	£ 144.75	£ 28.95	£ 173.70	4143		FP
21/0191	Herts County Council	Office stationery	£ 12.11	£ 2.42	£ 14.53	4113		FP
21/0192	Barton Rovers Football Club	Football Pitches re-seeding	£1,041.20	£ 208.24	£1,249.44	4813		FP
21/0193	MJ Granger Grounds Maintenance	Grass cutting 13/07/21	£ 389.30	£ 77.87	£ 467.17	SPLIT		FP
21/0194	MJ Granger Grounds Maintenance	Grass cutting 27/07/21	£ 389.30	£ 77.87	£ 467.17	SPLIT	<b>£ 934.34</b>	FP
21/0195	TSB	Transfer to Savings Account	£15,000.00	£ -	£15,000.00	n/a		TF
		<b>TOTAL AUGUST 2021 PAYMENTS</b>	<b>£28,669.58</b>	<b>£ 868.89</b>	<b>£29,538.47</b>			

**PAYMENT OF ACCOUNTS  
September 2021**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
21/0196	Everflow	Water Supply 07/10/2021 to 06/11/2021	£ 354.94	£ -	£ 354.94	SPLIT		DD
21/0197	Central Bedfordshire Council	Council Tax - Parish Office (Sept)	£ 240.00	£ -	£ 240.00	4137		DD
21/0198	Central Bedfordshire Council	Council Tax - Sports Pavilion (Sept)	£ 489.00	£ -	£ 489.00	4811		DD
21/0199	Peninsula Business Services	H&S Support Services - Sept 2021	£ 100.60	£ 19.00	£ 119.60	4151		DD
21/0200	Cawleys	Skip Emptying - Burial Ground (Aug)	£ 65.24	£ 13.05	£ 78.29	4314		
21/0201	Cawleys	Skip Emptying - Office Recycling (Aug)	£ 11.56	£ 2.31	£ 13.87	4134		
21/0202	Cawleys	Skip Emptying - Allots (Aug)	£ 227.80	£ 45.56	£ 273.36	4134	<b>£365.52</b>	DD
21/0203	Scottish Power	Electricity - Parish office (01/08/21-31/08/21)	£ 73.33	£ 3.67	£ 77.00	4137		DD
21/0204	Crown Gas	Gas - Pavilion (01/08/21-31/08/21)	£ 36.00	£ 1.80	£ 37.80	4812		DD

21/0205	British Gas	Electric supply Pavilion (01/08/21-31/08/21)	£ 92.07	£ 4.60	£ 96.67	4806		DD
21/0206	Puzzle Technology Ltd (Antechs)	IT Support maintenance & Backup - Sept	£ 105.00	£ 21.00	£ 126.00	4142		DD
21/0207	Puzzle Technology Ltd	IT Support Licences - Sept	£ 56.80	£ 11.36	£ 68.16	4142		DD
21/0208	Virginmedia	Fibre Broadband Office - Sept	£ 45.00	£ 9.00	£ 54.00	4105		DD
21/0209	Xerox Finance Ltd	Versalink Photocopier rental (1/6/2021-31/8/21)	£ 81.04	£ 16.21	£ 97.25	4111		DD
21/0211	British Telecom	Telephone & Broadband charges Qtly (1/5/21-1/8/21)	£ 194.48	£ 38.89	£ 233.37	4105		DD
21/0212	NEST	Pension payments August 2021 (Payment due Sept)	£ 902.08	£ -	£ 902.08	526		DD
21/0213	HM Rev & Customs	Mth 5 PAYE	£ 714.40	£ -	£ 714.40	525		
21/0214	HM Rev & Customs	Mth 5 Nat. Emp'ee NI Contribution	£ 472.28	£ -	£ 472.28	525		
21/0215	HM Rev & Customs	Mth 5 Nat. Emp'er NI Contribution	£ 567.96	£ -	£ 567.96	525	<b>£1,754.64</b>	FP
21/0216	I Nicholls	August Salary	Salary	.	Salary	4002		FP
21/0217	S Cowie	August Salary	Salary		Salary	4001		FP
21/0218	C Callen	August Salary	Salary		Salary	4000		FP
21/0219	J Fitzgerald	August Salary	Salary		Salary	4003		FP
21/0220	K Small	August Salary	Salary		Salary	4004		FP
21/0221	S McConville	August Salary	Salary		Salary	4004		FP
	<b>TOTAL SALARIES</b>		<b>£ 5,740.75</b>	<b>£ -</b>	<b>£ 5,740.75</b>			
21/0222	J Fitzgerald	August Mileage 165 miles @ 60.1p	£ 99.17	£ -	£ 99.17	4107		FP
21/0223	J Fitzgerald	Petty Cash	£ 14.17	£ 2.83	£ 17.00	4140		FP
21/0224	Office Petty Cash	Postage	£ 19.50	£ -	£ 19.50	4106		Dcard
21/0225	MJ Granger Grounds Maintenance	Grass cutting 10/08/21	£ 389.30	£ 77.87	£ 467.17	SPLIT		
21/0226	MJ Granger Grounds Maintenance	Grass cutting 24/08/21	£ 389.30	£ 77.87	£ 467.17	SPLIT		
21/0227	MJ Granger Grounds Maintenance	Hedge cutting Grange Rd Estate	£ 555.64	£ 111.13	£ 666.77	4401	<b>£1,601.11</b>	FP
21/0228	Reynolds Landscaping Services	Grass cutting 3rd & 17th August	£ 350.00	£ 70.00	£ 420.00	SPLIT		FP
21/0229	Caloo Ltd	Inspect/repair Fitness Equipment	£ 395.00	£ 79.00	£ 474.00	4654		FP
21/0230	CPRE	Annual Membership	£ 36.00	£ -	£ 36.00	4108		FP
21/0231	Maximum Security Systems Ltd	Annual service of Alarm System - Office/Pavilion	£ 130.00	£ 26.00	£ 156.00	SPLIT		FP

21/0232	Knights Shield Fire & Sec Systems	Annual Service of Fire Alarm & Emergency Lighting-Pavilion	£ 220.00	£ 44.00	£ 264.00	4815		FP
21/0233	Knights Shield Fire & Sec Systems	Replacement back-up battery Fire Alarm at Pavilion	£ 20.00	£ 4.00	£ 24.00	4815		FP
21/0234	SMRHS Ltd	Annual Boiler Service at Pavilion	£ 450.00	£ 90.00	£ 540.00	4815		FP
21/0235	Prysebros Ltd t/a Complete Weed Control	Annual Weed & Feed to Sports Field	£ 865.00	£ 173.00	£1,038.00	4804		7539
21/0236	HL Hutchinson Ltd	White Line Paint for Sports Pitches	£ 291.78	£ 58.36	£ 350.14	4805		FP
21/0237	Wicksteed Leisure Ltd	Inspection of roundabout & teacup	£ 60.00	£ 12.00	£ 72.00	4654		FP
21/0238	Tim Wall	Interim Payment for Leisure Strategy	£ 325.00	£ -	£ 325.00	4656/362		FP
21/0239	Mazars LLP	External Auditors fee	£ 600.00	£ 120.00	£ 720.00	4110		FP
21/0240	GW Shelter Solutions Ltd	New seating in Bus Shelter	£ 750.00	£ 150.00	£ 900.00	4506/352		FP
21/0241	P&R Property	Quarterly Office & garage rent 26/8/21-25/11/21	£ 2,000.00	£ -	£ 2,000.00	4137		FP
21/0242	Nationwide Building Society	Transfer to 45DN savings	£45,000.00	£ -	£45,000.00	n/a		TF
21/0243	TSB	Transfer to Savings Account	£30,000.00	£ -	£30,000.00	n/a		TF
		<b>TOTAL SEPTEMBER 2021 PAYMENTS</b>	<b>£93,530.19</b>	<b>£ 1,282.51</b>	<b>£94,812.70</b>			