

MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,
HELD ON MONDAY 25th JULY 2022
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.31PM

Present: Councillors Mrs B Thomas (Chairman), Miss G Widdowfield (Vice-Chairman), Mrs A Miller, Mrs G Gardner, Mr J Selley, Mrs A Vale, Mr S Laycock, Mr J Roberts, Mr N Day and Mr J Paxton

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

Minutes: Mrs C Callen

22/123 APOLOGIES FOR ABSENCE

None were received.

22/124 SPECIFIC DECLARATIONS OF INTEREST

Members were reminded of the procedures regarding declaration of interests.

22/125 PUBLIC QUESTION TIME

There were no members of the public present.

22/126 PLANNING COMMITTEE REPORTS/UPDATE

126.1 **Matters arising from previous Planning Committee not included within agenda – information only** - There were none.

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

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

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

CB/22/02460/FULL, 69-71 Osborn Road: Part single and part two storey side and rear extensions, to 69 and 71, following removal of side and rear extensions, and conservatory.

- No comments

(Councillor Day arrived at 7.35pm)

CB/22/01822/FULL, 38 Osborn Road: Erection of single storey rear extension, and two storey side extension and new porch.

- No comments

(Councillor Paxton arrived at 7.37pm)

CB/22/02683/FULL, 61 Manor Road: Demolition of existing detached garage, raising roof height to accommodate first floor, and part single, part two storey side and rear extensions.

Following discussion, Councillor Gardner **PROPOSED** the following objection be submitted,

SECONDED by Councillor Day and **UNANIMOUSLY CARRIED:**

OBJECT – The Parish Council object to the proposed planning application, which would see the loss of another bungalow within the Village and goes against the feedback from the emerging Neighbourhood Plan. They consider that the size of the extension detailed would be an overdevelopment of the site in a prominent position within Barton-le-Clay. The proposed extension is not in keeping with the street scene, where the neighbouring properties are a row of bungalows, set further back from the road.

CB/TCA/22/00355, 2 Clarkes Pightle, Bedford Road: Works to trees within a Conservation Area:

T1 Sycamore Tree – Reduce overall crown by 4m – for general maintenance.

Following discussion, Councillor Gardner **PROPOSED** the following comments be submitted,

SECONDED by Councillor Vale and **UNANIMOUSLY CARRIED:**

COMMENT – The Parish Council refer to the previous planning application CB/TCA/20/00578 that was submitted by the same applicant in respect of the same tree under location shown as Café Goa,

2 Bedford Road. At that time, the recommendation approved was to restrict the crown reduction to 2m maximum, with emphasis on the lateral side branch reduction to reshape and balance the tree. It was considered that an overall height reduction would only exacerbate the growth characteristics of the tree. In this application, the applicant is looking for a 4m crown reduction to maintain the tree. The Parish Council request that the Tree Officer review the current growth of the tree and recommend if any further reduction is considered necessary.

CB/TCA/22/00360, 4 Clipstone Mews, Bedford Road: Works to trees within a Conservation Area:T1 Leylandi Hedge – top to previous reduction points.

Following discussion, Councillor Gardner **PROPOSED** the following comments be submitted, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**:

COMMENT – The Parish Council will follow the advice and recommendation from the Central Beds Council Tree Officer with regards to the works proposed.

CB/22/02487/FULL, The Olde Watermill Shopping Village, Faldo Road: Change of Use for parking area to car sales and erection of fence and gates.

Councillor Widdowfield expressed a non-pecuniary interest in the application as the owner was known to them.

Following discussion, Councillor Selley **PROPOSED** the following objection be submitted, **SECONDED** by Councillor Paxton **with 9 in favour and 1 abstention**:

OBJECT – The Parish Council object to the proposed retrospective planning application in view of the impact it has on the area. The location refers to change of use from car parking to car sales area. However, the area in question was previously a green space and not a car park, next to the historic Grade II Watermill building and millpond which are situated within the Greenbelt. The use for car sales detracts from the appearance of the area, which is still visible from the road and mill.

126.4 **To agree agenda for meeting with Central Bedfordshire Council regarding S106 Funding**

As discussed at the last Full Council meeting, an online meeting has been arranged on 27th July with the Planning Officer dealing with the development of Land East of Barton-le-Clay (Taylor Wimpey site). Also at the meeting will be the Community Engagement Officer and someone from the Leisure team. Councillors Day, Miller, Gardner and Selley plus the Clerk and Assistant Clerk have already agreed to attend, and Tim Wall will join in respect of the Leisure Strategy.

Members discussed the key items for the agenda to ensure all aspects are covered for S106 funding opportunities: How much funding will be available; Principles to determine acceptable usage; Status with regards to the new school; Ongoing management of facilities, including a sinking fund; Understanding the requirements to drive forward to the next stage.

ACTION – Clerk to send the agenda to the Planning Officer ahead of the meeting on 27th July.

22/127 **POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

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

Central Beds Council (CBC) Highways have now provided the utility surveys relating to the installation of the notice board and bike rack funded from the Welcome Back Fund. The Clerk will now review these to ensure safe installation over the coming weeks.

Re: **Minute no. 22/114.7** - The Clerk has received satisfactory clarification regarding the queries raised at the July Full Council meeting regarding the proposed new photocopier. The contract will now be progressed.

The Clerk reported that Ramsey Manor Lower School issued a letter to parents before the end of term, confirming that the proposed changes to the school day will be introduced from September 2022. Members were disappointed that no response had been received to the Council's letter outlining their concerns with the proposals and no reference was made to the potential traffic implications as a result of the changes.

ACTION – Clerk to contact CBC Highways Department to raise the Council’s concerns regarding the changes being introduced.

The latest BATPC Town and Parish Councils Finance Training Programme was emailed to members ahead of the meeting. Members were requested to advise the Clerk if any courses were required. The Clerk requested permission to book the ‘VAT – Partial Exemption’ course in November. Councillor Thomas **PROPOSED** approval for the Clerk to book on this course at a cost of £30 from the training budget, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**. Retrospective formal approval will be confirmed at the September Full Council meeting.

127.2 **To consider and approve moving the September Full Council Meeting to 19th September 2022**

The next Full Council meeting is scheduled for 12th September (2nd Monday, as per Standing Order 1a). However, the Horticultural Show is due to be held on 10th September and there will be administration work the week before in preparation of this which will take up time for the Assistant Clerk. The Clerk is on holiday until 9th September.

The Clerk has suggested the meeting is put back a week to the 19th September to allow the agenda and supporting papers to be prepared effectively. The changed date of the meeting would be advised on Website, Social Media and Noticeboards during August/Sept. After consideration, Councillor Thomas **PROPOSED** approval to move the date of the September Full Council meeting to 19th September, **SECONDED** by Councillor Paxton **with 9 in favour and 1 abstention**.

127.3 **To consider and approve cost for painting the Parish Council Toilet**

The paint work in the Office toilet is flaking and was due to be decorated in 2020. Due to other work pressures, the Groundsman has not been able to complete this work. Following discussion, Councillor Paxton **PROPOSED** approval of a budget up to £250 for a contractor to undertake the work required, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.

127.4 **To consider contracting additional support for Parish maintenance work over the Summer**

The Groundsman is working very hard to keep on top of routine maintenance work however, due to the hot, dry spell of weather and the recent reseeding, he is having to water the football pitches regularly and so is behind on other tasks. It was suggested that the Council consider engaging contractors to undertake some of the additional tasks. After consideration, Councillor Day **PROPOSED** to delegate authority to the Clerk to seek assistance as necessary over the Summer, with retrospective approval of any costs incurred at the September meeting, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

127.5 **To consider and approve costs for accepting card payments via mobile device**

Councillor Roberts expressed a non-pecuniary interest in this item as a family member works for one of the suppliers being considered.

The Clerk has investigated suitable card readers and apps to enable the Parish Council to accept card payments via a mobile device. Options and costings were provided for consideration. Following a review of the information provided, Councillor Day **PROPOSED** approval to purchase the card reader and app provided by SumUp at a cost of £20 plus transaction charges of 1.69%, **SECONDED** by Councillor Selley **with 9 in favour and 1 abstention**.

127.6 **To consider the recurring power outages in the Village**

Councillor Paxton has raised concerns over the frequency of power outages on the Grange Road estate recently. Incidents are occurring every few months but in the last week or so they have been more frequent, with two outages on the morning of 19/7/2022. This is a concern for all those affected but particularly for persons working at home or requiring special power needs. Following discussion, it was agreed that a letter should be sent to the power supplier raising the concerns from residents about the issues experienced and requesting an update.

ACTION – Clerk to write to UK Power Networks.

22/128 BURIAL GROUNDS COMMITTEE REPORT/UPDATE

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

The planned walk about meeting scheduled for 20th July had to be cancelled due to lack of Councillors availability. A new date is required in the next two weeks. Committee members were asked to advise the Assistant Clerk of their availability.

ACTION – Assistant Clerk to email Committee members for a suitable date and arrange meeting.

128.2 To acknowledge the Burial Ground and Churchyard inspections

The inspections undertaken on 20th July were acknowledged. Everything was in order except for the marked-up graves in the Churchyard Garden of Rest.

128.3 To acknowledge the War Memorial inspection

The inspection undertaken on 20th July was acknowledged. Everything was in order.

128.4 To consider a request for a grave surround

A request has been received from the owner of a new grave to install a treated wooden surround (below grass level) to their grave space. They would like to retain the earth and plant up the grave area. After discussion, Councillor Laycock **PROPOSED** approval for the wooden surround and suitable planting, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.

128.5 To acknowledge damage to the Burial Ground gate post and consider/approve repair

On 13th July the Groundsman noted further damage to the Burial Ground gate posts. The damage appears to have been caused by a wide vehicle and the gate is not now opening/closing freely, dragging on the ground. Quotes for the repair works have been obtained. After review, Councillor Laycock **PROPOSED** approval of the quote from Ace Fencing of £370 plus VAT, **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

22/129 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

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

There were none.

129.2 To acknowledge the Bus Shelters inspections

The bus shelter inspections of 20th July 2022 were acknowledged. Everything was in order.

129.3 Update regarding the Rural Match Funding Application and agree way forward

As reported at Full Council, the results of the traffic surveys were received. Based on these, CBC have declined to put any traffic calming measures on Bedford Road but are progressing the installation of a Speed Indicator Device on Sharpenhoe Road. A copy of the survey results was forwarded to all members ahead of the meeting for review. It was agreed that once the new device is installed, it will be promoted alongside the results of the application so that residents understand why no further devices are being provided. Volunteers for Speedwatch will be encouraged to come forward to help address areas where concerns have been raised.

129.4 Update regarding tree planting as part of the Queens Green Canopy and agree next actions

The Clerk has contacted CBC to apply for funding towards this project. CBC Tree Officer has assessed the proposed area in Arnold Recreation Ground and confirms it is suitable for planting. He has provided feedback on the tree species previously suggested and these will need to be reviewed. In the meantime, CBC have offered to meet via Microsoft Teams to discuss the scheme in more detail. Councillors Paxton, Thomas, Miller, Day and Selley expressed a wish to be involved with the project.

ACTION – Clerk to obtain availability from members of the Highways Committee and arrange a suitable date for the online Teams meeting.

22/130 LEISURE COMMITTEE REPORT/UPDATE

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

The net on the basketball had broken but has been replaced by the Groundsman. An order for new nets will be placed.

Gilks Fencing have assessed the compound/skip area surfacing and are happy that the security fencing can be installed onto the concrete base. A revised quote will be provided.

Regarding the Horticultural Show, letters to local businesses asking for raffle donations are ready for delivery. Members were asked to liaise with the Assistant Clerk to arrange delivery during the coming week. Councillor Widdowfield confirmed she could pick up any still outstanding the following week.

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

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for the 11th and 20th July were acknowledged. Everything was in order.

130.3 **To consider and approve cost of new signage for Arnold Recreation Ground**

Following discussion at the last meeting and feedback from Committee members on the proposed updated signage for the Play Area, Councillor Miller suggested that symbols could be used for the rules rather than words, as English may not be the first language for all visitors. Therefore, the Assistant Clerk prepared two draft versions for consideration. After discussion on the wording and format, Councillor Thomas **PROPOSED** approval of the amended version with symbols to be provided by Signs Express at a cost of £96.56 plus VAT, together with replacement wooden posts to be installed by the Groundsman at a cost of £47.17 plus VAT. This was **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

With regards to the additional noticeboards and signs in Arnold Recreation Ground, it had been agreed that the hedge by Washbrook Close entrance should be cut back so that the notice board was visible. However, the Assistant Clerk has now investigated this and feels it would be difficult to cut back sufficiently without potential damage to the hedgerow and suggested that the notice board be rehung. This was agreed. It was further agreed not to replace these two noticeboards at this time but to budget for repairs in the future. In the meantime, the Assistant Clerk will provide laminated notices in these areas rather than incur further cost.

130.4 **To acknowledge the annual RoSPA inspection reports and agree actions**

The full Inspection reports were provided to members ahead of the meeting, together with a summary of the findings and an action plan drawn up by the Assistant Clerk. The Groundsman can action the majority of tasks however, some work will need to be contracted externally.

The Assistant Clerk has arranged for 2 tonnes of clean topsoil to be delivered to the Sports Field week commencing 25th July. The Groundsman will use this to build up the soil levels identified in the report. Winton Haulage have kindly agreed to deliver the soil free of charge.

A quotation for the fitness equipment repairs has been requested and a response is awaited. The Assistant Clerk is contacting the other manufacturers for advice and quotations as necessary. An update will be provided at the next meeting.

130.5 **To consider and approve cost for work to the Allotment bank**

The quotation from Barton Countryside Conservation has been received. The estimated cost for materials is £350 and labour £500. There may be additional costs for the hire of a digger. Councillor Thomas **PROPOSED** approval of a maximum total budget of £1000 for the project, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

Councillor Vale reported that garden waste has been dumped at the top of the Allotment site.

ACTION – Groundsman to investigate and a letter to be written to the residents, if necessary.

22/131 SPORTS FIELD COMMITTEE REPORT/UPDATE

131.1 **Matters arising from previous Sports Field committee not included within agenda - information only**

The Clerk advised that a complaint had been received from a resident regarding the sun parasols being used at the Bowling Club. There have been two incidents where the parasols have blown into the neighbouring garden. The Clerk has spoken to both the Chairman at the Bowling Club and the resident to find a satisfactory resolution.

131.2 **To approve the hirers for the 2022/23 football season**

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

- Barton Rovers Youth FC – 13 Saturday morning teams (1x mini, 4x 9V9, 5x junior and 3x adult) and 5 Sunday teams (3x mini, 1x junior and 1x adult)
- Barton Rovers FC – U16s & U18s EJA League and Rovers Reserves (approx. 10 matches) – all Sunday kick-offs
- Leighton & District Sunday League – Luton Villa & FC Highwood – Sunday morning kick-offs

Annual Hire Agreements will be issued in August, ahead of the 2022/23 season.

Councillor Selley **PROPOSED** approval of the hirers for the 2022/23 Season as detailed above, **SECONDED** by Councillor Miller and **UNANIMOUSLY CARRIED**.

131.3 **To retrospectively approve the cost for the Sports Field 3G Feasibility report**

At the July Full Council meeting, members verbally approved the cost for Tim Wall Leisure to compile a 3G Feasibility Report for use in discussions with CBC for S106 funding. Councillor Selley **PROPOSED** retrospective approval for the cost of £975 plus VAT for the report, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

The draft report has been received and will be shared with all members ahead of the S106 meeting with CBC on 27th July. Members were reminded that the report is confidential at this time due to the sensitivity of some of the details contained within it.

131.4 **To consider and approve the cost to reset the access road gate post and jockey wheels**

Councillor Selley **PROPOSED** approval for Gilks Fencing to break out and reset the gate post and adjust the gate in new position at a cost of 634.80 plus VAT, to realign with adjoining new gate recently replaced following a vehicle collision. This was **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.

Once the gates are level, the jockey wheels will need cutting off and repositioning. Councillor Selley **PROPOSED** approval of quote from Project Metalcraft at a cost of £130 plus VAT, **SECONDED** by Councillor Widdowfield and **UNANIMOUSLY CARRIED**.

Both costs to be covered from the Restart Grant Ear Marked Reserve.

131.5 **To consider request for a new hirer to install a fitness anchor and display advertising signage during hire times**

The Clerk has prepared a draft hire agreement which allows Boxfit to train up to 2 hours a week, on the perimeter grass areas (off of the pitches) at a cost of £25.00 per week. They have requested to install a small anchorage point for use during PT sessions and to display a pop-up sign pole advertising their business during hire times. After consideration, Councillor Selley **PROPOSED** approval of the request at their own cost, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

22/132 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There were none.

The meeting closed at 9:46 pm

I certify these minutes are a true and correct record of the Parish Council Extra-Ordinary meeting held on 25th July 2022

Dated this the 19th September 2022

**COUNCILLOR B THOMAS
CHAIRMAN**