

**MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,**  
**HELD ON MONDAY 22<sup>nd</sup> MAY 2023**  
**AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30PM**

Present: Councillors Mr J Paxton (Chairman), Mr N Day (Vice-Chairman), Mrs G Gardner, Mr S Laycock, Mrs A Fletcher, Mrs J Mikkelson, Mrs A Vale and Mr W Rudd

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

Minutes: Mrs C Callen

**23/023 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Mrs B Thomas and Mr J Selley.

**23/024 SPECIFIC DECLARATIONS OF INTEREST**

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

**23/025 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**

**025.1 Election of Chair and Vice-chair for ensuing year**

Councillor Gardner **PROPOSED** Councillor Laycock as Chair of the Burial Grounds committee. This was **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**. Councillor Vale then **PROPOSED** Councillor Rudd as Vice-chair, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

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

The Assistant Clerk advised that a request had been received from a family regarding the proposed wording for their family's memorial. After consideration, it was agreed that providing the Parish Council documents correctly recorded the names of those interred, it would be at the discretion of the Council what names are included on the actual memorial stone. In this specific case, it was agreed that the family could use either just the first name or include the maiden name for their relative's memorial.

**025.3 To acknowledge the Burial Ground, Churchyard and War Memorial inspections**

The inspections undertaken on 15<sup>th</sup> May were acknowledged.

In the Burial Ground, the buxus hedge was noted as having a large section dying. In the Churchyard, the marked-up memorials were noted as safe and the pathways in need of weeding. Everything was in order at the War Memorial.

**025.4 To acknowledge complaint regarding memorial fee and consider response**

A complaint has been received regarding the non-resident rate for new memorial permits. This is currently included in the 5x multiplier applied to all non-resident fees, taking the fee to £870. Following discussion, Councillor Laycock **PROPOSED** that new memorial fees for non-residents should be set 50% higher than the resident rate, at £260 with immediate effect. This will be reviewed annually alongside all fees. This was **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

**23/026 LEISURE COMMITTEE REPORT/UPDATE**

**026.1 Election of Chair and Vice-chair for ensuing year**

Councillor Vale **PROPOSED** Councillor Thomas as Chair of the Leisure committee, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**. Councillor Paxton then **PROPOSED** Councillor Vale as Vice-chair, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

**026.2 Election of Chair and Vice-chair for the Village Show sub-committee for ensuing year**

Councillor Vale **PROPOSED** Councillor Gardner as Chair of the Village show sub-committee, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**. Councillor Gardner then **PROPOSED** Councillor Mikkelson as Vice-chair, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

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

It was reported that there had been another incident in the Norman Road Play Area of broken bottles around the equipment. The keyholder and local residents cleared the mess to make it safe. After consideration, it was agreed to close the Play Area an hour earlier, at 6pm, for a trial period to see if this helps to deter youths from gathering in the area. Notices to be put on the gates to advise users of the park.

**ACTION – Assistant Clerk to investigate possible longer-term solutions and costings.**

026.4 **To acknowledge weekly playground inspections – Arnold Rec play area, Fitness Equipment and Norman Road play area**

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for 15<sup>th</sup> May were acknowledged. Everything was in order.

**23.027 SPORTS FIELD COMMITTEE REPORT/UPDATE**

027.1 **Election of Chair and Vice-Chair for ensuing year**

Councillor Paxton **PROPOSED** Councillor Selley as Chair of the Sports Field committee, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**. Councillor Paxton then **PROPOSED** Councillor Vale as Vice-Chair, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

027.2 **Matters arising from previous Sports Field committee not included within agenda – information only**

The lightning protection system at the Pavilion passed its annual inspection on the 15<sup>th</sup> May. There were recommendations for the committee to consider at their next meeting.

The Groundsman completed the re-seeding of the goal mouths and centre spots at the Sports Field over the weekend. It was noted that since then, one of the temporary barriers installed to prevent people accessing the field during the maintenance period had been moved and the cable tie fixings cut. The Sports Field is frequently used by dog walkers, despite the Public Order warnings regarding dogs off lead on marked out sports pitches. The Assistant Clerk will raise the issue with the Central Beds Council Community Safety Officer.

**23/028 PLANNING COMMITTEE REPORTS/UPDATE**

028.1 **Election of Chair and Vice-chair for ensuing year**

Councillor Paxton **PROPOSED** Councillor Fletcher as Chair of the Planning committee, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**. Councillor Fletcher then **PROPOSED** Councillor Gardener as vice-chair of the Planning committee, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

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

A new planning application in respect of 69 Bedford Road has been received and will be considered at the next meeting.

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

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

028.4 **Update on Enforcement Notices** - There were none.

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

**CB/23/01425/FULL, 68 Higham Gobion Road:** Change of use from a 3 bed dwelling (C3) to a 3 bed children's care home (C2 residential institution).

The application was discussed in detail. Members agreed that further information was required before they could submit any objection to the proposal, particularly the missing planning statement document which is missing from the CBC Portal.

**ACTION – Clerk to contact Central Beds Council Planning Officer to request the missing information.**

**23/029 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**

**029.1 Election of Chair and Vice-chair for ensuing year**

Councillor Vale **PROPOSED** Councillor Paxton as Chair of the Highways & Environment committee, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**. Councillor Paxton **PROPOSED** Councillor Day as Vice-chair of the Highways & Environment committee, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

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

The road safety signs for Ramsey Manor LS PTA have now been officially handed over to the school and were well received. Initial feedback is that they have had an instant impact on making drivers think about their parking.

Following discussion at the last meeting, Ward Councillor French has provided details of an arboriculturist resident who can offer help with any tree related questions.

**23/030 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

**030.1 To formally approve Policies & Resources committee members as being the elected Chairs of the aforementioned committees.**

Councillor Paxton **PROPOSED** that the Policies & Resources committee be made up of the Chair of each committee: Councillors Day, Fletcher, Laycock, Paxton, Thomas and Selley, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.

**030.2 To acknowledge Chair and Vice-chair for ensuing year**

Councillor Paxton was acknowledged as Chair of the Policies & Resources committee, Councillor Day was acknowledged as Vice-chair of the committee (as per Standing Orders).

**030.3 Election of Chair and Vice-chair for the Pay & Personnel sub-committee for ensuing year**

Councillor Fletcher **PROPOSED** Councillor Mikkelson as Chair of the Pay & Personnel sub-committee, **SECONDED** by Councillor Laycock. Councillor Vale **PROPOSED** Councillor Day as Chair of the Pay & Personnel sub-committee, **SECONDED** by Councillor Rudd. As there were 4 in favour of each proposal, Councillor Paxton, as Chairman, used his casting vote and Councillor Day was duly appointed Chair of Pay & Personnel Sub-Committee.

Councillor Fletcher **PROPOSED** Councillor Mikkelson as Vice-chair, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.

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

Following discussions at the last meeting regarding the planned closure of the Post Office, Ward Councillor French has advised that Shillington Post Office operate a satellite temporary service at Silsoe Village Hall twice a week, including cash handling. They are not charged for the use of the hall. This will be discussed further at the next committee meeting.

Councillors Rudd and Mikkelson have been booked on the New Councillor Induction training workshop on 27<sup>th</sup> June at Toddington Village Hall.

The Clerk reminded members to complete their online Register of Interests form within 28 days from taking up office, following the elections at the beginning of May.

It was noted that both the Village pubs are working together to ban customers if they consider their behaviour to be unacceptable.

Councillor Paxton is planning to organise a 'walk about' tour of the Village during June/July for members to join to help clarify which areas of the Village the Parish Council is responsible for. Date and time to be confirmed.

**23/031 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

The Assistant Clerk requested help in delivering letters to local businesses requesting raffle prize donations for the Village Show on 23<sup>rd</sup> July. Several members volunteered.

Councillor Gardener asked for members to confirm what times they could commit to assist with the Village Show, either on the Saturday evening with setting up and/or on the Sunday for the Show.

The meeting closed at 9.06pm

**I certify these minutes are a true and correct record of the Extra-ordinary meeting of the Parish Council held on 22<sup>nd</sup> May 2023**

**Dated this the 12<sup>th</sup> June 2023**

**COUNCILLOR J PAXTON  
CHAIRMAN**