

MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,
HELD ON MONDAY 31st JULY 2023
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.31PM

Present: Councillors J Paxton (Chairman), N Day (Vice-Chairman), G Gardner, J Selley, B Thomas, W Rudd, A Fletcher, S Laycock, J Mikkelson and A Tebb

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

Minutes: C Callen

23/120 APOLOGIES FOR ABSENCE

These were received from Councillor A Vale.

23/121 SPECIFIC DECLARATIONS OF INTEREST

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

23/122 PUBLIC QUESTION TIME

There were none present.

23/123 PLANNING COMMITTEE REPORTS/UPDATE

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

Re: CB/22/01968/FULL – R/O 41/43 Manor Road – Erection of a new 1 bedroom bungalow style dwelling: Notification received that Planning Appeal Dismissed.

Re: CB/22/03775/VOC – 52 Higham Gobion Road – Variation of condition 5 of planning permission CB/21/04321/FULL, to build first floor rear facing dormer to extent of existing rear wall: Notification received that Planning Appeal allowed, with conditions.

Re: CB/22/01951/OUT – R/O 113 Manor Road – Erection of two detached chalet bungalow residential dwellings with associated parking and access road: Notification received that Planning Appeal Dismissed.

Re: CB/EN/23/0175 – 20 Mill Lane: Change of use to builder's yard – Ward Councillor Childs has provided confirmation of the enforcement case that has been raised. No decision has been made yet (see new planning application re new dwelling).

Councillor Rudd attended the online Topic Session on Planning Obligations SPD on 19th July and gave a brief overview. Details of the session were emailed to all members ahead of the meeting. This covered S106 allocations and the justification required for funding.

ACTION – Clerk to contact the consultant for specific advice on justification regarding the proposed funding for the Streatley roundabout improvements from the new development planned for the Village.

Councillor Paxton attended the online meeting on 24th July when the Licence for the Royal Oak was discussed and gave a brief overview of the proceedings. A copy of the decision notice has been received and was summarised by the Clerk.

123.2 Update on planning applications refused/granted

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

123.3 To consider new planning applications or delegate authority to respond to committee: CB/TRE/23/00278, 51 Grange Road: Works to a tree protected by a Tree Preservation Order SB/97/00004/T2: reduce Hornbeam Tree by 50%

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

COMMENT: The Parish Council value the visual amenity and biodiversity that trees provide. In this instance, they will follow the advice and recommendation from the Central Beds Council Tree & Landscape Officer with regards to the works proposed.

CB/TRE/00287, 4 Manor Farm Close: Works to a tree protected by a Tree Preservation Order SB/94/00006/T4: Significantly prune Ash Tree within the front garden

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

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

COMMENT: The Parish Council feel that there is insufficient detail provided for this application to enable them to make a full appraisal of the works proposed. They value the visual amenity and biodiversity that trees provide. In this instance, they will follow the advice and recommendation from the Central Beds Council Tree & Landscape Officer with regards to the works proposed.

CB/TRE/23/00288, 4 Manor Farm Close: Works to a tree protected by a Tree Preservation Order SB/94/00006/G3: Reduce 2m off the height and 1m off the sides to Ash Tree. Reduce over extended branches growing towards the property by 3m, shape and balance.

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

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

COMMENT: The Parish Council feel that there is insufficient detail provided for this application to enable them to make a full appraisal of the works proposed. They value the visual amenity and biodiversity that trees provide. In this instance, they will follow the advice and recommendation from the Central Beds Council Tree & Landscape Officer with regards to the works proposed.

CB/23/02155/FULL, 20 Mill Lane: Erection of a detached dwelling including cycle store and shed.

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

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

COMMENT – The Parish Council have no objections to the proposed new dwelling, providing the issue with the disputed land ownership has been resolved, to ensure access to the existing properties.

CB/23/02222/FULL, 21 Dunstall Road: Single storey rear extension and associated alterations following demolition of existing conservatory.

- No comments

CB/23/02314/FULL, 137 Manor Road: Single storey side extension.

- No comments

CB/23/02048/FULL, 41 Manor Farm Close: Construction of detached garage and driveway with new vehicle crossover.

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

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

Object – This application proposes to use the property land that comes down to the busy main Manor Road to create a new entrance driveway and garage – the driveway will cut across amenity land next to the neighbouring gas sub-station. The existing property already has a driveway accommodating four cars and a double garage in the cul de sac it is situated on. The Parish Council has concerns that the proximity of the proposed driveway exit to the Norman Road junction with Manor Road would present a dangerous traffic hazard, given the volume of traffic using that junction. The Parish Council object to this application.

CB/23/02358/FULL, 4 Bedford Road: Erection of a two storey side extension.

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

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

COMMENT – This property is situated within the Conservation area. Whilst the Parish Council have no material objections to the application, they question the design of the proposed extension which does not appear to be sympathetic with the style of the property and will impact the street scene.

CB/23/02242/FULL, 44 Higham Gobion Road: Ground floor rear extension, front porch and loft conversion with front and rear dormers.

Councillor Paxton declared a non-pecuniary interest in this item due to a neighbouring family member.

Following discussion, Councillor Fletcher **PROPOSED** the following objection be submitted, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**:

Object – The Parish Council are disappointed to see the loss of another bungalow within the Village, which goes against the feedback from the emerging Neighbourhood Plan and Housing Needs Survey, highlighting the need to retain bungalow provision and affordable housing in the Village. They therefore object to the proposal to convert this two-bed dwelling into a three-bed property and the impact the new dormers will have on the street scene and neighbouring properties.

23/124 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE

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

Councillor Paxton attended the online meeting with the Deputy Police and Crime Commissioner on 17th July. This was poorly attended by local councils, with those in attendance reporting similar issues with anti-social behaviour and speeding. The Deputy PCC confirmed he would be happy to speak to the Parish Council, either at one of their meetings or for a walkabout around the Village.

ACTION – Clerk to arrange a meeting in the Village with the Deputy PCC.

Minute point 23/101.1: Details of the memorial bench were forwarded to a resident as agreed. No response has been received.

It was reported that the Groundsman has built a new noticeboard to replace the rotten one at the entrance to Grange Road. This was installed on 26th July. Councillor Paxton expressed thanks on behalf of the Parish Council for his hard work.

Details of the latest BATPC training workshops for Councillors and Clerks has been received. The Clerk will forward the details to all members for consideration.

ACTION – Members to advise the Clerk of any training requirements.

A copy of the letter sent by Flitwick Town Council to Mid-Beds MP, Nadine Dorries, was shared with members ahead of the meeting. After discussion, Councillor Day **PROPOSED** that a similar letter, expressing the lack of representation for the Village in Parliament, be drafted by the Clerk and circulated to members for approval, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

124.2 To retrospectively approve Clerks attendance at the SLCC Finance Summit on 13th September

The Clerk has reserved a place on the SLCC Finance Summit in September. This will cover the latest advice and guidance on various finance issues. Councillor Paxton **PROPOSED** retrospective approval of the cost of £60 plus VAT for the Summit, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

124.3 To review and adopt the Councillor Feedback on Staff Performance pro-forma for 2023

The proposed pro-forma was reviewed by members. This will be sent out to all Councillors to seek feedback on staff, ahead of the annual appraisals undertaken in August/September. Councillor Paxton suggested that the Clerk and Assistant Clerk appraisal should be undertaken by a member of the Pay & Personnel Sub-Committee going forward. After consideration, Councillor Paxton **PROPOSED** the adoption of the amended pro-forma to reflect the agreed appraiser, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
Councillor Mikkelson, as Vice-Chair of Pay & Personnel Sub-committee, agreed to undertake the Office staff appraisals for 2023.

124.4 Update regarding the Coronation Community Garden Project

A copy of the notes from the meeting held on 19th July were provided to members ahead of the meeting. Councillor Fletcher provided a summary. Members were asked to consider the request from

the Group for additional planting on the boundary to secure the site. Councillors Fletcher and Selley offered plants from their own gardens.

ACTION – Councillors Fletcher and Selley to see if their plants can be relocated. Clerk to obtain costings to purchase suitable plants, if required.

- 124.5 **To retrospectively approve the additional cost for PAT testing extra electrical appliances**
The bi-annual PAT testing was undertaken on 19th July at the Parish Office and Pavilion. The cost of £160 plus VAT was previously approved, in line with Budget (based on 60 items). Several additional items were added during the testing, including power washer, tea urn, sander, chargers for Bosch and Dewalt drills, transformer, lights and extension leads, etc. Total 76 items. Total cost £179.60 plus VAT. Councillor Paxton **PROPOSED** retrospective approval of the additional cost of £19.60 plus VAT, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.
- 23/125 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 125.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**
The Parish Council is signed up for the 80th Anniversary D-Day commemoration (beacon lighting) on 6th June 2024. The committee will discuss the arrangements at their next meeting.
- 125.2 **To acknowledge the Burial Ground, Churchyard and War Memorial inspections**
The inspections undertaken on 11th and 24th July were acknowledged. Everything was in order in the Burial Ground, with the moth infestation of the box hedge being treated. In the Churchyard, the marked-up memorials were noted as safe. Everything was in order at the War Memorial.
- 125.3 **To approve the cost to turn over fallen headstone in the Churchyard**
St Albans Diocese consultation period regarding the fallen boulder memorial in the Churchyard has now closed, and the Faculty Document is expected very soon. Councillor Laycock **PROPOSED** to approve the cost for Offley Memorials to carry out the work at £75 plus VAT, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.
- 23/126 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**
- 126.1 **Matters arising from previous Highways & Environment committee not included within agenda - information only**
The Clerk has requested possible dates from the Active Streets Engagement Officer, to meet and discuss their programmes in September. A response is awaited.

A couple of residents from Old Road have contacted the Parish Council regarding the parking on the grass verge, particularly on Tuesday and Thursday evenings. Central Beds Council have confirmed that their Parking Enforcement Officers continue to regularly patrol this area until 7pm. It would appear that the cars are from football teams training on the Recreation Ground. The Clerk has requested a meeting with the Secretary from Barton Rovers Youth FC to discuss several issues and will cover this aspect at the same time. It has also been raised with the Chairman of Barton Rovers FC.

Councillor Paxton met with Central Beds Council Assistant Director of Highways and the two Ward Councillors on 11th July to look at issues in the Village. A copy of the draft minutes from the meeting were provided to members ahead of the meeting, for information. The Clerk sent a follow-up email to CBC Highways regarding the proposal for a pedestrian crossing on Bedford Road – no response has been received.
- 126.2 **To acknowledge the Bus Shelters inspections**
The bus shelter inspections of 11th July were acknowledged. Everything was in order.
- 126.3 **To consider and approve quotation for additional Tree Survey inspections**
As discussed at the last Committee meeting, the Tree Survey has highlighted several trees that need climbing or resistograph inspections to determine if they are sound. A quote has been obtained from Treefusion, who completed the first survey in June. Following discussion, Councillor Paxton

PROPOSED approval of the quote from Treefusion Ltd for £850.00 plus VAT, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

Councillor Fletcher reported that a resident had volunteered to cut back the ivy on trees around the Village, if required.

ACTION – Clerk to liaise with resident regarding any works required.

126.4 **To consider Central Beds Council proposed changes to Footpaths 8 and 12 and agree any response**

Central Beds Council are looking to resolve some historic footpath issues south of the Village. A map of the proposed changes was provided to members ahead of the meeting. Following discussion, it was agreed that the Parish Council were happy for the short historic footpaths on FP8 and FP12 that do not lead anywhere, are not used and in some cases have been blocked, to be removed and for the new proposal for changes to FP8 to link up with the permissive pathway to go ahead. However, they felt that the stretch of FP12 from Sharpenhoe Road (opposite entrance to Brookend Farm) heading towards FP8 and the proposed new section, should be retained and joined to the permissive pathway, if possible.

ACTION – Clerk to advise CBC Definitive Map Officer of the Council's feedback.

126.5 **To acknowledge complaint from resident regarding tree on Ashby Drive and agree way forward**

A resident from Ashby Drive has complained about the safety of a tree that overhangs their back garden. During the storm on 7th July, a large branch fell into their garden, which they say was rotten and could have injured their children. After discussion, it was agreed to arrange for a specialist tree arboriculturist to examine the tree in question and advise the Parish Council on any recommended works that may be required to ensure it is safe.

ACTION – Clerk to update the resident on the agreed way forward.

23/127 LEISURE COMMITTEE REPORT/UPDATE

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

The Village Show went ahead as planned on Sunday 23rd July. Although there was a decrease in exhibitors, there was an increase in visitor numbers overall. The raffle and refreshments took more than the last show (held in 2019) and feedback from those who attended was positive. A full analysis of the day, expenditure etc. will be discussed at the next sub-committee meeting.

Due to the workloads, there has not been time to investigate and draft the additional clauses to the Allotment Tenancy Agreement regarding sheds/structures on allotment plots. The allotment year ends of 30th September and the annual invoices and updates for tenants will be sent out during September. It was suggested that the committee should meet on Monday 4th September to go through the findings and review the Tenancy Agreement, ready for adoption at the Full Council meeting the following Monday (11th September).

ACTION – Committee members to advise the Assistant Clerk of their availability for a meeting on 4th September.

127.2 **To receive the minutes of the Leisure Committee meeting held on 17th July 2023 and to consider and ratify any recommendations contained therein**

The minutes were circulated to members prior to the meeting, there were no queries. Councillor Thomas **PROPOSED** the receipt and ratification of the minutes of the meeting held on 17th July 2023, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

127.3 **To acknowledge weekly Playground and Fitness Equipment 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 the 17th and 24th July were acknowledged. Everything was in order.

- 127.4 **To retrospectively approve the cost to replace padlocks on the Allotment gates**
The replacement padlocks for both allotment gates have now been fitted. Councillor Thomas **PROPOSED** retrospective approval of the total cost for padlocks and welding of £86.66 plus VAT, **SECONDED** by Councillor Day and **UNANIMOUSLY CARRIED**.
- 23/128** **SPORTS FIELD COMMITTEE REPORT/UPDATE**
- 128.1 **Matters arising from previous Sports Field committee not included within agenda - information only**
As previously discussed, the Groundsmen have marked out pitch 11 to the larger size agreed. When marking out pitch 8, there were concerns that the plan did not allow sufficient space between adult pitch 4 and mini pitch 8 for spectators, pop up goals and ball run off and the part time groundsman recommended that the pitch should only be increased by 3m length and 3m width overall. Barton Rovers Youth FC have been advised and invited to view the pitch to check its suitability.
- On 26th July the Assistant Clerk attended a Central Beds Council online session regarding their Pitch Playing Strategy. The strategy covers all sport within Central Beds and they are working with: Cricket East, Football Foundation, RFU, Beds FA, Lawn Tennis Association, Rugby Football League, England Hockey and England Netball to establish what facilities there are currently, any shortfall, and what will be needed in the future, in line with CBC's Local Plan.
- With regard to football provision, there is a shortfall of 13½ 3G pitches in Central Bedfordshire and Barton was identified under this. The review is being carried out by KKP (Knight Kavanagh & Page) and CBC are currently reviewing the findings. The Strategy, once finalised, will help shape S106 contributions from Developers to ensure that money is directed to the right places. They anticipate that the document will go for general consultation in 6-8 weeks time.
- 128.2 **To consider and approve cost for Pavilion boiler service**
Councillor Selley **PROPOSED** approval for SMRHS to undertake the annual service of the boiler at a cost of £536 plus VAT, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.
- 128.3 **To consider and approve the cost for drain maintenance at the Pavilion**
The last drain clearance was undertaken in 2019 by Draincare Ltd. A quote was obtained for them to empty, test and jet wash the 4 gullies and dispose of the waste. Councillor Selley **PROPOSED** approval of the quote for £510.00 plus VAT from Draincare Ltd for the drain maintenance, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.
- 128.4 **To approve the pitch hires for the 2023/24 Season**
A list of the proposed pitch hirers for the 2023/24 season was provided to members ahead of the meeting. The majority of teams (15) will play on Saturday mornings, which will put pressure on the onsite car park. It was suggested that Barton Rovers Youth FC should be advised that they cannot have more than 8 matches per session, with kick-off times staggered to allow early matches to leave before the later matches arrive. The Groundsman is employed from 8am to 1pm so there can be no adult games starting after 11am. All Sunday teams (9) play in the morning, which will leave the Part-time Groundsman with no work in the afternoon, apart from routine maintenance and checks. Games may have to be cancelled, if necessary, to protect the pitches. Councillor Selley **PROPOSED** to approve the list of pitch hirers for the 2023/24 Season, subject to the conditions discussed, **SECONDED** by Councillor Tebb and **UNANIMOUSLY CARRIED**.
- 128.5 **To review and approve wayleave agreement from Openreach**
Following discussion at the June Full Council meeting (Minute ref: 23/046.3), the Clerk met with Openreach on 30th June to agree to amend the route for the underground duck cabling for the BT Telemast. Openreach have now provided revised plans to reflect what was agreed. Barton Rovers have confirmed the revised plan. Councillor Selley **PROPOSED** approval for the Clerk to execute the Wayleave document on behalf of the Parish Council, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

23/129 APPROVAL OF PAYMENT OF ACCOUNTS

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

An additional payments schedule for July was provided to members prior to the meeting. Councillor Paxton **PROPOSED** approval of the payments for July, totalling £4,378.82, **SECONDED** by Councillor Rudd and **UNANIMOUSLY CARRIED**.

23/130 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

Due to Summer recess, the next Full Council meeting is on 11th September. Any urgent planning applications will be emailed to members of the Planning committee for consideration during August, responses to be agreed under delegated authority. August salaries and payments will be processed by the Clerk and verified by two councillors prior to payment – they will be retrospectively approved at the September meeting.

Councillor Gardner expressed her grateful thanks to the office staff and groundsmen who helped with the Village Show over the weekend of 22nd /23rd July, and particularly the Assistant Clerk for all her efforts to ensure everything ran smoothly and the event was a success.

The meeting closed at 9:21 pm

I certify these minutes are a true and correct record of the Parish Council Extra-Ordinary meeting held on 31st July 2023

Dated this the 11th September 2023

**COUNCILLOR J PAXTON
CHAIRMAN**

PAYMENT OF ACCOUNTS
July 2023 (additional)

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
23/0177	TSB Bank	Transfer to Tennis Account (Rent recd)	£1,750.00	£ -	£ 1,750.00	n/a		TF
23/0194	TSB Bank	Cash Withdrawal - Show Prizes/Float	£ 381.00	£ -	£ 381.00	4608		DCard
23/0178	Neville Funeral Services Ltd	Refund duplicate payment Inv 3118	£ 310.00	£ -	£ 310.00	n/a		FP
23/0179	Screwfix	Cable Ties & Padlocks	£ 33.01	£ 6.61	£ 39.62	4140		Dcard
23/0180	Sainsburys	Sandwich Platters x3 for Show	£ 42.00	£ -	£ 42.00	4608		DCard
23/0181	K Horner	Remove Goal Posts to store	£ 90.00	£ 18.00	£ 108.00	4813		7560
23/0182	Knights Shield Fire & Sec Systems	Annual Fire Alarm & Emergency Light service	£ 220.00	£ 44.00	£ 264.00	4815		FP
23/0183	Jempson's Tree Services Ltd	Emergency Tree Works BRFC Access	£ 200.00	£ 40.00	£ 240.00	4404		FP
23/0184	Trophytoo	Plate Engraving for Show cup (Childrens)	£ 6.00	£ 1.20	£ 7.20	4608		FP
23/0185	MJ Granger Grounds Maintenance Ltd	Grass cutting 13/07/23	£ 431.61	£ 86.33	£ 517.94	SPLIT		FP
23/0186	Ocean Creative Ltd	Show Banners	£ 201.00	£ 40.20	£ 241.20	4608		FP
23/0187	SLCC	Finance Summit for Clerk	£ 60.00	£ 12.00	£ 72.00	4120/321		FP
23/0188	Project Metalcraft Ltd	Replace padlocks at Allotments	£ 50.00	£ 10.00	£ 60.00	4606		FP
23/0189	Pure-PAT Electrical Testing	Bi-annual inspection of electrical apps	£ 179.60	£ 35.92	£ 215.52	4192		FP
23/0190	Prestige Design & Workwear Ltd	Work boots for Groundsman	£ 48.00	£ 9.60	£ 57.60	4141		FP
23/0191	S Cowie	Cakes, Milk, Fruit for Show refreshments	£ 57.96	£ 1.79	£ 59.75	4608		FP
23/0192	Amazon UK	Replacement cabinet lock for bin	£ 7.99	£ -	£ 7.99	4140		Dcard
23/0193	Amazon UK	Gift Voucher prize for Show Photo	£ 5.00	£ -	£ 5.00	4608		Dcard
		TOTAL JULY 2023 ADDITIONAL PAYMENTS	£4,073.17	£ 305.65	£ 4,378.82			