

MINUTES OF THE ANNUAL MEETING OF BARTON-LE-CLAY PARISH COUNCIL,
HELD ON MONDAY 12th MAY 2025
AT THE PAVILION, LUTON ROAD SPORTS FIELD, BARTON-LE-CLAY AT 7.32pm

Present: Councillors J Paxton (Chairman), J Mikkelson (Vice-Chairman), S Laycock, B Thomas, G Gardner, A Fletcher, A Vale, W Rudd and K Qureshi

In attendance: C Callen (Clerk), S Cowie (Assistant Clerk) and Central Bedfordshire Councillor E Childs

Minutes: C Callen

25/001 ELECTION OF CHAIRMAN

Nominations for Chairman of the Parish Council were called. Councillor Fletcher **PROPOSED** Councillor Paxton, **SECONDED** by Councillor Mikkelson **with 8 in favour and 1 abstention**. Councillor J Paxton was duly re-elected Chairman of Barton-le-Clay Parish Council and signed his acceptance of office.

25/002 APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Selley, A Tebb and Central Bedfordshire Ward Councillor A French.

25/003 ELECTION OF VICE-CHAIR

Nominations for Vice-Chair were called. Councillor Vale **PROPOSED** Councillor Mikkelson as Vice-Chair, **SECONDED** by Councillor Fletcher **with 8 in favour and 1 abstention**. Councillor Mikkelson was duly elected Vice-Chair of Barton-le-Clay Parish Council.

25/004 SPECIFIC DECLARATIONS OF INTEREST

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

25/005 REPRESENTATION ON OUTSIDE BODIES

Councillor Paxton **PROPOSED** Councillor Thomas to continue to represent the Parish Council on the Barton Educational Trust, **SECONDED** by Councillor Vale **with 8 in favour and 1 abstention**. Councillor Paxton **PROPOSED** Councillor Qureshi to represent the Parish Council on the Barton Village Hall Committee, **SECONDED** by Councillor Mikkelson **with 8 in favour and 1 abstention**. Councillor Mikkelson **PROPOSED** Councillor Paxton to continue to represent the Parish Council with the Barton Tennis Club, **SECONDED** by Councillor Fletcher **with 8 in favour and 1 abstention**. Councillor Paxton **PROPOSED** Councillor Vale to continue to represent the Parish Council on the Barton Rovers Youth Football Club Committee, **SECONDED** by Councillor Fletcher **with 8 in favour and 1 abstention**.

Councillor Vale requested that a new representative be considered for the Schools Link, given her other commitments. It was agreed that this item be carried forward to the next meeting to be agreed when all Councillors are present.

25/006 COMMITTEE MEMBERS

Councillor Paxton **PROPOSED** the committee and sub-committee structure be agreed in line with the membership discussed, with chairs and vice-chairs being confirmed at the next Committee meetings. This was **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

25/007 POLICE REPORTS & ISSUES

007.1 To acknowledge receipt of Crime Statistics for March 2025

The Crime statistics for March 2025 were acknowledged.

In March a total of 12 crimes were reported on the Police.uk website: 2 unable to prosecute suspect; 3 under investigation; 2 investigation complete, no suspect identified; and 5 with no further details. The categories included: 4 violence and sexual offences; 1 vehicle crime; 1 criminal damage & arson; 1 public order and 5 anti-social behaviour.

Councillor Paxton expressed thanks to the Community Police Officers who had attended the Annual Parish Meeting earlier.

25/008 PUBLIC QUESTION TIME

There were none present.

25/009 CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT.

009.1 Ward Councillor Childs provided an update, including police actions to address the racing vehicles on the A6 bypass; Morrisons works to fix the wall and pot holes at the shops on Bedford Road, now waiting on a tree specialist to review the root damage; repainting of the mini-roundabout at Sharpenhoe Road junction; petition started to request a 20mph speed limit 300m either side of Ramsey Manor Lower School and meeting with Central Beds Council, North Herts Council, NFU and a local farmer to consider actions to stop fly-tipping on Barton Hill Road.

It was agreed that the Petition will be available for residents to sign at the Parish Office.

The Parish Council also agreed to include an article supporting only using licenced waste disposal companies in their next Parish Newsletter.

25/010 PLANNING COMMITTEE REPORTS/UPDATE

010.1 Matters arising from previous Planning Committee not included within agenda

There were none.

010.2 Update on planning applications refused/granted

A list of planning application decisions was circulated to members prior to the meeting. This was acknowledged. A copy is provided within the minutes. In addition, it was advised that the Turkish Restaurant planning application regarding its extraction unit had been considered at the Central Beds Council Development Management Committee meeting on 7th May and had now been approved.

010.3 Update on Enforcement Notices

There were none.

010.4 To acknowledge prior notification of planning application re land to rear of 41 Manor Farm Close and consider any response

The agent representing the owner of this property, had contacted the Parish Council for any feedback on their proposed planning application to build a new 3-bed dwelling with garage at the rear of their land. No formal planning application has yet been submitted. Previously, the Parish Council had objected to the request in August 2023 to build a garage with new dropped kerb access across amenity land onto Manor Road, directly opposite Norman Road. They were concerned regarding potential traffic hazards on a busy junction. However, planning for this was subsequently granted by Central Beds Council. Members were disappointed with the proposal to now build a separate dwelling on the site using this agreed access but had no further comments to make.

25/011 MINUTES OF LAST MEETINGS

011.1 To receive and approve the minutes of the Full Council meeting held on 14th April 2025

The minutes were circulated to members prior to the meeting. Councillor Paxton **PROPOSED** the receipt and approval of the minutes. This was **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

011.2 Matters arising outside of committee reports/updates

There were none.

25/012 CHAIRMAN'S ANNOUNCEMENTS

012.1 To advise all members regarding update of Register of Interests Forms and declarations of gifts
All Councillors were reminded to ensure their online Register of Interests remains up to date.

012.2 To consider Councillor Vacancies to be filled by Co-Option

There are currently 2 vacant seats on the Parish Council. Members were asked to consider ways to attract residents to join the Parish Council.

- 012.3 **To confirm ongoing adoption of the General Power of Competence**
Following the May 2023 Elections, where 10 Parish Councillors were elected, and given that the Clerk is qualified in the Certificate in Local Council Administration (CiLCA), members adopted the General Power of Competence. After discussion, Councillor Paxton **PROPOSED** the Council's ongoing adoption of the General Power of Competence, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.
- 012.4 **Announcements as deemed appropriate by the Chairman**
Councillor Paxton thanked the staff and all those involved, for organising two important events over the last week - the Annual Parish Meeting (including the Annual report), and the VE Day 80th Anniversary celebrations. Great feedback had been received from residents from the Beacon Lighting and the Cake competition saw 14 entries, with the Library cake sale raising £170 for Help for Heros charity. Future events will be considered in conjunction with the Library, including something to mark VJ Day 80th Anniversary in August. The Assistant Clerk was authorised to find a suitable gift for the Chair of Barton Rovers FC for giving up his time and providing the sound equipment for the Beacon Lighting event.
- 012.5 **To consider having a stall at the St Nicholas Church Fete on 28th June**
The Church fete will be held on 28th June from 1-4pm. The gazebo will be required and volunteers to run the stall. The staff are unavailable but will provide suitable displays and leaflets. After discussion, Councillor Paxton **PROPOSED** the Parish Council will run a stall at the event, **SECONDED** by Councillor Rudd and **UNANIMOUSLY CARRIED**.
- 25/013 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**
- 013.1 **Matters arising from previous Policies & Resources Committee not included within agenda –**
The Year End Closedown was undertaken on 24th April. The Internal Auditor has been sent all the paperwork to allow them to complete their review and checks. The final reports and Accounts will be reviewed at the June Full Council meeting.
- The Coronation Community Garden Volunteers held their Fundraiser Event on 21st April. Despite the poor weather and turnout, they raised £263.50 towards the purchase of plants for the new season.
- The Groundsmen experienced an accident on 30th April whilst putting the bunting up at the War Memorial – the part-time groundsman lost his footing and fell from a step ladder, landing on his back and side and banging his head. The full-time groundsman cut his hand trying to grab the ladder. An incident/accident report has been completed, first aid was administered at the scene and both men were escorted home safely, after refusing any medical assistance. The part-time groundsman went to A&E the following day for an x-ray and may have cracked his rib. The Parish Council will need to consider replacing the step ladders, if found to be unfit for use. This will be discussed at the next meeting.
- Re: **minute no. 24/476.15** – Central Beds Council have held a briefing regarding the Community Governance Review process. The Clerk has a copy of the slides if anyone is interested. At the last meeting, it was agreed that no changes were required to the current parish structure, since there has been no development in the area.
- The organisers of the Trek24 Event in aid of East Anglian Air Ambulance, due to be held on 7th June, have contacted the Parish Council to see if there are any members who would consider helping to steward the event. Unfortunately no one was available but it was agreed to share the request with the Rotary Club to see if they could assist.
- 013.2 **To approve and adopt 2025/26 Maintenance Schedule**
The Clerk has reviewed and updated the Schedule with minor changes. Councillor Paxton **PROPOSED** the approval and adoption of the amended schedule for 2025/26, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.

- 013.3 **To approve and adopt 2025/26 Administration Schedule**
The Clerk has reviewed and updated the schedule. The procedures regarding the Christmas Lights and Community Garden are now included. Councillor Paxton **PROPOSED** the approval and adoption of the schedule for 2025/26, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.
- 013.4 **To approve and adopt the Model Publication Scheme & Freedom of Information Policy**
Copies of the latest Model Publication Scheme and Freedom of Information Policy were provided to members ahead of the meeting, with only minor amendments re dates highlighted. Councillor Paxton **PROPOSED** the approval and adoption of the amended Model Publication scheme and Freedom of Information Policy V.7, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.
- 013.5 **To retrospectively approve additional Ear-marked Reserve Allocation at Year End**
Further to the discussions in March to approve additional transfers to EMR before the Year End, the Clerk has transferred an additional £2k out of General Reserves and into the Churchyard maintenance EMR (£1k), the Burial Ground Tree and Hedge Works EMR (£500) and the Sports Field fencing project EMR (£500) before the Year End Closure. This will keep our General Reserves below 50% of Precept. This additional income was received from interest received at the end of March on our investments exceeding our original estimation and also after the Year End adjustments were made. The funds will be needed to cover the emergency works required at the Churchyard to memorials and trees and also help to fund the fencing project planned at the Sports Field. Councillor Paxton **PROPOSED** the retrospective approval to transfer £2,000 to EMR at Year End, **SECONDED** by Councillor Laycock and **UNANIMOUSLY CARRIED**.
- 013.6 **To acknowledge the Central Beds Council consultation on Home to School Transport Policy and agree any response**
Details of the consultation were emailed to members ahead of the meeting and acknowledged. Councillor Fletcher had attended a briefing at Central Beds Council on the 28th April and had already provided feedback via email. Further briefings are scheduled across the area over the coming weeks, ahead of the deadline for the consultation on 30th June. The main concern is that, depending on the home post code, some children in the Village may be offered free transport to Luton schools only and not with their peers to Harlington for Secondary school. This would be outside the Pyramid Trust area and also outside Central Beds. Councillor Childs is already looking to arrange a local briefing event for Silsoe residents in mid-June and will include Barton residents in her plans. The Clerk will liaise with her to make arrangements for a suitable local location.
Members agreed to carry this item forward to the next meeting for further discussion on a suitable response.
- 25/014 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**
- 014.1 **Matters arising from previous Burial Grounds committee not included within agenda - information only**
The VE Day 80th Anniversary celebrations took place on Thursday 8th May, as previously reported
- 014.2 **To receive the minutes of the Burial Ground Committee meeting held on 28th April 2025 and to consider and ratify any recommendations contained therein**
The minutes were circulated to members prior to the meeting. Councillor Laycock **PROPOSED** the receipt and ratification of the minutes of the meeting held on 28th April 2025, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.
- 014.3 **To acknowledge the Burial Ground, Churchyard and War Memorial inspections**
The inspections of the Burial Ground, Churchyard and the War Memorial undertaken on 7th May were acknowledged.
Burial Ground & Churchyard– the grass was noted as needing cutting and strimming around headstones. Everything else was in order. The contractor was on site on 9th May to complete the grass cutting.
War Memorial – Everything was in order.

25/015 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE

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

Councillor Fletcher attended a briefing at Central Beds Council on Highways on 28th April and provided feedback from the session. It was clear that Highways will only take actions following a significant incident with Police involvement. The Clerk will share the slides from the session via email with all members.

Central Beds Council have agreed to add the bus shelter on Windsor Parade to their list for refurbishment. The Bus Shelters on Bedford Road (Hanover Place and Grange Road) are due to be updated from the S106 Funding from the new development, in due course.

A complaint has been received by a resident regarding the trees on Baileys Piece which are overhanging their property in Ravensburgh Close. This will be discussed further at the next meeting.

015.2 To acknowledge the Bus Shelter inspections

The bus shelter inspections of 8th May were acknowledged. Everything was in order.

25/016 LEISURE COMMITTEE REPORT/UPDATE

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

On the 28th April, the new sign for the fitness equipment was reported as vandalised beyond use. The incident occurred just a few days after it had been installed.

On the 29th April the sign at the entrance into the allotments was also vandalised and ripped off of its support.

On the 8th May the Groundsman noted that a bin in the Recreation Ground has been vandalised.

016.2 To acknowledge weekly Playground and Fitness Equipment Inspections

The inspections of 22nd and 29th April and 7th May were acknowledged.

Noman Road Play Area – on 22nd April it was noted that the grass around the bench needs strimming. Everything else was in order.

Fitness Equipment – on 28th April the new sign was noted as vandalised and broken. Everything else was in order.

Arnold Recreation Ground Play Area – on 22nd April the new picnic bench was noted as okay. The zip wire needed re-tensioning.

25/017 SPORTS FIELD COMMITTEE REPORT/UPDATE

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

Re: minute point 24/552 the Assistant Clerk met the groundsmen to discuss the decision to swap 2 of the pitches to accommodate the demand for adult pitches next season. Both groundsmen expressed a view that they see no benefit in swapping the pitches and they should be left as they are.

Following a further discussion with the Full-time Groundsman, Councillor Selley recommended that the pitches are left as they are at present and are reassessed over the season and when the fencing goes in. The Full-time Groundsman will attend any future meetings when the pitches are discussed.

017.2 To receive the minutes of the Sports Field Committee meeting held on 28th April 2025 and to consider and ratify any recommendations contained therein

The minutes were circulated to members prior to the meeting. Noting the change agreed above, Councillor Vale **PROPOSED** the receipt and ratification of the minutes of the meeting held on 28th April 2025, **SECONDED** by Councillor Rudd with 8 in favour and 1 abstention.

25/018 MONTHLY FINANCIAL REPORTS

018.1 To receive and consider Balance Sheet, Income & Expenditure Account, Creditors & Debtors Reports

The monthly financial reports for April month-end were received by members. No issues were raised.

25/019 APPROVAL OF PAYMENT OF ACCOUNTS

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

The payments for May were provided to members, with the addition of the payments due to Cawley's for skip collections and Virginmedia for Broadband. Councillor Paxton **PROPOSED** approval of the payments for May, totalling £33,528.18 including transfer from Savings. This was **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

25/020 TIME ALLOCATION FOR COMMITTEE MEETINGS

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

Due to the May Bank Holidays, the only Monday available for Committee meetings is 19th May. It was agreed that an Extra-ordinary Council meeting be held on 19th May to cover all outstanding items - to be held in the Pavilion, Luton Road Sports Field, start time 7.30pm.

25/021 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There were none.

The meeting closed at 9.25pm

I certify these minutes are a true and correct record of the Parish Council meeting held on 12th May 2025.

Dated this the 9th June 2025

**COUNCILLOR J PAXTON
CHAIRMAN**

**PAYMENT OF ACCOUNTS
May 2025**

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
25/0035	Central Bedfordshire Council	Business Rates - Office (April)	£ 344.00	£ -	£ 344.00	4136		DD
25/0036	Central Bedfordshire Council	Business Rates - Sports Pavilion (April)	£ 489.00	£ -	£ 489.00	4811		DD
25/0037	Peninsula Business Services	H&S Support Services - April	£ 115.18	£ 21.75	£ 136.93	4151		DD
25/0038	Cawleys	Skip Emptying - Allots (Apr)	£ 183.82	£ 36.76	£ 220.58	4134		DD
25/0039	Cawleys	Skip Emptying - Recycle (Apr)	£ 7.92	£ 1.58	£ 9.50	4134	£ 230.08	DD
25/0040	EDF Energy	Electricity - Parish office (01/04/25-30/04/25)	£ 141.87	£ 7.09	£ 148.96	4135		DD
25/0041	British Gas Lite	Gas supply Pavilion (01/04/25-30/04/25)	£ 86.88	£ 4.34	£ 91.22	4812		DD
25/0042	British Gas	Electric supply Pavilion (01/04/25-30/04/25)	£ 154.85	£ 7.74	£ 162.59	4806		DD
25/0043	Puzzle Technology Ltd	IT Support maintenance, Backup, licences - May	£ 192.52	£ 38.50	£ 231.02	4142		DD
25/0046	Puzzle Technology Ltd	Phone system monthly charge - May	£ 39.65	£ 7.93	£ 47.58	4105		DD
25/0047	Virginmedia	Fibre Broadband Office - May	£ 45.00	£ 9.00	£ 54.00	4105		DD
25/0048	Copybox Document Systems	Photocopier Usage Apr 2025	£ 218.01	£ 43.60	£ 261.61	4111		DD
25/0049	NEST	Pension payments Mth 1	£ 1,345.49	£ -	£1,345.49	526		DD
25/0050	HM Rev & Customs	Mth 1 PAYE	£ 1,503.60	£ -	£1,503.60	525		
25/0051	HM Rev & Customs	Mth 1 Nat. Emp'ee NI Contribution	£ 470.39	£ -	£ 470.39	525		
25/0052	HM Rev & Customs	Mth 1 Nat. Emp'er NI Contribution	£ 1,282.45	£ -	£1,282.45	525	£3,256.44	FP
25/0053	I Nicholls	May Salary	Salary		Salary	4002		FP
25/0054	S Cowie	May Salary	Salary		Salary	4001		FP
25/0055	C Callen	May Salary	Salary		Salary	4000		FP
25/0056	J Fitzgerald	May Salary	Salary		Salary	4003		FP
25/0057	K Small	May Salary	Salary		Salary	4004		FP
25/0058	S McConville	May Salary	Salary		Salary	4004		FP
25/0059	J Pope	May Salary	Salary		Salary	4002		FP
	TOTAL SALARIES		£ 8,308.58	£ -	£8,308.58			
25/0033	Cash	Float for Comm Garden Fundraiser	£ 90.00	£ -	£ 90.00	4610/365		DCard
25/0060	J Fitzgerald	Apr Mileage 223 miles @ 45p	£ 100.35	£ -	£ 100.35	4107		FP

25/0061	S Cowie	Exps - Flowers VE Day Judge	£ 22.00	£ -	£ 22.00	4325/327		FP
25/0062	J Pope	Apr Mileage 245 miles @ 45p	£ 110.25	£ -	£ 110.25	4107		FP
25/0063	J Pope	Exps - Gas for Beacon	£ 42.14	£ 2.11	£ 44.25	4325/327		FP
25/0064	Amazon UK	Bunting for VE Day 80	£ 12.45	£ 2.50	£ 14.95	4325/327		DCard
25/0065	Zoom Communications	Annual Zoom Licence	£ 129.90	£ -	£ 129.90	4112		DCard
25/0066	Etsy	Apron Prize for baking competition	£ 23.46	£ 4.69	£ 28.15	4325/327		DCard
25/0067	Draincare Ltd	Investigate drainage at Recreation Ground	£ 355.00	£ 71.00	£ 426.00	4656		FP
25/0068	Draincare Ltd	CCTV survey of drain at BRFC/Sharpenhoe Rd entrance	£ 427.00	£ 85.40	£ 512.40	4191		FP
25/0069	Glasdon UK Ltd	Picnic table for Recreation Ground	£ 743.60	£ 148.72	£ 892.32	4654/362		FP
25/0070	MJ Granger Grounds Maintenance	Grass Cutting April 25	£ 909.86	£ 181.97	£1,091.83	SPLIT		FP
25/0071	Reynolds Landscapes Services Ltd	Grass Cutting April 25	£ 393.12	£ 78.63	£ 471.75	SPLIT		FP
25/0072	Rialtas Business Solutions	Year End Closure support (Platinum)	£ 864.00	£ 172.80	£1,036.80	4110		FP
25/0073	D2D Distribution Ltd	April Newsletter distribution	£ 575.00	£ 115.00	£ 690.00	4124		FP
25/0074	Pear Technology Services Ltd	Annual Map/Burial support	£ 245.00	£ 49.00	£ 294.00	4319		FP
25/0075	Herts CC /Herts Fullstop	Stationery Order	£ 110.42	£ 22.08	£ 132.50	4113		FP
25/0076	Barton Village Hall	Meeting room hire April	£ 82.00	£ -	£ 82.00	4112		FP
25/0077	P&R Property	Qtly Rent Office & Garage	£ 2,250.00	£ -	£2,250.00	4137		FP
25/0078	SumUp Card Payment	Monthly Charges for Card Paymnts	£ 1.23	£ -	£ 1.23	4181		Direct
25/0079	TSB Bank	Transfer from Savings	£ 10,000.00	£ -	£10,000.00	n/a		TF
		TOTAL MAY 2025 PAYMENTS	£ 32,415.99	£1,112.19	£33,528.18			