

**MINUTES OF AN EXTRA-ORDINARY MEETING OF BARTON-LE-CLAY PARISH COUNCIL,**  
**HELD ON MONDAY 19<sup>th</sup> MAY 2025**  
**AT THE PAVILION, LUTON ROAD SPORTS FIELD, BARTON-LE-CLAY AT 7.30PM**

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

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

Minutes: C Callen

**25/022 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor K Qureshi.

**25/023 SPECIFIC DECLARATIONS OF INTEREST**

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

Councillor Paxton agreed to bring forward the Leisure Committee Report at this point as a member of the Public was in attendance to speak.

**25/025 LEISURE COMMITTEE REPORT/UPDATE**

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

Councillor Thomas **PROPOSED** Councillor Vale as Chair of the Leisure Committee, **SECONDED** by Councillor Fletcher **with 9 in favour and 1 abstention**. Councillor Paxton then **PROPOSED** Councillor Thomas as Vice-chair, **SECONDED** by Councillor Gardner **with 9 in favour and 1 abstention**.

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

PPM Ltd carried out the routine pest control check of the allotments. There were low levels of rodent activity noted and bait was replenished – no recommendations were made.

The Assistant Clerk reported that the topsoil for the Play Area had been ordered from Thomas Brothers Excavations Ltd at a cost of £80 plus VAT. It should be delivered on Wednesday for the Groundsmen to get it laid before the half-term school holidays.

**025.3 To acknowledge weekly playground inspections – Arnold Recreation Ground play area, Fitness Equipment and Norman Road play area**

The Arnold Recreation Ground playground, Fitness Equipment and Norman Road play area inspections for 13<sup>th</sup> May were acknowledged. Everything was in order.

**025.4 To review and adopt the Bench Policy & Bench Package**

The Assistant Clerk has reviewed the Policy (version 1 adopted in 2023), Application Form and Bench Package. There are no proposed changes to the Policy or Application Form. The bench package has been updated with current prices. The wooden Cranbrook bench relates to the Burial Ground only and the committee approved this at their meeting on 28<sup>th</sup> April. Councillor Vale **PROPOSED** the adoption of the Bench Policy and Bench Package, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

**025.5 To consider request from a resident to undertake a survey of butterflies in the Community Garden, Allotments, Burial Ground and Churchyard**

A student who is studying a degree in environmental science, is seeking permission to undertake a monitoring survey of butterflies in the Allotments, Community Garden, Burial Ground and Churchyard. The survey would take place during June/July and involve walking around the pathways, making note of any butterflies. It would be carried out once a week and will take around 2 hours at each location. The data collected will be shared with the Parish Council once his dissertation has been submitted. The student lives in Barton and would also like to speak to residents and groups on their views on the countryside. The student was in attendance and was given the opportunity to give further background and details of his proposed study. Following consideration, Councillor Vale

**PROPOSED** to approve the request for the student to undertake a survey of butterflies around the Parish-owned areas, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

**ACTION – The Parish Office will provide a map of the allotments so that the student is aware of areas he can access. He will also be provided with a lanyard for authorisation in case he is challenged doing his study. A note will be put on the Allotment gates and in the Parish Office window to advise that a study is being undertaken. Contact details for the Church Garden will be provided.**

1 member of the public left at 7.43pm.

#### **25/024 BURIAL GROUNDS COMMITTEE REPORT/UPDATE**

##### **024.1 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 Fletcher **with 9 in favour and 1 abstention**. Councillor Laycock then **PROPOSED** Councillor Rudd as Vice-chair, **SECONDED** by Councillor Vale **with 9 in favour and 1 abstention**.

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

There were none.

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

No inspections have taken place since the last meeting. The VE Day 80<sup>th</sup> Anniversary flags will be removed from around the War Memorial on 20<sup>th</sup> May.

##### **024.4 To acknowledge complaint regarding non-resident burial rate and consider response**

In 2009, permission was granted for a non-resident with no links to the Village to be buried in the Burial Ground due to exceptional circumstances. The deceased was 19 years old when they passed and, following consultation with all councillors, the family were given permission to have a triple grave, to enable both parents to be buried with their son in future.

A parent has now passed away and the family plan to bury them with their son. However, the family have now made a complaint regarding the non-resident fees, which they consider are too high. They do not recall being advised of the 5x multiplier, which would be applied to all non-resident interments. When the grave was purchased in 2009, the multiplier of 6x was applied for the purchase of the grave and the interment, although the standard rates were much lower than today. After full consideration, Councillor Fletcher **PROPOSED** that the fees should remain as published, including the 5x multiplier. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

##### **024.5 To consider request for interment of cremated remains for a non-resident**

The family of a non-resident with no links to the Village has requested the interment of their cremated remains in the Burial Ground. After consideration, Councillor Fletcher **PROPOSED** to decline the request as it does not meet any of the criteria within the Parish Council's Burial Ground regulations. This was **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

#### **25/026 SPORTS FIELD COMMITTEE REPORT/UPDATE**

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

Councillor Laycock **PROPOSED** Councillor Selley as Chair of the Sports Field Committee, **SECONDED** by Councillor Mikkelson **with 9 in favour and 1 abstention**. Councillor Selley then **PROPOSED** Councillor Vale as Vice-Chair, **SECONDED** by Councillor Fletcher **with 9 in favour and 1 abstention**.

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

The football season ended on Sunday 18<sup>th</sup> May. The goal posts are being taken down on Tuesday 20<sup>th</sup> followed by reseeding once the machinery is available to hire. The Sports Field will be closed off to all users until the new football season begins late August/early September.

The Assistant Clerk advised that the annual Lightning Protection service will be undertaken on Friday 23<sup>rd</sup> May.

- 026.3 **To consider and approve cost to purchase a replacement speed hump for the access road**  
As advised at the committee meeting on 28<sup>th</sup> April, it has not been possible to source an identical speed hump for the corner by Unity Hall. A quote for a new speed hump, the same as the other three, has been provided for consideration. Good sections of the old hump could be utilised elsewhere on the site. Therefore, Councillor Selley **PROPOSED** approval of the cost of £989.77 plus VAT to purchase replacement speed hump from Barriers Direct, **SECONDED** by Councillor Vale and **UNANIMOUSLY CARRIED**.
- 25/027 PLANNING COMMITTEE REPORTS/UPDATE**
- 027.1 **Election of Chair and Vice-chair for ensuing year**  
Councillor Mikkelson **PROPOSED** Councillor Fletcher as Chair of the Planning Committee, **SECONDED** by Councillor Vale **with 9 in favour and 1 abstention**. Councillor Fletcher then **PROPOSED** Councillor Gardner as Vice-chair, **SECONDED** by Councillor Rudd **with 9 in favour and 1 abstention**.
- 027.2 **Matters arising from previous Planning Committee not included within agenda – information only**  
Central Beds Council have provided an update regarding their new Local Plan to 2050, including feedback from the last consultation and a copy of the map showing the areas submitted following the ‘call for sites’. They will now investigate the proposed sites to establish their suitability before undertaking their next public consultation in early 2026.  
**ACTION – Clerk to share details provided by Ward Councillor French on Facebook, for information.**
- 027.3 **Update on planning applications refused/granted**  
A list of application decisions was circulated to members prior to the meeting. This was noted.
- 027.4 **Update on Enforcement Notices**  
No notices issued.  
Councillor Fletcher raised an issue with Tulip Cottage, Nicholls Close – planning permission granted for a 1-bed property built in 2024. Now up for sale as a 2-bed property – divider has been built to split the bedroom. This could impact the parking in Nicholls Close. The Clerk has raised this with the Enforcement team at Central Beds Council to investigate but they have closed the case, with the following response:  
*Internal alterations to the property would not normally be considered development and therefore would not require planning permission. In this case it would appear that the property has been built as per the approved plans and then a later alteration has been made to partially divide the bedroom with what appears to be a stud wall of some sort. This type of minor internal work is unlikely to be a breach of planning control. I have also reviewed the planning condition associated with the permission to see if any of the conditions might prevent internal works of this type but I there are no relevant conditions. Therefore, on the information provided, I do not believe that the internal works detailed would constitute a breach of planning control.*  
Members agreed that, in any future planning consultations where car parking could be an issue, the Parish Council should consider requesting a ‘non-conversion’ condition be applied to any permission granted.
- 027.5 **To consider new planning applications or delegate authority to respond to committee:**  
**CB/25/01221/FULL, 17 Hastings Road:** Single storey rear extension to replace existing conservatory and part removal and part conversion of the garage to a store.  
- No comments

**CB/25/01420/TD, Barton Sewage Treatment Works, Bedford Road:** Prior Notification of Telecommunications Development: A 20m monopole with a smart metering omni antenna at 21.3m. A smart metering GPS antenna and 3g omni antenna at 4.15m. Smart metering equipment enclosure to be installed on a root foundation and a cabinet installed on the tower base.

- No Comments

**CB/TCA/25/00203, St Nicholas Church, Church Road:** Works to trees within a Conservation Area: Yew tree number 2351 contributing to structural damage to St Nicholas Church a Grade 1 Listed building. A copy of the Tree Survey which outlines the work required is provided within this application. 2351 - Yew - Reduce crown overall by 25% (approx. 1.5m). Seeking approval to carry out work urgently (within bird nesting) due to the trees proximity to the building and associated risks. 2350 - Yew - Reduce lateral spread to north/northeast back to edge of access road (up to 2m) 2352 Indian Bean Tree - Crown lift to 4m to south over access road (secondary branches only) 2354, 2355 & 2358 - Yew x 3 - Reduce lateral spread to north to achieve 2.5m clearance to church (up to 1.5m reduction) 2323 & 2333 - Yew x 2 - Reduce lateral spread to south to achieve 2m clearance to church (up to 1.5m reduction ) + crown lift to 1.5m 2383 - Beech - Reduce lowest primary branch to northeast to 7m from base of tree

- No Comments

027.6 **To consider and approve response to the planning appeal in respect of application**

**CB/24/02896/FULL, 59 Manor Road: new self-build three bedroom bungalow**

An appeal has been submitted by the property owners following refusal of planning.

The Parish Council's previous response (below) will be considered, unless it is withdrawn or amended. Members agreed that the previous objection comments still applied and should be sent to the Planning Inspector for consideration during the appeal process.

*OBJECT – The Parish Council object to the proposed planning application for a new self-build three-bedroom bungalow in the garden of a property recently re-developed from a bungalow to a 2-storey house. The proposed development is actually a chalet bungalow style and would create a very crowded and over-developed appearance within the street scene, being very close to both No.59 and No.55 Manor Road. Other properties within the vicinity of the proposal on Manor Road are existing semi-detached or detached properties, generally on slightly larger plots with good spacing between each unit, in keeping with the Area of Special Character. The previous application for a 3-bed detached dwelling was refused in March 2023 and this application raises similar concerns. Access to the property will be required onto Manor Road at an already busy junction, which is also of concern to the Parish Council. Whilst the Plans show a vehicle manoeuvring area for the new dwelling, this appears to be tight on the proposed new plot. It is understood that the proposed dwelling does not meet Local Plan Policy H2 re Nationally Described Space Standards and also does not currently qualify as a self-build. Both these issues would need to be resolved prior to any approval being considered. If planning were to be granted, the Parish Council request that a clause be included to prevent construction vehicles parking on the highway and footpath outside the property during development, due to the obstructions caused to vehicles and pedestrians using this busy junction, particularly school traffic.*

027.7 **To consider and approve response to the planning appeal in respect of applications**

**CB/24/03731/FULL and CB/24/03732/LB, 142 Manor Road: Listed Building: Construction of new single storey side extension and sunken patio with demolition of conservatory and removal of separating fence**

An appeal has been submitted by the property owners following refusal of planning.

The Parish Council did not submit any comments in its previous response and agreed that no further comments should be made for the appeal.

**25/028 HIGHWAYS & ENVIRONMENT COMMITTEE REPORT/UPDATE**

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

Councillor Vale **PROPOSED** Councillor Paxton as Chair of the Highways & Environment Committee, **SECONDED** by Councillor Selley **with 9 in favour and 1 abstention**. Councillor Fletcher then **PROPOSED** Councillor Laycock as Vice-chair, **SECONDED** by Councillor Mikkelson **with 9 in favour and 1 abstention**.

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

The Petition for a reduction in speed limit on Manor Road (near Ramsey Manor School) to 20mph is growing. A copy is available for signing at the Parish Office.

Natural England have cancelled their review of the Chilterns National Landscape boundary due to funding cuts from Defra. The Public statement is available here:

<https://www.chilterns.org.uk/news/deep-disappointment-at-cancellation-of-the-chilterns-boundary-review/>

Work on the installation of speed humps in Hexton Road is planned from 13<sup>th</sup> August to 10<sup>th</sup> September.

Work to enable ditch clearance and extension to culvert on Old Road is scheduled to take place 14<sup>th</sup> – 18<sup>th</sup> July.

Central Beds Council have provided the traffic survey data collected in March along Bedford Road (between Manor Road junction and the Co-op). This showed 85<sup>th</sup> percentile speed of 28.4mph. However, it showed total traffic usage over the 7 days of 53,521 with a daily average 7,646. This is high and should help to justify a safer crossing point on the road. The Clerk has responded to the Ward Councillors to this effect so that they can go back to Central Beds Council. Councillor Tebb requested details of the highest speeds seen during the survey, which the Clerk will investigate.

028.3 **To consider request from resident regarding tree works at Bailey's Piece**

A new resident in Ravensburgh Close has complained about the large trees that have grown up at the rear of their garden and are potentially damaging their fence. They have requested they are cut back or cut down. Photos of the trees were shown to members. Following discussion, members decided that the trees were not causing any danger. Therefore, Councillor Paxton **PROPOSED** that a copy of the Tree Management Policy be provided to the resident and confirm that they are able to cut back the branches overhanging their side of the fence, in accordance with the policy, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

**25/029 POLICIES & RESOURCES COMMITTEE REPORT/UPDATE**

029.1 **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 Mikkelson, Fletcher, Laycock, Paxton, Vale and Selley, **SECONDED** by Councillor Mikkelson and **UNANIMOUSLY CARRIED**.

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

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

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

Councillor Paxton **PROPOSED** Councillor Mikkelson as Chair of the Pay & Personnel sub-committee, **SECONDED** by Councillor Vale **with 9 in favour and 1 abstention**. Councillor Paxton then **PROPOSED** Councillor Selley as Vice-chair, **SECONDED** by Councillor Laycock **with 9 in favour and 1 abstention**.

029.4 **To elect representation as Schools Link for the coming year**

This item was carried forward from the Annual Meeting. Councillor Vale was previously the Schools Link representative but would like someone else to take over this role for the coming year. After

discussion, Councillor Selley **PROPOSED** Councillor Rudd to represent the Parish Council as the Schools Link, **SECONDED** by Councillor Mikkelson **with 9 in favour and 1 abstention**.

029.5 **Matters arising from previous Policies & Resources Committee not included within agenda**  
The Assistant Clerk confirmed that the Parish Council have a stall booked at the Church Fete on 28<sup>th</sup> June, to engage with residents, as agreed at the last meeting. Councillor Paxton agreed to be the contact for the booking with the Church. Members to confirm their availability for attending so that the stall can be run successfully during the event.

029.6 **To consider and agree response to Central Beds Council's consultation on Home to School Transport Policy**

Following acknowledgment of the consultation at the last meeting, members discussed the impact of the proposed policy on families within the Village. 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. Members were concerned over the impact this could have with potential increased travel costs, peer groups being broken up, the loss in benefit of transition plans within the Pyramid Trust, moving from a 3-tier to a 2-tier education system and also the affect on the environment from increased car traffic if parents have to transport their children.

Ward Councillor Childs and the Clerk have now arranged with Central Beds Council to hold a briefing for residents, on 19<sup>th</sup> June (3pm-7pm) at Barton Rovers FC Clubhouse.

Councillor Paxton **PROPOSED** that the Clerk draft a suitable response, as per the discussion, **SECONDED** by Councillor Fletcher and **UNANIMOUSLY CARRIED**.

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**25/030 ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

Councillor Rudd queried the works being undertaken to the outbuilding at the rear of the barber's shop on Bedford Road. No recent planning applications have been submitted.

Councillor Selley reminded members regarding the Barbeque to be held on 7<sup>th</sup> June 2025 at their house from 2pm. Members were requested to confirm their attendance by 23<sup>rd</sup> May so that meat could be ordered.

The meeting closed at 8.48pm

**I certify these minutes are a true and correct record of the Extra-ordinary meeting of the Parish Council held on 19<sup>th</sup> May 2025**

**Dated this the 9<sup>th</sup> June 2025**

**COUNCILLOR J PAXTON  
CHAIRMAN**