

**MINUTES OF A MEETING OF THE POLICIES & RESOURCES COMMITTEE  
OF BARTON-LE-CLAY PARISH COUNCIL HELD ONLINE  
ON MONDAY 2<sup>nd</sup> NOVEMBER 2020 COMMENCING AT 7.31PM**

Present: Councillors Mr L Davison-Williams (Chairman), Mrs B Thomas (Vice-chair),  
Mrs G Gardner, Mr J Selley and Mr J Paxton

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

**20/325 APOLOGIES FOR ABSENCE – Councillor Mr A Channon**

**20/326 SPECIFIC DECLARATIONS OF INTEREST – There were none.**

**20/327 MATTERS ARISING**

Following discussion at the last meeting, the Clerk has spoken with the representative from Action Against Crime in Barton-le-Clay Group to request their formal proposal, detailing what support they require to progress the installation works for the CCTV and what they require as an ongoing commitment from the Parish Council. A response is awaited for further consideration.

With reference to the Barton Rocks Memorial, it was agreed at the last meeting that Councillor Paxton would investigate options further with the Group and the Lower School PTA. He has made contact and will provide an update at the next meeting.

Councillor Davison-Williams has requested that the proposed sale of the Bailey's Piece Land is now progressed to release significant cash to the Parish Council to invest in other projects. In the first instant, the access issues will need to be resolved with the Housing Association. The Clerk will make contact with the Housing Association as soon as possible to start these negotiations.

The Clerk attended a Webinar on 22nd October organised by BATPC and Breakthrough Communications regarding 'Effective Communication and Engagement for Town & Parish Councils in a post-COVID world'. Copies of the slides and a recording of the session will be provided to all members. There were useful tips about building the Council's Communication strategy and using Social Media and Website. The Clerk will explore this further and put together policies as necessary for Council approval. In addition, the same company have now released further suggestions for communications during the latest Lockdown – again the Clerk will forward to all councillors for information.

Councillor Roberts has suggested the Parish Council approach the TSB Bank to retain an ATM machine in the Village when the Branch shuts in April 2021, perhaps located at the Post Office. This will be discussed at the next meeting.

As a result of the latest Covid-19 Pandemic Lockdown restrictions, it was acknowledged that the Parish Office would be closed to the Public from 5th November to 2nd December and previous lockdown arrangements would be applied. The play areas will remain open.

The Clerk advised that the formal Precept request has now been received from Central Bedfordshire Council. The chairs of each committee are requested to arrange a time to hold Zoom meetings with the Clerk to review their Budget requirements for 2021/22 ahead of committee meetings later this month. The Clerk will provide draft budget information as soon as possible, ahead of the reviews.

**20/328 APPROVAL OF THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE HELD ON 28<sup>th</sup> SEPTEMBER 2020**

A copy of the minutes was provided to members ahead of the meeting. Councillor Davison-Williams **PROPOSED** the approval of the minutes of 28<sup>th</sup> September 2020, **SECONDED** by Councillor Thomas **with 4 in favour and 1 abstention.**

**20/329 TO CONSIDER AND APPROVE THE S137 GRANTS FOR 2020/2021**

A summary of grant applications was provided to all committee members prior to the meeting. The 2020/21 budget for small grants had been set at £3,500. Councillor Paxton declared an interest in Barton Kids Club, Ramsey Manor Lower School PTA, Unity Hall and Noah's Ark. Councillor Davison-Williams declared an interest in Keech Hospice Care. The committee reviewed all grant applications received and reached a consensus on the proposed 2020/21 grants shown below:

ORGANISATION	ORGANISATIONS ACTIVITIES	GRANT REQUIRED FOR	COST OF PROJECT	AMOUNT SOUGHT	LAST YEAR AMOUNT GRANTED	PROPOSED GRANT 2020/2021
<b>Barton Helping Hands</b>	Local volunteers who provide time and transport to any residents of the village in need	Shopping during COVID Pandemic Lockdown when access to cash was difficult – now to be used for annual Public Liability Insurance	£200	£200	£190.00	£200.00
<b>Unity Hall</b>	Scouting & Guiding HQ	Base for new shed to house mower and garden tools safely	£300	£300	Nil	£300.00
<b>Keech Hospice Care</b>	Adult and Childrens Hospice providing palliative, supportive and end-of-life care	Adult in-patient unit one full day nursing care – specialist care for patients and families	£374	£374	£240.00	£374.00
<b>Noah's Ark</b>	Non-profit making group offering a weekly get-together for parents/carers and pre-school aged children.	Craft materials & extra toys to enable Saturday group to meet in accordance with Covid safety guidelines	£170	£100	£100.00	£100.00
<b>Barton-le-Clay Village Hall</b>	Multi-Functional Village Hall run for the benefit of local groups and organisations	New hand dryers x3 for toilets to improve hygiene environment per Covid requirement	£259	£259	£246	£259.00
<b>Barton Kids Club</b>	Wraparound childcare for 4-11yr old children attending Ramsey Manor Lower School and Arnold Academy, including Holiday Club. Run by Parent Volunteers	Replace worn-out Trampoline for children to use daily within the Club	£275	£275	£250	£275.00
<b>Barton-le-Clay Pre-school</b>	Charity Pre-school offering early years	2x iPads for staff to	£800	£500	Nil	£400.00

	education for children 2-4 years	upload child information in the classrooms to share with parents				
<b>Barton-le-Clay Street Watch Group</b>	A Bedfordshire Police Official scheme run by local volunteers to provide reassurance and reduce low-level anti-social behaviour	Waterproof Security Jackets for volunteers	£270	£270	Nil	£270.00
<b>Ramsey Manor Lower School PTA</b>	Parents, students and teachers working together to raise money from organised events to improve the school	Outside Play equipment to use in Covid bubbles at playtime	£200	£200	£100.00	£200.00
<b>Harlington Upper School</b>	Educational establishment for children aged between 13 and 18	Prizes for annual awards evening	£125.00	£125.00	£125.00	£125.00
<b>Arnold Academy</b>	Educational establishment for children aged between 9 and 13	Prizes for annual Year 8 leavers award evening	£50.00	£50.00	£50.00	£50.00
<b>Gale Court Residents</b>	Sheltered housing for elderly residents	Lunch / Entertainment event	Approx. £300	£300	£270	£300.00
<b>The Royal British Legion</b>	To support all armed service personnel.	Poppy Wreath	£100.00	£100.00	£100.00	£100.00
					<b>TOTAL</b>	<b>£2,953.00</b>

Councillor Thomas **PROPOSED** the approval to allocate grants totalling £2,953.00 as per the schedule of S137 grants above, **SECONDED** by Councillor Selley **with 4 in favour and 1 abstention**.

**20/330 TO CONSIDER AND APPROVE WAIVER OF THE WATER USAGE COSTS FOR UNITY HALL FOR THE SUMMER QUARTER**

Unity Hall only started to be used from the beginning of July and the Scouts and Guides only went back in October. April and July quarterly costs have been previously waived due to the Covid-19 Pandemic impact. Councillor Davison-Williams **PROPOSED** to approve the waiver of water usage costs totalling £30.14 for the October quarter, **SECONDED** by Councillor Thomas **with 4 in favour and 1 abstention**. It was further agreed to review the costs again in January in light of the new lockdown restrictions now being imposed during November.

**20/331 TO RETROSPECTIVELY APPROVE SIGN-UP TO THE COMPLIANT COUNCILS HUB FOR DATA PROTECTION SUPPORT AND APPROVE SUBSCRIPTION COSTS**

The Clerk attended a useful webinar on 13th October regarding Data Protection. The company who ran the session were promoted by BATPC. In 2018 & 2019, the Parish Council paid £150pa to Local Council Public Advisory Service to provide support with GDPR and act as the Data Protection Officer for the Parish Council. With the changes coming into force from 1st January 2021 following Brexit, the Clerk requested to the Vice-chair that the Parish Council sign-up for the Compliant Councils Hub as a resource to support the Parish Council going forward. They offer their Essentials package at £100pa plus VAT (with an extra one-off £49 plus VAT set up charge). This pricing was only available before

1st November and so the Clerk has registered for the Service. Councillor Davison-Williams **PROPOSED** retrospective approval of a cost of £149 plus VAT for the Compliant Councils Hub Essentials package, **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.  
**ACTION – Clerk to investigate who other Councils are using as their Data Protection Officer.**

**20/332 TO RETROSPECTIVELY APPROVE COSTS FOR THE ASSISTANT CLERK TO ATTEND ALLOTMENT TRAINING WEBINARS**

BATPC have arranged with the National Allotment Society to deliver some online training around Allotments for Clerks/Councillors. The Assistant Clerk requested to attend two of the sessions at a cost of £30 each. The Clerk agreed and booked the places on the following courses:

1. Thursday 29<sup>th</sup> October 2-3.30pm Tenancy Agreements and Policies
2. Tuesday 10<sup>th</sup> November 10.30am-12midday Site Facilities and Health & Safety

Feedback from the first course was very positive with useful information provided. The Assistant Clerk will provide an update at the next Leisure Committee meeting. Councillor Davison-Williams **PROPOSED** retrospective approval of the total cost of £60 for the two Allotment courses for the Assistant Clerk, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

**20/333 TO CONSIDER AND APPROVE PURCHASE AND COST OF THE ARNOLD BAKER ON LOCAL COUNCIL ADMINISTRATION – 12<sup>TH</sup> EDITION PUBLICATION**

The 12th Edition of this Publication is due for release on 9th December. The Parish Council currently has the 10th & 11th Editions which the Clerk used regularly for reference when completing her CiLCA qualification.

BATPC have advised that the latest edition has been extensively revised and there is a 20% discount with free delivery if pre-ordered by 4/12/20 as NALC members. Having considered the benefits of having access to the most up to date information, Councillor Davison-Williams **PROPOSED** approval of the purchase of the 12<sup>th</sup> Publication of the Arnold Backer on Local Council Administration at a cost of £119.99, **SECONDED** by Councillor Gardner and **UNANIMOUSLY CARRIED**.

**20/334 TO CONSIDER AND APPROVE REQUEST FROM BARTON ROVERS FC TO HOLD A FIREWORK EVENT**

BRFC approached the Parish Council on 22nd October to request we approve as landlords them holding a firework display on 6th November. They have applied to Central Beds Council Safety Advisory Group for permission. It is understood that the Parish Council could be liable as well as the event organiser if any incident or breach of regulations occurs.

The Clerk has sought feedback from all Councillors and the majority have concerns that at such an event, with up to 450 attendees, it would be difficult to ensure COVID-19 rules are followed. The Clerk has requested from BRFC a copy of their Public Liability Insurance to show they have cover for COVID events, the COVID-19 Risk Assessment and details from the Fireworks company of their insurance and risk assessments. To date this information has not been received.

Following the new Covid-19 Pandemic lockdown restrictions coming into effect on 5<sup>th</sup> November, no events can now take place.

Councillor Davison-Williams **PROPOSED** to decline the request to hold a firework event at BRFC, given the insufficient information provided and changes to National legislation, **SECONDED** by Councillor Selley and **UNANIMOUSLY CARRIED**.

**ACTION – Clerk to write to the Chairman of the Football Club to advise of the decision and to request that in future years, the Parish Council is contacted at least 6/8 weeks in advance of any proposed external events, so that the Parish Council has sufficient time to consider and discuss the plans.**

**20/335 TO CONSIDER AND APPROVE OUT OF HOURS EMERGENCY CONTACT DETAILS FOR THE PARISH COUNCIL**

Following a couple of incidents at weekends that the Clerk and Groundsman have had to resolve, it has been requested that the Parish Council considers an out-of-hours emergency contact procedure. Councillor Davison-Williams has historically informally undertaken this role and provided details of the potential calls that could be received. Members discussed possible options and agreed to review this item further at the next Full Council meeting, with the input of all Councillors, to agree a working plan.

**ACTION – Clerk to speak with the Groundsmen to ascertain their thoughts.**

**20/336 UPDATE REGARDING THE RELOCATION OF THE ROYAL MAIL SORTING OFFICE TO BARTON ROVERS FOOTBALL CLUB LAND AND APPROVE ANY FOLLOW UP ACTION REQUIRED**

The Royal Mail and Barton Rovers FC have now finalised terms and a draft Licence to Occupy has been drawn up. The Parish Council's solicitors have drawn up a Licence to Underlet agreement for the Parish Council, Barton Rovers FC Trustees and the Royal Mail to enter into to confirm Superior Landlord Consent. The Royal Mail have agreed to meet the Parish Council legal costs up to £1500, as per quote provided by our solicitors.

**ACTION – Clerk to speak to the solicitors for an update and then feedback to the Councillors regarding the way forward.**

**20/337 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA**

Councillor Gardner passed on a request from Barton Bowls Club to include contact details for the club on the Parish Council website. Details to be provided to the Clerk for inclusion.

The meeting closed at 8.55pm.