

**MINUTES OF POLICIES & RESOURCES COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL HELD AT THE PARISH OFFICE
ON MONDAY 30th SEPTEMBER 2019 COMMENCING AT 7.30PM**

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

In attendance: Mrs C Callen (Clerk)

Minutes: Mrs C Callen

19/259 APOLOGIES FOR ABSENCE – Councillor Mr John Selley

19/260 SPECIFIC DECLARATIONS OF INTEREST – None

19/261 MATTERS ARISING

The outstanding missing cheque issued to Gilks Fencing in May has finally been resolved. Barclays Bank have re-credited the cheque to Gilks Fencing account on 9th September with no other explanation. The TSB have paid the Parish Council £25 compensation due to the inconvenience of the complaint raised.

The Parish Council have received £2323.55 from the estate of the Late Stuart Willison. A legacy of £10k was provided for in his will to pay for a sign at the Burial Ground in memory of himself and his wife. £7676.45 was already paid out in 2017, before Mr Willison died, and so the residual balance has now been received.

The Clerk met with the Peninsula Health & Safety consultant on 20th September to review the actions from the H&S Report undertaken earlier in the year. The majority have now been actioned, including the Fire Risk Assessments included per 19/268.

19/262 APPROVAL OF THE MINUTES OF THE POLICIES & RESOURCES COMMITTEE HELD ON 17th JUNE 2019

Councillor Davison-Williams **PROPOSED** the approval of the minutes of 17th June 2019, **SECONDED** by Councillor Paxton and **with 2 in favour and 2 abstentions**.

19/263 TO CONSIDER AND APPROVE THE RECOMMENDATIONS CONTAINED WITHIN THE MINUTES OF THE PAY & PERSONNEL SUB-COMMITTEE MEETING ON 23RD SEPTEMBER 2019

Councillor Davison-Williams **PROPOSED** approval of the recommendations contained within the minutes of the Pay & Personnel Sub-Committee meeting held on 23rd September. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

19/264 TO CONSIDER AND APPROVE cost for improved lighting at the Village Hall

As previously discussed, it has been suggested the lighting behind the Village Hall be improved by replacing the current lighting with LED bulbs and putting a timer on the lights at the rear of the Hall. A quote has been provided by MJT Electrical Services who have undertaken work for the Council in the past. No other electricians have been found able to quote. Councillor Taylor has reviewed the quote based on his experience as an electrician and his knowledge of the Village Hall having undertaken electrical work there previously and agrees it is a fair cost.

Councillor Davison Williams **PROPOSED** approval of the quote provided by MJT Electrical Services at £675 plus VAT for lighting at the Village Hall. This was **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

19/265 TO CONSIDER AND APPROVE COST FOR REPAIRS TO THE RADIATOR IN THE PARISH OFFICE

The quotes to repair of the radiator in the Parish Office were not available for the meeting and so this item will be deferred to Full Council in October for approval.

Councillor Channon arrived at 7.45pm

19/266 TO RETROSPECTIVELY APPROVE COST FOR THE ANNUAL RENEWAL OF THE WWW.BARTONLECLAY.CO.UK DOMAIN NAME

Councillor Davison-Williams **PROPOSED** approval of the renewal of the domain name for 3yrs at a cost of £42.96 plus VAT. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

19/267 TO RETROSPECTIVELY APPROVE PARISH NEWSLETTER AND DISTRIBUTION COSTS

The draft newsletter was approved by Councillors on 26th September via email and the distribution company instructed to deliver from 27th September.

Councillor Davison-Williams **PROPOSED** retrospective approval of the October 2019 Newsletter content; **SECONDED** by Councillor Thomas and **UNANIMOUSLY CARRIED**.

Unfortunately the distribution company who had previously quoted and been accepted by Council at £150+VAT advised they were unable to provide the delivery service. An alternative solution was required. A previous quote was obtained from D2D Distribution Ltd who use satellite tracking of distribution teams to ensure delivery. The Post Office delivery service charge a minimum fee of £500. Given the urgency, it was agreed by Councillors via email to instruct D2D Distribution to undertake the contract. Councillor Davison-Williams **PROPOSED** retrospective approval of the quote provided by D2D Distribution for delivery of c.2,300 newsletters at a cost of £360 plus VAT. This was **SECONDED** by Councillor Channon and **UNANIMOUSLY CARRIED**.

19/268 TO APPROVE THE FIRE RISK ASSESSMENTS FOR THE PARISH OFFICE AND SPORTS PAVILION

The Fire Risk Assessment for the Parish Office was discussed. A question was raised regarding the impact of the Flats above the office.

ACTION – Clerk to clarify the position with Peninsula H&S regarding the flats above the Parish Office. This item will be deferred to Full Council for approval.

Councillor Davison-Williams **PROPOSED** approval of the Fire Risk Assessment for the Sports Pavilion. This was **SECONDED** by Councillor Paxton and **UNANIMOUSLY CARRIED**.

19/269 TO CONSIDER A RESPONSE TO NALC IN RESPECT OF THE INDEPENDENT REVIEW INTO LOCAL GOVERNMENT AUDIT AND THE NEW CODE OF AUDIT PRACTICE

Councillor Davison-Williams outlined the main issues highlighted by NALC. The Parish Councils own internal processes are regularly reviewed. It was agreed that no response to NALC was required.

19/270 TO RECEIVE A REPORT FROM THE CLERK ON THE SAFER CENTRAL COMMUNITY SAFETY PARTNERSHIP AND CONSIDER PROMOTING SURVEY IN THE VILLAGE

The Clerk recently attended a presentation from the Safer Central Community Safety Partnership team at Central Beds Council and provided information to members on their role. Details of the Community Survey 2019 have been included on the latest Newsletter and shared on Facebook pages for 'the Village Today' and 'Action Against Crime' Groups, to encourage residents to complete them. It was agreed that the Parish Council would continue to raise the profile of the team at every suitable opportunity.

19/271 TO CONSIDER TAKING PART IN THE VE DAY 75 YEAR COMMEMORATION MAY 2020

A discussion took place regarding how best to mark the 75th VE Day anniversary. It was felt that the information provided should be shared with the community, local businesses and organisations in the first instance, to gauge how much interest there is in organising something locally. It was also suggested that enquiries should be made to other local Parish Councils to see what plans they have for marking the event.

In the meantime, it was suggested that the Assistant Clerk investigates the costs to purchase a silent soldier memorial for the Village.

19/272 ANY OTHER BUSINESS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA

There was none.

The meeting closed at 8.42pm.