

**MINUTES OF A MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON  
MONDAY 13<sup>th</sup> FEBRUARY 2017  
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30 P.M.**

005258

Present: Councillors Mr L. Davison-Williams (Chair), Mr D. Gunter (Vice Chair), Mrs B. Thomas, Mr J. Paxton, and Mr R. Everson.

Minutes: Mrs K. Kilby (Assistant Clerk).

In Attendance: Mrs Ann Merryweather (Clerk), CBC Cllr Ian Shingler, Mr Sam Freer, Mr Tim Pattenden and Mrs Lorna Heale.

1. **APOLOGIES FOR ABSENCE** – Cllrs Mrs G. Gardner, Mr M. McNulty, Mr M. Wright, Mr A. Watson, Mr A. Channon and Mr J. Selley

2. **SPECIFIC DECLARATIONS OF INTEREST** – None.

3. **POLICE REPORTS AND ISSUES.**

3.1 The link to the Police website to peruse the crime statistics for Barton-le-Clay and surrounding villages was disseminated to all Councillors prior to the meeting and a copy of the crime statistics disseminated prior to the meeting.

**Crime Figures** – The crime figures for 1<sup>st</sup> January 2017 to 31<sup>st</sup> January 2017 were as follows: Assault Occasioning Actual Bodily Harm: 1, Burglary in a Building other than a Dwelling: 1, Attempted Burglary in a Dwelling: 2, Public Order: 1, Theft from Shops & Stalls: 1.  
**Total for 1<sup>st</sup> January 2017 to 31<sup>st</sup> January 2017: 7.**

4. **PUBLIC QUESTION TIME** –

Tim Pattenden and Lorna Heale – Residents. Concerns were expressed regarding the removal of trees and bushes from the Conservation Area on land at the rear of 63/65 Bedford Road. Concerns included:

- Houses will be built on the site
- Only access is off Nicholls Close.
- A precedent will be set for back garden development.

They were advised that Central Bedfordshire Council ('CBC') was aware of the removal of the trees and that plans may be submitted regarding the building of a number of houses on the land.

The Parish Council is aware of the concerns and awaiting CBC's decision on action to be taken.

The Parish Council would support residents in upholding special characteristics and have no plans to propose changes to the Conservation Area.

The Local Plan for Central Bedfordshire is to include a policy that discourages 'Back Garden Development'.

5. **CENTRAL BEDFORDSHIRE WARD CLLR REPORTS** –

5.1 Cllr Shingler reported on the following:

- Central Bedfordshire Council enforcement are aware of the removal of the trees and shrubs and awaiting a decision from their lawyers as to the correct action to be taken. However, CBC must be mindful of refusing new builds when there is a requirement for additional housing.
- 22 Sharpenhoe Road – Should CBC approve the proposed extensions to the dwelling, due to the size of the development, Cllr Shingler is to request the decision be deferred to the Development Management Committee.
- There were no further questions for Cllr Shingler and he left the meeting.

Mr Pattenden left the meeting.



6. **PLANNING COMMITTEE** – Cllr Everson informed the meeting on the following issues:

6.1 **Matters Arising –**

The Council were advised that no update had been received from Central Bedfordshire Council regarding the Lucky Star Takeaway

6.2 **Planning Applications:**

Cllr Davison-Williams declared an interest.

**CB/16/04365/FULL: 67 Bedford Road, Barton-le-Clay – Change of use of outbuilding and new extension to form new dwelling.** – After discussion, Cllr Everson PROPOSED the Council object on the grounds that the development is not sympathetic to the Conservation Area and object to the removal of the Silver Birch tree, SECONDED by Cllr Paxton and CARRIED with 4 IN FAVOUR and 1 ABSTENTION.

Mrs Lorna Heale left the meeting.

**CB/16/05643/FULL: 22 Sharpenhoe Road, Barton-le-Clay – Erection of single storey rear extension – revised plans.** – After discussion, Cllr Everson PROPOSED the Council object on the grounds that no significant change had been made to the revised plans and that it was still an overdevelopment of the site and not in keeping with adjacent properties. The proposed extensions would severely restrict daylight and sunlight to the neighbouring property. No allocated parking has been identified on the plans. The property is on the boundary of the Conservation area. SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

**CB/17/00356/LB: 2 Grange Farm Close, Barton-le-Clay – Replacement of doors and windows in barn conversion.** – No comment.

**CB/17/00376/FULL: 158 Norman Road, Barton-le-Clay – Single storey rear and side extension & front bay window with canopy over, to replace existing garage and conservatory structures.** – No comment.

**CB/17/00436/FULL: Ramsey Manor Lower School, Manor Road, Barton-le-Clay – Single storey extensions to 3 No. classrooms.** – No comment.

**CB/17/00497/FULL: Land adjacent 24 Sharpenhoe Road, Barton-le-Clay – Proposed erection of detached dwelling and widened existing crossover.** – After discussion, Cllr Everson PROPOSED the Council object on the grounds that the proposed detached property was not in keeping with the street scene, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.

**ACTION: Assistant Clerk to submit comments to Central Bedfordshire Council Planning Department.**

6.3 **To consider/approve response to Appeal on site at Random, Private Road. Appeal ref APP/P0240/W/16/3162027 or defer authority to Planning Committee** – Cllr Everson PROPOSED the Council delegate authority to the Planning Committee to submit a response on behalf of the Council. **ACTION: Defer to next Planning Committee meeting.**

6.4 **Ratification of recommendations contained within the minutes of the Planning Committee meeting held on 30<sup>th</sup> January 2017 (pgs. 5253 to 5254).** – Cllr Thomas advised that she was present for the meeting and therefore should be included as 'In Attendance'. Cllr Everson PROPOSED the ratification of the minutes, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

7.1 **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 9<sup>th</sup> JANUARY 2017. (pgs. 5239 to 5244)** – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED.

7.2 **APPROVAL OF MINUTES OF THE EXTRA-ORDINARY PARISH COUNCIL MEETING HELD ON 16<sup>th</sup> JANUARY 2017. (pgs. 5245 to 5247)** – PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.

7.3 **MATTERS ARISING OUTSIDE OF COMMITTEE REPORTS/UPDATES** – None.

8. **CHAIRMAN'S ANNOUNCEMENTS**

8.1. The Council had received a thank you letter from East Anglian Air Ambulance for the small grant awarded in December 2016.

- 8.2 Cllr Davison-Williams advised of the following recent deaths:  
Mr Brian Golby, Councillor for Harlington for many years.  
Mr Mark Howe, Chairman of the Village Hall Committee.  
Mr John Carrant, Chairman of the Shillington Camera Club and judge at the Horticultural Show.

The Council passed on their condolences to their families.

- 8.3 Cllr Davison-Williams advised the Council that Cllr Channon wife had given birth to a son, Eli James. The Council passed on their congratulations.
- 8.4 The Council was advised that two members of the Parish Council have upcoming marriages, the first in June 2017 and the second in June 2018.
- 8.5 The Committee Chairs were reminded that the 2016/17 annual reports were to be emailed to the Clerk by 31<sup>st</sup> March 2017. Copies of the 2015/16 reports to be emailed to all Chairs.
- 8.6 There were no other Chairman's announcements.

#### COMMITTEE REPORTS/UPDATES

- 9 **Policies & Resources Committee.** – Cllr Davison-Williams informed the meeting on the following issues:
- 9.1 **Matters Arising** – None
- 9.2 **Adoption of Annual Investment Policy 2016/17.** – Cllr Davison-Williams PROPOSED the adoption of the Annual Investment Policy 2016/17, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** The Clerk to disseminate policy to all Councillors.
- 9.3 **Approval of Parish Council Annual Investments.** – After discussion, Cllr Davison-Williams PROPOSED the Council approve the Parish Council's Annual Investments as agreed at the Policies and Resources meeting Page 5252, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to prepare paperwork for signing.
- 9.4 **Adoption of Internal Audit Terms of Reference.** – After discussion, Cllr Davison-Williams PROPOSED the Council adopt the Internal Audit Terms of Reference with the removal of the 'Statutory Power/Function: Subscription to Local Government Associations', SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION:** Clerk to amend document and disseminate policy to all Councillors.
- 9.5 **Approval of Electricity Fixed Price Plan.** – After discussion, Cllr Davison-Williams PROPOSED the Council change Electricity suppliers to Scottish Power with a fixed price plan for 2 years until January 2019, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED. **ACTION:** Clerk to arrange for the transfer of Electricity Supplier.
- 9.6 **Review of the Photocopier contract (5 year lease).** – After discussion, Cllr Davison-Williams PROPOSED the Council enter a 5 year contract with Xerox for the office photocopier at a cost of £81.04 per quarter, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to initiate new photocopier contract with Xerox and approval of removal costs for existing copier to be deferred to next meeting.
- 9.7 **Approval of the cost of CiLCA Student Registration for SLCC membership for the Clerk.** – Cllr Davison-Williams PROPOSED the Council approve the Clerk's CiLCA student registration for SLCC membership at a cost of £250.00, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to submit application form and cheque to SLCC.
- 9.8 **Approval of the response to Beds FA proposals for Sports Field.** – The Council was advised that Cllr Davison-Williams and the Clerk had met with Lisa White from Central Bedfordshire Council to discuss funding for a new 3G pitch at Luton Road Sports Field. After discussion, Cllr Davison-Williams PROPOSED the Council advise Bedfordshire FA the Parish Council wish to progress with the idea of a 3G pitch up to the point that any expenditure is sought for further progress, SECONDED by Cllr Everson and CARRIED with 4 IN FAVOUR and 1 AGAINST. **ACTION:** Clerk to draft response to Bedfordshire FA and the formalising of a Sub-Committee to be deferred to next P&R Committee meeting.
- 9.9 **Approval of replacement allotment skip for litter collection.** – Costs for smaller skips to be used by the Council's Groundsman for litter collection were disseminated to all members prior to the meeting. Following discussion, Cllr Thomas PROPOSED the Council approve an 8 yard container from Veolia on a fortnightly lift at a

cost of £55.05 per lift, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. ACTION: Assistant Clerk to clarify time limits for the contract.

- 9.10 **Ratification of recommendations contained within the minutes of the Policies & Resources Committee meeting held on 30<sup>th</sup> January 2017 (pgs. 5251 to 5252).** – Cllr Davison-Williams PROPOSED the ratifying of the minutes of the Policies & Resources Committee, however, an error was identified on page 5252 item 10.3 – Cllr Thomas expressed concerns regarding a 10% rent reduction, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. ACTION: Error to be amended at the next Policies & Resources meeting.
- 10 **Burial Ground Committee** – Cllr Everson informed the meeting on the following issues:
- 10.1 **Matters Arising** –
- Cllr Everson advised the Assistant Clerk that he would supply the number of letters to be re-painted on the War Memorial and photographs of the repairs work required.
- 10.2 **Consideration of request for non-resident interment of ashes in Barton-le-Clay Cemetery.** – Correspondence had been received from a resident of the village requesting the Council waive the non-resident fee. After consideration, Cllr Thomas PROPOSED the Council approve the interment of Ashes, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. However, Cllr Everson PROPOSED the fee for the interment be at Non-Resident rates, SECONDED by Cllr Paxton and CARRIED with 3 IN FAVOUR and 2 AGAINST. ACTION: Clerk to advise family of Council's decision.
- 10.3 **Approval of grass/hedge cutting contract for 2017/18.** – Quotations for the grass/hedge cutting at the Burial Ground and St Nicholas Church were disseminated to all members prior to the meeting. After discussion, Cllr Everson PROPOSED the Council approve Reynolds Landscaping Services as the contractor for the Burial Ground and Churchyard for 2017/18, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. ACTION: Assistant Clerk to advise Reynolds Landscaping Services of the Council's decision.
- 10.4 **Ratification of recommendations contained within the minutes of the Burial Ground Committee meeting held on 23<sup>rd</sup> January 2017 (pg. 5248).** – Cllr Thomas advised that page 5248 item 6.1 should include 'the notice board to be erected by Council's Groundsman'. Cllr Everson PROPOSED the ratification of the minutes, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED
- 11 **Highways and Environment Committee** – Cllr Davison-Williams informed the meeting on the following issues:
- 11.1 **Matters Arising** – None
- 11.2 **Acknowledgement of Bus Shelter Inspections of 24<sup>th</sup> January 2017** – Cllr Davison-Williams acknowledged receipt of the Bus Shelter inspection sheets and advised that no faults were reported.
- 11.3 **Update on Luton Road Traffic Calming project** – Cllr Davison-Williams reported that Mr Steve Larkin had advised that the traffic calming work would commence on Luton Road on 23<sup>rd</sup>/24<sup>th</sup> March and continue to 27<sup>th</sup> March 2017.
- 12 **Leisure Committee** – Cllr Thomas informed the meeting on the following issues:
- 12.1 **Matters Arising** – None
- 12.2 **Acknowledgement of weekly Playground Inspection Sheets of 24<sup>th</sup> & 31<sup>st</sup> January & 7<sup>th</sup> February 2017** – Cllr Thomas acknowledged receipt of playground inspection sheets.  
Norman Road play-area – No faults were reported.  
Arnold Recreation Ground play-area – Replacement Junior swings required.
- 12.3 **Acknowledgement of Fitness Equipment Inspections of 24<sup>th</sup> & 31<sup>st</sup> January & 7<sup>th</sup> February 2017** – Cllr Thomas acknowledged receipt of fitness equipment inspection sheets and advised no faults were reported.
- 12.4 **Approval of allotment letter regarding skip.** – Copies of two alternative letters to allotment holders advising of the removal of the Allotment skip were disseminated to all members prior to the meeting. After discussion, Cllr Thomas PROPOSED the Council approve the first letter be sent to all allotment holders advising why the skip is to be removed, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. ACTION: Assistant Clerk to print letters and Council's Groundsman to deliver to all allotment holders.

- 12.5 To viro parks contingency A/c No. 4656 into Allotment Grounds Maintenance A/c No 4604 £137.00. – Cllr Thomas PROPOSED the virement of £137.00 from parks contingency A/c No. 4656 into Allotment Grounds Maintenance A/c No 4604 to provide funds for the hedge cutting at the Allotments, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED. **ACTION:** Clerk to viro £137.00 from A/c No 4656 to A/c No 4604 .
- 12.6 Ratification of recommendations contained within the minutes of the Leisure Committee meeting held on 23<sup>rd</sup> January 2017 (pgs. 5249 to 5250). – PROPOSED by Cllr Thomas, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED
- 12.7 Ratification of recommendations contained within the minutes of the Horticultural Show Sub-Committee meeting held on 1<sup>st</sup> February 2017 (pgs. 5255 to 5256). – PROPOSED by Cllr Thomas, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED
- 13 Sports Field Committee – Cllr Davison-Williams informed the meeting on the following issues:
- 13.1 Matters Arising – None
- 13.2 Approval of costs for repairs to emergency lighting at Sports Pavilion. – Cllr Davison-Williams PROPOSED the approval of the repairs to the emergency lighting at the Sports Pavilion at a cost of £295.00, to be carried out by Fire FM, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to place order with Fire FM.
- 14 MONTHLY FINANCIAL REPORTS
- 14.1 Balance Sheet, Committee Income & Expenditure and Creditors & Debtors Reports for period ending 31<sup>st</sup> January 2017 were disseminated to all Councillors prior to the meeting.
- 14.2 Balance Sheet confirmed Current Assets: £217,968 less Liabilities: £3,594 totalling Net Assets: £214,373 Represented by General Fund: £91,261, Current Year Fund: £23,064 and Earmarked Reserves: £100,048.
- 14.3 Cllr Davison-Williams advised that any queries on monthly financial reports to be sent to the Parish Clerk.
- 15 APPROVAL OF PAYMENT OF ACCOUNTS  
Payments approved as follows:

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
0459/16	CNG	Pavilion Gas (December)	139.93	7.00	146.93	4812		DD
0460/16	Customer First Business Sol	Quarterly PC Maintenance	90.00	18.00	108.00	4142		6533
0461/16	Peninsula Business Services	HR Services - February	199.00	39.80	238.80	4151		DD
0462/16	Fire Facilities Management	Test & Inspect Pavilion Fire alarm/emerg lights O/No: 704	100.00	20.00	120.00	4815		6534
0463/16	P.A. Brown	Entertainment for Gale Court 9/2/17	120.00	0.00	120.00	4121		6535
0464/16	L.Davison-Williams	Expenses December 2016	78.14	15.62	93.76	4116		6536
0465/16	Danwood Finance	Copier Lease	191.30	38.26	229.56	4111		6537
0466/16	BRCC	5 Year Membership (replacement for chq 6452)	140.00	0.00	140.00	4108		6532
0467/16	EON	Parish Office Elec Nov/Dec	34.52	1.73	36.25	4137		DD
0468/16	EON	Parish Office Elec Dec 16/Jan 17	89.54	4.48	94.02	4137		DD
0469/16	NEST	Pension payments January 2017 (Payment due 22/2/17)	610.57	0.00	610.57	526		DD
0470/16	I. Swales	February Salary & Mobile Phone Allowance	Salary 10.00		Salary	4003		6538
0471/16	K. Kilby	February Salary	Salary		Salary	4001		6539
0472/16	I. Nicholls	February Salary	Salary		Salary	4002		6540
0473/16	A.Merryweather	February Salary	Salary		Salary	4000		6541
0474/16	E. Rhodes	February Salary	Salary		Salary	4004		6542
	<b>TOTAL SALARIES</b>	<b>NET FEBRUARY SALARIES</b>	<b>5,056.17</b>	<b>0.00</b>	<b>5,056.17</b>	<b>-</b>		
0475/16	HM Rev & Customs	Mth 10 PAYE	685.00	0.00	685.00	525		
0476/16	HM Rev & Customs	Mth 10 Nat. Emp'ee NI Contr	433.90	0.00	433.90	525		
0477/16	HM Rev & Customs	Mth 10 Nat. Emp'ee NI Contr	497.33	0.00	497.33	525	1,616.23	6543
0478/16	P&R Property	Office/Garage Rent (26/02/17 to 25/05/17)	2000.00	0.00	2000.00	4137		6544
0479/16	Ian Swales	January Mileage (185) miles @ 60.1p	111.19	0.00	111.19	4107		
0480/16	Ian Swales	Expenses January	50.08	10.02	60.10	4140	171.29	6545
0481/16	Village Hall	Meeting Hire January x 4	132.00	0.00	132.00	4112		6546

0482/16	M J Granger Grds Mice	Cut of overgrown hedge rear of Dunstall Rd/Allotments O/No: 799	300.00	60.00	360.00	4604		
0483/16	M J Granger Grds Mice	Annual Hedge Cut at rear of Dunstall Rd/Allotments	460.00	92.00	552.00	4604	912.00	6547
0484/16	Hertfordshire County Council	Stationary Supplies O/Nos 800, 801 & 802	49.27	9.86	59.13	Split		6548
0485/16	Cash	Petty Cash	68.48	1.17	69.65	Split		6549
0486/16	The Danwood Group	Copier Rental	391.60	78.32	469.92	4111		6550
0487/16	SLCC	Registration for CILCA	250.00	0.00	250.00	4108		6551
<b>TOTAL FEBRUARY 2017 PAYMENTS</b>			<b>12,278.02</b>	<b>396.26</b>	<b>12,674.28</b>			

**Approval of Payment of Accounts:** Cllr Gunter PROPOSED that the Council approve the payments as listed above, Cllr Thomas SECONDED this motion, which was CARRIED with 4 IN FAVOUR and 1 ABSTENTION.

16. **TIME ALLOCATION FOR COMMITTEE MEETINGS –**  
 20<sup>th</sup> February 2017. – Pay & Personnel 7.30pm, Policies & Resources 8.30pm, Horticultural Show 9.30pm.  
 27<sup>th</sup> February 2017 – Planning 7.30pm, Burial Ground 8pm, Sports Field 8.45pm.
17. **ITEMS OF AN URGENT NATURE OR FOR INCLUSION IN THE NEXT AGENDA –** None

The meeting closed at 10.20 pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 13<sup>th</sup> February 2017, with \*no changes/\*with agreed amendments to page:                      item:  
 (\* Delete as applicable)

Dated this day the 13<sup>th</sup> March 2017

CHAIRMAN