

005265

**MINUTES OF A MEETING OF THE POLICIES & RESOURCES COMMITTEE OF
BARTON-LE-CLAY PARISH COUNCIL
MONDAY 20th FEBRUARY 2017 COMMENCING 8.35PM AT THE VILLAGE HALL**

Present: Cllrs Mr L Davison-Williams (Chair), Mr D. Gunter (Vice-Chair), Mrs B. Thomas, Mr R. Everson and Mrs G Gardner.

Minutes: Mrs A. Merryweather (Clerk).

1. **APOLOGIES FOR ABSENCE.** – Cllrs, Mr M. Wright & Mr J Selley.
2. **SPECIFIC DECLARATIONS OF INTEREST** – None Received.
3. **APPROVAL OF THE MINUTES OF THE COMMITTEE MEETING HELD ON 30th JANUARY 2017.**
Cllr Davison-Williams PROPOSED approval of 30th January 2017 with minute 10.3 amended as follows: “A proposal to resolve BRFC car park issue was discussed. BRFC suggested a rebate of 10% of the Rent would be acceptable in return for unlimited free car park use to the end of the lease. This will be discussed with the Chairman of Barton Youth on 1st February 2017”, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED.
4. **MATTERS ARISING:** None Received.
5. **APPROVAL OF STAFF LEGIONELLA TRAINING COST**
 - 5.1 Staff legionella Awareness training has been recommended by Pay & Personnel Committee for 3 members of staff, at a total cost of £195 + VAT. Cllr Davison-Williams PROPOSED approval of legionella Awareness on-line training for 3 staff at a total cost of £195 + VAT, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.
ACTION: Clerk to discuss with staff concerned and arrange training at Parish Office.
6. **APPROVAL OF COST FOR ADVICE OF STREET LIGHTING AT DOCTORS/VILLAGE HALL ACCESS ROAD**
 - 6.1 Cllr Davison-Williams outlined the lack of lighting on the access road, only one street lamp at the Doctors Surgery. The Clerk has contacted Central Bedfordshire Council (CBC) who have recommended Ringway Jacobs to do a site visit to give advice on lighting design. The cost of the initial site visit meeting is £113.06.
ACTION: The Clerk to respond to Mrs L Parsons to inform her that the Council are exploring these concerns and to write to the Doctors Surgery to ask them to check the street lamp as it is a health and safety issue.
 - 6.2 Cllr Davison-Williams believed it would be possible to get a grant for lighting installation on the access road from ‘Awards for All’, as this would benefit the community. Cllr Davison-Williams suggested making an up- front contribution for the initial meeting to get design and build costs and then to apply for a grant plus a three way split between the Parish Council, Doctors Surgery and Village Hall Committee.
Cllr Davison-Williams PROPOSED approval of the Ringley Jacob site meeting at a cost of £113.06 SECONDED by Cllr Everson and UNANIMOUSLY CARRIED.
7. **APPROVAL OF ADDITIONAL RESURFACING COST DOCTORS/VILLAGE HALL ACCESS ROAD**
 - 7.1 The Clerk provided past quotes from 2 contractors prior to the meeting. Cllr Davison-Williams announced that a meeting has been set up by the Council with the Doctors Surgery and the Village Hall committee on the 8th March 2017.
 - 7.2 Prior to the meeting the following information will be required:
 - a) Confirmation from Hartons if the rate quoted is in the week or a weekend rate.
 - b) Challenge the DJT quote ‘entrance road’ measurement 702m2, seems high.
 - c) Confirmation from contractors of what road surface material is being used.

Councillors decided that lighting would need to be considered for installation before re-surfacing.

ACTION: Cllr Davidson-Williams to get agreement in principle from other parties at the meeting on the 8th March 2017.

8. REVIEW OF S137 GRANT POLICY 2016/17

- 8.1 Cllr Davison-Williams reminded members that there is a Community Fund set up by the Parish Council for resolving potential hazards within the community. The council needs to decide the remit of the Community Fund. Cllr Gardner wanted the Community Fund to be kept separately from the S137 Grant budget.
- 8.2 Councilors reviewed the draft S137 Grant policy that had been disseminated by the Clerk prior to the meeting and considered any amendments. Cllr Davison-Williams suggested adding the following to item 6.1 'Proof of Spending': "failure to comply with this request will disqualify you from receiving a further S137 Grant" and revising the date. Cllr Davison-Williams PROPOSED to approve the S137 Grant with the changes made to 6.1, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION:** Clerk to submit S137 Grant Policy 2016/17 for adoption at Full Council.

9. CONSIDER BUDGET AND CONTRACT FOR GENERAL WASTE SKIP 2017/18

- 9.1 Cllr Thomas had calculated the total costs for each skip provider, the result was Direct 365 was the cheapest option. Cllr Thomas requested confirmation whether the skip was lockable. Cllr Davison-Williams PROPOSED that, subject to confirmation of skip being lockable, to appoint Direct 365 for a 12month contract, otherwise appoint Veolia for a 12 month contract, SECONDED by Cllr Cllr Everson and UNANIMOUSLY CARRIED. **ACTION:** Assistant Clerk to book 12 month contract with Direct 365, subject to skip being lockable.

10. AMEND & APPROVE 'ANNUAL REVIEW OF EFFECTIVENESS OF SYSTEM INTERNAL CONTROL'

- 10.1 Cllr Davison-Williams recommended that he meet with the Clerk to update the current Internal control document and submit to Full Council. **ACTION:** Defer to Full Council.

11. APPROVE COST OF REMOVAL OF XEROX PHOTOCOPIER FROM OFFICE AT END OF LEASE

- 11.1 The Clerk highlighted the equipment removal charge of £350 at end of lease on the Danwood Xerox photocopier contract disseminated prior to the meeting. Cllr Davison-Williams PROPOSED approval of the Xerox photocopier Removal by Danwood at a cost of £350, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION:** Clerk to contact Danwood to request removal of the Xerox photocopier at the end of the lease.

12. ANY OTHER BUSINESS OF AN URGENT NATURE FOR INCLUSION ON THE NEXT AGENDA

The Clerk informed members that the maturing Santander Bond funds have been transferred to the Council's Current Account ready for re-investment.

Meeting Closed 9.30pm