

11/5/16

MINUTES OF THE ANNUAL MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON
MONDAY 9th MAY 2016
AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.40 P.M.

Present: Councillors Mr L. Davison-Williams (Chairman), Mrs B. Thomas, Mr J. Paxton, Mr D. Gunter, Mr M. McNulty, Mr R. Everson, Mr M. Wright, and Mr A. Channon.

In Attendance: CBC Cllr Ian Shingler, Simon Osborne (First Responders representative) and Mr David Hendon (Resident).

Minutes: Mrs K. Kilby (Assistant Clerk)

1. ELECTION OF CHAIRMAN & VICE CHAIRMAN FOR THE ENSUING YEAR

1.1 Cllr Paxton NOMINATED **Cllr Davison-Williams** as Chairman, SECONDED by Cllr Wright. Cllr Davison-Williams was DULY ELECTED.

1.2 Cllr Davison-Williams signed his Chairman's Declaration of Acceptance of Office form and passed it to the Assistant Clerk to countersign.

2. APOLOGIES FOR ABSENCE –

2.1 Cllrs Mr. J. Selley and Mrs G. Gardner.

3. ELECTION OF VICE-CHAIR FOR THE ENSUING YEAR

3.1 Cllr Wright NOMINATED Cllr Gunter as Vice-Chairman, SECONDED by Cllr Everson. Cllr Gunter was DULY ELECTED.

4. SPECIFIC DECLARATIONS OF INTEREST – None

5. ADOPTION OF CODE OF CONDUCT

5.1 Cllr Davison-Williams PROPOSED that the Code of Conduct be re-adopted unamended by the Council, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED.

6. ADOPTION OF STANDING ORDERS & FINANCIAL REGULATIONS

6.1 Cllr Davison-Williams PROPOSED that the Standing Orders/Schedule be re-adopted unamended by the Council, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED.

6.2 Cllr Davison-Williams PROPOSED that the Financial Regulations be re-adopted unamended by the Council, SECONDED by Cllr Wright and UNANIMOUSLY CARRIED.

7. ADOPTION OF COMPLAINTS PROCEDURE

7.1 Cllr Davison-Williams PROPOSED that the Complaints Procedure be re-adopted unamended by the Council, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED.

8. REPRESENTATION ON OUTSIDE BODIES

8.1 **Barton Educational Trust – Cllr Thomas.** PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.

8.2 **Village Hall Committee – Cllr Wright.** PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED

8.3 **Tennis Club – Cllr Wright.** PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED

8.4 **Schools Link – Cllr Channon.** PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED

9. ELECTION OF COMMITTEES

- 9.1 Burial Grounds: Cllrs Thomas, Gardner, McNulty and Everson.
 Highways & Env: Cllrs Channon, Selley, McNulty, Wright, and Everson.
 Leisure: Cllrs Thomas, Channon, Paxton and Gardner.
 Planning: Cllrs Gardner, Paxton, McNulty and Everson.
 Sports Field: Cllrs Selley, Paxton, Wright and Channon.

Cllr Davison-Williams PROPOSED the en-block election of the above members to the Committees, Cllr Everson SECONDED the motion, which was UNANIMOUSLY CARRIED

- 9.2 Ex-Officio Members of all Committees: Cllrs Davison-Williams and Gunter.

9.3 SUB COMMITTEES

- Pay and Personnel: Cllrs Thomas, Selley, Wright, Gunter and Davison-Williams.
 Horticultural Show: Cllrs Thomas, Gardner, Gunter and Davison-Williams.

Cllr Davison-Williams PROPOSED the en-block election of the above members to the Sub-Committees, Cllr Everson SECONDED the motion, which was UNANIMOUSLY CARRIED

- 9.4 Cllr Davison-Williams advised the election of the Committee Chairs and Vice Chairs would be approved at the Extra-Ordinary meeting of the Parish Council on 23rd May 2016.

10. POLICE REPORTS & ISSUES

- 10.1 The Council was advised of the link to the Police website to peruse the crime statistics for Barton-le-Clay and surrounding villages.

The Council was advised that following an accident in the village, the resident reported the incident to the Police 101 service, only to be told that a road traffic accident could not be reported via 101 and would require the resident attending a Police Station to report the incident. The Council felt this was unsatisfactory and would raise the issue with Superintendent Sharn Basra.

- 10.2 **Consideration of Policing priorities for Barton-le-Clay.** – Defer to Policies and Resources meeting.
 10.3 **Acknowledgment of receipt of correspondence regarding the Community Policing Model.** – The Council acknowledged receipt of correspondence regarding the Community Policing Model. **RESOLVED: No further action required.**

11. BARTON-LE-CLAY 'COMMUNITY FIRST RESPONDER' REPORT

- 11.1 Simon Osborne presented his report to the Council.
- Emergency calls for the ambulance service were increasing. In future Fire Service personnel could attend emergency calls to cardiac arrests if a 1st Responder is not available.
 - The Community First Responders will be attending the Church Fete offering advice and basic medical checks to the public.
 - An ambulance attending an emergency call at Barton Springs experienced problems accessing the area due to cars being parked on Church Road not allowing room for larger vehicles. The lock on the gate to the Nature Reserve had to be cut off to allow the Paramedic car access. **ACTION: Assistant Clerk to contact Natural England to request emergency contact numbers are advertised on all gates and to ascertain whether the Parish Council could hold keys to the gates.**
 - The First Responders are still awaiting the second emergency first aid bag.

12. PUBLIC QUESTION TIME

- 12.1 No questions were raised by the public.

13. CENTRAL BEDFORDSHIRE WARD COUNCILLOR REPORT –

13.1 Cllr Shingler reported on the following:

- Central Bedfordshire Council ('CBC') was asking for public feedback on a new housing strategy for the next five years. The closing date for submitting comments to the consultation is Tuesday 24th May 2016.
- Cllr Shingler enquired whether the Parish Council would be inviting the new Police and Crime Commissioner Kathryn Holloway to a meeting. In the event of a meeting being arranged, Cllr Shingler would like to attend.
- The Council enquired whether any response had been received regarding CBC's letter to Ofsted. Cllr Shingler advised that he was not aware of any response being received. **ACTION: Assistant Clerk to re-disseminate CBC and Ofsted letters to all Councillors.**

Simon Osborne left the meeting.

- Cllr Shingler advised that a rumour had been circulated regarding cutting the opening times of Barton-le-Clay library, but at this time they were unsubstantiated.

Cllr Shingler and David Hendon left the meeting.

14. PLANNING COMMITTEE. Cllr Channon informed the Council on the following matters

14.1. Matters Arising –

The Council was advised that an enforcement notice had been received for 7 Meadhook Drive, in regards to an alleged unauthorised development – erection of a climbing frame.

14.2 New Planning Applications

- **CB/16/01520/FULL – Orchard School, Higham Gobion Road, Barton-le-Clay** – Proposed phased extensions, internal alteration, creation of new main entrance to school, revision of existing access road turning head. Together with all-weather sports play-area. – After discussion, the Council requested that clarification be sought regarding the time frame for all development to be completed.
- **CB/16/01579/FULL – 11 Stuart Road, Barton-le-Clay** – Proposed two storey side and rear extension along with pitched roof over existing 1st floor flat roof. – After discussion, **Cllr Channon PROPOSED that while the Council have no objection to this application, the Council expressed concerns at the accumulating loss of 2/3 bedroomed houses within the community, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.**
- **CB/16/01631/FULL – 19 Bedford Road, Barton-le-Clay** – Erection of detached dwelling. – After discussion, Cllr Channon PROPOSED the Council OBJECT on the grounds that the proposed dwelling was an inappropriate development in an inappropriate area. The site is within the Conservation area. The erection of an additional dwelling would result in extra vehicles exiting onto Bedford Road. The proposed dwelling is not the type of housing needed within the village, SECONDED by Cllr Gunter and CARRIED with 7 IN FAVOUR and 1 ABSTENTION.
- **CB/TRE/16/00140: 45 Chiltern Road, Barton-le-Clay** – Reduce Ash Tree by up to 25%. – No comment deemed necessary.

ACTION: Assistant Clerk to submit comments to Central Bedfordshire Council.

14.3 **Approval of correspondence to be sent to Nadine Dorries MP regarding proposed changes to the National Planning Policy Framework (NPPF).** – The proposed draft correspondence to Nadine Dorries MP outlining the Council's concerns regarding the proposed changes to the NPPF was disseminated to all Councillors prior to the meeting. After a brief discussion, Cllr Channon PROPOSED the Council sends the letter to Nadine Dorries MP without amendment, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to send correspondence to Nadine Dorries MP.**

14.4 **Ratification of recommendations contained within the minutes of the Planning Committee meeting held on 25th April 2016 (pg. 5148).** – PROPOSED by Cllr Channon, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.

- 15.1 **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11th APRIL 2016 (pages 5139 to 5143)** 7.1 should read 'Food take-away'. **RESOLVED:** by Cllr Davison-Williams PROPOSED the approval of the minutes of the Parish Council meeting held on 11th April 2016, with the amendment as above, **SECONDED** by Cllr Wright and was **UNANIMOUSLY CARRIED**.
- 15.2 **MATTERS ARISING OUTSIDE OF COMMITTEE REPORTS/UPDATES – None**
16. **CHAIRMAN'S ANNOUNCEMENTS:**
- 16.1 **Reminder to all members regarding update of Register of Interests Forms and declarations of gifts –** Cllr Davison-Williams reminded all Councillors to contact the Parish Office to update the Register of Interest forms with any amendments.
- 16.2 **Acknowledgement of correspondence from Barton-le-Clay Bowls Club regarding small grant.** – Correspondence had been received from the Barton-le-Clay Indoor Bowls Club, thanking the Parish Council for the Small Grant awarded to them in December 2015.
- 16.3 There were no other Chairman's announcements
- 17 **Policies & Resources Committee.** Cllr Davison-Williams informed the Council on the following matters:
- 17.1 **Matters Arising – None**
- 17.2 **Approval of signatories for Bank and investment mandate.** – Cllr Davison-Williams PROPOSED Cllrs Davison-Williams, Selley and Gardner be approved signatories for the Parish Council bank and investment mandate, **SECONDED** by Cllr Paxton and **UNANIMOUSLY CARRIED**. **ACTION:** **Additional signatory to be approved at the next Full Council.**
- 17.3 **Approval of Parish Office Lease and Garage Licence.** – Copies of the Parish Office Lease and Garage Licence were disseminated to all Councillors prior to the meeting. After discussion, Cllr Davison-Williams PROPOSED the approval of the Parish Office Lease and Garage Licence, **SECONDED** by Cllr Wright and **UNANIMOUSLY CARRIED**. **ACTION:** **Cllr Davison-Williams and the Assistant Clerk to sign lease and licence and send to Council's Solicitor.**
- 17.4 **Adoption of the 2016/17 Maintenance Schedule.** – Cllr Davison-Williams PROPOSED that the 2016/17 Maintenance Schedule be re-adopted unamended by the Council, **SECONDED** by Cllr Wright and **UNANIMOUSLY CARRIED**
- 17.5 **Adoption of the 2016/17 Administration Schedule.** – Cllr Davison-Williams PROPOSED that the 2016/17 Administration Schedule be re-adopted unamended by the Council, **SECONDED** by Cllr Everson and **UNANIMOUSLY CARRIED**
- 17.6 **Update on the recruitment of Clerk/RFO –** Cllr Davison-Williams advised the Council that the new Clerk, Mrs Ann Merryweather, would commence employment with the Council on Tuesday 7th June 2016.
- 17.7. **Ratification of recommendations contained within the minutes of the Policies & Resources Committee meeting held on 25th April 2016 (pgs. 5149 to 5151).** – PROPOSED by Cllr Davison-Williams, **SECONDED** by Cllr Wright and **UNANIMOUSLY CARRIED**
18. **Burial Ground Committee:** Cllr Gunter informed the Council on the following matters:
- 18.1 **Matters Arising – None**
- 18.2 **Consideration of resident request for a surround for burial plot in Barton-le-Clay cemetery.** – Concerns were expressed as to whether the plot would be re-opened at any time for a further burial or ashes interment. **ACTION:** **Defer to Committee for further discussion.**
- 18.3 **Consideration of additional costs associated with the granite engraving of the new Burial Ground sign.** – Cllr Davison-Williams advised that additional costs had been incurred of £302.00 plus 15% 'contractors overheads and profit' associated with the revised granite engraving of the new Burial Ground sign. After discussion, Cllr Gunter PROPOSED the approval of the additional cost of £347.30 for the engraving of the new Burial Ground sign. Additional costs to be taken from General Reserves, **SECONDED** by Cllr Thomas and **UNANIMOUSLY CARRIED**. **ACTION:** **Cllr Davison-Williams to advise Richard Sheen of Council's decision.**



- 18.4 **Ratification of recommendations contained within the minutes of the Burial Ground Committee meeting held on 18th April 2016 (pg. 5144).** – PROPOSED by Cllr Gunter, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.
19. **Highways & Environment Committee** – Cllr Wright informed the Council on the following matters:
- 19.1 **Matters Arising -**
The Council was advised that a complaint had been received regarding the state of the pavement on the access road to the Doctors surgery. Cllrs Davison-Williams and Wright to inspect the area and obtain quotations for any repairs required.
- 19.2 **Acknowledgement of Bus Shelter Inspections of 12th & 26th April 2016** – The Council was advised that the new windows had been delivered and would be installed by the Council's Groundsmen. No other faults reported.
- 19.3 **Approval of costs for purchase of hedging plants for gates at Lovers Walk** – Costs of hedging plants for the gates at Lovers Walk were disseminated to all Councillors prior to the meeting. Following reports that motorcycles were gaining access via a gap in the hedge between the Old Road hedge and the old Reservoir access gates, the Council agreed to defer the approval of purchase of the hedging plants until an inspection of the area had been carried out to determine the number of plant required to plant at the gate and to infill the existing hedge. **ACTION: Defer to next Committee meeting.**
20. **Leisure Committee** – Cllr Thomas informed the Council on the following matters:
- 20.1 **Matters Arising –**
Cllr Thomas advised that 4 vacant allotments had been allocated and that there were no new names on the waiting list. Cllr Thomas requested the Council's Groundsman trim vacant allotment plots and spray with weed killer.
- 20.2 **Acknowledgement of Playground Inspections of 12th 19th & 26th April and 3rd May 2016**– The Council was advised that the RoSPA inspection had taken place and any recommendations received would be deferred to Committee. Cllr Channon advised that he had seen wasps in Norman Road play-area and he was concerned that they were nesting in the area. **ACTION: Assistant Clerk to contact Mr David Corbett to seek advice regarding the removal of the wasps.**
- 20.3 **Acknowledgement of Fitness Equipment Inspections of 12th, 19th & 26th April and 3rd May 2016** – The Council raised concerns that the Cycle may still require adjustments or repairs. **ACTION: Assistant Clerk to seek advice from Caloo and the Council's Groundsman.**
- 20.4 **Approval of the 2016 Horticultural Show schedule.** – Copies of the 2016 Horticultural Show schedule were disseminated to all Councillors prior to the meeting. After discussion, three amendments were made to the schedule and Cllr Thomas PROPOSED the approval of the 2016 Horticultural Show schedule, with amendments, SECONDED by Cllr Paxton and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to amend schedule, confirm costs and place printing order with Service Point MK.**
- 20.5 **Update on new water supply at the allotments.** – The Council was advised that M.I. Parrott would be completing the water pipe/tap installation and turning on the water on Saturday 14th May 2016.
- 20.6 **Ratification of recommendations contained within the minutes of the Leisure Committee meeting held on 18th April 2016 (pgs. 5145 to 5146).** – PROPOSED by Cllr Thomas, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED
- 20.7 **Ratification of recommendations contained within the minutes of the Horticultural Show Sub-Committee meeting held on 18th April 2016 (pg. 5147).** – PROPOSED by Cllr Thomas, SECONDED by Cllr Everson and UNANIMOUSLY CARRIED
21. **Sports Field Committee** – Cllr Channon informed the Council on the following matters:
- 21.1 **Matters Arising – None**
- 21.2 **Approval of costs for re-seeding of football pitches.** – The Council agreed to defer approval of costs for re-seeding the football pitches to the Extra-Ordinary meeting as awaiting a third quotation. **ACTION: Assistant Clerk to contact contractor regarding quotation.**
- 22 **MONTHLY FINANCIAL REPORTS**
- 22.1 Cllr Davison-Williams advised that due to not having completed the financial year end (2015/16), the accounts were not available for this month.

23. APPROVAL OF PAYMENT OF ACCOUNTS**23.1 Payments due as follows:**

REF.	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MULTIPLE INV. TOTAL	CHQ No.
0111/16	British Gas	Sports Pavilion Elec Charge (Mar-Apr)	68.33	3.41	71.74	4806		DD
0112/16	CNG	Sports Pavilion Gas Charge (April)	101.39	5.07	106.46	4812		DD
0113/16	EON	Parish Office Elec Feb/Mar	83.18	4.16	87.34	4137		DD
0114/16	Central Bedfordshire Council	Rates Parish Office - April	235.20	0.00	235.20	4137		DD
0115/16	Central Bedfordshire Council	Rates Sports Pavilion - April	739.00	0.00	739.00	4811		DD
0116/16	Central Bedfordshire Council	Rates Parish Office - May	232.00	0.00	232.00	4137		DD
0117/16	Central Bedfordshire Council	Rates Sports Pavilion - May	738.00	0.00	738.00	4811		DD
0118/16	Peninsula Business Services	HR Services - May	199.00	39.80	238.80	4151		DD
0119/16	NEST	Pension payments April 2016 (Payment due 22/05/16)	371.38	0.00	371.38	526		DD
0120/16	G. George	May Salary	Salary		Salary	4004		6330
0121/16	I. Swales	May Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6331
0122/16	K. Kilby	May Salary	Salary		Salary	4001		6332
0123/16	I. Nicholls	May Salary	Salary		Salary	4002		6333
	TOTAL SALARIES	NET MAY SALARIES	3,016.34	0.00	3,016.34	-		
0124/16	HM Rev & Customs	Mth 1 PAYE	339.00	0.00	339.00	525		
0125/16	HM Rev & Customs	Mth 1 Nat. Emp'ee NI Contri	201.60	0.00	201.60	525		
0126/16	HM Rev & Customs	Mth 1 Nat. Emp'er NI Contri	230.73	0.00	230.73	525	771.33	6334
0127/16	Ian Swales	April Mileage (298) miles @ 60.1p	179.10	0.00	179.10	4107		
0128/16	Ian Swales	Expenses	52.48	8.50	60.98	Split	240.08	6335
0129/16	M J Granger Grds Mtce	Grass Cutting 12/4/16	350.06	70.02	420.08	Split		
0130/16	M J Granger Grds Mtce	Grass Cutting 20/4/16	350.06	70.02	420.08	Split	840.16	6336
0131/16	Moneysoft Ltd	Payroll Software licence renewal	60.00	12.00	72.00	4108		6337
0132/16	Danwood Finance	Copier Rental	191.30	38.26	229.56	4111		6338
0133/16	H.L. Hutchinson Ltd	White Liner Paint O/No: 740	225.00	45.00	270.00	4805		6339
0134/16	Aurora DC Services Ltd	Bus Shelter Windows O/No:	316.80	0.00	316.80	4502		6340
0135/16	Barton Rovers FC	T-Mobile 50% of Rental (2015/16)	1625.00	0.00	1625.00	4802		6341
0136/16	Barton Village Hall	Meeting Hire April	32.00	0.00	32.00	4112		6342
TOTAL MAY 2016 PAYMENTS			9,936.95	296.24	10,233.19			

23.2 **Approval of Payment of Accounts:** Cllr Davison-Williams PROPOSED that the Council approve the payments as listed, Cllr Everson SECONDED this motion, which was UNANIMOUSLY CARRIED.

24. TIME ALLOCATION FOR COMMITTEE MEETINGS -

23rd June 2015 – Extra Ordinary Meeting 7.30pm at the Village Hall. **ACTION:** Assistant Clerk to book Village Hall.

25. MISCELLANEOUS CORRESPONDENCE RECEIVED

25.1 **Acknowledgement of receipt of May Issue of Bugle** – For information only.

25.2 **Acknowledgment of receipt of correspondence regarding Bedfordshire Day on 28th November 2016 and consider action to be taken** – After discussion, the Council agreed that no action would be taken at this time.

26. ITEMS OF AN URGENT NATURE OR FOR INCLUSION ON THE NEXT AGENDA – None

The meeting closed at 10pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 9th May 2016, with *no changes/*with agreed amendments to page: item:
(*Delete as applicable)

Dated this the 23rd June 2016.

CHAIRMAN

