

1145203

**MINUTES OF A MEETING OF BARTON-LE-CLAY PARISH COUNCIL HELD ON**  
**MONDAY 10<sup>th</sup> October 2016**  
**AT THE VILLAGE HALL, HEXTON ROAD, BARTON-LE-CLAY AT 7.30 P.M.**

Present: Councillors Mr L. Davison-Williams (Chair), Mr D. Gunter (Vice Chair), Mr J. Selley, Mrs B. Thomas, Mrs G. Gardner, Mr M. Wright, Mr R. Everson, Mr M. McNulty, Mr Alun Watson and Mr A. Channon.

Minutes: Mrs K. Kilby (Assistant Clerk).

In Attendance: Mrs Ann Merryweather (Clerk), CBC Cllr Ian Shingler.

1. **APOLOGIES FOR ABSENCE** – Cllr Mr J. Paxton

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

3. **POLICE REPORTS AND ISSUES.**

3.1 The Council was advised of the link to the Police website to peruse the crime statistics for Barton-le-Clay and surrounding villages, and a list of crimes for September 2016 provided.

**Crime Figures** – The crime figures for 1<sup>st</sup> September 2016 to 30<sup>th</sup> September 2016 were presented to the meeting: Domestic Dispute/Incident 0, Violence/Sexual Offence 1, Burglary 4, Robbery 0, Theft & Handling Stolen Goods 0, Public Order 0, Vehicle Crime 4, Criminal Damage 0, Possession of Drugs 1, Other Notifiable Offences 0  
**Total for 1<sup>st</sup> September 2016 to 30<sup>th</sup> September 2016: 10.** There were no anti-social behaviour figures provided for the above period.

4. **BARTON-LE-CLAY ‘COMMUNITY FIRST RESPONDER’ REPORT**

4.1 No report had been received from the Community First Responders for September.

4.2 The Clerk had received communication from Blue Light Collaboration (‘CBC’) Regional Lead, advising that the Community First Responders had not been suspended, however, no volunteers were currently available. The kit bag is located at a local ambulance station.

The Council expressed concerns that a large number of calls had been responded to in the past, and enquired how emergency calls were currently being responded to.

The Council requested information be obtained regarding contact details for new volunteers to join the group and arrange training. Information to be included on ‘Facebook’. **ACTION:** Clerk to contact BLC Regional Lead requesting contact details.

5. **PUBLIC QUESTION TIME** – No members of the public attended the meeting.

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

6.1 Cllr Shingler reported on the following:

- A Community Planning event is to be held in the Church Hall on Wednesday 26<sup>th</sup> October 2016, 2.30pm to 7.30pm. Residents are invited to come along to obtain information on Central Bedfordshire Council’s Local Plan Growth Options Consultation.
- Local Governments are experiencing issues with developers not paying their Section 106 contributions.
- Cllr Thomas enquired whether Cllr Shingler could investigate whether the edge or centre white lines on Sharpenhoe Road 40mph area would be re-instated. Cllr Shingler advised that he would enquire and update the Council.
- There were no further questions for Cllr Shingler and he left the meeting.

7. **PLANNING COMMITTEE** – Cllr Gardner informed the meeting on the following issues:

7.1 **Matters Arising** – None

7.2 **Planning Applications:**

**CB/16/04421/FULL: 38 Windsor Road, Barton-le-Clay – Garage conversion to a utility room and additional reception room, with raised garage height – No Comment.**

Cllr Davison-Williams declared an interest, but remained within the meeting.

**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 Channon PROPOSED the Council object on the grounds that the existing building is within the Conservation area and the proposed extension is too large, doubling the footprint of the dwelling and that there are no exceptional circumstances that consent should be granted for the proposed extension to the building, SECONDED by Cllr Wright and CARRIED with 9 IN FAVOUR and 1 ABSTENTION.

**ACTION: Assistant Clerk to submit Council’s comments to Central Bedfordshire Council’s planning department.**

7.3 **Delegation of authority to the Planning Committee to submit response to Central Bedfordshire Council Local Plan Growth Options Consultation.** – After discussion, Cllr Gardner PROPOSED the Council delegate the authority to the Planning Committee to submit a response regarding the Central Bedfordshire Council Local Plan Growth Options Consultation, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED. **ACTION: Defer to next Planning Committee meeting.**

7.4 **Approval of response for Neighbourhood Planning Bill Consultation** – The response for the Neighbourhood Planning Bill Consultation was disseminated to all Councillors prior to the meeting. After a brief discussion, Cllr Gardner PROPOSED the Council submit the response to NALC supporting their Consultation document, with the exception that the Council has some concerns in supporting bullet point 4 of the additional measures, that they are unable to endorse the use of the word ‘speculation’. The bullet point should be strengthened using a factual evidence base. SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **ACTION: Clerk to submit Council’s response to NALC.**

7.5 **Acknowledgment of receipt of informal response from CBC regarding unauthorised Gypsy and Traveller sites in Central Bedfordshire** – Correspondence has been received from Central Bedfordshire Council regarding responses to an informal request for parishes to comment on issues they are experiencing regarding unauthorised Gypsy & Traveller encampments. **RESOLVED: For information only, no action required.**

7.6 **Ratification of recommendations contained within the minutes of the Planning Committee meeting held on 3<sup>rd</sup> October 2016 (pgs. 5199 to 5200).** – PROPOSED by Cllr Gunter, SECONDED by Cllr McNulty and UNANIMOUSLY CARRIED

8.1 **APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19<sup>th</sup> SEPTEMBER 2016. (pgs. 5186 to 5192)** – Cllr Thomas advised that Page 005188, Item 10.2 should read “*received for the proposed candidate*” not “*received from the proposed candidate*” and Page 005189, item 13.4 should read “*receipt of PPM Inspection report and advised that bait taken from all stations*” not “*fitness equipment inspections sheets and advised no faults were reported.*” Approval of the minutes with the above corrections was then PROPOSED by Cllr Davison-Williams, SECONDED by Cllr Everson and CARRIED with 9 IN FAVOUR and 1 ABSTENTION.

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

9. **CHAIRMAN’S ANNOUNCEMENTS**

9.1 There were no Chairman’s announcements.

10. **CONCLUSION OF AUDIT FOR YEAR ENDED 31<sup>st</sup> MARCH 2016.**

10.1 **Acknowledgement of completion of audit for year ended 31<sup>st</sup> March 2016 and receipt of Issues Report concerning the non-completion of Council’s Risk Assessment.**

10.2 The Council acknowledged receipt of the Audit Completion certificate and a minor Issues Report, which raised the issue that the Risk Assessment for 2015/16 had not been minuted during the year. The Risk Assessment will be taken to Full Council with an action plan to assign tasks. Cllr Davison-Williams PROPOSED receipt of the Annual Return and BDO certificate has been approved and accepted by the Council, SECONDED by Cllr Thomas and CARRIED UNANIMOUSLY. **ACTION: Clerk to produce Risk Assessments and action plan for Full Council.**

## COMMITTEE REPORTS/UPDATES

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- 11 **Policies & Resources Committee.** Cllr Davison-Williams informed the meeting on the following issues:
- 11.1 **Matters Arising – None**
- 11.2 **Approval of Risk Assessment report 2015/16 and Action Plan 2016/17 and delegate actions to appropriate Committees.** – Defer to Full Council meeting.
- 11.3 **Approval of response to 2017/18 Local Government Finance Settlement Technical Consultation.** – Correspondence had been received from NALC regarding the 2017/18 Local Government Finance Settlement Technical Consultation and disseminated to all Councillors prior to the meeting. Cllr Davison-Williams summarised the information regarding the Local Government Financial Settlement Technical Consultation and that the referendum should apply to all Parishes.
- After discussion, Cllr Davison-Williams PROPOSED the Council submit a comment to NALC supporting their response and to Department for Communities and Local Government ('DCLG') supporting the NALC's comment and to include an additional comment that Councils should advertise how the Precepts are spent, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED. **ACTION:** Cllr Channon to draft additional comment and Clerk to submit Council's response to NALC and DCLG.
- 11.4 **Approval of Clerk's view only access to Council's TSB accounts on-line** – After discussion, Cllr Davison-Williams PROPOSED the approval of the Clerk's view-only access to the Council's TSB accounts on-line, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED. **RESOLVED:** No further action required.

Cllr Gardner declared an interest, but remained within the meeting.

- 11.5 **Approval of response to Barton Rovers FC regarding rent and car park** – A draft letter was disseminated to all Councillors prior to the meeting. After discussion, Cllr Davison-Williams PROPOSED the approval of the letter with the additions that a litter collection will be carried out on the Sunday after use and that a response from Barton Rovers FC is to be received at the Parish Office by the 31<sup>st</sup> October 2016, SECONDED by Cllr Gunter and CARRIED with 8 IN FAVOUR, 1 ABSTENTION and 1 AGAINST. **ACTION:** Clerk to amend letter and send to Barton Rovers FC.
- 11.6 **Ratification of recommendations contained within the minutes of the Policies & Resources Committee meeting held on 3<sup>rd</sup> October 2016 (pgs. 5201 to 5202).** – The Council was advised that Cllr Channon was not in attendance at the Committee meeting. Approval of the minutes with the above amendment was then PROPOSED by Cllr LDW, SECONDED by Cllr Thomas and CARRIED with 9 IN FAVOUR and 1 ABSTENTION.
- 12 **Burial Ground Committee** – Cllr Everson informed the meeting on the following issues:
- 12.1 **Matters Arising – None**
- 12.2 **Approval of size for an Ashes Interment plot.** – The Council was advised that plot sizes had been discussed and agreed at a previous meeting. Defer further discussion to the next Committee meeting. Neville Memorials have offered to demonstrate memorial formats for the Committee. **ACTION:** Assistant Clerk to disseminate minutes of meeting where discussion and approval took place.
- 12.3 **Ratification of recommendations contained within the minutes of the Burial Ground Committee meeting held on 26<sup>th</sup> September 2016 (pg. 5194).** – PROPOSED by Cllr Everson, SECONDED by Cllr Thomas and UNANIMOUSLY CARRIED.
- 13 **Highways and Environment Committee** – Cllr Wright informed the meeting on the following matters:
- 13.1 **Matters Arising –**
- The Council was advised that the CBC was not accepting any further applications for the 2016/17 Rural Match Funding ('RMF'). However, the Clerk had received application forms for regrading RMF for 2017/18. Cllr McNulty requested analysis of Ear marked reserves at Policies and Resources Committee. **ACTION:** Defer to next Highways and Environment Committee for consideration. Clerk to add Ear marked review to Policies and Resources agenda.
- 13.2 **Acknowledgement of Bus Shelter Inspections of 27<sup>th</sup> September 2016** – Cllr Wright acknowledged receipt of the Bus Shelter inspection sheets of 27<sup>th</sup> September 2016 and advised that no faults were reported.



- 13.3 **Ratification of recommendations contained within the minutes of the Highways & Environment Committee meeting held on 26<sup>th</sup> September 2016 (pg. 5193).** – The Council was advised that Cllr Channon was in attendance and page 005193 item 5.2 ‘Cllr Wright PROPOSED the motion and not Cllr McNulty’. Approval of the minutes with the above omission was then PROPOSED by Cllr Wright, SECONDED by Cllr Gunter and UNANIMOUSLY CARRIED.
- 14 **Leisure Committee** – Cllr Thomas informed the meeting on the following issues:
- 14.1 **Matters Arising** –
- The Council was advised that correspondence had been received from Maulden Parish Council advising that a wheelchair friendly play-area was to be installed in Flitton & Greenfield and that they were requesting surrounding Parishes consider contributing to the maintenance of the equipment as they envisaged users visiting the area from neighbouring villages. **ACTION: Defer to next Committee meeting.**
- 14.2 **Acknowledgement of weekly Playground Inspection Sheets of 27<sup>th</sup> September & 5<sup>th</sup> October 2016** – Cllr Thomas acknowledged receipt of playground inspection sheets. No faults were reported in Norman Road play-area. Arnold Recreation Ground play-area required maintenance on the new gate, the new Pod swing had been received but was awaiting installation and repairs were being carried out on the Junior swings. Cllr Thomas requested all gates to be included on the Inspection sheet. **ACTION: Assistant Clerk to amend Inspection Sheet.**
- 14.3 **Acknowledgement of Fitness Equipment Inspections of 27<sup>th</sup> September & 5<sup>th</sup> October 2016** – Cllr Thomas acknowledged receipt of fitness equipment inspection sheets and advised no faults were reported.
- 14.4 **Acknowledgement of PPM Inspection of 19<sup>th</sup> September 2016.** – Cllr Thomas acknowledged receipt of the PPM inspection report and advised that bait taken from all stations.
- 14.5 **Approval of costs of cutting back allotment hedge to the rear of Dunstall Road.** – Following discussion, the Council requested additional quotations be sought from M.J. Granger to cut back all brambles from hedge line past the last allotment and from Countrywide to only cut back hedge, down to the last allotment. **ACTION: Assistant Clerk to obtain further quotations for cutting back of allotment hedge and defer to next meeting.**
- 14.6 **Approval of Cllr Paxton’s Co-Option to Horticultural Show Sub-Committee.** – Cllr Thomas PROPOSED the Co-Option of Cllr Paxton on to the Horticultural Show Sub-Committee, SECONDED by Cllr Gardner and UNANIMOUSLY CARRIED. **ACTION: Assistant Clerk to amend Committee lists and disseminate to all members.**
- 14.7 **Ratification of recommendations contained within the minutes of the Leisure Committee meeting held on 3<sup>rd</sup> October 2016 (pgs. 5196 to 5197).** – Cllr Thomas advised that page 005196, item 7.2 should read ‘*via slopes onto the main roadway running north to south from the Hexton Road entrance*’ and not ‘*via slope at the entrance/exit at Hexton Road gate*’. Page 005197, item 8.1 should include ‘*due to the cost*’ the goal post in Arnold Recreation Ground would not be replaced. Approval of the minutes with the above omission was then PROPOSED by Cllr Thomas, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED.
- 14.8 **Ratification of recommendations contained within the minutes of the Horticultural Show Sub-Committee meeting held on 3<sup>rd</sup> October 2016 (pg. 5198).** – PROPOSED by Cllr Thomas, SECONDED by Cllr Gardner and UNANIMOUSLY CARRIED
- 15 **Sports Field Committee** – Cllr Selley informed the meeting on the following issues:
- 15.1 **Matters Arising** – None
- 15.2 **Approval of costs for maintenance on Pavilion heating boiler** – Quotations for repairs to the existing Pavilion heating boiler and a replacement boiler were disseminated to all Councillors prior to the meeting. After discussion, Cllr Selley PROPOSED the purchase and installation of a new heating boiler at the Sports Pavilion from SMRHS at a cost of £4109.39, SECONDED by Cllr Channon and CARRIED with 9 IN FAVOUR and 1 ABSTENTION. **ACTION: Assistant Clerk to place order with SMRHS.**
- Following further discussion, Cllr Selley PROPOSED the funds would be taken as follows: £933.00 EMR Code 380 and the remainder from the General Reserve, SECONDED by Cllr McNulty and UNANIMOUSLY CARRIED. **ACTION: Clerk to make necessary transfers.**

- 15.3 **Ratification of recommendations contained within the minutes of the Sports Field Committee meeting held on 3<sup>rd</sup> October 2016 (pg. 5198).** – Cllr Channon advised that Page 005195 item 7.2 should read “*A community consultation would take place*” not “*A community survey would be included in the next Parish Newsletter*”. Ratification of the minutes with the above correction was then PROPOSED by Cllr Selley, SECONDED by Cllr Channon and UNANIMOUSLY CARRIED.

## 16 MONTHLY FINANCIAL REPORTS

- 16.1 Balance Sheet & Summary, Profit & Loss and Committee Income & Expenditure Reports for period ending 30<sup>th</sup> September 2016 were disseminated to all Councillors prior to the meeting. A query regarding outstanding sales invoices was raised. Cllr Davison-Williams recommended a review of the Credit Control policy to next P&R Committee meeting for review of policy. **ACTION:** Review of Credit Control Policy to Policies and Resources Committee.
- 16.2 Balance Sheet confirmed Current Assets: £279,861 less Liabilities: £3,575 totalling **Net Assets: £276,286** Represented by General Fund: £102,169, Current Year Fund: £88,365 and Earmarked Reserves: £85,753.
- 16.5 Cllr Davison-Williams advised that any queries on monthly financial reports to be sent to the Parish Clerk.

## 17 APPROVAL OF PAYMENT OF ACCOUNTS

Payments approved as follows:

FOLIO No	PAYEE	DESCRIPTION	AMOUNT	VAT DUE	TOTAL	ACC. No.	MUTIPLE INV. TOTAL	CHQ No.
0299/16	British Gas	Pavilion Electricity	67.37	3.36	70.73	4806		DD
0300/16	Anglian Water	Office Charge to 7/6/15	43.26	0.00	43.26	4137		DD
0301/16	Anglian Water	Pavilion Charge to 7/6/15	119.29	0.00	119.29	4809		DD
0302/16	Anglian Water	Allotment Charge to 7/6/15	103.97	0.00	103.97	4602		DD
0303/16	Central Bedfordshire Council	Rates Sports Pavilion - October	738.00	0.00	738.00	4811		DD
0304/16	Central Bedfordshire Council	Rates Parish Office - October	232.00	0.00	232.00	4137		DD
0305/16	Peninsula Business Services	HR Services - October	199.00	39.80	238.80	4151		DD
0306/16	NEST	Pension payments September 2016 (Payment due 22/09/16)	595.84	0.00	595.84	526		DD
0307/16	I. Swales	October Salary & Mobile Phone Allowance	salary 10.00		Salary	4003		6439
0308/16	K. Kilby	October Salary	Salary		Salary	4001		6440
0309/16	I. Nicholls	October Salary	Salary		Salary	4002		6441
0310/16	A. Merryweather	October Salary	Salary		Salary	4000		6442
	<b>TOTAL SALARIES</b>	<b>NET OCTOBER SALARIES</b>	<b>5,041.19</b>	<b>0.00</b>	<b>5,041.19</b>	<b>-</b>		
0311/16	HM Rev & Customs	Mth 6 PAYE	696.40	0.00	696.40	525		
0312/16	HM Rev & Customs	Mth 6 Nat. Emp'ee NI Contri	416.87	0.00	416.87	525		
0313/16	HM Rev & Customs	Mth 6 Nat. Emp'ee NI Contri	477.74	0.00	477.74	525	1,591.01	6443
0314/16	SMRHS	Service & repairs to Pavilion Boilers O/No: 771	496.00	99.20	595.20	4815		6444
0315/16	Namesco	Professional Hosting Renewal	89.90	17.98	107.88	4122		6445
0316/16	Mr K.C. Homer	Collect & replace Goal posts in Sports Field	65.00	13.00	78.00	4813		6446
0317/16	P & R Property	Office Rent (26/8/16 to 25/11/16)	1875.00	0.00	1875.00	4137		
0318/16	P & R Property	Backdated rent increase.	124.06	0.00	124.06	4137		
0319/16	P & R Property	Garage Rent (to 25/11/16)	125.00	0.00	125.00	4137	2124.06	6438
0320/16	Winton Haulage Ltd	Road Plainings for allotment road O/No: 773	40.00	8.00	48.00	4604		6447
0321/16	EON	Parish Office Elec September	31.94	1.60	33.54	4137		DD
0322/16	BDO LLP	Review of Annual Return year ended 31/3/16	400.00	80.00	480.00	4110		6448
0323/16	PPM	September Pest Control Inspection	62.41	12.48	74.89	4609		6449
0324/16	M J Granger Grds Mtce	Grass Cutting 20/9/16	350.01	70.01	420.02	Split		
0325/16	M J Granger Grds Mtce	Grass Cutting 4/10/16	350.01	70.01	420.02	Split		
0326/16	M J Granger Grds Mtce	Simpkins Dr/Grange Rd Tree work O/No: 757	380.00	76.00	456.00	4401	1,296.04	6450
0327/16	Ian Swales	September Mileage (211) miles @ 60.1p	126.81	0.00	126.81	4107		
0328/16	Ian Swales	Expenses September	66.52	13.31	79.83	Split	206.64	6451
0329/16	BRCC	5 Year Membership	140.00	0.00	140.00	4108		6452
0330/16	L Davison-Williams	Expenses - Measuring Wheel	24.12	4.82	28.94	4140		6453
0331/16	Village Hall	Meeting Hire September	32.00	0.00	32.00	4112		6458
0332/16	Village Hall	Horticultural Show Hall Hire	187.00	0.00	187.00	4608		6454

0333/16	Cawleys	Skip Emptying - Br'l Ground (July)	33.46	6.70	40.16	4314		DD
0334/16	RBL Poppy Appeal	Poppy Wreath	100.00	0.00	100.00	4309		6455
0335/16	Hertfordshire County Council	Stationary Supplies O/No 785	49.80	9.96	59.76	Split		6456
0336/16	E. Rhodes	October Salary	Salary		Salary	4004		6457
<b>TOTAL OCTOBER 2016 PAYMENTS</b>			<b>13,879.97</b>	<b>526.23</b>	<b>14,406.20</b>			

**Approval of Payment of Accounts:** Cllr Gunter PROPOSED that the Council approve the payments as listed above, Cllr Selley SECONDED this motion, which was CARRIED with 9 IN FAVOUR and 1 ABSTENTION.

18. **TIME ALLOCATION FOR COMMITTEE MEETINGS –**  
**17<sup>th</sup> October 2016** – Pay & Personnel 7.30pm, Policies & Resources 8pm and Highways & Environment 9pm at the Village Hall.  
**31<sup>st</sup> October 2016** – Sports Field 7.30pm, Burial Ground, 8.30pm and Planning 9pm at the Village Hall.
19. **MISCELLANEOUS CORRESPONDENCE RECEIVED** – None received.
20. **ITEMS OF AN URGENT NATURE OR FOR INCLUSION IN THE NEXT AGENDA** – None

The meeting closed at 9.50 pm.

I certify that these minutes are a true record of the Parish Council Meeting held on the 10<sup>th</sup> October 2016, with \*no changes/\*with agreed amendments to page:                      item:

(\* Delete as applicable)

Dated this day the 14<sup>th</sup> November 2016

CHAIRMAN

