

**Minutes of a VIRTUAL MEETING of BARTON PARISH COUNCIL  
TUESDAY 19<sup>th</sup> May 2020 at 7:30 pm**

via video conferencing technology under Section 78 of the Coronavirus Act 2020

Present

CLLrs Sarah Pitchford (SP), John Howland Jackson (JHJ), Will Westlake (WW), Andrew Martin (AJM), Chloe Langford (CL)

Clerk: Ian Minto (IM)

District Councillor Ian Sollom

Members: 6 Quorum: 3

**The open forum for public participation**

2 members of the public attended remotely. One resident mentioned the excellent community spirit that was noticeable in the village during the COVID19 situation.

**Minutes**

20-21/1	<b>To receive and approve apologies for absence:</b> Cllr June Woolhouse (JUW), County Councillor Lina Nieto. Cllr Will Westlake (WW) would have to leave the meeting at 9 pm
20-21/2	<b>To approve the minutes of the Meeting of 3rd March 2020. The minutes were approved unanimously and signed by the chair in view of those present.</b>
20/21/3	<b>To consider matters arising from the minutes</b> There were none that would not be covered in the meeting
20/21/4	<b>To receive declarations of Interest for items on the agenda:</b> SP declared interest in the Tennis Club and BVH matters
20/21/5	<b>To receive County Councillor Report:</b> Lina Nieto was not present but the report had been circulated. Cllr JHJ asked District Cllr Ian Sollom for an update on the C2C project and GCP/Mayor disagreements. IS reported that there is no clarity but a major disagreement on the transport policy and the use of and preferences for the sizeable funds available. IS would keep the PC updated and there was a meeting to be held on 20 <sup>th</sup> May.
20/21/6	<b>To receive District Councillor Report:</b> Ian Sollom verbally reported on the extensive COVID related activities in SCDC. He wished to express thanks to all local volunteers and hoped that the SCDC policies had been helpful and efficient for PC's. Council affirmed that they had and the various grant aiding was much appreciated. Obviously, many regular activities were being affected but understandably so.
20/21/7	<b>Finance: To receive reports from Clerk/RFO</b> Bank Balances at 18/05/20: Current Account: £14338.65: Instant Access: £28399.07 a) CLLrs had received and commented on the end of year accounts (circulated). IM outlined the documents circulated, explained aspects and asked for any questions if clarity required. IM also noted the Rialtas financial software had been most helpful and generated informative reports. He was now confident in producing more systematic reporting during 20/21.

b) To receive and approve payments (as per list circulated)

**Payments for Approval Apr/May 2020 Unity Trust bank**

Apr 2 BRIG meeting fee	16.00
Apr 9 Lloyds Commercial DD credit card monthly (41.49 printer, 3.00 fee)	44.49
Apr 16 Haven Power DD Street lighting	156.87
Apr 16 HMRC Cumbernauld Jan - mar	329.80
Apr 20 CAPALC annual membership	342.17
Apr 27 Clerk salary	439.64
Apr 27 RH Landscapes Verge cutting	300.00
Apr 27 RH Landscapes Rec ground grass cutting	180.00
Apr 27 RH Landscapes Playground grass cutting	180.00
May 4 Parish Council Websites new website fee	233.64
May11 Lloyds Commercial DD credit card fee	3.00

**Receipts Unity Trust Bank**

Apr 16 Barton Bowls Club Water charges	230.70
Apr 22 SCDC Precept 1 <sup>st</sup> Qtr.	6250.00
May 14 SCDC Precept 2 <sup>nd</sup> Qtr.	6250.00
<b>To be paid /received May</b>	
BRIG football hire	16.00
Haven Power DD streetlighting	151.71
John Boocock Painting and materials	77.15
Clerk Salary May	439.64
Came and Company Annual PC insurance	924.61
<b>To be received in May</b>	
Customs and Excise VAT refund	626.06
Comberton Crusaders FC Football hire balance	5.54

All payments and receipts were approved unanimously

c)IM referred to the Audit documents.

**AUDIT 1:** This document was circulated prior to the meeting and approved but not yet signed

**AUDIT 2:** This document has not yet been completed due to COVID related issues

**AUDIT 3:** This document was circulated prior to the meeting and discussed at the meeting . The figures show a balanced set of accounts. However, as IM outlined the value of the PC assets are still subject to final revision ( with the insurance company). IM outlined the reason for +/- 15% variances on last years figures as is requested by the auditors. The document is not yet signed. IM explained that due to COVID the date for the AGAR return had been extended to July31st 2020 and that he was confident all aspects would be completed to meet that deadline

d)IM noted that SCDC had approved the Village Maintenance contribution 2020/21 Barton as £2404.51 and an invoice had been submitted

<p>20-21/8</p>	<p><b>Council Matters: To receive and discuss updates from the PC working groups and resolve on recommendations and actions</b></p> <p><b>a) Governance and Finance:</b></p> <p>1)JHJ outlined the 20/21 Precept receipt details and confirmed with IM that both the first two qtrs. payments had been received (£12500)</p> <p>2) JHJ confirmed discussions regarding the PC insurance renewal before June 1<sup>st</sup>. IM confirmed that assets had been added to the register and the Insurers informed. There needed to be final confirmation of some asset figures but the recommendation was that the Insurance should be renewed. Council <b>RESOLVED</b> (nomJHJ, sec CL) to pay the insurance premium prior to 1<sup>st</sup> June</p> <p>3)The Update on Standing Orders was progressing well having been looked at by both JUJ and CL and should be ready for approval at the next meeting.</p> <p>4)JHJ gave an update upon Barton Charitable Trust which had been somewhat halted due to COVID. The trust had been set up on the 12<sup>th</sup> March, three trustees had been appointed (John Boocock, Ian Minto and Cathy Izzard, from the Solicitors) but that the various processes and protocols for management and distribution from the Trust would have to wait until post lockdown.</p> <p><b>b) Amenities and Open Spaces</b></p> <p>1)SP and IM added to the information circulated regarding a proposed Bus shelter on new Road. An official request had not been made although J Boocock had approached IM on behalf of a number of residents in King’s Grove. Highways and PC approval is needed and the residents outside whose houses the shelter would sit need further consultation. The proposed shelter is not on the 20/21 PC Budget. There is no hostility towards the idea but it was emphasised that procedures need to be followed to maintain consistency and to help planning. The decision was deferred until meetings could be had with all concerned. The Clerk instructed to communicate with KG residents</p> <p>2)The Japanese knotweed. IM explained actions taken and correspondence with Highways and the resident concerned. This process had been delayed by COVID deployment of SCDC staff. Clerk instructed to continue correspondence with all parties</p> <p>3)A discussion was engaged in to inform Cllrs of the possible replacement of the solar lights on the recreation ground path. A quote (in excess of £1800) had been obtained from the company originally fitting the lights and they confirmed the warranty had expired. Cllrs decision was that the scheme required further research, potential grant aiding and it was not on the budget for this year.</p> <p><b>c) Traffic, Transport &amp; Travel</b></p> <p>1)Cllr Martin introduced the progress and screen shared MVAS data from 3 locations showing specific speeding through the village. There was correlation with SCDC Data loggers also used in March. It was noted that traffic flow data was compromised by COVID restrictions but SCDC will re-use the data loggers free of charge after lockdown. The amount</p>	<p>All</p> <p>Lead Cllr for each group</p>
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	<p>of evidence for an LHI bid was increasing and varied but again COVID issues had prevented rapid progress and follow up to the school petition. The LHI bid was still stated as having a deadline of 31<sup>st</sup> May on the SCDC website. WW had circulated thoughts and outlined the purposes and potential material needed for a campaign to greater inform Villagers and engage them in the process and to compose a plan of action. In order to meet the deadline and despite the fact that COVID had interrupted the data gathering Council <b>RESOLVED</b> (prop AM sec SP) <b>unanimously</b> to submit an LHI bid to meet the deadline. The clerk was instructed to seek a possible extension and to get clarity on the date of the deadline.</p> <p><b>d) Communications and Community Engagement</b></p> <p>1) SP and AM had issued and circulated a paper to outline the situation with the previous agencies involved in developing the new website. The initial plan had faltered and had been a very difficult to unpick and resolve but following further research the PC had engaged a specialist PC website company to complete the task and progress had been rapid. The AM reported the website was close to fruition and had a large amount of content migrated from the current website and the email and site registration issues had been finalised. The website will be fully compliant with the ICO Accessibility criteria. Some further information is required from some village organisations regarding links to them and content from them. The PC requires an updated 'Communications Policy' and 'risk assessment' regarding IT and this will be implemented. Finally, appreciation was expressed for Margaret Penston's sterling work and forbearance in maintaining the current website under trying circumstances.</p> <p>2) SP as chair gave an update and expressed communal thoughts on the various COVID19 community help efforts which had been excellent and something of which the villagers should be proud.</p>	
20-21/9	The BRIG committee had not been able to meet due to COVID regulations but SP reported that the application for a COVID related grant from SCDC and authorised by the Government had been received	SP
20-21/10	Barton Village Hall management group had not been able to meet due to COVID regulations but SP reported that the application for a COVID related grant from SCDC and authorised by the Government had been received	SP
20-21/11	<p><b>To receive and discuss Clerk's Report/Correspondence</b></p> <p>1)IM reported the resignation of Cllr Paul Williams and that the statutory notices had been submitted to SCDC and the vacancy details published. It was not necessary to appoint a vice chair immediately. The deadline to apply for replacements is 12 June 2020.</p> <p>2)IM had been in contact with CCFC regarding use of the football pitch for next season but CCFC were holding their AGM (remotely) today 19<sup>th</sup> May. There would be further correspondence.</p> <p>3) IM had circulated documents and a request from the organisation Wings for Life World Run 2021 requesting permission to access the recreation ground for the event in May 2021. The event might attract 5000 runners and had a format</p>	IM

	<p>of an elimination race. The need to use the Recreation ground was primarily a safety one since from Barton the race utilised Haslingfield road. It should be possible for some community-based involvement to be utilised. However, Wings for Life were responsible for ALL the organisation including risk assessment, insurances, road traffic orders, marshalling etc. All that was needed from the PC was permission to cross the Recreation ground.</p> <p>Following discussion PC <b>RESOLVED (Nom AM, Sec JHJ) unanimously</b> to give assent to the organisation to proceed with plans supported by Barton PC</p>	
20-21/12	<p><b>To receive and discuss Planning notifications and judgements</b></p> <p>IM reported on the following:</p> <p>The planning notices had all been circulated and responses from Cllrs according to protocol had been or were in the process of being delivered.</p> <p>a) 22 Mailes Close Barton CB23 7BQ Reference: 20/01597/HFUL No issues received</p> <p>b) 28 Wimpole Road Barton CB23 7AB Reference: 20/01698/HFUL (an altered planning application re Barton House). Deadline 27<sup>th</sup> May. IM confirmed that residents of Holben Close had received details from SCDC as the initial planning application had been rejected by the Planners</p> <p>c) 13 Mailes Close, Barton Reference 20/01240/HFUL it was noted that the decision notification, following objections, required two new windows which had potential for overlooking be constructed using obscured glass.</p>	
20-21/13	<p><b>To receive Neighbourhood Watch Report</b></p> <p>SP had circulated this report. The key points were multiple warnings from Police regarding scamming during lockdown and car break ins in Haslingfield (although none in Barton)</p> <p>There had been graffiti on the bus shelters and residents spotting any suspicious activity should please report.</p> <p>Finally, SP had re-iterated thanks to all the individuals, organisations, businesses, community groups who had volunteered their assistance in many ways during the COVID 19 crisis.</p>	SP/IM
	<b>Next Council Meeting:</b> July 7 <sup>th</sup> 2020 to be confirmed if remote	
	<b>Future Meeting:</b> September 1 <sup>st</sup> 2020 to be confirmed.	

Meeting Closed 21:40

Chair