

**Minutes of Barkway Parish Council Meeting
Held in the Reading Room, Barkway on 10th April 2017 at 7.30pm.**

- 1. In attendance:** Cllrs:
Rev'd S Falaschi-Ray (Chair)
Dr G Frapporti (Vice Chair)
Dr R Davidson
Mr B Morss
Dr R O'Sullivan

Also present: Mrs C Toms (Clerk/RFO)

Others present: Residents Mr Reg and Mrs Diane West, Mr Paul Droy.

2. To receive and accept apologies for absence: Cllr G Swann (away on holiday).
County Cllr Tony Hunter and District Cllr Gerald Morris. Apologies accepted.

3. To receive Councillor's Declaration of Interest: None received

4. Minutes

- 4.1 To approve the minutes of the last meeting** - approved as read.
4.2 To consider any matters arising from the last meeting - None.

5. Public Session - Mr Reg and Mrs Diane West and Mr Paul Droy were present to address the Council regarding the recently approved planning application for a number of trees to be removed from land behind numbers 3-9 High Street. They were concerned that there had not been any prior consultation with the neighbouring properties and that the work had commenced suddenly at the beginning of the week and they were unsure whether the correct trees were being removed. They asked the Council for support in the matter. Cllr. Davidson explained to them that the Parish Council did not get consulted on planning applications such as this for the removal or crowning of trees and regrettably would not be able to assist them. It was suggested that they should contact the planning enforcement officer at North Herts District Council (NHDC) and ask them to check that the work was being carried out in accordance with the permission granted. The residents then departed from the meeting.

6. Council Administration

6.1 To discuss and agree arrangements for the Annual Parish Meeting on Wednesday 17th May - The Clerk suggested that the Annual Parish Meeting should follow the same format as in previous years. This was all agreed. The meeting would be held in the community Room in the Pavilion. Drinks and crisps would be served from 7.30pm and the meeting would commence at 8pm. Cllr. Falaschi-Ray would present the annual report from the Parish Council, this would be followed by the guest speaker, which this year would be Mr Ken McDonald from The One Hundred Parishes Society. This would be followed by a short interval, then representatives from local organisations would be given the opportunity to deliver their reports. The Clerk would advertise the event with posters, an email sent out to all those on the email database, notification on the website, an article in the Diary and personal invitations to all key people within the village organisations. **Action: Clerk**

6.2 To propose and adopt new Press and Media Policy - Cllr. Davidson had produced a brand new Press and Media Policy which had been forwarded to all

Councillors for consideration prior to the meeting. Cllr. Davidson proposed, Cllr. Falaschi-Ray seconded and it was approved by all to adopt the new policy. The Clerk to update the website. **Action: Clerk**

6.3 Update on Parish Councillor recruitment - There was no further progress to report and still one Parish Councillor vacancy remained.

7. To receive updates from Portfolio Holders

7.1 Neighbourhood Plan

7.1.1 Update on Neighbourhood Plan - Cllr. Falaschi-Ray reported that the following day (11th April) Planning Consultant Lorraine Hart was due to attend a meeting with Claire Skeels at NHDC to talk about the progress of the Barkway and Nuthampstead Neighbourhood Plan. Cllr. O'Sullivan had agreed to attend the meeting to represent the Parish Council. **Action: RO**

It was noted that there was a Cabinet meeting at NHDC on 11th April to agree the submission version of their Local Plan to go forward to examination by an Inspector.

7.1.2 Proposal to engage the further services of a Planning Consultant to conclude the Plan at a cost of approx. £3,500 - It was proposed by Cllr. Falaschi-Ray, seconded by Cllr. Davidson and agreed by all that in order to bring the Neighbourhood Plan to a conclusion as soon as possible, the Parish Council needed the help of a Planning Consultant, which was estimated to cost about £3,500. Resolved.

Cllr. Falaschi-Ray to contact Lorraine Hart and request that she continued with her work on the Neighbourhood Plan following her meeting with NHDC on 11th April. **Action: SFR**

7.2 Planning

7.2.1 To consider and make comment on outline application: Outline application (appearance, landscaping and scale reserved) for residential development of 13 dwellings together with associated access road (as amended by plans for 12 dwellings received 15.3.17)

Land off Cambridge Road, Barkway - Case Ref No: 16/02237

The planning application was discussed in detail and it was proposed by Cllr. Falaschi-Ray and seconded by Cllr. Davidson and agreed by all to object to this amended outline application on the grounds of insufficient parking spaces within the proposed development. It was thought that the way people now live, in rural areas such as Barkway where there is very little local employment or services, every adult was wholly dependent on private transport. This proposed type of development had been seen to cause parking issues in rural areas where people were forced to park on the roads and in turn could potentially block access for rubbish collectors, large delivery vans and emergency services. The National Planning Policy Framework (NPPF) guidelines stated that any development should be sustainable and this proposed development would not create any employment for local people. The NPPF stated that developments should provide a good standard of amenity for residents, which should include sufficient and safe parking. A development located in an area with better services would not require as much parking, so NHDC should consider each case in its own right.

The Clerk to respond to NHDC. **Action: Clerk**

It was noted that District Cllr. Morris had requested that, in the public interest, the application for the land adjacent to the Tally Ho be called in for consideration by the Planning Committee at NHDC. This was now likely to be heard by the Planning Committee in May.

7.3 Highways - Cllr. Swann in his absence had sent in a report which was read out by the Clerk.

7.3.1 Highways report - The Joint between Barkway and Reed had had some works completed and Herts County Council (HCC) contractors, Ringway, were going to see what could be done with the passing points and verges as these were still quite bumpy. Resurfacing work in Windmill Close should be done during the next financial year.

7.3.2 Update on land behind Windmill Close - A delay in proceedings had occurred because it seemed that there was no way of being able to withdraw the Open Space application, it would have to be abandoned instead. One option would be for NHDC to just register the land covered in the agreement as open space. The matter was now back in the hands of NHDC to come up with a solution to resolve this.

7.4 Sports and Recreation update - Cllr. Morss reported that a few Royston Town FC (RTFC) games had taken place recently. He recommended that the top pitch would need some maintenance as soon as the football season had finished in term of rolling and maybe some re-seeding in the goal mouths. At present the ground was too hard and dry to roll. Cllr. Morss would advise the Clerk when the time was suitable for the work to be done. **Action: BM**

Further to Steve Anderson's (RTYFC) attendance at the February Parish Council meeting to request a reduction in fees, it was noted that there had still been no response from RTFC to the letter sent in reply on 2nd March. Cllrs. Davidson, Morss and the Clerk were now due to meet David Baulk from RTFC in a re-scheduled meeting on 25th April.

7.5 Community Property

7.5.1 Pavilion - Progress report regarding the new car park on the Rec. The Clerk informed the Council that two quotations had now been obtained for the work. John Cobb & Son Ltd £15,910.00 + VAT and Joe Poulton Contracts £17,600.00 (no VAT payable as he was not registered for VAT). The Clerk needed to confirm that the price from John Cobb & Sons included the drop down bollards required for the entrance. **Action: Clerk**

7.5.2 War Memorial update - The Clerk informed the Council that three quotations had been submitted to the War Memorial Trust (WMT) to meet the deadline of 31st March. Herts Renovation - £12,030.00 + VAT, Building Conservation (UK) Ltd - £15,495.00 + VAT, Universal Stone - £9,617.29 + VAT. The officer dealing with the case at the WMT had now submitted the completed application for consideration by the grant awarding panel who were due to meet on 26th April. Decision letters would be sent out on 18th May.

7.6 Environment update - Cllr. Frapporti reported to the Council that he had walked along the RUPP 2 from Barkway towards Reed but was still not totally clear where the problem of deep rutting was. It was explained by Cllr. O'Sullivan that it was along the northern edge of Rokey Wood. Cllr. Frapporti would now send an email to Tom Duke asking if these ruts could be filled in to make it safer for walkers.

With regards to the likely position for the proposed memorial bench for Mr Benton, the preferred site had now been established (on the other side of the lane from Manyons). It was suggested to Mrs Benton, that as a next step, she could find out who owned that piece of grass and let the Parish Council know.

The Clerk reported that HCC Rights of Way Service had been in contact to advise that the Modification Order from 2016 for Barkway 5, 27 and Reed 24 had now been confirmed and required that a copy of the notice was put on prominent display from 13th April to 31st May. **Action: Clerk**

7.7 Media and Communications update - The Clerk read out from the March Police report that on 13th March number plates had been stolen from a vehicle in Burrs Lane Barkway. Between 17th and 19th March a stable premises in London Road, Barkway had been targeted. A quad bike, a trailer and power tools were stolen from the property.

7.8 Special Projects - Reading Room update - Cllr. O'Sullivan reported that he had started investigating the financial implications of getting change of use for the Reading Room from business use to residential. He had now emailed the ratings valuation office.

8. Finance - to receive finance reports from the Clerk

8.1 To provide quarterly financial report following meeting of the Finance Committee (see Appendix A)

8.2 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 10.04.2017 was £75,303.87

Receipts since the last meeting:

£48.00 - S Jackson - Hire of Community Room

£2,016.84 - HMRC - VAT reclaimed

£18,000.00 - NHDC - Half year Precept

8.3 To authorise payments:

Approval of payments since last meeting:

DD £51.00 - EDF - Direct Debit Electricity Pavilion

DD £13.00 – Affinity Water – Direct Debit Water Pavilion

CHQ 102456 £400.00 - Joe Poulton - Repair of Zip Wire

CHQ 102457 £1,067.04 - NHDC - Emptying of dog bins 2016/17

Approval of payments to be made at meeting:

CHQ 102458 £10.00 - The Hundred Parishes Society - Annual Subs

CHQ 102459 £435.23 - HAPTC - Annual Subs

CHQ 102460 £142.00 - A Dodkin - Maintenance bench seat and Reading Room

CHQ 102461 £105.00 - D Dodkin - Maintenance bench seat and Reading Room

CHQ 102462 £65.70 - Ordnance Survey Ltd - Renewal Paper Map Licence - Neighbourhood Plan

CHQ 102463 £35.34 - Jewson Ltd - Pitch Maintenance

CHQ 102464 £55.00 - M Thornton - Window Cleaning Pavilion/Reading Room & Cleaning of Bus Shelters

CHQ 102465 £16.95 - Cllr. R Davidson Expenses - Time Lag Switch Reading Room

CHQ 102466 £289.06 - HMRC - PAYE/NI Months 10-12

CHQ 102467 £919.80 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102468 £60.00 - Claire Methven - Litter Picking March

CHQ 102469 £176.25 - Sam Methven - Groundsman March

CHQ 102470 £102.10 - Janine Reay - Pavilion Bookings Clerk + Cleaning March and Cleaning Reading Room

CHQ 102471 £35.00 - Information Commissioner - Data Protection Fee

To request approval to transfer £500.00 from the Parish Council bank account to the Reading Room account to cover the cost of the electricity for 2017/18 and £382.12 for the rates bill for 2017/18. Approved. **Action: Clerk**

Parish Council - Pavilion Account:

Bank Balance at 10.04.17 was £1,088.06

Receipts since the last meeting: None

Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 10.04.17 was £839.27

Receipts since the last meeting: None

Payments since the last meeting: None

9. Correspondence - A letter had been received from Meriel Tufton who had been contacted by Alison Cosser from Anstey asking permission to display a large banner in Barkway again this year advertising Anstey Fair. Following some unhappy comments from some Barkway residents about the banner last year, Mrs Tufton felt it appropriate to pass this on to the Parish Council to decide. After some discussion it was decided that a large notice in the village for an event in a neighbouring village often causes confusion as people don't always read it properly and assume the event is in Barkway. It was also noted that the date of Anstey Fair was 9th July and it was the same date as the Barley Fair, so would be in direct conflict. The Clerk to respond to Alison Cosser to say that it would not be appropriate to display their banner in Barkway and suggest that they consider putting up smaller notices on posts along the verges of the B1368 between Barkway and the Anstey junction. **Action: Clerk**

10. Date of next meeting: Annual Meeting followed by monthly Parish Council Meeting - Monday 8th May 2017 in the Reading Room.

There being no further business, the meeting ended at 9pm