

**Minutes of Barkway Parish Council Meeting
Held in the Reading Room, Barkway on 10th July 2017 at 8pm.**

1. In attendance: Cllrs:

Rev S Falaschi-Ray (Chair)
Dr G Frapporti (Vice-Chair)
Dr R Davidson
Mr G Swann
Mr B Morss
Dr R O'Sullivan

Also present: Mrs C Toms (Clerk/RFO), County Cllr. Fiona Hill

Members of the Public: No one present

2. To receive and accept apologies for absence: Dist Cllr. Gerald Morris, PCSO Chris Brabrook

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

4. Minutes

4.1 To approve the minutes of the last meetings - approved as read.

4.2 To consider any matters arising from the last meeting - none.

5. Public Session - to receive representations from members of the public - no one present.

6. Council Administration

6.1 Update on Parish Councillor recruitment - It was reported that there was a couple of potential people to approach regarding the Councillor vacancy. **Action: BM/GF**

6.2 Corporate Governance - To consider changes proposed to include a guidance on use of social media as an addendum to the Code of Conduct Policy. This was proposed by Cllr. Davidson, seconded by Cllr. Swann and agreed by all. **Action: RD/Clerk.**

County Cllr. Fiona Hill arrived in the meeting at 7.50pm

6.3 Update on Workplace Pension arrangements - The Clerk reported that the pension scheme had now been set up with NEST and the necessary letters had been sent out to all employees offering them the opportunity to join the pension scheme. The payroll data had been moved across to Sage One software which would enable pension data to submit directly to NEST. So far the Clerk was the only employee that had elected to join the scheme.

6.4 To discuss and finalise actions to be taken following receipt of a complaint regarding Councillor conduct at the Extraordinary Meeting on 22nd May - after discussion at the June Council meeting and further discussion at this meeting, it was recognised that in hindsight there had been a mistake made in the type of meeting held on the evening of 22nd May to discuss the proposal to create a car park on the Recreation Ground. Rather than a formal meeting it should have been a public meeting. Due to the number of people present and the strong opinions of the attendees, the meeting had been

difficult to handle and it had been virtually impossible to adhere to the Standing Orders. Lessons had been learnt from this and in future a closer look would be given to the way meetings would be managed. Councillors had all read through the Standing Orders and were aware of the rules of meetings. Cllr. Frapporti would respond to Steve Alsop with an apology from the Parish Council regarding the handling of that meeting. **Action: GF**

6.5 To note booking confirmation of guest speaker from CPRE for Annual Parish Meeting - Weds 16th May 2018. The Clerk reported that Kevin FitzGerald from Campaign to Protect Rural England (CPRE) would be delighted to be the guest speaker at the Annual Parish Meeting next year. CPRE did not make a charge, but being a charity, they would be grateful to receive a donation, this was usually in the region of £30-£50. All approved.

Cllr. Davidson suggested that the Clerk might benefit from using a recording device for meetings, making it easier to write up the minutes. It was proposed and agreed to purchase this. **Action: Clerk**

7. To receive updates from Portfolio Holders

7.1 Neighbourhood Plan - update - Cllrs. Falaschi-Ray and O'Sullivan reported that there was not much update. Although some work was continuing, it had largely been put on hold as it had been discovered that any real progress could not be made on the Neighbourhood Plan until the NHDC Local Plan was finalised. Mike Chapman from Nuthampstead Parish Meeting was now part of the Working Party.

7.2 Planning - Report from NHDC Planning Committee Meeting - Thursday 29th June - Cllr. Falaschi-Ray had addressed the Planning Committee on two cases. She reported that the application to build two houses on the former pub garden of the Tally Ho had been approved by 6 votes to 5, with 1 abstention.

With regards to the application for 12 dwellings on Site BK1 on land off Cambridge Road, due to concerns about insufficient parking within the site, she had put forward the suggestion of open car ports, rather than garages on the development, but this was turned down by the Committee. It was understood that an enforceable condition could be included that garages were not used for storage. The Planning Committee had approved the application.

Cllr. Frapporti asked the Council how many infill properties had been built in the village since 2011. Cllr. Falaschi-Ray estimated the number to be close to 30 but would compile a list. This number was close to the number of new properties that the village had indicated as acceptable within the draft Neighbourhood Plan and yet there were still many more to be built with site BK1 (12 dwellings) now having been given approval. Sites BK2 & 3 would be in addition if planning approval was given by NHDC.

The Clerk reminded the Council that the next NHDC Planning Committee meeting was on Thursday 20th July and that the application for 25 houses on land north of Mill Croft was on the agenda. As Cllr. Falaschi-Ray would be on holiday, Cllr. Swann volunteered to attend to make a representation against the application. The Clerk to book him in to speak at the meeting. **Action: Clerk/GS**

7.3 Highways

7.3.1 Highways report - Cllr. Swann reported that the road works outside the Old Forge in the High Street were ongoing, a trench had been dug but it had revealed nothing so far. He was chasing Derek Jerrard at Ringway for some answers. The gully in Royston Road had been partially cleared but there was more digging out to be done. The

footpath had been cut back between the Village Hall and Newsells. He was still awaiting more information as to what UK Power were doing with works along The Joint, although he had gathered it was a mains cable being installed for somebody. An email had been received from a Parishioner regarding speeding traffic through village and the vast number of HGV's travelling through. He had responded to this. He asked County Cllr. Fiona Hill if she knew how much it would cost to convert the old existing speed indicators to new SID's. It was thought to be about £5,000. There was a preference for solar powered signs and positioning would be very important due to parked cars and trees. It was agreed that speed humps as a means of traffic calming was not ideal as they created noise and vibration and needed lighting. Gary Henning had already spoken to Fiona Hill with regards to Locality Budget funding for road calming measures in Barkway. Resurfacing was due to take place in Church Lane, on Whiteley Hill and Windmill Close. Cllr. Fiona Hill was asked if Periwinkle Close could also be put on the list for repair work. A request had been received from a resident of Windmill Close for additional parking. As the demographic had changed in Windmill Close, with many more younger people occupying the properties, there were parking problems now being experienced. An existing covenant meant that people could not park on verges in front of the houses. Cllr. Fiona Hill said she would look into this. Cllr. Swann reported that he had started the process for getting a road closure in place for Remembrance Sunday.

Action: GS

7.3.2 Update on land behind Windmill Close - there was no further news to report.

7.4 Sports and Recreation

7.4.1 Pitch maintenance update - Cllr. Morss reported that the pitches were in really good order. He was in talks with a company to get a price for an annual pitch maintenance contract. One quotation had already been received from Bullards of £1,900.00 + VAT per annum to maintain two pitches.

7.4.2 Play area maintenance update - It was reported that due to some wear noticed on the D-rings the older children's swings had been taken down in order for parts to be ordered. Parts were proving difficult to get hold of as it was a case of trying to match imperial to metric measurements and so it looked like the cost would be nearly £500 + VAT to obtain 8 new bolt on swing hangers. This was considered an excessive amount to spend on very old equipment. Investigations had shown that a new set of swings could be purchased for about £1,500 (excluding installation) + VAT. County Councillor Fiona Hill indicated that there may be financial assistance available for this from her Locality Budget and also through the Royston Area Committee. The Clerk to follow this up and report back to Council in August. **Action: Clerk**

7.4.3 Youth Football Development update - Cllr. Morss reported that David Winkworth had emailed about putting on two football training events on the Rec. for 12 to 25 people. It was understood that he was a DBS checked qualified coach. Cllr. Morss would ask to see evidence of this. Cllr. Morss to arrange to meet Mr Winkworth to discuss the football training events and it was proposed and agreed that there would be no charge for the use of the Recreation Ground on these two occasions but a £10 donation would be requested for use of toilets and to cover the cost of the cleaning. **Action: BM**

The Council was informed that sadly Sam Methven had handed in his notice as Groundsman and after working his notice would be leaving in early August to start a full time job elsewhere. The Parish Council urgently needed to recruit another Groundsman. It was proposed and agreed to put notices on all noticeboards, a mention on the front page of the website and to send out an email regarding the vacancy to all those on the village email database. **Action: Clerk**

The Council wished to thank Sam for all his dedicated hard work, he had been a truly exemplary employee and would be sorely missed.

County Councillor Fiona Hill left the meeting at 8.40pm to attend another meeting in Baldock. She was thanked for attending.

7.5 Community Property

7.5.1 Reading Room maintenance update - The Clerk informed the Council that an email had been received from Mark Simmons, Conservation Officer at NHDC, confirming that he was happy for work to go ahead to repair the external brickwork on the Reading Room.

7.5.2 War Memorial renovation project update - The Clerk reported that she had received the completed paperwork from the Contractor and had now formally accepted the grant offer from the War Memorials Trust. She was still awaiting a date for commencement of work from the Contractors, Universal Stone. The War Memorials Trust had indicated that it was quite likely that the project would be reviewed as a trial for best conservation practice in consultation with Historic England. This was because it was considered to be a good example of compromise being achieved in terms of agreed conservation methods and the fact that War Memorials were currently high profile as it was the centenary period since the First World War. **Action: Clerk**

It was suggested that the Council could revisit the idea of installing a defibrillator in the old telephone box. Cllr. Morss thought that a defibrillator would be better placed at the Pavilion. It was understood that grant funding was available for a project of this type. The Clerk to research the matter further. **Action: Clerk**

7.6 Environment - Cllr Frapporti informed the Council that due to the recent dry weather the village pond was green and the Wagon Wash was black. He did not consider that it was necessary to top up the low water levels as water was generally in short supply. It was mentioned that Herts County Council had filled in deep the ruts on the by-road along the northern side of Rookey Wood.

7.7 Media and Communications

7.7.1 Police Report - nothing to report apart from some spotting of strange people in Royston Road. The Police had been informed.

7.7.2 Website update - Cllr. Morss mentioned that his neighbour that had recently moved into the village seemed keen to get involved in village matters and was an IT specialist. It was wondered whether he could be approached with the view of helping the Parish Council on aspects of media and communication. Currently Gordon Baker was very ably assisting the Council in that respect but he had indicated that in the longer term the Parish Council should plan to have someone who could take that role over. Cllr. Morss would set up a meeting with the new resident. **Action: BM**

7.8 Special Projects - Reading Room update - Cllr. O'Sullivan informed the Council that there was not much progress to report but suggested that the way forward now would be to get an estate agent to view the Reading Room with the idea of letting it out. Cllr. Falaschi-Ray to put him in contact with her Letting Agent in Cambridge. **Action: SFR**

8. Finance - to receive finance reports from the Clerk

8.1 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 10.07.2017 was £79,325.50

Receipts since the last meeting:

£11,000.00 - Push Energy - 4th Annual Community Contribution
£75.00 - Barkway Preschool - Hire of Community Room & Rec for B in the Park
£48.00 - FWAG Consultancy - Hire of Community Room
£48.00 - Mannion - Hire of Community Room

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 102492 £1,750.00 - Community Land Use - Lorriane Hart Consultancy Fees - Neighbourhood Plan
Direct Debit payment arrangement to Sage UK for Sage One payroll software.

Approval of payments to be made at meeting:

CHQ 102493 £281.70 - HMRC - PAYE & NI April - June
CHQ 102494 £68.00 - Martin Bentley - Grass cutting village pond area - April - June
CHQ 102495 £187.37 - All Seasons Landscaping Specialists Ltd - Play Bark for Rec.
CHQ 102496 £35.34 - Jewson Ltd - Pitch Maintenance
CHQ 102497 £35.00 - CDA for Herts - Annual Subscription
CHQ 102498 £50.00 - NHCVS - Two years Annual Subscription
CHQ 102499 £905.00 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance
CHQ 102500 £116.25 - Sam Methven - Groundsman June
CHQ 102501 £60.00 - Claire Methven - Litter Picking June
CHQ 102502 £66.10 - Janine Reay - Pavilion Bookings Clerk + Cleaning June
CHQ 102503 £28.59 - Catharine Toms - Clerk's Expenses *

* £11.60 - Amazon - Pigeon Spikes for top of play equipment Rec.
£16.99 - Amazon - Toilet Rolls for Pavilion

Parish Council - Pavilion Account:

Bank Balance at 10.07.17 was £1,028.06
Receipts since the last meeting: None
Payments since the last meeting:
CHQ 100123 - £60.00 - Barkway Parish Council - to repay for cost of advert in Diary.

Reading Room Accounts:

Bank Balance at 10.07.17 was £1,636.00
Receipts since the last meeting: None
Payments since the last meeting:
DD £38.00 - NHDC - Rates

8.3 To set date for quarterly meeting of Finance Committee - Monday 17th July at 7.30pm in the Reading Room (Cllr. Falaschi-Ray offered her apologies as she would be away on holiday).

8.4 To consider grant application from Barkway Church for churchyard maintenance - after due consideration of the grant application, it was proposed by Cllr. Falaschi-Ray and seconded by Cllr. Frapporti and agreed by all to award a grant of £500 to Barkway Church. **Action: Clerk**

8.5 To consider grant application from Barkway Chapel for churchyard maintenance - after due consideration of the grant application, it was proposed by Cllr.

Falaschi-Ray and seconded by Cllr. Frapporti and agreed by all to award a grant of £200 to Barkway Chapel. **Action: Clerk**

9. Correspondence - an email had been received from Tom Wornham asking if the Parish Council might consider his suggestion of putting in place a team of first aiders that could be present at any village event, rather than rely on external services. This was discussed but thought that really this matter ought to be arranged on an event basis by the organisers of each event.

A tenant from the allotments in Gas Lane had asked if the Council could get them a water supply. It was understood that a property in Gas Lane had previously allowed tenants from the allotments to use their water supply but since having had a water metre installed was no longer willing to allow this. The allotments belonged to Abbotsbury Properties and therefore the Parish Council had no involvement or duty to provide a water supply. It would be recommended that the tenants write to Abbotsbury Properties asking if they could be provided with a water supply. **Action: Clerk**

10. Date of next meeting: Monday 14th August

There being no further business, the meeting ended at 9.30pm