

**Minutes of Barkway Parish Council Meeting
Held in the Reading Room on 11th April 2016 at 7.30pm.**

- 1. In attendance:** Cllrs:
Rev S Falaschi-Ray (Chair)
Dr G Frapporti
Mr R Squire
Dr R Davidson

Also present: Mrs C Toms (Clerk/RFO)

Others present: Residents Mr and Mrs Childs

- 2. To receive and accept apologies for absence:** Cllr. Swann (on holiday) and Dist. 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: The Clerk reported that she had written a formal letter of appointment as Internal Auditor to Carol Willis but as yet, no formal acceptance had been received. Clerk to confirm with Mrs Willis that she was still willing to do this task. **Action: Clerk**

The Clerk informed the Council that further to the last meeting, the website had now been updated with the reviewed/revised Governance documents.

5. Public Session: Mr and Mrs Childs were present to find out what was happening about the new pavement along Royston Road and how it might impact on the verge, which they partially owned, in front of their property. The Council advised them to contact Cllr. Swann on his return from holiday as he had been present at the meetings with Highways concerning this matter. They also wanted to find out more about the potential development site to the East of Royston Road. They were advised that no information was available yet as the meeting with Strutt and Parker had been cancelled and that representatives from Strutt and Parker would now be attending the Council meeting on 9th May.

6. Council Administration

6.1 To elect a Vice-Chair - It was proposed and agreed that this item be deferred until the Annual Meeting in May.

6.2 To discuss and agree action to fill Councillor vacancies - The Clerk reported that she had sent out an email via the Parish Council email database advertising the vacancies, notices were on the boards around the village and various people had been approached to see if they might consider becoming a Councillor, however to date no positive interest had been received. This matter would be included in the Chairman's report to the residents at the Annual Parish Meeting on 18th May. **Action: SFR/Clerk**

6.3 To discuss and review allocation of Portfolios - Cllr. Davidson informed the Council that he considered the current split of Portfolio responsibilities to be unevenly divided and as such there needed to be a review and reallocation. He felt that there needed to be a Portfolio to manage Leisure (sports and recreation) in Barkway, separate from the Property portfolio which looked after the buildings. The football activities were

currently being looked after by a member of the Barkway Recreation Ground Management Committee, Tony Terry, more support was needed from the Parish Council. It was proposed and agreed to think about this once another Parish Councillor had been recruited.

6.4 To discuss and agree arrangements for the Annual Parish Meeting on Wednesday 18th May - The Clerk reported that as yet there was no guest speaker lined up for the meeting, having previously failed to be able to secure attendance by Sir Oliver Heald. It was suggested that maybe local Historian Tom Doig could be approached. The Clerk agreed to contact Mr Doig the following day. **Action: Clerk.**

Following last year's meeting, it had been decided that refreshments would be kept to a minimum this year. No sandwiches but just wine/orange juice and a few crisps. The meeting would be held in the Pavilion at 7.30pm for 8pm start. The Clerk to send out invites to all local organisations asking if they would like to attend and make a presentation, all residents via the email database and an advert would be placed in the May edition of the Diary. **Action: Clerk**

The content of the Chairman's Annual Report presentation at the meeting would be then included in the forthcoming Spring edition of the Bulletin. **Action: SFR/RS**

7. To receive updates from Portfolio Holders

7.1 Neighbourhood Plan - Cllr's Falaschi-Ray and Davidson gave the Council an update following an initial meeting held with Planning Consultant, Lorraine Hart, on 5th April. The whole issue was becoming completely frustrating. It was unsure now whether there was any point in continuing as if the NHDC plan delivered what was wanted for Barkway, then there may not be any need to do anything further. However having a Neighbourhood Plan would allow access to funding from development via the Community Infrastructure Levy (CIL) but it would not actually prevent development. The Planning Consultant had informed them that NHDC were behind with their District Plan but were not going to allow anything in a Neighbourhood Plan which did not match their Plan. Cllr. Davidson informed the Council that there were four things that needed to be done:

1. Look at land allocation.
2. Do a housing needs survey.
3. Ask NHDC what their strategic policies were.
4. Look at the District Plan

Cllr. Davidson would contact Richard Tiffin at NHDC. **Action: RD**

7.2 Planning

7.2.1 Update on land behind Windmill Close - Cllr. Swann reported in his absence that the Parish Council's Solicitor, Glynn Railton, was still waiting for a response from NHDC.

7.2.2 To consider and make comment on planning application: Full Planning Permission : Conversion and two storey rear extension to existing garage/outbuilding to create one 2 x bedroom dwelling. Land to rear of 9 High Street, Barkway, Royston, SG8 8EA - Case Ref No: 16/00555/1. No objection. Clerk to contact NHDC. **Action: Clerk**

7.2.3 Report from meeting held with Strutt and Parker on 6th April regarding land to the east of Royston Road - The Clerk reported that she had been instructed by Cllr. Falaschi-Ray to cancel the meeting as Dist. Cllr. Gerald Morris, on behalf of the Parish Council, had taken advice from the Legal Dept. at NHDC and it had been advised that an informal meeting such as this would not be appropriate. The Clerk had re-arranged for the representatives from Strutt and Parker to attend the Parish Council

meeting on 9th May and speak to the Council in the public session. It was noted that this land already been discounted for development by the Local Development Framework.

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

Footpath along Royston Road - After a meeting with Gary Henning and a review of the footpath route, Highways had concluded that phase 2 of the footpath from Millcroft up to Mill Cottages was no longer viable, this was in part due to the recent works carried out by BT and the placement of cables into what was to be the route of the footpath, this it was believed, would push the cost above the budget sourced from the Highways Locality Budget. Highways would however carry out a feasibility study with a view to moving the 30mph limit further along Royston road towards the Newsells junction. All the residents affected by this change were notified the previous Friday. Tony Hunter would also look into the cost of installing a solar power speed indicator along Royston Road from his Locality Budget for 2016/17.

With the impending closure of Millcroft, Gary Henning had asked Cllr. Swann to look at the requirement for a footpath along Royston Road. To that end, as the money was already allocated, he would look at improving the access points along Royston Road where people have created access to the properties, this would also fall into the plan of 'Smarten Up Barkway' as it would improve the paths that were already there, create a crossing point near number 5 Royston road and place dropped curbs where required and generally tidy up the frontage.

As a result of this, Cllr. Swann had put out a ballot paper outlining two options to those residents affected by that change along Royston Road.

Option 1 - The original plan for a pathway.

Option 2 - Tidying up of the existing paths and improvements to the access points to the houses.

The work for Phase 1 (whichever option is chosen) would be carried out in June 2016. Cllr. Swann to report back to Gary Henning on results of the ballot. **Action: GS**

Remembrance Sunday road closure - He was still awaiting a response and would chase the matter on return from his holiday. **Action: GS**

Footpath along Cambridge Road from junction of Royston Road towards the Village Hall - he was still awaiting a date from the Community Payback Team to clear this. He would chase the matter on return from his holiday or look into clearing it with volunteers from the village after attending the Highways Risk Assessment course on 28th April.

Road Signs - Cllr. Swann reported that he had passed on a list, provided by Jim Dalton, of signs that needed attention to Herts County Council contractors, Ringway. They had responded stating that work would involve raising all signs to 2.3m as most of the 30mph repeater signs could not be seen as a result of parked cars. The speed terminal signs at the entrance to the village had to be in matching pairs (some were missing) and that any signage that was damaged or not to specification would be replaced as part of the works. It was understood that Herts County Council had set aside funding for this type of work throughout Hertfordshire so there would be no need for the Parish to fund this work. However, if the parish wished to clean any other type of sign then there would be no issue as this was going on throughout North Herts by the Parishes. Cllr. Swann would arrange a meeting with Ringway contractors on his return. **Action: GS**

Royston Road and High Street junction - He reported that Gary Henning would look into repainting the white lines at the junction and extending the single white line around the bend towards Walsh's Garage. Double yellow lines would not be an option due to the expense and the length of time needed to get them.

7.4 Pavilion and Community Property

7.4.1 Pavilion and Community Room

7.4.1.1 Update on maintenance to the Pavilion - Cllr. Davidson reported that the shutters on the hatch to the outside from the kitchen were now in place but it was just needed to modify the bolts. Paul Duncan would be requested to return to sort out remedial work following the damage caused by the ingress of water. It was reported that the gravel had now been properly spread on the entrance driveway and that the south facing flank of the Pavilion would require some timber treatment shortly.

7.4.1.2 To agree revised charging proposal for use of the Recreation Area and Community Room for fund raising purposes. The current charge was £100. It was proposed by Cllr. Davidson and seconded by Cllr. Falaschi-Ray and agreed by all to reduce the charge to £50. A revised charging schedule would be published. **Action: RD/Clerk**

7.4.1.3 To consider quotations received for installation of appropriate flooring for the toilets in the Community area of the Pavilion - The Clerk reported that she had received 3 quotations. The cheapest one was from Melbourn Flooring at £554.91 + VAT, the other two quotations were considerably higher at nearer £1,000 + VAT. A sample was selected and it was proposed by Cllr. Davidson and seconded by Cllr. Falaschi-Ray and agreed by all to proceed with the quotation from Melbourn Flooring. **Action: Clerk**

7.4.1.4 Update following fund raising event on Sat 26th March - Cllr. Davidson reported that the event had been a joint fund raiser between Preschool and the Pavilion. In spite of poor weather, it had been a well attended event and had raised £450 for each organisation. The additional funds, when received from Preschool, would increase the Pavilion fund raising bank account balance to £561.00. Cllr. Davidson submitted for consideration to the Council, a grant application from the Barkway Recreation Ground Management Committee (BRGMC) for £750 to contribute towards the £1270 cost of some much needed additional equipment for the Community Room and hallway area. This would include an entrance mat, vertical blinds for the end windows and some additional folding tables. It was proposed by Cllr. Davidson, seconded by Cllr. Falaschi-Ray and approved by all to award the BRGMC a grant of £750.00. Cllr. Davidson to provide details of equipment required and the Clerk to order. **Action: RD/Clerk**

7.4.1.5 To discuss light at Village Hall car park - Cllr. Davidson reported that he had received complaints from residents that the light was on continually even in day light hours. As this light was being powered from the Pavilion, it was requested that the Clerk should write to Tom Wornham, Chair of Barkway Village Hall and request that the timer was adjusted or that the light got changed to a PIR. **Action: Clerk**

7.4.2 Recreation Area - maintenance update - It was reported that the swings needed new links at the top as they were wearing thin. Cllr. Davidson to identify the parts required and the Clerk to place order. Apart from that everything was currently up to standard. **Action: RD/Clerk**

7.4.3 War Memorial - update on grant application for renovation works - The Clerk reported that, further to enquiring, she had received a response to the Pre-Application from the War Memorial Trust. From the information and photographs submitted they thought that parts of the project would be eligible for the grant. To proceed with the grant application further detail needed to be submitted along with specific photographs and additional quotations. The Clerk said that she would need some help to work through all the information that was required. The deadline for the next round of grant applications was 30th June. It was agreed that Cllr. Davidson and the

Clerk would arrange to meet and complete the application before the May Council meeting. **Action: RD/Clerk**

7.4.4 Reading Room - to discuss future use of the Reading Room - Cllr. Falaschi-Ray reported that she had been to see Mr and Mrs Williams in the cottage which adjoined the Reading Room to see if they might be interested in renting some additional space. There had been no feedback from anyone further to an article published in the April edition of the Diary inviting views from residents. The Clerk was asked to provide details on the cost of maintaining the Reading Room per year in order that a suitable rental figure could be ascertained. Cllr. Davidson suggested that Parish Council meetings could be held in the Community Room at the Pavilion on occasions. The Clerk pointed out that this would require an amendment to the Constitution. **Action: Clerk/SFR/RD**

7.5 Environment

7.5.1 To consider quotations received for renovations works to Barkway Pier - Cllr. Frapporti informed the Council that he was still awaiting a quotation from Phil Kirk. He would chase this matter and aim to have all the information in time for the May meeting. **Action: GF**

7.5.2 Update on information sign to be placed at the Wagon Wash - The Clerk reported that the sign had now been ordered and was due for delivery around 25th April. Cllr. Davidson volunteered to install the sign. **Action: Clerk/RD**

7.5.3 Update regarding proposal of diversion of Barkway 10 - The Clerk reported that a letter had now been received from Heidi Smith at Sworders confirming that Thomas Keir was happy with the new proposal following a site meeting with Councillors back in February. The Council was asked to discuss this matter with Mr Macpherson and report back to Sworders. **Action: SFR/Clerk**

7.5.4 To discuss and agree action regarding fallen tree on footpath 6 - Cllr. Frapporti informed the council that the fallen tree had since been cleared.

7.6 Media and Communications

7.6.1 Police Report - Cllr. Squire informed the council that no report had been provided. There had however been a theft from a motor vehicle Windmill Close in March, a fraud attempt by telephone and some fly tipping in Newsells on 1st April.

7.6.2 To discuss content and agree action to produce Annual Report - The Clerk reminded the Council of the need to soon produce an Annual Report to the village. Last year this was incorporated into the quarterly edition of the Bulletin. The content would also be used for the Chairman's report at the Annual Parish Meeting on 18th May. The Clerk to provide Cllrs. Falaschi-Ray and Squire with previous Annual Reports produced by the Council. **Action: Clerk/SFR/RS**

7.7 Special Projects - Update on 'Smarten Barkway' project - This topic would be revisited in May following on from the Highways Together Risk Assessment Briefing in April. It was suggested that in the meantime the renovation work could be completed on the old phone box which was looking in a rather sorry state. The Clerk mentioned that a nearby resident, Mr Andrew McPherson had volunteered his services to help complete the job. The Clerk agreed to talk to Tony Terry, who had initially started work on the phone box, about this offer of assistance. **Action: Clerk/GS/RD**

8. Finance - to receive finance reports from the Clerk

The Clerk reported that further to the last meeting the bank mandate change forms had now been submitted and were pending approval.

8.1 Report from meeting of the Finance Committee held on 4th April - See Appendix A

**8.2 To provide update on current financial position
Parish Council Account:**

The Parish Council bank balance at 11.04.2016 was £58,316.51

Receipts since the last meeting:

£18,000.00 - NHDC - Half Year Precept

8.2 To authorise payments:

Approval of payments since last meeting:

DD £1.00 - EDF - Direct Debit Electricity Pavilion

DD £10.00 – Affinity Water – Direct Debit Water Pavilion

CHQ 102288 £199.50 - The Sign Maker - Information Sign for Wagon Wash

CHQ 102289 £1,050.19 - NHDC - Emptying of Dog Bins 2015/16

CHQ 102290 £22.10 - Catharine Toms - Clerk's Expenses - Key Safe for Pavilion

CHQ 102291 £1,952.40 - Next Communications - New Sound System for Barkway Picture House (from Solar Farm Community Contribution Funds)

Approval of payments to be made at meeting:

CHQ 102292 £422.89 - HAPTC - Annual Subs

CHQ 102293 £175.00 - Community Land Use - Half Day Charge of Planning Consultant - Neighbourhood Plan

CHQ 102294 £70.98 - Jewson Ltd - Paint for Pitch Maintenance

CHQ 102295 £35.00 - Information Commission - Data Protection Registration 2016/17

CHQ 102296 £65.70 - Ordnance Survey - Map Copying Licence 2016/17 for N. Plan.

CHQ 102297 £182.00 - A Dodkin - Maintenance work on Pavilion and Reading Room

CHQ 102298 £56.25 - Michelle Garner - Cleaning of Pavilion and Bookings Mar

CHQ 102299 £20.50 - Bob Davidson Expenses - Pavilion Maintenance

CHQ 102300 £203.15 - HMRC - PAYE Jan - Mar

CHQ 102301 £911.84 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance

CHQ 102302 £48.00 - Claire Methven - Litter Picking March

CHQ 102303 £217.75 - Sam Methven - Groundsman March

Parish Council - BRGMC Account:

Bank Balance at 11.04.16 was £111.00

Receipts since the last meeting: None

Payments since the last meeting: None

Reading Room Account:

Bank Balance at 11.04.16 was £536.58

Receipts since the last meeting: None

Payments since the last meeting:

D/D £26.00 EDF Electricity

8.3 To consider grant application from Barkway Social Club - The Clerk reported that since the previous meeting further information, including audited accounts, had been provided. The grant application was for £400 towards the cost of a replacement carpet in the back room of the Social Club, where the Youth Club met once a week. The total cost of the project was £822, the balance of funding would be provided by the Social Club. Before the Council could make a decision on this, it was asked whether or not the carpet had already been installed. The Clerk to make enquiries. **Action: Clerk**

9. Correspondence - The Clerk reported that a letter had been received regarding parking problems along the High Street caused by staff and clients of VK Hairstyling - whilst the Council was sympathetic to the issues being faced, parking was not within the remit of the Council and it therefore could not get involved in this matter.

10. Date of next meeting: Monday 9th May 2016

There being no further business, the meeting ended at 9.15pm