

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

1. In attendance: Cllrs:
Rev S Falaschi-Ray (Chair)
Mr J Dalton (Vice-Chair)
Mrs J Warren
Dr G Frapporti
Mr R Squire
Mr G Swann
Dr R Davidson

Also present: Mrs C Toms (Clerk/RFO), Dist Cllr Gerald Morris

Others present: Mr Alan Tong

2. To receive and accept apologies for absence: None

3. To receive Councillor's Declaration of Interest: Cllr. Swann declared an interest in item 7.2.1 but it was proposed and agreed that in this case he should be allowed to take part in the discussion on this item. Approved.

Cllr. Warren declared an interest in item 7.2.2 as a member of the Barkway Village Hall Management Committee and requested to be able to take part in the discussion on the matter. Approved.

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 informed the Council that the Council's objection to the planning application at Ash Mill had been lodged with NHDC on the morning of the agreed deadline of 18th December. However, later that day it was learnt from NHDC that the applicant had withdrawn the application as they were addressing the matters raised by the Environmental Health Office response. The Clerk had also spoken informally to the owner of V K Hairstyling regarding the parking of staff cars along the High Street. The owner had said that she would ask her staff to preferably park elsewhere to allow parking for residents.

5. Public Session: Mr Alan Tong (resident of Quinbury Lane) wished to address the Council about item 7.2.4. He explained that for over two years now the view from his property had been blighted by the siting of two unsightly shipping containers. He explained that these containers had been given temporary permission for two years providing that they were painted to blend in more with the landscape and that hedging was planted to screen them. Although they were painted black, the hedging was never planted. The current application was seeking permission to have permanent siting of the containers. The original temporary permission granted indicated that NHDC did not think these containers were appropriate in the rural environment. Mr Tong pointed out that the current application was full of mistakes including a couple of references to the non-existent hedging as current screening of the site. This made the applicant in breach of the conditions of the temporary permission granted two years ago.

Cllr. Falaschi-Ray proposed and Cllr. Dalton seconded and all agreed to bring forward item 7.2.4 on the Agenda.

7.2.4 To discuss planning application for the permanent siting of 2 shipping containers at the Old Piggeries, Quinbury Lane, Barkway - The Council, having listened to Mr Tong discussed the matter further and Cllr. Falaschi-Ray proposed and Cllr. Warren seconded and all agreed to object to this application. The Clerk to respond to NHDC. **Action: Clerk**

The Council suggested to Mr Tong that he should contact Nuthampstead Parish Meeting for their support as the site in question was over the Parish boundary and into Nuthampstead. Barkway Parish Council however, would still submit comment.

Cllr. Morris volunteered the opinion that he thought that this application would be unlikely to get approval from NHDC and if that was the case then the applicant would be given 3 months to remove the containers from the site.

6. Council Administration - Nothing to report

7. To receive updates from Portfolio Holders

7.1 Neighbourhood Plan - update. Cllr Falaschi-Ray reported that she was yet to contact Cambridge City Council regarding a Consultant to help move things forward with the Neighbourhood Plan (NP). Cllr. Dalton agreed to contact Herts Association of Parish and Town Councils (HAPTC) to ask if they knew of any other Parishes that had managed to progress significantly with their NP and if they had used a Consultant and whether they had managed to obtain any grant funding. **Action: SFR/JD**

7.2 Planning

7.2.1 Update on land behind Windmill Close and to agree draft Lease, Contract, Transfer Deed and Completion Notice prior to submission by Railton Law acting on behalf of Barkway Parish Council to NHDC's solicitor - Cllr. Swann reported that he had read through the documentation and agreed with all the amendments proposed by Glynn Railton. It was proposed by Cllr. Falaschi-Ray and seconded by Cllr. Dalton and agreed by all (Cllr. Swann did not vote) that the Clerk should contact Railton Law and ask them to proceed with matters. Cllr. Swann would email County Cllr. Tony Hunter for help financially. It was also agreed that an additional £350 needed to be put into the budget for Legal Fees, making a total of £850 for 2016/17. **Action: Clerk/GS**

7.2.2 To consider and make comment on planning application: Full Planning Permission : Single storey front extension. Barkway Village Hall, Cambridge Road, Barkway, Royston SG8 8BS - Case Ref No: 15/03143/1. No objection (Cllr. Warren did not vote). Clerk to contact NHDC. **Action: Clerk**

7.2.3 To consider and make comment on planning application: Full Planning Permission Householder : Two storey side extensions and storey rear extension. 6 The Penns, Barkway, Royston, SG8 8DH - Case Ref No: 15/03156/1HH - No objection. Clerk to contact NHDC. **Action: Clerk**

7.3 Highways

7.3.1 Update on road works - Cllr. Swann reported that mainly the road works in the village were BT putting in more cabling. All the gas and water works had been completed. There was still some work being done along the Reed joint by Ringway. The verges were needing to be repaired due to damage caused by heavy vehicles. Cllr. Morris mentioned that the Nuthampstead Road was in very poor condition up to the bridge. It was noted that Derek Jerrard from Ringway was doing a good job and was very helpful in responding to Highways issues raised. Cllr. Swann reported that he had recently carried out a gulley survey, comparing Highways records with what actually existed. There were found to be a lot of inaccuracies within the Highways plans. Cllr. Swann would report back to Derek Jerrard with his findings and get the records updated. This would hopefully mean that all gulleys would be included in future cleaning programmes. **Action: GS**

7.3.2 Update on use of Community Payback Teams (CPT) to carry out list of works in the village - Cllr. Swann reported that this would not cost the Parish Council anything as Highways would be paying. The first task would be to try and reclaim some width in the footpath leading up from the Telephone Exchange to the Village Hall and also by the Chapel graveyard along Royston Road, by cutting back the soil/grass that had encroached over the years. The excess soil could then be dumped behind the Social Club. The CPT had been booked to come in the next couple of weeks. After some discussion the Council agreed that they were mainly content with the idea of using this form of labour to address some of the jobs in the village. Cllr. Swann reported that there was no known increase in crime in areas where CPTs had worked. Cllr. Swann to liaise with Derek Jerrard at Ringway. **Action: GS**

7.3.3 To discuss the request received from Barkway School for the painting of safety road markings outside the school - It was reported that both Cllr. Falaschi-Ray and Cllr. Swann had been in discussion with Mrs Brown at the school about this matter. It was understood that the problem was of safety for the children being loaded on and off the school minibus and being in the minibus when being transported between Barkway and Barley Schools. It was noted that the issue of safety markings outside the school had been raised a number of times over the past few years. The cost would be thousands of pounds due to legalities and these markings, once installed, would then need to be enforced. Local residents, when previously surveyed had mainly indicated that they would not support the idea because it would cause problems for their own parking. The council discussed various ways in which the School could minimise the risk to the children by parking the minibus differently and enlisting additional adult supervision. Cllr. Falaschi-Ray would speak to Mrs Brown again. **Action: SFR**

7.4 Pavilion and Community Property

7.4.1 Pavilion and Community Room - BRGMC

7.4.1.1 To provide maintenance update - Cllr. Davidson reported that the Pavilion had suffered a broken door due to the wind. He recommended that it should be fitted with an automatic closure. He had checked Building Regulations and ascertained that this would be alright. It was reported that the new building was settling in and as such needed a bit of maintenance in places, for example the winter was causing some doors to stick. It was mentioned that the cleaner's cupboard needed to have a lock fitted for safety reasons. The Clerk had asked the Dodkins to fix the entrance door and she would also ask them about installation of a lock on the cleaner's cupboard. Priority work this coming year would be to put some proper flooring in the toilets in order that they could be kept properly clean. **Action: Clerk**

7.4.1.2 Football update - Cllr. Davidson reported that matches had been stopped in December because the pitches were too muddy. Football had just restarted in the last week.

7.4.1.3 To discuss changes to rates of hire for residents - (see item 7.4.1.4 below)

7.4.1.4 To discuss report to NHDC re: PACIF grant compliance - Under the conditions of the PACIF grant of £50k towards the Community Building and Pavilion, the Council was required to report to NHDC on how it had successfully made the Community room accessible to the community. Cllr. Davidson contacted the Communities Manager at NHDC, Stuart Izzard, to ask what form this report would be in. At this time he recommended Cllr. Davidson to contact Peter Underwood for advice. In discussion on how to overcome the lack of adoption of the building by the community for meeting, as well as additional promotion, it was suggested that, in line with many other community buildings, ease of accessibility was provided, and that a perhaps the community room could be made available for shorter periods of time for parish

individuals where there was no formal group. This recommendation was to put to the Parish Council - to open the free access for a donation (recommended at £10 per hour with an additional cleaning charge of £10, if not left as found) . Cllr. Warren suggested that this went against the agreement that all charges mirror the Village Hall (VH) exactly. The Clerk pointed out that often the VH is let for less than the minimum period of 4 hours. It was therefore agreed that Cllr. Davidson would write to the VH in the first instance and indicate to the VH that the intention was to remove the minimum 4 hour period of hire, for Barkway individuals, as long as the period of use was not used for any commercial or financial gain. This would be monitored and controlled by the booking clerk. Cllr Davidson agreed to write to the VH at the earliest opportunity. **Action: RD**

Dist Cllr Morris asked to be excused and he left the meeting at 9pm. He was thanked for attending.

7.4.1.5 Quarterly update to Council with information required as part of conditions of grants awarded by NHDC and the Football Foundation - Over the past 3 months 928 people had played football and out of that, 30 were from Barkway. Royston Town FC were happy with the arrangements and accordingly it was anticipated so would the Football Association.

7.4.2 Recreation Area - Play area maintenance update. It was reported that the obsolete Rotaswing had now been taken out and disposed of. In the meantime the swing bridge had broken and was currently roped off. Replacement parts had been ordered. It was noted that now the fence had been moved back in line with the Pavilion railings, the gravel on the driveway needed raking out. Cllr. Davidson to ask the Groundsman to assist with this. The Clerk reported that the NHDC Rural Grant money of £734 had now arrived in the bank. It was agreed that the Clerk should now go ahead and order the two new picnic tables and waste and dog bins. **Action: RD/Clerk**

7.4.3 War Memorial - update on grant application for renovation works - The Clerk reported that she would now, as a matter of urgency, research grant funding and report back to the Council at the February meeting. **Action: Clerk**

7.4.4 Reading Room Management Committee update - The Clerk reported that a meeting had now been arranged for Weds 20th January and a report would be made at the February Council meeting. **Action: Clerk/SFR/RD**

7.5 Environment

7.5.1 Update on quotations for renovations works to Barkway Pier - Cllr Frapporti informed the Council that he was currently drawing up a specification in order to get quotations. **Action: GF**

7.5.2 To consider advice received from the RSPB and agree action to control excessive feeding of the ducks at the village pond - After some discussion it was agreed that Cllr. Dalton would put an article together to be included in the Winter edition of the Bulletin and forward this to Cllr. Squire. In the meantime Cllr. Swann would have a word with a resident who was known to regularly feed bread to the ducks at the pond. **Action: JD/RS/GS**

7.5.3 To agree wording for proposed information sign to be placed at the Wagon Wash - Cllr. Dalton put forward a proposal for the wording of the sign. There was general discussion about what type/size of sign would be appropriate. With the wording agreed, Cllr. Dalton would research types of signs and bring a proposal to the February Council meeting. **Action: JD**

7.5.4 To discuss complaints received about muddy condition of FP14 and its current usage by horses and agree any action to control - The Clerk reported that she had been in contact with Julia Clarke, a Footpath and Rights of Way Officer at Herts County Council. Ms Clarke had visited the area and had responded saying that she saw

no real evidence that there was excessive use of the path by horses but saw that it was a well used path by walkers and that the recent weather was to blame for the hazardous condition of the path in places. She advised not to purchase any bark or mulch for the paths as this could inhibit re-growth of the grass in the Spring. In the meantime she would write in general terms to the landowners either side of the path to remind them of their obligations. It was not known who, if anybody, owned the footpath.

7.5.5 To discuss complaints received about dog fouling on the High Street pavements and agree action to control - The Clerk reported that she had been in contact with the Environmental Crime Officer at NHDC to get some advice on tackling this problem. In the meantime, it was agreed that an article would be included in the Winter edition of the Bulletin. **Action: Clerk/RS**

7.6 Media and Communications

7.6.1 Police Report - Cllr. Squire informed the Council that he had not received any Police report so far that month but he had learnt that a house had been broken into on Cambridge Road over the Christmas period and valued possessions had been stolen. It appeared that access had been gained over the back fence from the Recreation Ground.

7.6.2 Update on proposed Queen's 90th Birthday celebrations in 2016 - Cllr Squire reported that there was no update on this matter. The event would take place on Sunday 12th June and the Community Group were still keen to organise it. It was agreed that the Parish Council would not support any road closure for the event and would recommend using the Pavilion and Recreation Ground. A budget of £1,500 was proposed and agreed for this party. The Clerk to amend the 2016/17 budget. Cllr. Squire to talk to the Community Group about the venue and about decorating the village with bunting. **Action: Clerk/RS**

7.6.3 To discuss content for the Winter/Precept edition of the Bulletin - it was agreed that articles could include dog fouling, duck feeding, the Queen's 90th birthday celebrations and making of bunting and the Community Room at the Pavilion.

7.7 Special Projects - Update on 'Smarten Barkway' project - there was nothing to report. Some identified tasks were now going to be done by the CPT. After some discussion it was agreed that once the weather had improved this project would be revisited and a list of jobs drawn up. Cllr. Swann agreed to make a list of all the signs that needed replacing. It was understood that they could be purchased quite cheaply and that it might be possible to ask Derek Jerrard at Ringway if he could arrange to fit them. Cllr. Swann to email Mr Jerrard. **Action: GS**

8. Finance - To receive finance reports from the Clerk

8.1 To provide report from meeting of the Finance Committee (see Appendix A)

8.1.1 To provide recommendation to Council regarding arrangements for future external audit from 2017/18 - it was recommended to the Council to not opt out of the sector-led procurement for external audit as this was likely to be less cost effective. Future cost of external audit based on projected income and expenditure was likely to be £300. Cllr. Dalton proposed and Cllr. Warren seconded and it was approved by all to not opt out.

8.1.2 To provide quarterly report on financial position

The Parish Council bank balance at 31.12.2015 was £51,920.19

The Reading Room bank balance at 31.12.2015 was £663.74

The Parish Council - BRGMC Account bank balance at 31.12.2015 was £111.00

8.1.3 To provide report on proposed budget for 2016/17 - a detailed schedule was given to each Councillor. It was proposed by Cllr. Falaschi-Ray and seconded by Cllr. Dalton to increase the Clerk's salary with effect from April 2016 to £11,000 per annum. In addition, Employer's National Insurance contribution would be approx. £400

per annum. The office allowance at £430 per annum would remain the same. All approved.

8.1.4 To agree Precept Application for 2016/17 - Following a number of meetings of the Finance Committee who had scrutinised the actual and forecast figures and produced a budget for 2016/17, a proposal was presented to the Parish Council. It was proposed by Cllr. Falaschi-Ray and seconded by Cllr. Warren and all voted in favour that the Precept requested for 2016/17 should remain at the same level as the previous financial year at £36,000. The Clerk to write to NHDC by 22nd January 2016. **Action: Clerk**

8.2 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 11.01.2016 was £50,095.42

Receipts since the last meeting:

£734.00 - NHDC - Rural Grant for equipment on Rec.

£42.00 - Hire of Community Room

8.3 To authorise payments:

Approval of payments since last meeting:

DD £5.00 - EDF - Direct Debit Electricity Pavilion

DD £10.00 - Affinity Water - Direct Debit Water Pavilion

DD £49.80 - NHDC - Playground Inspection

CHQ 102257 - £500.00 - Barkway Chapel - Grant from Solar Farm Community Contribution Funds towards cost of renovating Chapel Graveyard fence.

Approval of payments to be made at meeting:

CHQ 102258 £173.28 - Morgan Fire Protection - Annual Fire Extinguisher Maintenance

CHQ 102259 £180.00 - A Terry - Installation of new goal posts

CHQ 102260 £95.00 - D & A Dodkin - Removal and disposal of obsolete play equipment

CHQ 102261 £24.38 - Michelle Garner - Cleaning of Pavilion Dec

CHQ 102262 £14.95 - Claire Methven - Black Sacks for Litter Picking

CHQ 102263 £860.84 - Catharine Toms - Clerk's Monthly Salary + Office Allowance

CHQ 102264 £113.75 - Sam Methven - Groundsman December

CHQ 102265 £48.00 - Claire Methven - Litter Picking December

CHQ 102266 £203.15 - HMRC - PAYE Months 7-9

CHQ 102267 £138.42 - Catharine Toms - Clerk's Expenses*

* £101.69 - Playdale Direct - Parts for Adventure Trail equipment on Rec.

£2.79 - eBay - Wall Planner

£11.94 - eBay - Black refuse sacks - Pavilion

£22.00 - eBay - Mop Bucket - Pavilion

Parish Council - BRGMC Account:

Bank Balance at 11.01.16 was £111.00

Receipts since the last meeting: None

Payments since the last meeting: None

It was proposed and agreed by all that now the Project was complete that the bank account would be used from now on for any fundraising purposes and be under the control of the Clerk/RFO. The account name needed to be changed from the 'Recreation and Pavilion Project Group Barkway' to 'Barkway Parish Council - Pavilion A/C'. The correspondence address now needed to be changed to the Reading Room and the bank mandates would also need to be changed to remove Steve Alsop, Gordon Baker and Tony Terry and add on Cllrs. Davidson and Swann as signatories. The Clerk to arrange for this to happen as soon as possible. **Action: Clerk**

Reading Room Account:

Bank Balance at 11.01.16 was £663.74

Receipts since the last meeting: None

Payments since the last meeting:

£63.00 D/D NHDC - Rates

9. Correspondence - A letter had been received from resident Margaret Connor complaining about vehicles from Walsh's Garage being parked and worked upon in Periwinkle Close. After some discussion it was agreed that this problem was not within the remit of the Parish Council and that Cllr. Frapporti would contact Miss Connor advising her to contact the Environmental Health Officer at NHDC. **Action: GF**

10. Date of next meeting: Monday 8th February 2016

There being no further business, the meeting ended at 9.50pm