

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

1. In attendance: Cllrs:
Rev S Falaschi-Ray (Chair)
Dr G Frapporti
Mr G Swann
Mr B Morss

Also present: Mrs C Toms (Clerk/RFO)

Others present: Members of the public - PCSO Chris Brabrook, Mr A Laing, Mr W Nottage, Mrs A O'Sullivan

2. To receive and accept apologies for absence: Cllrs. Dr R. Davidson (on holiday) and Mr R. Squire (on holiday). 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 Mark Hindmarch from North Herts District Council (NHDC) had responded to the Parish Council's suggestion of naming the new development down Burrs Lane 'Highfield', stating that he had received conflicting opinion and had decided that he would therefore name it 'Highfield Grove'.

5. Public Session: Mr Andrew Laing and Mr Bill Nottage were present to lodge an objection to the proposed new garage/home office in the garden of Mr and Mrs O'Sullivan at 49 High Street. Mr Laing addressed the Council saying that he was of the opinion that it was an overdevelopment of an enclosed site. He had concerns about the external staircase which would enable being able, both from the landing and the glazed access door, to see into all adjacent gardens and into his bedroom windows at his property situated behind. He thought a two storey building was too tall and that it would cast shadow across the front of his property and prevent his enjoyment of sunlight at that side of his property. He was also worried that a further window would be let into the eastern pitch of the roof at a later date and he pointed out some error concerning the landscaping detail in the planning application, which would mean that the building would be in full view during winter months. Mr Nottage also had concerns over lack of privacy in adjacent gardens. Mrs O'Sullivan advised the Council that the garage/home office was not in fact a two storey building but a lofted building and therefore not as tall. She also pointed out that the proposed building was to replace an existing dilapidated outbuilding which would provide a garage space and workshop on the lower level and an office space in the loft which was needed because her husband would soon require to start working from home and needed a quiet environment away from the main house.

Mr Laing and Mr Nottage then departed from the meeting.

PCSO Chris Brabrook was present to give the Council an update. He informed the Council that there had recently been a number of criminal activities in Barkway. In March, a catalytic converter had been stolen off a vehicle, in April some car wheels had been stolen, presumably for scrap. In May, a set of car number plates had been stolen and a vehicle had been broken into. There had been a burglary of an outbuilding in June and

gardening equipment taken. He emphasised that people should report even attempted breakings as it helped the Police to build up an overall picture of what was happening. The recent incident of fly tipping on the Buckland Road was discussed. PCSO Brabrook pointed out that there was a means of reporting fly-tipping on the NHDC website, however the Police would get involved (and were encouraging people to submit photographic evidence) and were hosting a joint event with NHDC called 'Where Is Your Waste Going'. This would involve the Police pulling over vans and checking if the drivers had a licence to take waste. On 20th July the Police would be carrying out a 'Safer Streets' campaign on Royston Road, which would involve knocking on doors and offering crime prevention advice. In conjunction with Barley Parish Council, the Police were running campaign in school educating children on speed awareness.

Cllr. Swann mentioned the proposed road closure for Remembrance Sunday, as he had received no response from the Police as yet. He was advised to email Sgt. Guy Westwood. **Action: GS**

It was proposed by Cllr. Falaschi-Ray, seconded by Cllr. Morss and agreed by all to bring forward item 7.2.2.

7.2.2 To consider and make comment on planning application: Full Planning Permission Householder : Detached garage/store with study at first floor following demolition of existing garage. 49 High Street, Barkway, Royston, SG8 8EB - Case Ref No: 16/01559/1HH - (also see item 5 - Public Session). The application was discussed further by the Council. The objections lodged by the neighbours were noted. The Council was keen to try and find a compromise between the neighbours being overlooked and the needs of the applicants. Mrs O'Sullivan was asked if she could find out from the supplier of the new building how far a shadow would cast from the proposed building and if any modifications (for example by enclosing the top half of the external staircase) could be made to the design to help allay the concern of the neighbours. The Clerk was requested to ask for additional time from NHDC in order for the Council to submit comment on the application. **Action: Clerk**

PCSO Chris Brabrook and Mrs O'Sullivan then departed from the meeting. They were thanked for attending.

6. Council Administration

6.1 Update on Audit progress - The Clerk reported that the notices for the Exercise of Public Rights and copies of the Accounts and Governance Statements were on display on the main notice board outside the Reading Room and copies were also available to see on the website until 5th August. The Annual Return and supporting documentation were due to be submitted to the External Auditors, BDO by 25th July. Completion of the External Audit would be by the end of September. **Action: Clerk**

6.2 Update on Parish Councillor vacancy - There was no update to report.

7. To receive updates from Portfolio Holders

7.1 Neighbourhood Plan - To discuss and agree response to the request received from Therfield and Sandon Parish Councils to allow them access to the questionnaire devised and sent out to residents and the subsequently developed Neighbourhood Plan in current draft format - Cllr. Falaschi-Ray reported that she had met up with Chris Rees who had carried out many hours work developing the questionnaire, sorting the responses and producing the draft Neighbourhood Plan to the stage it was at, with very little remuneration as no grant funding had yet been achieved to

pay towards the costs. It was therefore proposed by Cllr. Falaschi-Ray, seconded by Cllr. Frapporti and agreed by all that if Therfield and Sandon Parish Councils were willing to pay for this information, then an appropriate cost would be £25 for just the questionnaire and if they wanted the database and to use Chris Rees for half a day then there would be a charge of £250. All of this would be payable directly to Mr Rees, as the copyright belonged to him. The Clerk to respond to Therfield and Sandon Parish Councils. **Action: Clerk**

7.2 Planning

7.2.1 To consider and make comment on planning application: Full Planning Permission Householder : Creation of new vehicular access, Willow Tree Farm, London Road, Barkway, Royston, SG8 8EY - Case Ref No: 16/01447/1HH. No objection, although the Clerk was requested to contact NHDC in order to check whether Highways had been consulted regarding the safety of access onto the highway at that point. **Action: Clerk**

7.2.3 To consider and make comment on planning application: Full Planning Permission Householder : Single storey rear extension. 4 The Penns, Barkway, Royston, SG8 8DH - Case Ref No: 16/01610/1HH - No objection. The Clerk to respond to NHDC. **Action: Clerk**

7.2.4 To discuss the decision made by Mr and Mrs Hall of the Tally Ho to market for sale the existing pub garden with the outline planning permission for a 4 bed detached property - the Councillors expressed their frustration and disappointment that Mr and Mrs Hall thought it appropriate to offer for sale their pub garden with the outline planning permission. It was noted that Mr Hall had attended a Parish Council meeting back in August 2015, where their planning application had been discussed. He had told the Council that they needed to build a house on the existing pub garden for their own use as the upstairs accommodation in the pub was needed for their staff. He also told the Council that he intended to relocate the pub garden to the northern end of the plot. It was with this information in mind that the Council, wishing to be supportive to a valued local business, decided to support his application for the outline planning permission. Since that time it was noted that the pub garden had not been re-sited, instead the proposed area had been made into additional car parking, leaving very little area for a new pub garden. The Council also queried whether appropriate planning consent had been given for the new entrance door at the southern end of the building, the rear external staircase, or the new parking area with access onto the highway. The Clerk to enquire by writing to NHDC. **Action Clerk.**

A discussion then took place as to whether it would be appropriate, in order to protect an important village amenity, to nominate the Tally Ho pub as an Asset of Community Value with NHDC. It was noted that Barley Parish Council had recently registered the Fox and Hounds pub and that The Cabinet at Reed was also registered. It was therefore proposed by Cllr. Falaschi-Ray and seconded by Cllr. Morss and agreed by all to proceed with an application to NHDC to nominate the Tally Ho pub as an Asset of Community Value. **Action: Clerk**

7.2.5 To discuss NHDC Local Plan latest preferred options document - NHDC had published their draft Local Plan for the period 2011-2031 which proposed three sites on which houses could be built in Barkway. All of these at the north end of the village. BK1 - Land off Cambridge Road, at the east of Periwinkle Close, on which they proposed 13 new homes. BK2 - Land off Windmill Close, part of which would be retained as open space, on which they proposed 20 new homes. BK3 - Land stretching between Royston Road and Cambridge Road on which they proposed 140 new homes. (BK3 was currently owned by two different landowners (Rand and McIntyre) and was north of a strip owned by Herts County Council (HCC). The total potential future homes

on allocated sites equalled 173. Homes completed and permission granted since 2014 equalled 31. Total number of additional homes for Barkway equalled 204. This would increase Barkway's housing stock by 62%.

At a NHDC meeting on 20th July 2016, Full Council would be asked to endorse the strategic policies for the Local Plan and the spatial implications of those policies. Officers would then finalise the detailed development management policies and technical studies for the proposed submission documents for formal approval by Cabinet in September. Formal public consultation for the Proposed Submission Local Plan would take place after the Cabinet approved the whole document in September. After this the document would be submitted to an independent Inspectorate for approval.

The Parish Council considered that the allocation proposed for Barkway was unfair. Support for the development on sites BK1 and BK2 was already documented in the Neighbourhood Plan (which had been completed but was unratified by NHDC) but the proposal for a development of 140 homes on BK3 was fundamentally flawed. Barkway had limited amenities, little opportunity for local employment, limited public transport service and a water and sewerage system that was already struggling. A housing estate of that scale would also be completely out of character with the existing village. The Clerk had spoken to the Strategic Planning Officer at NHDC asking why Barkway was thought appropriate for such a large development. She was informed that Barkway was classed as a Category A village, which meant it had facilities! Barley was also classed a Category A village and had much better facilities than Barkway, including a shop and a doctors surgery with a dispensing chemist and yet Barley had not been allocated any development. It was agreed to investigate whether facilities locally would be able to cope with the proposed 204 extra homes in Barkway. Cllr. Morss to contact the Doctors Surgery in Barley, Cllr. Swann to contact Barkway school. Cllr. Falaschi-Ray to talk to the owner of Barley Stores. Cllr. Morss also agreed to contact the Royston Crow.

The Parish Council voted in favour of presenting an objection at the NHDC meeting on 20th July. Cllr. Falaschi-Ray would speak. The Clerk to contact NHDC to secure a 5 minute slot in the public session of the meeting. The Council agreed to meet on the following Monday to prepare the presentation to NHDC. **Action: All**

A flier, informing of the NHDC Draft Local Plan implications for Barkway and advising of the NHDC meeting on 20th July, had been organised by Cllr. Swann and had been delivered the previous day to all residents.

7.3 Highways

7.3.1 Royston Road update - Cllr. Swann reported that all the driveways in Royston Road were now completed and it looked an improvement. He mentioned that British Telecom had put another green box on a verge along Royston Road and it was queried whether they had needed permission to do this. Cllr. Swann to investigate and report back. **Action: GS**

7.3.2 Windmill Close - report on flooding. Cllr. Swann reported that HCC were going to come and clear out the drains in Windmill Close following the recent flooding. He had discovered that it was a job that had been scheduled back in 2014 but had never been done. He would chase HCC again. **Action: GS**

7.4 Pavilion and Community Property

7.4.1 Pavilion and Community Room - Cllr Davidson had submitted a report which was read out by the Clerk.

7.4.1.1 Update on Community Room and Pavilion - It was reported to be all in good order. There had been two party hirings during the past month. Cllr. Davidson would be measuring up and ordering blinds for the side windows in the Community Room and Committee member Chris Cooper was investigating possible loft

ladders to purchase using Pavilion fund raising money. More storage space was needed but it was uncertain whether the loft was boarded. **Action: RD**

It was reported that the changing room floors now needed to be deep cleaned as the floor was beginning to deteriorate. Cllr. Morss suggested that they could be painted in a industrial quality floor paint which would make them easier to keep clean. He would investigate obtaining some hanger paint. **Action: BM**

7.4.1.2 Royston Town FC and Football update - RTFC had conducted a one off training session on Saturday 25th June and would now be reverting to training sessions on Tuesday and Thursday evenings for the rest of the summer. There would be no further football matches until the pre-season friendlies started in mid August and those might be held in Royston.

7.4.1.3 Report on FA grant survey submitted - Cllr. Davidson reported that the survey had been completed with help from RTFC and had now been submitted to the FA. Player numbers were up 8.95% on last year as this had been a full season. He was confident that the FA would be satisfied with the figures submitted.

7.4.2 Recreation Area - update - Cllr. Davidson had attempted to change the links on the large swings but on closer inspection discovered that they were in good condition and that it was the D rings that were worn. He would measure and source replacements on his return from holiday. Pigeon spikes would be fitted to the top of the basket swing. The goal mouths had now been re-seeded in readiness for next season's football. Bark had been laid on the pathway from the War Memorial to the Rec. making a big improvement. One more bag was needed to complete the job. **Action: RD/Clerk**

7.5 Environment - update - Cllr. Frapporti to chase Joe Poulton regarding the Jetty project on the village pond, which was due to start at the end of July. **Action: GF**
It was noted that HCC had already carried out their proposed footpath improvements.

7.6 Media and Communications

7.6.1 Police Report - (see item 5 - Public Session)

7.6.2 To agree final draft of Annual Report and Bulletin - Due to matters arising and Cllr. Squire going away on holiday this document would be finished on his return. **Action: RS**

7.7 Special Projects - 'Smarten Barkway' - Update - Cllr. Swann reported that he was trying to arrange a party of volunteers to clean gutters. **Action: GS**

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 11.07.2016 was £51,349.94

Receipts since the last meeting:

£500.00 - Herts County Council (HCC) - Locality Budget Grant for Legal Fees for Open Space behind Windmill Close

£142.00 - Community Room Hire Fees & Deposit

£100.00 - Hire Deposit from Barkway Playgroup

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

Approval of payments to be made at meeting:

CHQ 102338 £89.01 - Stationery Cupboard - Printing of Welcome Pack + Ink Cartridges

CHQ 102339 £22.50 - Michelle Garner - Cleaning of Pavilion and Bookings June

CHQ 102340 £42.00 - Khandel Light - Refund of hire fee for cancelled booking of Pavilion

CHQ 102341 - Cancelled cheque
CHQ 102342 £35.00 - Stanstead Abbots Parish Council - HAPTC Councillor training session
CHQ 102343 £282.86 - HMRC - PAYE Months 1-3
CHQ 102344 £90.03 - R Davidson Exps - Pavilion & Recreation Ground
CHQ 102345 £911.84 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance
CHQ 102346 £48.00 - Claire Methven - Litter Picking June
CHQ 102347 £159.25 - Sam Methven - Groundsman June
CHQ 102348 £43.47 - Catharine Toms - Clerk's Expenses*
CHQ 102349 £100.00 - Debbie Whitehouse - refund deposit for hire of Pavilion
CHQ 102350 £184.82 - Jewson Ltd - Mulch for path and stone slab for litter bin

Authorisation requested for the transfer of £500 to the Reading Room A/C to pay for the electricity for the year (as per agreed budget). All agreed. **Action: Clerk**

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£16.78 123-reg Domain renewal
£23.70 Tesco - Clock & Cutlery for Pavilion
£2.99 Merlin Mica Hardware - Security bolt keys for noticeboards

Parish Council - BRGMC Account:

Bank Balance at 11.07.16 was £783.26
Receipts since the last meeting: None
Payments since the last meeting: None

Reading Room Account:

Bank Balance at 11.07.16 was £267.69
Receipts since the last meeting: None
Payments since the last meeting:
D/D £43.00 - NHDC - Rates

8.3 To consider grant application received from Barkway Church for Graveyard maintenance - A £500 grant was requested. This matched the amount allocated in the budget. All approved. **Action: Clerk**

8.4 To consider grant application received from Barkway Chapel for Graveyard maintenance - A £160 grant was requested. This matched the amount allocated in the budget. All approved. **Action: Clerk**

9. Correspondence -

1) Tony Terry - resigning from BRGMC after 10 years of being involved with the Pavilion. A letter to be written to Tony thanking him for all his hard work over the years. **Action: Clerk**

2) Letter from Joe Barker at Nuthampstead regarding a proposed joint defibrillator project for the two villages - It was noted that when the Council had previously considered the purchase of a defibrillator, it had taken advice and had decided not to pursue the idea as a roaming Paramedic was likely to be in attendance more quickly in Barkway than the equipment could be accessed. However, the Clerk would arrange to meet Mrs Barker and report back to the Council at the August meeting. **Action: Clerk**

3) Letter from Meriel Tufton requesting the purchase of more weedkiller for her village weed control volunteer work - The Council now recognised that this work came under the Highways Together scheme and as such would need a risk assessment carried out. The

Clerk to find out where Mrs Tufton stored the weedkiller (Cllr. Swann could maybe get hold of a suitable storage container) and investigate any other issues connected with carrying out this type of work on behalf of the Parish Council. To report back to the Council at the August meeting. **Action: Clerk**

4) Letter from Meriel Tufton regarding signage near Flint House advertising for Anstey Fair - Mrs Tufton was querying whether the Council had a policy on allowing other villages to advertise their events in such a prominent place and on street furniture. The Council did not have a policy as such. The Clerk to respond to Mrs Tufton. **Action: Clerk**

5) Letter from Meriel Tufton regarding the HGV's from Anstey Quarry and permits. Cllr. Swann had investigated this matter and reported that Circo and Anstey Quarry had the rights to clear rubbish from a Buntingford building site to Fowlmere. There were 5 lorries going backwards and forwards continually and were able to use B class roads. He had taken the opportunity to remind Anstey Quarry that their loads should be covered. The Clerk to respond to Mrs Tufton. **Action: Clerk**

10. Date of next meeting: Monday 8th August 2016 in the Reading Room.

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