

**Minutes of Barkway Parish Council Meeting
Held in the Reading Room, Barkway on 12th September 2016 at 7.30pm.**

- 1. In attendance:** Cllrs:
Dr G Frapporti (Chair for the meeting)
Dr R Davidson
Mr B Morss

Also present: Mrs C Toms (Clerk/RFO)

Others present: Dist. Cllr. Gerald Morris and members of the public - Mr and Mrs Nevin (residents)

2. To receive and accept apologies for absence: Cllr. S Falaschi-Ray (away on holiday), Cllr. G Swann (away on business). 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 and Mrs Nevin were present explain to the Council why they were objecting to the planning application submitted by Barkway Golf Club for a 4 bedroom property to be built directly behind their own property, High Peak, which was situated on the corner between London Road and Nuthampstead Road. It was understood that Cllr. Falaschi-Ray had met with the applicant, Mr Cannon, the manager of the Golf Club. It was ascertained that he was not the owner of the land in question, but the leaseholder. He currently commuted from London and wished to build a property for his own occupation in order that he could live on site. Mr and Mrs Nevin felt that permission should not be granted for a number of reasons. Firstly, the proposed location was on an elevated site of attractive open landscape and would interfere with a long established concessionary footpath/bridleway. It would establish a new building line which could then lead to possible further housing development. It would also be a departure from the linearity of the village, long since established as the village historically developed as a important stopping place on the London to Cambridge route with numerous coaching inns. In addition, for safety reasons, although there were already two vehicular access points along that section of the Nuthampstead Road, this would be the first pedestrian access point and there were no footpaths along that road, a road that had no speed limit until just before the T junction onto London Road and was used frequently by large quarry, agricultural and farm vehicles. They commented that this land was not one of the NHDC proposed allocated sites for housing development, or indicated as suitable for development within the draft Neighbourhood Plan, so if this was granted permission then it may lead to other unidentified sites being developed. They also pointed out that there were contradictions within Mr Cannon's application to his stated aims. He wanted to be part of the village, but with no footpath or other entrance, that would be difficult. He wanted to be near his business for security, but the site selected was a mile away and out of view of the clubhouse. There was also no guarantee that Mr Cannon would not change his mind and sell the plot with planning permission, as did the owners of the Tally Ho, who had also promised that their planning application for the current pub garden was to be for a property for their own occupation.

It was proposed by Cllr. Frapporti and seconded by Cllr. Davidson and agreed by all to bring forward item 7.1.2 on the agenda.

7.1.2 To consider and make comment on planning application: Full Planning Permission Householder : Erection of 1 x 4 bed dwelling with attached double garage and creation of new vehicular access off Nuthampstead Road.

Barkway Golf Club, Nuthampstead Road, Barkway Royston, SG8 8EN - Case Ref No: 16/01870/1 - After some discussion it was proposed by Cllr. Davidson and seconded by Cllr. Morss and agreed by all to object to this planning application for the following reasons:

- 1) The proposed site was outside the village boundary.
- 2) It would detract from the important linear line character of the village.
- 3) There was no pedestrian access.

NDHC Planning Dept. would also be asked if it was possible to add a condition that the property could be tied as accommodation for an agricultural worker.

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

Mr and Mrs Nevin were thanked for attending and they then departed from the meeting.

6. Council Administration

6.1 To approve and accept Annual Return including certificate of Conclusion of Audit for 2015/16 - The Clerk reported that BDO, the External Auditors had completed the audit for 2015/16. The queries raised by the Auditors had been resolved satisfactorily and this had resulted in an unqualified audit. The notice of Conclusion of Audit had been put on display and posted on the website for the required statutory period. The Clerk asked the Council to approve and accept the Annual Return, including the certificate of Conclusion of Audit for 2015/16. All approved.

6.2 Update on Parish Councillor vacancy - It was reported that there were now two vacancies again. Cllr. Rob Squire had sadly decided to resign since the last meeting. Vacancy notices had been displayed for the statutory period but there had been no call for an election. NHDC had since notified the Council that it could now co-opt to fill the vacancy. The Council wished to thank Rob Squire for all his hard work whilst on the Parish Council. The Clerk had been introduced to a resident who wished to sit in on the October Council meeting and who may consider putting himself forward for consideration by the Council as a possible new Councillor.

6.3 Corporate Governance - To adopt revised Social Media Policy, amended to include Battle For Barkway website - Cllr. Davidson explained the revisions to the document. He then proposed and Cllr. Frapporti seconded and it was approved by all to adopt the revised document. The Clerk to place the revised document on the website. **Action: Clerk**

7. To receive updates from Portfolio Holders

7.1 Planning

7.1.1 NHDC Local Plan - Site BK3 - Report from Parish Council Public Meeting held at Barkway Village Hall on Weds 31st August - The Clerk reported that the meeting had been attended by over 100 people and over 30 apologies had also been received. Cllr. Falaschi-Ray had opened the meeting by presenting the current stance of the Parish Council regarding the proposed development on site BK3. She then invited Mr Robert Rand to address the meeting. Following that, questions were invited from the floor. Notes from the meeting were drafted and subsequently approved by Mr Rand and Cllr. Falaschi-Ray as a true record of the meeting. (See Appendix B).

Cllr. Morris mentioned that NHDC were holding a public consultation period on the Draft Local Plan between 19th October and 8th November. The Parish Council would also be invited to attend a meeting at NHDC in Letchworth, the date to be confirmed.

7.1.3 To consider and make comment on planning application: Full Planning Permission Householder : Single storey rear orangery.

1 Highfield Cottage, Highfield Grove, Barkway, Royston, SG8 8DW - Case Ref No: 16/01962/1HH - No objection. The Clerk to respond to NHDC. Action: Clerk

7.1.4 To consider and make comment on planning application: Full Planning Permission Householder : Detached building to incorporate garage, store and summerhouse following demolition of existing outbuildings.

Greenways, Buckland Road, Barkway, Royston, SG8 8HA - Case Ref No: 16/02029/1HH - No objection. The Clerk to respond to NHDC. Action: Clerk

7.1.5 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: 16/02146/1HH - After some discussion, the Council decided that they could not really see any major difference between this application and the one previous submitted two months ago, apart from shrubbery to be cut back allowing better visibility of the access point onto the Highway. This of course would be dependent on the continued maintenance of the hedgerow. The Clerk was asked to contact NHDC to find out if Highways had responded with its views on the application with regards to safety before the Parish Council finalised its response. Action: Clerk

7.2 Highways - update - Cllr. Swann reported in his absence that he had now applied for a road closure for Remembrance Sunday. With regards to the land behind Windmill Close, finally a reply had been received from NHDC and the Parish Council appointed Solicitor, Glynn Railton, was now reviewing the papers and would be in touch shortly.

7.3 Sports and Recreation - update - Cllr. Morss reported that there were a couple of repairs needed to the play equipment. A wooden slat had fallen off the Fort and one of the posts on the Aerial Slide had rotted. The Clerk would ask the Dodkins to fix the Fort. Cllrs. Morss and Davidson would investigate the obtaining and installing of a new post on the Aerial Slide. Action: BM/RD

Cllr. Morss reported that there was a lot of equipment left lying about in the Home Changing Room, including the components of the new goal posts. These were a hazard and likely to be tripped over. The Groundsman, Sam Methven, would be asked to move these outside to alongside the shed. Cllr. Davidson reported that he had spoke to Angela Baulk from Royston Town FC about obtaining some racking to store some of their equipment. Cllr. Morss was asked by Cllr. Davidson to now take on full responsibility for managing Sam, the Groundsman. Cllr. Morss would arrange to liaise with Sam weekly and deal with any issues arising. The Clerk would make Sam aware of the new arrangement. **Action: Clerk/BM**

Dist. Cllr. Gerald Morris asked to be excused and departed from the meeting at 8.25pm. He was thanked for attending.

7.4 Community Property

7.4.1 Barkway Recreation Ground Management Committee (BRGMC) Update -

7.4.1.1 Resignation of Cleaner and Booking Clerk and recruitment of replacements - Cllr. Davidson reported that sadly, due to personal

reasons, Michelle Garner had resigned from the position of Cleaner and Bookings Clerk for the Pavilion. Luckily a replacement person had been found quite quickly, Mrs Janine Reay, who lived in a property adjacent to the Rec. had applied for the job. Cllr. Davidson and the Clerk had conducted a positive interview with her and as a result of this she had been appointed to start immediately. The Clerk to add her onto Parish Council payroll as an employee and sort out a contract of employment. Cllr. Davidson would be her line manager and he and the Clerk would be her points of contact for any issues arising.

Action: Clerk/RD

Cllr. Davidson informed the Council that he had been looking at the current hiring rate structure for the Pavilion which was over complicated. He had devised a much simpler format which he hoped the new Bookings Clerk would find straightforward to work with.

7.4.1.2 Pavilion maintenance update - Cllr. Davidson reported that the plaster work in the kitchen still needed sorting out following the damage caused by water ingress. This was on the Dodkin's maintenance list. Generally everything else was OK at the moment. It was noted that next year there would be a need to redecorate internally and treat the woodwork externally. This would need to be put in the budget for 2017/18. **Action: Clerk**

Cllr. Davidson had checked the attic space for potential storage. It was not floored as it was a multi-support roof, so it only left a central passage that could be floored to give some storage space. It was estimated this would cost about £60 in materials. He did not consider it worth purchasing a loft ladder as the space gained by the flooring would be taken up by the loft ladder. With the limited space up there a little flooring would create storage for things not needed currently, like tiles and paint, freeing up storage elsewhere. Cllr. Davidson reported that with the help of Sam and a wet Vac he had deep cleaned both Changing Room floors to a point where they were grey again and in a state where they could be painted, if materials could be purchased. He estimated that to paint both Changing Room floors, plus the Ref's Room and the corridor in epoxy paint, (which would allow proper cleaning), would cost in the region of £500-£600. It was proposed and agreed that the Clerk should order 5 litres of Epoxy paint to try as a trial run in one of the Changing Rooms at a cost of about £52.00. **Action: Clerk**

It was also reported that the bi-fold sliding doors were warping due to over exposure to the elements. The building had been designed to have a veranda at a later stage. The Dodkins had been asked to provide a quotation to build the veranda either just across the doors or along the whole length of the Pavilion. The estimate was £1,550 or £3,200. This would be considered for the budget for 2017/18. **Action: Clerk**

7.4.1.3 Proposal to purchase cord carpeting to dampen echo - Further to investigation work, Cllr. Davidson had concluded that to sound proof the ceiling in the Community Room with a foam type product could cost anywhere between £3,000 and £5,000. It would also be difficult to do with lighting and heaters in the way. In the meantime, he had come up with a much more cost effective solution of purchasing a roll of cord carpeting to absorb sound, this could be rolled up and put to one side when not needed. The cost of this would be only £250-£300. He would try and obtain a sample of the carpet in time for the October Council meeting. **Action: RD**

7.4.1.4 Proposal to explore car parking solution on the Rec. - It was reported that the car parking situation at the Rec. was still a matter that needed solving. The Village Hall Committee had written to the Council to urge a resolve as they were concerned about the possibility of losing use of their car park due to others than users of the Village Hall parking there. The solution proposed by the Village Hall to create an additional car park in the field belonging to the Social Club, located behind the Village Hall at an estimated cost of £11,000 had been turned down by the Council as too expensive. An alternative solution to consider would be to use an area of the Rec., by

relocating some items of play equipment it could create an area to accommodate up to 18 cars. The area would be fenced off and instead of a tarmac surface, matting would be laid allowing grass to grow through. The new play area created would also be fenced off creating a safe and clean play environment to exclude dogs. An access would still be available for allowing maintenance of the Rec. Cllr. Davidson had established that the changes would not require planning permission and he estimated the total cost to be around £5,000. This matter would be considered in the budget for 2017/18. **Action: Clerk**

7.4.2 Update on renovation of the Telephone Box - The Clerk reported that Tony Terry and Andy McPherson were continuing to work on the phone box. Tony had asked John Rolfe to fit a new bit of wood on the door to accommodate the hinge, it was hoped that it would be completed within that week. Tony had purchased some additional top coat paint to finish off. Once the painting was completed all the glass would be refitted and the job would be finished.

7.4.3 Update on future use of the Reading Room - Cllr. Falaschi-Ray had asked for this item to remain on the agenda. She requested Councillors to give the matter some further thought and asked for it to be an item on the agenda for the October meeting. **Action: All**

7.4.4 Update on grant application status for renovation of the War Memorial - The Clerk reported that she was awaiting a site visit from the War Memorial Trust in order to establish exactly what work they would recommend and approve for the WW2 stone. To date 3 out of the 4 quotations needed had been submitted to the Trust, the remaining quotation was needed as soon as possible in order to meet the next decision making deadline of 30th September. If the grant application proved successful, it was hoped to commence work in the Spring of 2017. **Action: Clerk**

7.5 Environment - update - Cllr. Frapporti informed the Council that many positive comments had been received about the new Barkway Pier. The only negative comment was that the wood looked too new but it was agreed that staining the wood was not an option as it would contaminate the water and that the structure would soon weather.

There was comment about the poor condition of some of the bench seats located around the village, particularly the Silver Jubilee bench by the village pond. It was agreed to ask the Dodkins to see if this could be renovated by replacing the wooden slats. Cllr. Morss volunteered to do a survey of all the benches noting their condition and any works required and report back to the Council. It was thought, that if some benches needed replacing, it might be a good use of Solar Farm Community Contribution fund money as it was something that would benefit everyone and would be part of the 'Smarten Up Barkway' project. **Action: BM**

7.6 Media and Communications

7.6.1 Police Report. - no report had been forthcoming from PCSO Chris Brabrook in time for the meeting.

7.6.2 Website update - The Clerk reported that Gordon Baker, following the resignation of Cllr. Rob Squire, had kindly volunteered his support with maintaining the website whilst the Council tried to recruit a replacement Parish Councillor. He reported that he had revamped the Police page under the main menu of News. In addition to publishing the regular Police reports, he had also added 3 forms which would all be directed to PCSO Chris Brabrook at Royston. OWL - a form to sign up to Online Watch Link. Unoccupied Premises - residents could advise the Police by form submission if their property was going to be empty and Crime Prevention - a form to request information about having your property surveyed by the Police in order to reduce the risk of crime. There was also a request for information about alarm systems. It was

understood that PCSO Chris Brabrook was keen to try this out in Barkway and hoped that other villages would follow suit.

7.7 Special Projects - 'Smarten Barkway' - Update - Cllr. Swann, in his absence, reported that he had received a good response from the public with regard to volunteering for sign cleaning, etc. and have about 4 volunteers, plus Dan Methven and Brian Walsh who will volunteer to carry out work on the more difficult signs at the entrance and exit to the village. He would set to work on this on his return. **Action: GS**

8. Finance - to receive finance reports from the Clerk

8.1 Report from the meeting of the Finance Committee 22nd August 2016 -
Notes from the meeting - see Appendix A.

8.2 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 12.09.2016 was £74,113.94

Receipts since the last meeting:

£42.00 - D Coomes - Hire of Community Room
£42.00 - A McEwan - Hire of Community Room
£40.00 - D Coomes - Hire of Community Room
£42.00 - Reynolds - Hire of Community Room
£42.00 - Behling - Hire of Community Room
£42.00 - KS Virtual Assist - Hire of Community Room
£18,000.00 - NHDC - Precept (2nd Half)
£6.11 - Barclays Bank - Interest

8.3 To authorise payments:

Approval of payments since last meeting:

DD £80.00 - EDF - Direct Debit Electricity Pavilion
DD £13.00 – Affinity Water – Direct Debit Water Pavilion
CHQ 102365 £18.75 - Michelle Garner - Cleaning Pavilion July
CHQ 102366 £2,100.00 - Mr J Poulton - Renewal of Barkway Pier at Village Pond

Approval of payments to be made at meeting:

CHQ 102367 £57.16 - Thames Water Utilities - Sewerage Pavilion
CHQ 102368 £360.00 - BDO LLP - External Audit Fee
CHQ 102369 £420.00 - Tim Drake - Grass Cutting Rec x 6
CHQ 102370 £216.00 - Algar Signcraft Services Ltd - Battle for Barkway Signs
CHQ 102371 £71.78 - Jewson Ltd - Pitch Maintenance
CHQ 102372 £82.62 - All Seasons Landscaping Ltd - Playbark for Rec
CHQ 102373 £88.00 - Stationery Cupboard - Printing of Bulletin and Battle for Barkway Fliers.
CHQ 102374 £175.00 - Jess Cook - Refund of Hire Deposit Community Room
CHQ 102375 £50.00 - Barkway Preschool - Refund of Hire Deposit Community Room & Rec
CHQ 102376 £148.47 - R Davidson Expenses - Pavilion Maintenance items and travel expenses.
CHQ 102377 £911.84 - Catharine Toms – Clerk's Monthly Salary + Office Allowance
CHQ 102378 £60.00 - Claire Methven - Litter Picking August
CHQ 102379 £191.75 - Sam Methven - Groundsman August
CHQ 102380 £49.59 - Catharine Toms - Clerk's Expenses*

*

£20.49 Misa Bargains - Toilet Rolls for Pavilion
£7.50 Sainsbury's - Hand Soaps for Pavilion

£10.81 Bowmans - Cleaning Materials for Pavilion
£1.59 Savers - Batteries for Microphones for Public Meeting
£9.20 Herts Display - Paper for Printing

Request authorisation to transfer £50.00 from Parish Council A/C to Pavilion A/C in lieu of full refund of hire deposit to Preschool. Per email from Preschool dated 17.07.2016.
Request authorisation to transfer £425.92 from Parish Council A/C to the Reading Room A/C to pay for the NHDC rates for 2016/17 (as per the budget).

All Approved.

Parish Council - Pavilion Account:

Bank Balance at 12.09.16 was £1,049.56
Receipts since the last meeting: £266.30 Ben Carpenter - Proceeds of Cokenach Cricket Match Fundraiser
Payments since the last meeting: None

Reading Room Account:

Bank Balance at 12.09.16 was £525.10
Receipts since the last meeting: £32.41 COIF Interest
Payments since the last meeting:
D/D £43.00 - NHDC - Rates
D/D £63.00 x 2 - EDF - Electricity

8.4 To authorise expenditure for necessary upgrade for Sage accounts software -

The Clerk reported that Sage had been in contact trying to sell a necessary software upgrade which also included support in case of data corruption at a price of £168 + VAT. The Clerk was happy with the current version of the software, which was still fairly new and felt that with regular data backups the risk of data corruption was low. The Council agreed to defer this matter.

9. Correspondence

- 1) Letter received from Barkway Parochial Church Council thanking the Parish Council for the grant awarded towards the cost of the grass cutting in the Churchyard.
- 2) Letter received from Barkway Chapel thanking the Parish Council for the grant awarded towards the cost of the Cemetery Maintenance.
- 3) Letter from NHDC to advise that the Parish Council application to register the Tally Ho as an Asset of Community Value had been decided. The Clerk reported that the outcome was successful and that the pub was now registered with NHDC but they had excluded the area of the current pub garden as Mr and Mrs Hall had contested this stating that it had outline planning permission granted since 2015. They had stated that the pub garden was rarely used and so they were using this area to raise additional capital for the business. They stated that their intention was to create a new pub garden at the northern end of the plot.

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

There being no further business, the meeting ended at 9.10pm