

**Minutes of Barkway Parish Council Meeting
Held in the Community Room, Barkway Pavilion on 13th June 2016 at 7.30pm.**

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

Also present: Mrs C Toms (Clerk/RFO)

Others present: Mr Bernie Morss

2. To receive and accept apologies for absence: None received

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: No one present initially. Mrs Laura Childs entered the meeting at 7.40pm. She was present to hear an update on the potential new development on land to the east of Royston Road and also regarding the pavement improvement works along Royston Road.

6. Council Administration

6.1 Report from Annual Parish Meeting - Weds 18th May - It was reported that the meeting had gone well, approximately 30 people had attended and thanks were given to John Ray for stepping in at the last minute to be the Guest Speaker.

6.2 To receive report from Internal Auditor and agree any appropriate action points - The Clerk reported that the internal audit for the accounts for the year ended 31st March 2016 had now been completed by Carol Willis and no matters had arisen which needed to be brought to the attention of the Parish Council. It concluded that effective systems were in place to ensure that the financial statements represented accurately the financial position of Barkway Parish Council. The next stage was the period for the exercise of public rights. The accounting records would have to be made available, by reasonable notice, for anyone wishing to inspect them for a period between 27th June and 5th August. The following documents also needed to be published on the village website: A copy of the Accounting Statements, accompanied by a declaration signed by the Responsible Financial Officer (RFO) stating that the Accounting Statements were unaudited and subject to change. A copy of the Annual Governance Statement and a statement detailing the exercise of public rights. **Action: Clerk**

6.3 To consider and vote on co-option of new Councillor to fill casual vacancy - Mr Bernie Morss was present at the meeting in order to be considered for co-option as a Parish Councillor. Mr Morss was asked to leave the room whilst a vote took place. All voted unanimously in favour of co-opting him on to the Parish Council. Mr Morss returned to the room, accepted his appointment and was welcomed to the Parish Council. His area of responsibility would be shared responsibility of the Recreation area with Cllr. Davidson and to manage all sport and recreation activities. Prior to the meeting the Clerk

had handed him a file containing Declaration of Acceptance of Office and Notice of Disclosable Pecuniary Interests forms to be completed and returned to the Clerk who would in turn submit them to NHDC. The folder also contained copies of the Code of Conduct, Standing Orders and Financial Regulations. The Clerk had also secured a place for Cllr. Morss on a 'Basic Councillor Training' session on Tuesday 21st June, subject to him being able to attend. He confirmed his availability for the training. The Clerk to confirm the booking. **Action: BM/Clerk**

7. To receive updates from Portfolio Holders

7.1 Neighbourhood Plan - update. There was no update as awaiting publication of the NHDC Local Plan Preferred Land Options document which was likely to be published in July. Cllr. Swann mentioned that grants were available for financial assistance with production of a Neighbourhood Plan and would pay for consultancy fees. However, grants could not be applied for retrospectively. As yet, the Consultant had not been engaged to work on the Neighbourhood Plan. She had only carried out a half day initial consultation which had just clarified the stage that the Parish Council was at with the Plan.

7.2 Planning

7.2.1 To consider and make comment on planning application: Full Planning Permission Householder : Replacement shed/summerhouse, 9 High Street, Barkway, Royston, SG8 8EA - Case Ref No: 16/00989/1HH. No objection. Clerk to contact NHDC. **Action: Clerk**

7.2.2 Update on Strutt and Parker consultation with the village regarding land to the East of Royston Road - The Clerk reported that she had contacted Michael Ward at Strutt and Parker and had been informed that the proposed consultation at Barkway Village Hall on Tuesday 28th June was likely to be postponed as the Planning Consultants were awaiting news of the Local Plan on Preferred Land Options from North Herts District Council (NHDC) before they progressed the matter further.

7.2.3 Update on Dimsdale land to the West of High Street - Cllr. Falaschi-Ray reported that further to rumours that the land was going to be built on, she had phoned Robert Dimsdale in Switzerland. She had been told that he was looking to obtain outline planning permission for approximately 25 dwellings. He told her that he was now waiting to see if this land was included in the NHDC Preferred Land Options document. It was noted by the Council that this land had been discounted by NHDC in the previous round of consultation.

7.3 Highways

7.3.1 Update on Windmill Close resurfacing - Cllr. Swann reported that he had attended the recent Highways Liaison meeting. He had been informed that there was currently a Herts County Council (HCC) programme of cleaning signs along the gritting routes until their budget ran out. He understood that Highways were now trying to get Windmill Close resurfaced under next year's Locality Budget. The blocked gutters were considered to be very low priority and were unlikely to be done in the near future so Cllr. Swann was planning to organise some volunteers from the village to clear them under the Highways Together initiative. **Action: GS**

7.3.2 Update on Royston Road access/footpath improvement works - Cllr Swann reported that works were going well and would be finished soon. An enquiry had come from Mr and Mrs Cox of no. 3 Royston Road to find out if the work could incorporate some off street parking provision for them as they were having increasing difficulty being able to find any parking close to their house. Cllr. Swann reported that this would be beyond the remit of the current agreed works and there was unfortunately

no further funding available. He would contact Mr and Mrs Cox to explain the situation.

Action: GS

It was also mentioned that resurfacing was still required down Church Lane. Some pot holes had already been filled but it was uncertain when the remainder of the work would take place.

7.3.3 To consider proposal from Herts County Council (HCC) to name Highfield Farm development 'Highfield Grove'. After some discussion it was proposed to suggest to HCC that the new development be named just 'Highfield', rather than 'Highfield Grove'. All agreed. The Clerk to contact Mark Hindmarch at HCC. **Action: Clerk**

7.3.4 To consider and decide on proposal made to create an additional car park on land behind the Social Club. After some debate, whilst the Council was grateful to Tom Wornham (Chairman of Barkway Village Hall) for his efforts in trying to sort out a solution to prevent vehicles parking along Cambridge Road when events are taking place simultaneously at the Rec. and the Village Hall, the Council voted unanimously that it was unable to approve the expenditure of £11,000 on this project. The decision was not taken lightly and consideration was given to a monitoring survey conducted by a Councillor over the weekends in May and the first weekend in June. This looked at peak traffic at the Village Hall and Pavilion and recorded car parking. Four visits took place on each monitoring day and the highest figures were recorded for each day in each parking zone. It revealed that even when there were car parking spaces available in the car parks, people were still parking on the street. When asked why they were parking on the street, the response was that it was easier and at the end of the day not illegal. The Council was of the opinion that £11,000 was a considerable amount of money, which would more than likely have needed to be drawn down from the Solar Farm Community Contribution fund (subject to prior consultation with the village). It was thought that it was not appropriate to spend such a large chunk of this fund on creating additional car parking that still may not prevent people parking along the road. It was also noted that the problem of people parking on the road was occurring even when there was no football taking place on the Rec. Cllr. Davidson suggested that the Council could explore the possibility of permanently leasing the Social Club field for car parking but it was felt that this would be unsuitable in winter during the football season. It was proposed and agreed to ask the Village Hall and RTFC to consider providing marshaling for weekends when there were simultaneous events taking place in order to smooth out any parking problems. The Parish Council would work with the Village Hall and RTFC to give as much advance notice as possible of any clashing events. The Clerk to write to Tom Wornham. **Action: Clerk/RD/BM**

7.4 Pavilion and Community Property

7.4.1 Pavilion and Community Room

7.4.1.1 Update on Community Room and Pavilion - Cllr. Davidson reported that the toilet locks were jamming and not working properly and that the bi-fold doors needed some adjustment. It was agreed that these items should be added onto the list of small maintenance tasks to be addressed. The Clerk to contact the Dodkins to ask them to work through the jobs on the list. It was mentioned that an outdoor noticeboard had been purchased, this would be fitted on the western end wall of the Pavilion, it had been purchased using BRGMC funds raised. It was confirmed that four new tables had arrived, these had been kindly donated by a person who had used the facilities to take shelter when bad weather had disrupted a family picnic on the Rec. A free 4 hour hire of the facilities had been offered to the family as a thank you. A new wet and dry vacuum cleaner had been purchased. This would be particularly useful for deep cleaning in the changing room areas. Cllr. Davidson said that he had been asked why the price to hire the

Pavilion was so expensive compared with the Village Hall (same rates charged but it was a smaller venue), he suggested that a much more simple pricing structure could be put in place. He would put forward a proposal in due course for Council consideration. **Action: RD.** He had also been asked why the premises had no licence to sell alcohol. The Clerk informed the Council that although the Village Hall now had a licence in place it had been an expensive process and the Council did not consider that this would be necessary for the Pavilion. Hirers wanting to sell alcohol would still need to arrange their own temporary event notice with NHDC.

Cllr. Davidson reported that the BRGMC had met on 23rd May but for various reasons the meeting had not been well attended. Tony Terry had given notice that he intended resigning. RTFC were very happy with their partnership with BRGMC and Barkway Parish Council. The Grounds man, Sam Methven was proving to be a good hardworking person. Membership of BRGMC was diminishing and new members were urgently needed as otherwise it would be forced to disband and management of the Pavilion would fall entirely back to Barkway Parish Council. On the Pavilion fund raising, a cricket tournament was planned to go ahead in August at Cokenach and the next 'B in the Park' was to be a split fund raiser between the Pavilion and Preschool.

7.4.1.2 Royston Town FC and Football Association update - Cllr.

Davidson reported that the recent tournament organised by RTFC and held in Barkway had been a massive event held over two days. Parking along the High Street had been the main cause of complaint from residents. RTFC had arranged additional parking in the Blount's field as the Social Club field was being used for the Queen's 90th birthday celebration picnic this year. RTFC had arranged for plenty of marshals to direct cars for parking and overall the car parking had been well managed. A couple of Councillors were of the opinion that the event was just too big for Barkway. Cllr. Davidson reminded the Council that the event did add massive figures to the FA development numbers to support the grant from the FA, which was essential, especially as the uptake of Barkway children into football had been disappointing. There had only been one reported injury on the pitch and one cyclist had come off his bike during the weekend and had been attended to by the emergency services, it was not known what had exactly caused this accident. Following the event it was reported that the Rec. and Pavilion had been left in a good clean condition. RTFC had passed on their thanks to BRGMC and the Parish Council, with a special mention of Sam who had helped with the pitch markings.

Cllr. Davidson advised the Council that the RTFC tournament was an annual event, so going forward the Council had 3 options for next year: 1) No permission for a tournament. 2) Permission for a smaller tournament. Or 3) Permission for the existing tournament to take place. RTFC was already considering (having received feedback from their helpers and marshals) whether or not to find a more suitable location for this big tournament and substituting it with a less busy, older group, event. The Council discounted option 1, option 2 was initially preferred but on further debate option 3 was preferred with several recommendations: 1) One side of High Street to be coned off (similar to Market Day), 2) Social Club field booked well in advance for parking, 3) RTFC would be asked to marshal all parking. 4) To ask RTFC to create a gap in the tournament to avoid a 'rush hour' of simultaneous arrivals and departures, 5) All residents to be advised in advance by leaflet drop so that they are aware and pre-warned of the event.

The football season was now over and some maintenance on the pitches was required. Goal mouths needed re-seeding and watering. Cllr. Davidson agreed to supervise the Grounds man in this task over the coming weekend. About 8 bags of topsoil, some grass seed and a water carrier needed to be purchased but this would be at a fraction of the cost of getting an outside contractor to do the work. All agreed. **Action: RD**

7.4.2 Recreation Area - maintenance update - the Clerk reported that a couple of wooden half rounds had fallen off the fort. The Dodkins had been asked to reattach them. Some bolt cap covers had been ordered to cover exposed bolts on the adventure trail. New couplings had been purchased for the swings and these were yet to be fitted. Cllr. Davidson said that he hoped to do this on the coming weekend. Playground inspections were being carried out weekly by the Clerk and had been documented. **Action: RD/Clerk**

7.4.3 War Memorial - update on grant application for renovation works - The Clerk reported that a formal grant application for £3,630 had now been submitted to the War Memorial Trust. The date for review was the 30th June and a decision would be made within the following six weeks.

7.4.4 Update on installation of new sign at the Wagon - A location for the sign was agreed and Cllr. Davidson said that he would try and install the sign at the coming weekend. **Action: RD**

7.5 Environment

7.5.1 Update on renovations works to Barkway Pier - Cllr. Frapporti reported that he had phoned Joe Poulton who had indicated that he hoped to start the work at the end of July.

7.5.2 To discuss proposal from HCC to carry out spot resurfacing work on Footpaths 6 & 14 - an email had been received from Rights of Way Officer, Julia Clarke at HCC. She reported that she had received notification of problems last winter with the surfaces of footpaths 6 & 14, in the well used sections, where they leave the High Street. The proposal was to spot surface footpath 6 in the worst low puddle areas before the footpath reached the edge of the field. Also to surface footpath 14 in a one metre wide strip down the middle for a length of 170 metres out of a possible 300 metres. The proposed material would be fine recycled aggregate, rolled to form a firm and even surface, which would blend in easily with the countryside quite quickly. All approved by the Council. The Clerk to respond to Julia Clarke. **Action: Clerk**

7.5.3 To discuss proposal from HCC to carry out improvements by drainage and possible resurfacing to Bridleway 5 - the proposal from Julia Clarke was to either improve drainage (by making simple cuts in the bank at the side of the bridleway to allow water to flow into the adjacent ditch) and resurface this year or just improve the drainage along the route and wait to see how successful this was before any resurfacing was carried out. This bridleway was prone to being very muddy and wet. All approved by the Council. The Clerk to respond to Julia Clarke. **Action: Clerk**

7.5.4 To discuss condition of Footpath 15 (between War Memorial and Recreation Ground) and agree any action to resolve issues - Cllr. Davidson asked the Council to consider making some improvements to the surface of the start of footpath 15, the well used path between the War Memorial and entrance to the Rec. He proposed purchasing some mulch and asking the Grounds man to spread this the following weekend. This was all agreed. The Clerk to purchase the mulch. **Action: Clerk/RD**

7.5.5 To discuss the Redlist Revival Project - Cllr. Frapporti met with Edward Darling from the Redlist Revival Project based in Therfield. This was a UK based charity working to restore 'Red Listed' species identified within the Government's UK Biodiversity Action Plan. Protected birds were in decline. Their work was being conducted within a 100 sq km area which included Barkway. Mr Darling was looking for endorsement from the Parish Council, especially as the results of the recent survey carried out to develop the Neighbourhood Plan indicated just how important the environment and the wildlife was to residents in the Parish. This endorsement would not cost the Council any money as the charity was seeking national funding from Natural England to improve bird wildlife and educate people on the importance of wildlife/birds

and enjoyment of the environment. The charity was a platform for volunteers and needed local support to take it further. It was proposed and agreed to support this initiative.

7.6 Media and Communications

7.6.1 Police Report - Cllr. Squire informed the council that Chris Brabrook had informed him that the theft of number plates was a growing crime. He had urged that people need to report even attempted thefts or break ins. It was learnt that Flint House had recently been broken into and power tools had been stolen. PCSO Brabrook wanted to encourage residents to sign up for OWL (Online Watch Link) messaging, which gave the latest information on police matters within the area.

7.6.2 To agree content of Annual Report and Bulletin - Cllr. Squire reported that he needed articles submitting for inclusion in the Bulletin, Cllr. Falaschi-Ray would submit her Chairman's statement from the Annual Parish Meeting. Cllr. Davidson would submit a piece regarding the football and other activities on the Recreation Ground, all other reports to be sent to Cllr. Squire as soon as possible in order for the document to be finalised and distributed. **Action: All**

7.6.3 Report from the Queen's 90th Birthday celebration picnic - Cllr. Squire reported that although the weather had been showery it had been a well attended event and that there had been a good party atmosphere.. Photos had been placed on the website. The Commemorative coins had been handed out to children present at the picnic but there were still a number left over. It was suggested and agreed that these could be taken down to the school. **Action: RS**

7.7 Special Projects - 'Smarten Barkway' - Update - Cllr Swann reported that he had spent time cutting back the encroaching verges to widen the footpath between Royston Road and Barkway Village Hall, he had also cut back the bushes. It had made a big difference to the width and usability of the path.

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 13.06.2016 was £52,658.12

Receipts since the last meeting:

£6.25 - Barclays Bank - Interest
£42.00 - Community Room Hire Fees
£50.00 - Football Pitch Hire - Barkway Vets
£20.00 - Community Room Hire Fees (Price) Balance owed
£42.00 - Community Room Hire Fees - Khandel Light

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 102320 £400.00 - Barkway Social Club - Grant for 50% cost of new carpet (Solar Farm fund)
CHQ 102321 £415.00 - Martin Bentley - Groundwork on Recreation Ground perimeter
CHQ 102322 £403.92 - Church Buying Group - 4 x children's tables for Pavilion (Solar Farm fund)

Approval of payments to be made at meeting:

CHQ 102323 £71.39 - Jewson Ltd - Paint for Pitch Maintenance
CHQ 102324 £36.00 - S Scott - Cutting of Heritage Verge
CHQ 102325 £44.07 - R Davidson Expenses - Couplings for swings in Play Area
CHQ 102326 £12.17 - Playdale Playgrounds Ltd - Bolt cover caps for Adventure Trail
CHQ 102327 £30.00 - CDA for Herts - Annual Subscription

CHQ 102328 £420.00 - T S Drake - Grass Cutting x 6 Recreation Ground
CHQ 102329 £45.00 - Michelle Garner - Cleaning of Pavilion and Bookings May
CHQ 102330 £247.80 - Tower Mint Ltd - Queen's 90th Birthday Medals
CHQ 102331 £55.00 - M Thornton - Window cleaning Reading Room and Pavilion and Bus Stop cleaning x 3
CHQ 102332 £300.00 - Carol Willis - Internal Audit Fee
CHQ 102333 £145.06 - Michelle Marple - Expenses for Queen's 90th Birthday village picnic
CHQ 102334 £911.84 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance
CHQ 102335 £48.00 - Claire Methven - Litter Picking May
CHQ 102336 £136.50 - Sam Methven - Groundsman May
CHQ 102337 £280.40 - Catharine Toms - Clerk's Expenses*

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£4.50 Tesco - Stationery

£13.20 Tesco - Stamps

£9.90 Amazon - Extra Large Back Sacks for Pavilion

£57.30 Tesco - Refreshments for Annual Parish Meeting

£6.50 Tesco - Stationery

£129.00 Amazon - Vacuum cleaner for Pavilion (Solar Farm fund)

£60.00 Cash drawn to pay for Tannoy system for Queen's 90th Birthday picnic

Parish Council - BRGMC Account:

Bank Balance at 13.06.16 was £783.26

Receipts since the last meeting:

£353.00 fund raising from the Newsells vs. Barkway football match

Payments since the last meeting:

CHQ 100121 £130.74 - Catharine Toms - Clerk's expenses to purchase exterior noticeboard for Pavilion

Reading Room Account:

Bank Balance at 13.06.16 was £310.69

Receipts since the last meeting:

£34.01 - COIF - Interest

£0.02 - Barclays Bank - Interest

Payments since the last meeting:

D/D £63.00 x 2 EDF Electricity

D/D £43.00 - NHDC - Rates

9. Correspondence -

1. Jim Dalton regarding possible new car park behind Social Club (see item 7.3.4) - the Clerk to respond to Mr Dalton. **Action: Clerk**

2. Malcolm Macpherson - copy of letter sent to Thomas Keir complaining that someone from Abbotsbury Properties, whilst maintaining the footpaths, had been cutting a path against his boundary, which was not a public right of way.

3. John Birch from HCC - to inform the Council that County Councillor Tony Hunter had awarded the Parish Council a grant of £500 from his Locality Budget towards the legal costs of acquiring the Open Space behind Windmill Close.

10. Date of next meeting: Monday 11th July 2016 in the Reading Room.

There being no further business, the meeting ended at 9pm.