

**Minutes of Barkway Parish Council Meeting
Held in the Reading Room, Barkway on 13th March 2017 at 7.30pm.**

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

Also present: Mrs C Toms (Clerk/RFO)

Others present: District Councillor Gerald Morris
PCSO Chris Brabrook
Mr Mike Young (The Hundred Parishes Society)
Mr John Harvey and Mr Richard Harman (Harvey Construction)
Dr Richard O'Sullivan
Mr John and Mrs Marion Chalker

2. To receive and accept apologies for absence: Cllr B Morss (away on business).
County Cllr Tony Hunter. 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

Mrs Marian Chalker was present to talk to the Parish Council about their proposed replacement windows to the front of their property. She explained that they wished to put in uPVC double glazed box sashes for easier maintenance and noise insulation against the increasingly busy High Street traffic. The condition associated with the building of their property was that the window frames should be made of natural materials as they needed to blend in with neighbouring properties as they were within the Conservation Area. A nearby property had installed uPVC windows with wood grained effect frames and that was what she also proposed to do. The Parish Council had no objection to their choice of windows providing they were in keeping with the other properties. She said that she was in the process of writing to NHDC but had also wished to seek Parish Council approval.

It was proposed by the Chair, Cllr Falaschi-Ray, seconded by Cllr. Davidson and agreed by all to bring forward agenda items 6.4, 7.7.1, 5.1 and 5.2.

6.4 To propose co-option of new Councillor to fill one of the current Councillor vacancies - Dr Richard O'Sullivan was present to volunteer to become a Parish Councillor. He was asked to leave the meeting whilst a vote took place. Cllr. Falaschi-Ray proposed, it was seconded by Cllr. Davidson and agreed unanimously to co-opt Dr Richard O'Sullivan onto the Parish Council. His portfolio area of responsibility would be the Neighbourhood Plan and Special Projects. Dr O'Sullivan was invited back into the meeting and warmly welcomed onto the Parish Council. The Clerk requested he complete an Acceptance of Office form, a Declaration of Pecuniary Interests form (to be forwarded

to North Herts. District Council) and he was also handed a copy of the Parish Council Code of Conduct. **Action: RO/Clerk**

7.7.1 Police Report - PCSO Chris Brabrook was present to address the Council. He reported that there had been another run of 4 or 5 outbuilding burglaries in Barkway around the weekend of the 4th/5th March. There had also been some similar incidents in Barley. Police Officers had been visiting house to house urging residents to be on the lookout and to offer them the opportunity of security advice. Police patrols had been increased throughout the villages. He also reported that there had been damage to crops in fields due to vehicles involved with illegal hare coursing off the Buckland Road. He advised that residents should be vigilant and they should report everything they thought might be suspicious activity. The Police had also received reports from concerned residents that there was hazardous parking in the vicinity of the Tally Ho pub when it was busy. The Police were keeping an eye on this matter. PCSO Brabrook was thanked for attending, he then departed from the meeting.

5.1 To hear a short presentation by Mr Mike Young from The Hundred Parishes Society - Mr Young explained that the organisation was a registered charity set up in 2012. Its aim was to encourage awareness, enjoyment and care of the area. The area covered North East Herts., North West Essex and South Cambridgeshire and included 104 Parishes and about 350 square miles. He reported that they had developed a good website, which now contained a substantial amount of information about Barkway. He informed the Council that the area had the highest concentration of listed buildings in the country, so it was considered worth preserving. The Society had modelled itself on the Chiltern Society and gave information about the area, organised walks and did talks. They also submitted a regular newsletter to the Parish magazines and had now produced a guidebook of the area. He said he was wishing to gain the support of the Parish Council and asked if the Parish Council would consider subscribing for membership. Mr Young was thanked for giving a most informative presentation and it was proposed and agreed to sign up for membership. **Action: Clerk**
Mr Young then departed from the meeting.

5.2 To receive information from Mr Jack Harvey of Harvey Construction regarding his planning application for two 3-bed semi detached dwellings on the site of the former garden of the Tally Ho pub (see item 7.2.1) - Mr John Harvey and Mr Richard Harman of Harvey Construction wished to address the Council regarding their revised planning application. They explained that the plot had been purchased with outline planning permission for a 4 bed detached property, however although they were looking for support for both their current applications (see also item 7.2.2), they had a preference to build two 3 bed semi-detached more affordable properties on the site. They said that further to taking advice from NHDC, amendments to the plans included large chimneys and high pitched roofs, attempting to put forward an attractive design. They understood that NHDC were now mindful that this application should now be approved. They had learnt that the Parish Council had objected to their previous plans on several counts and wished to discuss these issues. They apologised for the inaccuracies in the Design and Access Statement which stated that the site was on land of the former Tally Ho Pub which was granted outline planning permission in 2015 for demolition of the Tally Ho Pub and the erection of a 4 bed dwelling. As the Tally Ho was on the adjacent site and fully operational, this was grossly misleading. They said that they had noted that the Parish Council had supported the outline permission granted back in 2015 for a 4 bed property and wondered why it now objected to development on the site. Cllr. Falaschi-

Ray informed them that the Council had supported the original application in 2015 as the former owner of the land and also owner of the Tally Ho pub had attended the Council meeting on 12th August 2015 and had told the Council that they wished to build a property for their own use in order to allow staff to use the accommodation above the pub. In wishing to be supportive of the new local business and the only pub left in the village, the Council had supported the application. It was felt at the time that building a property on that plot would be appropriate as any environmental issues such as noise, smell and parking could be controlled as the residents would also be owners of the business next door. District Councillor Morris pointed out that the National Planning Policy Framework (NPPF) indicated that planning permission should be refused if a development could have a detrimental effect on a local business and source of employment. The applicants then apologised for the inaccuracies between the plans regarding the hedgerow. They said that the site plan showed the correct boundary. They said that the plans indicated that they would not remove any hedgerow or trees. Cllr. Falaschi-Ray pointed out that a truly impressive Willow Tree had already been removed much to the disappointment of residents in Barkway. The applicants then said that they had allowed 2 parking spaces per house and that this was standard planning requirement. However the Council felt that no account was made for the fact that with very limited public transport available in Barkway, most adults needed a car to access employment and other services. With two 3 bedroom properties there was likely to be 6 car parking spaces needed. It was pointed out by Cllr. Davidson that there was no provision for any parking for visitors on the site either and that parking outside the site, next door to a busy pub and just short of the junction of Nuthampstead Road, was difficult and not practical. The applicants were asked if they had visited the site at peak times to witness the hazardous chaos when the pub car park was overflowing and cars were parked along both sides of the road outside, up on the grass verge of the site and around the corner into Nuthampstead Road. They had not. PCSO Brabrook (see item 7.7.1) mentioned that parking issues there had been reported to the Police. The applicants said that the positioning of the properties, side on to the road and facing the pub had been planned with guidance from NHDC. The Parish Council did not think that this was in keeping with the majority of properties in Barkway that were built facing on to the road. Cllr. Falaschi-Ray mentioned that the height of the proposed properties was substantially higher than the pub next door, so would not blend in with existing development. The applicants also said that they did not believe that building on that site would reduce visibility for vehicles pulling out onto the B1368 at the junction of the Nuthampstead Road. It was responded that complaints had been received from residents about the junction being hazardous as vision was not good and that stretch of road was renowned for vehicles driving well above the speed limit when heading out of the village. District Cllr. Morris expressed his opinion that one 4 bed detached property would have less potential negative impact on the pub business than two 3 bedroom properties. The Parish Council thanked Mr Harvey and Mr Harman for attending, they then departed from the meeting.

5.3 To hear from any other members of the public present who may wish to address the Council - none

6. Council Administration

6.1 To consider quotation received for conducting Internal Audit and agree appointment of Internal Auditor - The Clerk reported that she had received a quotation from Carol Willis of £250.00 + VAT, which was the same as the previous year. It was proposed by Cllr. Davidson, seconded by Cllr. Falaschi-Ray and approved by all to

appoint Carol Willis to conduct the Internet Audit for 2016/17. The Clerk to write to Mrs Willis. **Action: Clerk**

6.2 To review effectiveness of internal controls (including risk assessment) and adopt any proposed amendments to Governance documents - Cllr. Davidson and the Clerk had reviewed the Governance documents. The only documents identified as needing amendments were the Standing Orders - item 3w that a meeting shall not exceed 2.5 hours, the Risk Assessment - amendments regarding the new jetty, The Press and Media Procedure - amendment to final paragraph, and the Register of Interests document needed updating by removing previous Councillors details and inserting new Councillor details. The Internal Audit procedure was reviewed and updated with any proposed amendments to Governance documents. All approved. The Clerk to make the necessary amendments and update the website. **Action: Clerk**

6.3 To review and approve level of insurance cover (including fidelity guarantee) - The Clerk reported that she had reviewed the insurance cover but considered that at £7,500 the War Memorial was under-insured. She had taken some advice from Contractors who were currently quoting for the renovation work on the War Memorial and it was considered that the sum insured should be a minimum of £85,000. It was proposed and agreed to increase the insurance cover on an All Risks basis at an additional premium of £304.79. **Action: Clerk**

The standard level of fidelity guarantee cover (recommended cover to be the amount of funds held in the bank, plus half of the annual Precept) offered by Zurich at £100,000 was considered by the Council to be adequate.

7. To receive updates from Portfolio Holders

7.1 Neighbourhood Plan

7.1.1 Update on Neighbourhood Plan - Cllr. Falaschi-Ray reported that she had been back in contact with Lorraine Hart, the Planning Consultant who had previously assisted with the Neighbourhood Plan. She had enquired whether she would be willing to help finish it off. The Consultant had agreed to review what had already been done, look at the NHDC Local Plan and then advise the Parish Council what may be needed to complete the Plan. The Council would then be in a position to make decisions on how to proceed. She estimated that it would take her 1.5 days to complete this review. Cllr. Falaschi-Ray had since heard back from Lorraine Hart with an outline of what needed to be addressed. Ms. Hart had suggested that it would be a good idea to get together a working group that she could report to and get feedback from drafting. She would also make an appointment to see Clare Skeels at NHDC so that she could pick up with them the outstanding work and get their view on the conformity issues with their Local Plan.

7.1.2 Proposal to form a Neighbourhood Plan Committee to help complete the Plan - Cllr. Falaschi-Ray proposed and Cllr. Davidson seconded and it was agreed by all to form a Committee to complete the Neighbourhood Plan. Cllr. O'Sullivan and his wife Anna had agreed to go on the Committee, along with a new resident Peter from Highfield Grove. **Action: SFR**

7.1.3 Proposal to engage the further services of a Planning Consultant to conclude the Plan - Cllr. Falaschi-Ray proposed and Cllr. Davidson seconded and it was agreed by all in principle (subject to approval of quotation) to ask the Planning Consultant, Lorraine Hart, with help from the Neighbourhood Plan Committee, to conclude the Neighbourhood Plan as soon as possible. **Action: SFR**

7.2 Planning

7.2.1 To consider and make comment on planning application: Full Planning Permission: Two 3-bedroom semi detached dwellings with associated parking and access off High Street (as amended by plans received on 07/02/2017) - After some

lengthy discussion, it was decided that further to the presentation from Mr Harvey and Mr Harman (see item 5.2), the concerns the Council had regarding this development were still unresolved. Cllr. Falaschi-Ray proposed, Cllr. Davidson seconded and it was agreed by all to strongly object to this application. The grounds for objection were: Ongoing inaccuracies in the Design and Access Statement, lack of sufficient off-road parking, the site being next to a busy pub which could affect viability of this business and opportunities for local employment (ref: NPPF), height of proposed buildings compared with neighbouring properties, positioning of dwelling not being in keeping with the character of Barkway, and poor visibility for the nearby junction. It would also be requested that in the public interest, should the case officer at NHDC be mindful to approve the application, that it be brought before the Planning Committee. The Clerk to respond to NHDC. **Action: Clerk**

7.2.2 To consider and make comment on planning application: Reserved Matters : Reserved matter application for approval of appearance and landscaping for outline planning application 15/01724/1 granted 27.08.2015 for one x 4 bedroom detached dwelling.

Tally Ho, London Road, Barkway, Royston, SG8 8EX - Case Ref No: 17/00264/1 - After analysis of the plans, it was proposed by Cllr. Falaschi-Ray, seconded by Cllr. Davidson and agreed by all to object to this reserved matters application. The grounds for objection were proximity of the site to an existing pub, leading to environmental health issues for residents and the height and positioning of the proposed building not being in keeping with neighbouring properties. Although the Parish Council wished to object to this application, it was of the opinion that one 4 bed property would have less potential negative impact on the pub business than two 3 bed properties. It was also felt that the house needed to be turned in order to face on to the road as this would be more in keeping with other properties in the village. It was suggested that the property could be designed to have bathrooms, utility room, etc. with obscured glass facing the pub and car park. Although the property would not have much garden behind, it would have a south facing side garden. Barkway Cottage, being the neighbouring property at the northern side of the Tally Ho, was a good example of a site like that with a side garden. It would also be requested that in the public interest, should the case officer at NHDC be mindful to approve the application, that it be brought before the Planning Committee. The Clerk to respond to NHDC. **Action: Clerk**

7.2.3 To consider and make comment on planning application: Full Planning Permission Householder : Single storey rear extension following removal of existing rear conservatory.

8 Royston Road, Barkway, Royston, SG8 8BT - Case Ref No: 17/00175/1HH - Having discussed the plans it was proposed by Cllr. Falaschi-Ray, seconded by Cllr. Swann and agreed by all that there was no objection to this application. The Clerk to respond to NHDC. **Action: Clerk**

7.3 Highways

7.3.1 Highways report - Cllr. Swann reported that he had contacted Trevor Ward at Herts County Council Contractors Ringway regarding the appalling and dangerous condition of the road along the Joint between Barkway and Reed. Since then some patching work had been done along that stretch of road. He also reported that there were road works outside Flint House, where services were being run in for their development site.

7.3.2 Update on Anstey Quarry / Winters lorries - Cllr. Swann told the Council that he had been to see the manager at Anstey Quarry. There were two operations being run from the site, the quarrying (which now had only 18 months to go before it was full, he was told that they were no longer extracting chalk, just filling in the hole with

waste material) and the recycling of materials. The manager had said that he was trying his best to make things better for Barkway. However, he had no control over lorries from other companies who wished to arrive at the Quarry at 7am to load up for the day. It was likely to be those empty lorries that residents were complaining about. Building sites in Buntingford and Royston were using both Anstey and Fowlmere for waste and recycling facilities. Cllr. Swann was informed that the lorries only had to be sheeted under certain circumstances, depending on volume of load and moisture content of the load.

7.3.3 To discuss proposal by Reed Parish Council to make a combined approach to Herts County Council Highways to improve the condition of the road along the Joint between Barkway and Reed. Cllr Swann said he would speak to Reed Parish Council to see what could be done. **Action: GS**

7.3.4 Update on land behind Windmill Close - Cllr. Swann reported that he hoped to have the lease and contract and simultaneous withdrawal of Village Green application completed by Easter.

Dist. Cllr. Gerald Morris departed from the meeting at 8.55pm. He was thanked for attending.

7.4 Sports and Recreation

7.4.1 Update on Football activities. Nothing to report.

7.4.2 Update following report from Steve Anderson, Secretary of Royston Town Youth Football Club at the February Council meeting - Cllr. Davidson reported that the Clerk, Cllrs Morss, Davidson and Falaschi-Ray had met to run through the finances for the Pavilion and Rec. The finances were shown to be on target to budget. The net cost to the Parish for the facility being about £3,000 per annum. That meant that there was no room for a re-negotiation of fees for RTFC. Cllr. Morss had since written to Steve Anderson accordingly pointing out that RTFC benefited from a good service at Barkway and that they needed to use the facility more to push down the cost per game. He had also reminded him that they were just 2 years into a 5 year contract. No reply had been received from Mr Anderson. In the meantime Cllr. Davidson had written to David Baulk at RTFC to try and arrange a meeting.

7.4.3 Playground maintenance - The Clerk reported that the zip wire had now been fixed and was fully operational again.

7.5 Community Property

7.5.1 Pavilion - Progress report regarding the new car park on the Rec. Cllr. Davidson reported that he had met with the Clerk and Cllr. Swann to measure the area up and decide on new locations for the various items of play equipment. A detailed job specification had now been drawn up. The Clerk was meeting a Contractor on Wednesday in order to obtain a quotation. She would also contact one other Contractor. Cllr. Davidson informed the Council that he had now heard from Stuart Izzard at NHDC and it had been confirmed that this was a suitable project for release of S106 monies due to Barkway. It was hoped to get the project started by early summer. **Action: Clerk/RD**

7.5.2 Reading Room update - Cllr. O'Sullivan was asked to take on the project to explore the viability of letting the Reading Room out to the residents of Duck Cottage. The Clerk would meet with him to bring him up to date with any progress made so far. **Action: Clerk/RO**

7.5.3 War Memorial update - The Clerk reported that out of 8 companies approached for quotations to restore the War Memorial, 3 had shown an interest. It was very much hoped to have 3 quotations ready to submit to the War Memorials Trust in time for the next round of grant decision making on 31st March. **Action: Clerk**

7.6 Environment - update - Cllr. Frapporti reported that he would write to Tom Duke regarding the poor state of the Unrestricted Byway along the northern edge of Rokey Wood. He would also check the condition of Footpath 3. **Action: GF**

He also mentioned that he would talk to Mrs Benton again about the positioning of her memorial bench up Church Lane. **Action: GF**

The Clerk reported that the Dodkins had done a good job restoring the Silver Jubilee bench by the village pond. They were also currently restoring the map stand and had put forward a suggestion to the Council that in order to make it more durable they could make the new frame and stand in a resin material that was grained to appear like wood and that to make it more weatherproof it could be positioned vertically. Cllr. Falaschi-Ray suggested the addition of a small overhang on the top edge of the frame to help keep the map dry. This was all agreed. The Clerk to contact Mr Dodkin. **Action: Clerk**

7.7 Media and Communications

7.7.2 Website update - no update to report.

7.7.3 To discuss and agree content for the next edition of the Bulletin - Cllr. Falaschi-Ray had completed a first draft but still needed more input. **Action: Clerk/All**

8. Finance - to receive finance reports from the Clerk

The Clerk reminded the Council that it was coming close to the end of the financial year and it was time to organise a meeting of the Finance Committee to review the figures as at 31st March. It was proposed and agreed to meet on Thursday 6th April at 7.30pm in the Reading Room. **Action: Clerk/SFR/RD/GF**

8.1 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 13.03.2017 was £59,218.00

Receipts since the last meeting:

£42.00 - N Wagstaff - Hire of Community Room

8.2 To authorise payments:

Approval of payments since last meeting:

DD £51.00 - EDF - Direct Debit Electricity Pavilion

DD £13.00 – Affinity Water – Direct Debit Water Pavilion

Approval of payments to be made at meeting:

CHQ 102441 £1,553.74 - Zurich Municipal - Annual Insurance Renewal.

CHQ 102442 £304.79 - Zurich Municipal - Additional Insurance for War Memorial

CHQ 102443 £96.30 - Francis Duncan - Planting out of War Memorial 2016

CHQ 102444 £92.15 - Stationery Cupboard - Ink cartridges and paper

CHQ 102445 £525.00 - Community Land Use - Consultancy for review of Neighbourhood Plan

CHQ 102446 £169.00 - A Dodkin - Pavilion Maintenance

CHQ 102447 £155.00 - D Dodkin - Pavilion Maintenance

CHQ 102448 £67.18 - Jewson Ltd - Pitch Maintenance

CHQ 102449 Cancelled Cheque

CHQ 102450 £8.55 - Cllr. S Falaschi-Ray - Postage Neighbourhood Plan

CHQ 102451 £911.84 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102452 £60.00 - Claire Methven - Litter Picking February

CHQ 102453 £183.75 - Sam Methven - Groundsman February

CHQ 102454 £60.00 - Janine Reay - Pavilion Bookings Clerk + Cleaning February

CHQ 102455 £19.18 - Catharine Toms - Clerk's Expenses *

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£19.18 - 123-Reg - Renewal Domain (2 years)

Parish Council - Pavilion Account:

Bank Balance at 13.03.17 was £1,088.06

Receipts since the last meeting: None

Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 13.03.17 was £839.27

Receipts since the last meeting:

£27.84 COIF Interest

£20.00 Donation for advertising business on website

Payments since the last meeting:

D/D £43.00 - NHDC - Rates

9. Correspondence - None

10. Date of next meeting: Monday 10th April 2017 in the Reading Room.

There being no further business, the meeting ended at 9.29pm