

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

- 1. In attendance:** Cllrs:
Mr G Swann (Chair)
Dr G Frapporti (Vice Chair)
Dr R Davidson
Mr B Morss

Also present: Mrs C Toms (Clerk/RFO)

Members of the Public: Rev'd Sonia Falaschi-Ray, Mrs Lorraine Hart, Mr Bill Dennis, Mr Michael Price, Mr Peter Baker, Mrs Elena Sapsford

2. To receive and accept apologies for absence: Dist Cllr. Gerald Morris

3. To receive Councillor's Declaration of Interest: None received

4. Minutes

4.1 To approve the minutes of the last meetings - approved as read.

4.2 To consider any matters arising from the last meeting - Cllr. Davidson raised a query regarding the Royston Town Football Club (RTFC) meeting notes. They stated that RTFC had said that they had been denied access to the kitchen on occasions. He pointed out that the agreement with RTFC said that they had non exclusive use of the kitchen and toilets. There was a procedure in place that they would be given 5 days notice if the kitchen and toilet facilities would not be available to them. To prevent any misunderstandings going forward the Bookings Clerk, Janine Reay, would be reminded to follow this procedure. **Action: Clerk**

5. Public Session - to receive representations from members of the public - Mr Bill Dennis, Mr Michael Price, Mr Peter Baker and Mrs Elena Sapsford were present to sit through a Parish Council meeting having previously stepped forward to offer their help and support to the Parish Council.

6. Council Administration

6.1 Update on Parish Councillor recruitment - The Clerk reported that further to an appeal made for people to step forward to become Parish Councillors, interest had been shown by four people. The Clerk and Cllr. Swann had met one person already for an informal discussion and all had since been supplied with information on being a Parish Councillor and invited to sit in on a Parish Council meeting. Two of these people had lived in the Parish long enough to qualify to become a Parish Councillor. The other two people were newcomers to the village but may be interested in being co-opted onto a Working Party to assist the Parish Council with Planning issues.

6.2 To proposed and agree amendment to Standing Orders regarding setting of Agendas - Cllr. Davidson reported that currently there was no guidance on agenda setting in the Standing Orders. It was proposed by Cllr. Davidson, seconded by Cllr. Frapporti and agreed by all to insert into the Standing Orders Section 27. Notice of meetings and "Business to be Transacted". **Action: Clerk**

6.3 To propose and agree amendment of Portfolio responsibilities - Cllr. Davidson reported that he had attended a course regarding the new General Data Protection Regulation (GDPR). For the Parish Council it would affect email

communication, the website and storage of data. Over the next few months he would look at procedures to put in place as a minimum to make the Parish Council compliant. With that in mind Cllr. Davidson put forward the suggestion that his Portfolio of responsibilities be changed to Data Protection Officer / IT / Governance and Website. Planning would need to be picked up by others. Cllr. Swann suggested that once the Parish Councillor vacancies had been filled then there could be a reshuffle of Portfolio duties.

6.4 To receive report from the Clerk following attendance on new External Auditor workshop (for information only) - The Clerk informed the Council that the newly appointed External Auditors for smaller authorities in Hertfordshire for 2017/18 onwards were PKF Littlejohn LLP. Their approach to review work was explained along with key changes in requirements for the 2017/18 financial year.

6.5 To receive report from the Clerk following attendance on Data Protection workshop (for information only) - The Clerk informed the Council that the new GDPR was coming into force from 25th May 2018. It was the biggest change in privacy legislation for over 20 years and would override the Data Protection Act 1998. It would apply to almost every organisation, especially public bodies. It would put pressure on organisations, in the age of social media, to protect personal data from loss. It would encourage only the necessary data to be stored. Organisations would need to appoint a Data Protection Officer (DPO) who would be responsible for overseeing, policing and driving privacy.

7. To receive updates from Portfolio Holders

7.1 Neighbourhood Plan - to suspend standing orders to receive report from Planning Consultant Lorraine Hart. To discuss and agree action to complete the Neighbourhood Plan. To resume standing orders.

Standing Orders were suspended to allow Planning Consultant, Lorraine Hart to address the Council. She explained that unfortunately the late addition of site BK3 into the draft NHDC Local Plan had caused a big problem with the finishing of the Neighbourhood Plan. There was still quite a bit more work that needed to be done before it could be submitted to NHDC for independent examination. The Neighbourhood Plan could not be anti-development. The work on the policies needed to be more detailed and the regulation 14 consultation did not meet all the criteria in spite of having taken advice about it from NHDC at the time. However she recommended at this moment in time it would be best to focus on the NHDC Local Plan and BK3 and then take stock of the situation. In order to fight at the examination stage, the insertion of BK3 into the NHDC Local Plan, the questions to ask would be, does it meet the 4 Tests of Soundness for a Local Plan and is it legally compliant. She advised that a query to be looked into urgently would be whether the inclusion of site BK3 met the Regulation 18 appraisal. If it could be proved that proper consultation had not been carried out then that would be the key to getting site BK3 removed from the Local Plan. **(Action: All)**

County Councillor Fiona Hill arrived in the meeting at 7.55pm.

PC Guy Westwood and PCSO Chris Brabrook arrived in the meeting at 8pm.

The 4 Tests of Soundness for a Local Plan

1. Positively prepared
2. Justified
3. Effective
4. Consistent with National Policy

Positively prepared

Is it based on a strategy to meet objectively assessed needs for development and infrastructure?

Do needs include those of neighbouring authorities where appropriate?

Is the strategy consistent with achieving sustainable development?

Justified

Is it based on the most appropriate strategy when considered against reasonable alternatives, based on proportionate and robust evidence?

Evidence – assumptions reasonable, data up to date?

Alternatives considered – have they been subject to sustainability appraisal?

Evidence of Community Involvement?

Effective

Is it deliverable? Are delivery partners signed up to it?

Is it based on joint working across boundaries towards strategic priorities?

Is it flexible and able to be monitored?

Consistent with National Policy in the NPPF (2012)

Does it enable the delivery of sustainable development according to the 5 principles of the NPPF?

“living within the planet’s environmental limits; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.”

Legal Compliance

To be legally compliant the Local Plan needs to have:

1. Adhered to the timetable set out in the Councils Local Development Scheme.
2. Been consulted on in accordance with the Statement of Community Involvement and that appropriate bodies have been consulted
3. Benefitted from the Duty to Cooperate with other neighbouring local planning authorities and bodies, such as the County, Environment Agency and so on to identify and address any issues of impact across boundaries of at least two planning areas
4. An appropriate assessment of its impact
5. An adequate Sustainability Appraisal
6. Compliance with national policy and legislation, for example, the National Planning Policy Framework (2012) the Town and Country Planning (Local Planning) (England) Regulations 2012? Planning and Compulsory Purchase Act 2004 (as amended)

Mrs Hart was thanked for attending the meeting and for her much valued advice. She departed from the meeting at 8.15pm.

Standing Orders were resumed.

7.2 Planning

7.2.1 To consider and make comment on planning application: Full Permission Householder: Part two storey; part single storey rear extension. Insertion of roof lights to create additional accommodation in roof space. Single storey extension to garage; increase roof pitch to facilitate first floor accommodation.

Fox Cottage, Newsells Village Road, Barkway, Royston, SG8 8DE - Case Ref No: 17/02428/1HH - After consideration of this planning application, Cllr Davidson proposed, Cllr. Swann seconded and all voted in favour of no objection. Cllr. Davidson to submit response to NHDC. **Action: RD**

7.2.2 To consider and make comment on planning application: Listed Building: Part two storey; part single storey rear extension. Insertion of roof lights to create additional accommodation in roof space. Single storey extension to garage; increase roof pitch to facilitate first floor accommodation. Internal alterations and replacement of windows

Fox Cottage, Newsells Village Road, Barkway, Royston, SG8 8DE - Case Ref No: 17/02429/1LB - After consideration of this planning application, Cllr Davidson proposed, Cllr. Swann seconded and all voted in favour of no objection. Cllr. Davidson to submit response to NHDC. **Action: RD**

7.2.3 To consider and make comment on planning application: Full Planning Permission: Erection of one 3 bedroom dwelling following demolition of existing building.

Land rear of 9 High Street, Barkway, Royston, SG8 8EA - Case Ref No:

17/02425/1 - After consideration of this planning application, Cllr Davidson proposed, Cllr. Swann seconded and all voted in favour of no objection. However, the response to NHDC would add that the Parish Council was aware of the concerns and objections of neighbouring residents and users of the paddocks to the rear of the property to this application. The Council understanding was that there was various concerns over access, however, appreciated that access was not a planning consideration. It would also draw attention to the fact that there was a discrepancy in the application regarding car parking, where it was shown that there was no reduction in car parking spaces, before and after the development (2 places) yet the supporting document stated that the site currently offered 6 car parking spaces. Cllr. Davidson to submit response to NHDC. **Action: RD**

7.2.4 To consider and make comment on Planning Application: Listed Building: External alterations to flat roof kitchen addition at rear. Internal and external alterations to outbuilding to facilitate conversion to family room, installation of bathroom and enlargement of kitchen. Internal alterations at first floor.

77 High Street, Barkway, Royston, SG8 8ED - Case Ref No: 17/02372/1LB - After consideration of this planning application, Cllr Davidson proposed, Cllr. Swann seconded and all voted in favour of no objection. Cllr. Davidson to submit response to NHDC. **Action: RD**

7.2.5 To consider and make comment on Planning Application: Full Planning Permission : Erection of one 4-bed detached dwelling and creation of new vehicular access off Nuthampstead Road.

High Peak, London Road, Barkway, Royston, SG8 8EY - Case Ref No:

17/02623/1 After consideration of this planning application, Cllr Davidson proposed, Cllr. Swann seconded and all voted in favour of objecting to the application. The proposed development was on a site outside the current Development Boundary, and was not included in the proposed draft Local Plan, or the new proposed development boundary within the Plan. Notwithstanding the absence of the presence of a 5 Year Plan, developments still needed to meet the criteria laid out in the National Planning Policy Framework (NPPF). This property failed to meet NPPF Para 4- 32. It would not provide safe and suitable access to all people. There was no pedestrian access on Nuthampstead Road, which was mainly unrestricted speed limit, and unlit, thereby requiring pedestrians to walk in the highway to gain

access to the property and to the rest of the village. Cllr. Davidson to submit response to NHDC. **Action: RD**

7.2.6 To consider and make comment on Planning Application: Full Permission Householder: Part two storey, part first floor and part single storey rear extension following demolition of existing conservatory together with detached double garage.

High Peak, London Road, Barkway, Royston, SG8 8EY - Case Ref No:

17/02701/1HH - After consideration of this planning application it was decided that the case officer needed to be contacted for clarification of information before a response could be made. The demolition of the existing garage had no impact or influence on the redevelopment of the property. Concerns were that there appeared to be no plan for provision of parking in the new plan, indeed the contrary, the removal of secure parking. It would seem that maybe the application was incomplete and that the inclusion of the garage demolition was misleading. **Action: RD**

7.2.7 To consider and make comment on Planning Application: Full Planning Permission: Erection of two 3-bed detached dwellings including new vehicular access off London Road.

High Peak, London Road, Barkway, Royston, SG8 8EY - Case Ref No:

17/02649/1 After consideration of this planning application, Cllr Davidson proposed, Cllr. Swann seconded and all voted in favour of neither in support nor opposed. The Council was against this development but understood that Outline Planning Permission had already been granted. Cllr. Davidson to submit neutral response to NHDC. **Action: RD**

7.2.8 To consider and make comment on Planning Application: Full Permission Householder: Resurfacing of driveway and addition of two gullies to appropriately redirect rainwater and removal of part of side wall to widen vehicle entranceway.

11 High Street, Barkway, Royston, SG8 8EA - Case Ref No: 17/02641/1HH -

After consideration of this planning application, Cllr Davidson proposed, Cllr. Swann seconded and all voted in favour of no objection. Cllr. Davidson to submit response to NHDC. **Action: RD**

7.2.9 To consider and make comment on Planning Application: Listed Building: Resurfacing of driveway and addition of two gullies to appropriately redirect rainwater and removal of part of side wall to widen vehicle entranceway.

11 High Street, Barkway, Royston, SG8 8EA - Case Ref No: 17/02642/1LB

After consideration of this planning application, Cllr Davidson proposed, Cllr. Swann seconded and all voted in favour of no objection. Cllr. Davidson to submit response to NHDC. **Action: RD**

It was proposed and agreed to suspend Standing Orders to allow the Police present to give their report.

Sgt. Guy Westwood informed the Council that there had been an increase in crimes in the past year, consisting mainly of burglary from sheds and outbuildings and their advice was to be vigilant. The Police were offering crime prevention advice in the area. This time of year the crime rate usually went up and in anticipation of that there would be increased Police cover in the area.

The Police were thanked for attending and then departed from the meeting. Standing Orders were resumed.

7.3 Highways

7.3.1 Highways report - Cllr Swann informed the Council that not much had happened in the last month. There were some overgrown hedges and pot holes reported. It was also noted that the sign at the entrance to Church Lane had been knocked sideways and needed repairing. Cllr. Swann would report this. **Action: GS**

7.3.2 Update on investigations regarding obtaining a weight restriction for the High Street - Cllr. Swann reported that he was still awaiting feedback from Herts County Council (HCC) Legal Department and as such the matter was still ongoing.

7.3.3 Update on land behind Windmill Close - Cllr. Swann reported that contracts had now been exchanged and completed and that the land was now a 'Leased Open Space'. An invoice for the legal fees had now been received from Railton Law.

Cllr. Tony Hunter arrived in the meeting at 8.40pm.

7.4 Sports and Recreation

7.4.1 Pitch maintenance and football update - Cllr. Morss reported that there had been a lot of recent usage of the pitches. Following complaints received from RTFC regarding the quality and timeliness of the pitch marking an urgent but necessary decision had been taken to outsource the lining. Tim Drake, who cut the grass, would now line all pitches at a price of £50 per week to include equipment and material. Since then all was well. The Council wished to pass on their thanks to the footballers for maintaining silence at 11am on Remembrance Sunday. Cllr. Morss was asked if any progress had been made sourcing a container for secure storage of equipment. This investigation was ongoing and would be reported on at the December meeting. **Action: BM**

7.4.2 Report from Bonfire Night - The Clerk reported that Bonfire Night had been a huge success this year with a record number of people turning up. The bucket collection had raised £890.98. With expenses taken out it left a surplus of £298.32 which was suggested could be transferred to the Pavilion fund raising account to pay for any necessary items for the Pavilion. This would leave Bonfire Night cost neutral to the Parish Council when in past years it would have cost approximately £300.00. All agreed. The Council wished to pass on grateful thanks to the bonfire and fireworks team, including Chris Cooper who collected and stored the fireworks, and to all the team of marshals and the first aider, Nicole Spriggs. The Clerk had arranged small thank you gifts for the residents who had helped with the event.

7.4.3 Playground maintenance update - It was reported that the seat on small picnic table had broken again. The Dodkins had been asked to repair it.

7.5 Community Property

7.5.1 War Memorial renovation project update - The Clerk reported that the contractors had completed the work in time for the Remembrance Day ceremony on Sunday 12th November. Following that a re-dedication service had taken place. Cllr. Davidson asked that it should be minuted that the Clerk was thanked for all the hard work she had put in on this project over the past 3 years. **Action: Clerk**

7.5.2 Pavilion maintenance update - The new curtains and blinds had now been fitted and had resulted in a good reduction of echo in the Community Room. Thanks to Clive Toms for succeeding with the difficult task of getting fixings in soft plasterboard walls. It was also reported that the Dodkins had now fitted key pad door locks to the Home and Away changing rooms. It was agreed that since the changing rooms had not been left in good condition recently that signs should be put up warning that extra charges would be incurred if the changing rooms were not left clean. **Action: Clerk**

7.6 Environment - to discuss and agree arrangement for installation of bench for Mrs Benton in Church Lane - Cllr. Frapporti informed the Council that he would mark out the spot where the bench was to be installed. The Clerk would ask the Dodkins if they could install the bench as soon as possible and to contact Cllr. Frapporti. It was proposed and agreed that as one bench seat in the Rec. had recently rotted and been removed, that this new bench could be adopted and maintained by the Parish Council. **Action: Clerk/GF**

7.7 Media and Communications

7.7.1 Police Report - (see after item 7.2.9)

7.7.2 Website update - Cllr. Davidson informed the Council that there was nothing much to report apart from the fact that the new Webmaster, Kristian Melson, was working on stripping out all non Parish Council content from the website and that this would facilitate matters heading towards the new GDPR requirements.

7.7.3 Update on Welcome Pack - The Clerk reported that she had presented Shirley Streater and Val McGow with flowers and cards as a token of thanks for all their work with the Welcome Pack. Laura Childs who had volunteered to take over their duties had since updated the brochure and a new print run had been done. She had already been out to see several new residents.

7.8 Special Projects - Reading Room update - Nothing to report.

8. Finance - to receive finance reports from the Clerk

8.1 Report from meeting of Finance Committee 12th October (see Appendix A). A further date was agreed for the Finance Committee to meet on Wednesday 6th December at 7.30pm in the Reading Room. The purpose of the meeting would be to produce a first draft budget for 2018/19 in preparation for the Precept application in January 2018. **Action: Clerk/GS/RD/GF**

8.2 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 13.11.2017 was £71,117.23

Petty Cash £45.00

Receipts since the last meeting:

£1,506.00 - RTFC - Quarterly Football Contribution

£50.00 - Barkway Vets - Pitch Hire

£890.98 - Bucket Collection - Bonfire Night

8.3 To authorise payments:

Approval of payments since last meeting:

DD £15.68 - Castle Water - Waste Water Pavilion

DD £23.13 - Nest - Pension Contributions

DD £3.60 - Sage Software Ltd - Payroll

DD £120.12 - NHDC - Waste Collection Charge

DD £51.00 - EDF - Direct Debit Electricity Pavilion

DD £10.00 - Affinity Water - Direct Debit Water Pavilion

CHQ 102546 £600.00 - C Cooper - Fireworks for Bonfire Night

CHQ 102547 £157.00 - A Dodkin - Maintenance Pavilion and Rec

CHQ 102548 £140.00 - D Dodkin - Maintenance Pavilion and Rec

CHQ 102549 £18.50 - British Royal Legion - Wreath for Remembrance Day

Approval of payments to be made at meeting:

CHQ 102550 £11,540.74 - Universal Stone - Renovation of War Memorial

CHQ 102551 £5,244.80 - Railton Law - Legal Fees for Lease and Sale of land off Windmill Close

CHQ 102552 £210.00 - T S Drake - Grass Cutting on Rec

CHQ 102553 £40.13 - Jewson Ltd - Paint for Pitch Maintenance

CHQ 102554 £154.76 - Stationery Cupboard - Bulletin and Ink
CHQ 102555 £40.00 - HAPTC - Training
CHQ 102556 £901.30 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance
CHQ 102557 £45.00 - Claire Methven - Litter Picking October
CHQ 102558 £82.50 - Janine Reay - Pavilion Bookings Clerk + Cleaning October
CHQ 102559 £97.50 - Jacob Kingston - Groundsman October
CHQ 102560 £207.00 - Catharine Toms - Clerk's Expenses *

* £28.00 - Sainsbury's - Flowers and cards for thank you for Welcome Pack work
£50.94 - Clerk's Travel Expenses - Return mileage HAPTC training x 2
£39.20 - Tesco - Thank you gifts for Bonfire Night Team
£71.98 - Nisbetts - New Tea Urn for Pavilion
£16.88 - Amazon - Toilet Rolls for Pavilion

Parish Council - Pavilion Account:

Bank Balance at 13.11.17 was £228.06
Receipts since the last meeting: None
Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 13.11.17 was £1,104.22
Receipts since the last meeting: None
Payments since the last meeting:
DD £38.00 - NHDC - Rates

9. Correspondence

- Shirley Streater and Val McGow - thanking Council for flowers and cards
- Barley PC regarding the possible joint purchase of a Speed Indicator Display (SID).
Cllr. Fiona Hill informed the Council that she was trying to arrange a meeting with the Police Commissioner to discuss this further in order to see what backup support would be available from the Police should the equipment be purchased. Cllr. Swann indicated that he would also like to be present at the meeting. **Action: GS**
- HCC - Consultation on merger of middle and upper schools in Royston.

10. Date of next meeting: Monday 11th December

There being no further business, the meeting ended at 9.15pm