

**Minutes of Barkway Parish Council Meeting
Held in the Reading Room, Barkway on 8th August 2016 at 7.30pm.**

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

Also present: Mrs C Toms (Clerk/RFO)

Others present: Dist. Cllr. Gerald Morris and members of the public - Ms. Olivia Erby

2. To receive and accept apologies for absence: Cllr. B. Morss (away on business).
Apology accepted.

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

4. Minutes

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

4.2 To consider any matters arising from the last meeting: The Clerk reported that revised plans had been submitted to North Herts District Council (NHDC) for the garage/study at 49, High Street. The staircase was now being incorporated within the structure of the building, the dormer window would now be in obscured glass and additional conservation Velux windows had been added facing into their own courtyard. Mr Tiffin at NHDC was reported to be happy with the amendments.

It was also reported that the planning application for a new vehicular access at Willow Tree Farm had been refused by NHDC. It was understood that Highways had lodged an objection and the Parish Council had also subsequently objected on the grounds of safety. The Clerk reported that NHDC had investigated the possible breaches of planning at the Tally Ho. Mr Hall had been requested to submit a retrospective planning application as soon as possible and in the meantime cordon off his new car park. An application to nominate the Tally Ho as an Asset of Community Value had been submitted to NHDC and a decision would be made within 8 weeks. It was noted that as the Tally Ho was outside the conservation area there were no tree preservation orders on the trees within the Tally Ho garden.

5. Public Session: Ms. Olivia Erby from Flint House was present.

It was proposed by Cllr. Falaschi-Ray, seconded by Cllr. Davidson and agreed by all to bring forward item 7.1.4. and move item 7.1.1 towards the end of the meeting.

7.1.4 To consider and make comment on planning application: Full Planning Permission : One detached 4 x bedroom dwelling and one detached 3 x bedroom dwelling with detached double car ports and two 2 x bedroom semi-detached dwellings, car parking, access and associated landscaping (as amended by plans received 21/07/16). Flint House, Cambridge Road, Barkway, Royston, SG8 8BP - Case Ref No: 16/00847/1

Ms Erby was present to explain to the Council the amended plans. She informed the Council that they had been working closely with the Conservation Officer at NHDC and

as a result had swapped the positioning of the single and two storey detached properties in order that the single storey property would be nearest the Chapel graveyard and closest to Royston Road. The appearance of the properties were now more barn-like to look as though they would have been outbuildings to the main house. The semi-detached cottages now had fewer windows and would look basically the same as the existing Chestnut Cottages. There would also now be an additional 4 parking spaces on site. After some discussion the Council agreed that it had no objection to the revised plans. The Clerk to respond to NHDC. **Action: Clerk**

6. Council Administration

6.1 Update on Audit progress - The Clerk reported that the period for the Exercise of Public Rights had now expired and no request had been received to examine the accounting records. The Annual Return and supporting documentation were submitted to the External Auditors, BDO by 25th July. Since then two queries had been raised by the Auditors. Firstly relating to the increase in staff costs. This was mainly due to this being the first full year of employing a Groundsman. Secondly requiring clarification on \$106 monies received and appropriate spending of this funding within the year. Both queries had been resolved by the Clerk. Completion of the External Audit would be by the end of September.

6.2 Update on Parish Councillor vacancy - There was no update to report. Cllr. Falaschi-Ray had been to visit Mr and Mrs Tong at Oak Hall to see if either of them would consider becoming a Councillor. Mr Tong had declined as they had too much going on but said he was happy to assist the council as and when he could.

7. To receive updates from Portfolio Holders

7.1 Planning

7.1.2 To consider and make comment on planning application: Full Planning Permission Householder : Installation of roller garage doors to existing cart lodge. 1 Pledgers Place, Barkway, Royston, SG8 8DQ - Case Ref No: 16/01689/1HH - No objection. The Clerk to respond to NHDC. **Action: Clerk**

7.1.3 To consider and make comment on planning application: Full Planning Permission Householder : Basement extension, ground floor rear extension, first floor rear and side extension and roof extension with 3 rear dormer windows. Front porch, two front bay windows and one rear bay window and one first floor rear bay window. The Old Vicarage, Church Lane, Barkway, Royston, SG8 8EJ - Case Ref No: 16/01814/1HH - This planning application was discussed at some length. It would be a massive project and as such would impact the neighbouring area whilst the work was done. It was proposed and agreed to respond to NHDC that the Council would have no objection to the planning application provided the following were covered:

1. As all the materials and works traffic will have to come up a narrow road, Church Lane, the Parish Council asks for a 'Construction management plan by condition' regarding times of work and methodology. So no working before 8.00am and beyond 6.00 pm Monday to Friday and no work at weekends.
2. The currently locked entrance on the East side of the plot should be used for works traffic as the North entrance is after a blind corner often concealing roaming children, dogs and other pedestrians.
3. We cannot find on the NHDC website details of the materials which will be used on these additions. There is usually a supplementary form defining them. We assume the walls and roofing will match the existing ones, and with respect to the new portico with

windows above it, will the materials and colour complement the original Victorian brick?

4. It would be appreciated if the surface of Church Lane was resorted to a pristine state at the end of the works as it will have suffered unusually high levels of heavy traffic and goes into potholes frequently.

5. Please note that on any official document the building must be referred to as The Old Vicarage. It is not permitted to call your house a vicarage unless it is still owned by the Diocese, normally with the Vicar living there!

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

7.2 Highways - update. Cllr. Swann reported that Highways had finished off the majority of the white lines, including those on the junction of Royston Road and the High Street. There was still the issue of trying to get the white line re-painted outside the hairdressers. It was noted that the hedgerow had now been trimmed on the junction of Buckland Road and High Street, allowing better visibility. The jet washing of the gullies in Windmill Close was still yet to take place. Cllr. Swann reported that he had emailed Glynn Railton of Railton Law for an update regarding the Open Space behind Windmill Close and he would email David Charlton at HHC to find out what was happening at their end. **Action: GS**

7.3 Sports and Recreation

7.3.1 Report on handover to Cllr. Morss of duties and areas of responsibility. Cllr. Davidson reported that he had met with Cllr. Morss and had discussed the split of portfolio duties. The proposal was that Cllr. Morss would look after the football activities and Royston Town Football Club (RTFC), the Play Area (including the Play Area regular inspections) and general maintenance of the Rec. He would also line manage Sam the Groundsman. Cllr. Davidson would look after the Pavilion building and still be Chair of the Barkway Recreation Ground Management Committee (BRGMC). He would also line manage Michelle the cleaner / bookings secretary. Cllr. Davidson would also continue to look after the other Parish Council property as part of his Portfolio.

Cllr. Davidson proposed and Cllr. Falaschi-Ray seconded the creation of this new Portfolio of Sports and Leisure to be managed by Cllr. Morss and it was agreed by all.

7.3.2 Play equipment maintenance - Cllr. Davidson reported that the wood on the Play Fort was beginning to deteriorate and would need some attention before too long. The D rings on the big swings would need replacing soon. He agreed to try and source these parts. He requested approval to purchase a bag of play bark to top up levels around the base of the equipment. All approved. The Clerk to order. **Action: RD/Clerk**

7.3.3 Grounds Man - Annual Appraisal and recommendations. Cllr. Davidson reported that he had conducted an annual review with Sam Methven. He concluded that Sam was doing an excellent job, RTFC had praised his standard of work and the pitches were immaculate. Cllr. Davidson proposed and Cllr. Falaschi-Ray seconded and it was all agreed to increase Sam's hourly rate from £6.50 to £7.50 per hour with effect from 1st September. Cllr. Davidson would inform Sam of this pay increase. **Action: RD/Clerk.**

7.4 Community Property

7.4.1 Update on renovation of Red Telephone Box - It was reported that volunteers Tony Terry and Andy McPherson were making progress with the renovation of the phone box. Most of the rubbing down and undercoating on the exterior had now been done. Some additional top coat paint would need to be purchased to complete the painting. A decision was needed as to whether or not to leave in situ a metal plate on the back wall and a carpenter was needed to let in a piece of wood in the door to

re-fix the bottom door hinge. Cllr. Davidson would check out the progress and advise.

Action: RD

7.4.2 Community Room report - Positive feedback was continuing to be received from hirers of the Community Room. Cllr. Davidson would measure up and order the blinds for the two west facing windows. The acoustics still continued to be a problem and a cost effective solution needed to be found as soon as possible. **Action: RD**

7.4.3 BRGMC Improvement Fund status. The Clerk reported that the balance in the account was £783.26. Cllr. Davidson reported that Ben Carpenter and Chris Cooper were organising a charity cricket match at Cokenach and the proceeds would be paid into the Pavilion account.

Cllr. Davidson informed the Council that there was a booking for a Wedding reception marquee to be pitched on the Rec. which would take up the area of the 5 aside pitch for two and a half days. He would write to inform nearby residents. It had been agreed that the music would end by 11pm. The hire fee for this event was £250.

He reported that RTFC pre-season friendly football matches had been taking place along with mid-week training sessions. Two extra bookings for football had been taken. They had asked for a full season but this had been declined because the Barkway Vets needed the spare pitch availability.

It was also reported that the decking and railing on the Pavilion has started to deteriorate and break in places. The new resident that had moved into Willow Tree House adjacent to the Rec. had kindly volunteered to help Cllr. Davidson fix this. It was noted that there could be some rat infestation under the Pavilion. The situation would be monitored.

Action: RD

7.4.4 Boundary changes - Willow Tree House. It was reported that Cllr. Davidson and the Clerk had met on site with Tim Bond to discuss the need to regularise the legal title paperwork regarding the boundary between the Pavilion driveway and a property in Bonds Crescent. Mr Bond's father had many years ago, given over to the Council the strip of land incorporating the ditch, which contained the pipe taking the water supply to the Pavilion. The recent sale of Willow Tree House had revealed that the title deed had never been changed to reflect this. Council Solicitor Glynn Railton (dealing with the Windmill Close Open Space) had been instructed to liaise with Mr Bond and his Solicitor in order to amend the title deeds. Mr Bond was willing to pay any legal fees involved.

7.5 Environment - update on Village Pond Jetty Project - Cllr. Frapporti reported that work on the new jetty had started that morning and was likely to take just a few days. It would be a like for like replacement but with a few improvements.

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 To agree final draft of Annual Report and Bulletin - Cllr. Squire had forwarded a final draft for approval. It was noted that the Annual Financial summary for 2015/16 needed to be included. Information regarding the potential development on BK3 also needed to be added. The Clerk and Cllr. Falaschi-Ray to forward the information to Cllr. Squire as soon as possible. The final draft to be agreed by email and printed and distributed as soon as possible. **Action: RS/SFR/Clerk**

7.7 Special Projects - 'Smarten Barkway' - Update - No update to report.

7.1.1 NHDC Local Plan - Site BK3 - It was reported that the Draft Local Plan had been approved by NHDC. Public consultation would take place in Sept for a period of 6 weeks. The public comments would then be processed by NHDC and then passed to the independent Inspectorate. The whole process was likely to take at least a year. It was

expected that planning applications from both Rands and McIntyres (for Site BK3) would come in shortly, well before the NHDC Local Plan was finalised and adopted. So the need would be to focus on the planning applications. Although BK3 was considered by NHDC to be one site, the two developments should provide a link road. Due to the proximity of these sites to the estates of Cokenach and Newsells it was considered that these owners should be contacted as soon as possible. Cllr. Morris pointed out that there were similarities between BK3 and the Rand's site at Reed which had been refused planning permission. Cllr. Davidson to investigate reasons for planning refusal and also look at the National Planning Policy Framework (NPPF) and supplementary documents. It was thought that sustainability was one of the key points of objection. Cllr. Falaschi-Ray would make contact with the Rands and Kaz Ryzner (Planning Consultant for McIntyre's field), the Clerk to provide contact details for Kaz Ryzner. It was agreed to use the up and coming edition of the Bulletin to tell people about the BK3 potential development site. It was also agreed to put up posters to create awareness. It was agreed these should read 'Battle for Barkway, Stop Excessive Housing Now'. Cllr. Davidson would arrange for roadside banners to be made and install them appropriately. Cllr. Morris was meeting Campaign for Rural Hertfordshire (CPRE) and Natural England to discuss matters (Cllr. Davidson could attend as well if he wished). It was proposed and agreed to take £2,000 from the Smarten Up Barkway fund and allocate this to the Battle for Barkway project. **Action: SFR/RD/GS/Clerk**

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 08.08.2016 was £60,951.79

Receipts since the last meeting:

£200.00 - Jess Cook - Hire and Deposit for Community Room & Rec

£50.00 - Jess Cook - Hire of Community Room

£200.00 - A Baulk RTFC - Hire of Rec and Pavilion - Football Tournament

£1,433.50 - RTFC - Quarterly Football Contribution

£11,000.00 - Push Energy - 3rd Year Community Contribution

£50.00 - Fowlmere FC - Hire of Football Pitch

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

DD £117.65 - NHDC - Quarterly Waste Collection Pavilion

TRF £500.00 - Reading Room A/C - Electricity

Approval of payments to be made at meeting:

CHQ 102351 £160.00 - Martin Bentley - Grass Cutting at Village Pond area and Rec border

CHQ 102352 £199.39 - Stationery Cupboard - Printing re: NHDC Local Plan + Stationery

CHQ 102353 £75.00 - CPRE - Planning Training Course

CHQ 102354 £17.00 - NALC - Annual Subscription

CHQ 102355 £77.31 - Jewson Ltd - Pitch Maintenance

CHQ 102356 £198.00 - A Dodkin - Maintenance Pavilion and Play Area

CHQ 102357 £10.80 - Sonia Falaschi-Ray Expenses - Return mileage to NHDC Local Plan Council Meeting

CHQ 102358 Cancelled Cheque (£10.80 - Cllr. Swann travel expenses. He did not wish to receive this but wished the amount to be added to the budget for Battle for Barkway)
CHQ 102359 £911.84 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance
CHQ 102360 £103.40 - Claire Methven - Litter Picking July + tax refund
CHQ 102361 £178.75 - Sam Methven - Groundsman July
CHQ 102362 £141.91 - Catharine Toms - Clerk's Expenses*
CHQ 102363 £500.00 - Barkway PCC - Grant for cemetery maintenance
CHQ 102364 £160.00 - Barkway Chapel - Grant for cemetery maintenance

*

£6.00 Land Registry Fee for documentation
£6.45 Recorded delivery to BDO External Auditors
£129.46 123-reg Annual Web Hosting Fee

Parish Council - Pavilion Account:

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

Reading Room Account:

Bank Balance at 08.08.16 was £661.69
Receipts since the last meeting: £500.00 Barkway Parish Council - Electricity
Payments since the last meeting:
D/D £43.00 - NHDC - Rates
D/D £63.00 - EDF - Electricity

8.3 To set a date for the next meeting of the Finance Committee - to be advised.
Action: Clerk

9. Correspondence - Letter received from Ms. Margaret Connor to which Cllr. Falaschi-Ray had already responded.

10. Date of next meeting: Monday 12th September 2016 in the Reading Room. Cllrs. Falaschi-Ray offered her apologies (on holiday) and Cllr. Swann offered his apologies (away on business). Vice-Chair Cllr. Frapporti would Chair the meeting.

There being no further business, the meeting ended at 9.20pm