

**Minutes of Barkway Parish Council Meeting
Held in the Reading Room, Barkway on 8th January 2018 at 7.30pm.**

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

Also present: Mrs C Toms (Clerk/RFO)

Members of the Public: Mr Bill Dennis

2. To receive and accept apologies for absence: Cllr. Connolly (personal reasons), Cllr. Morss (unwell), County Cllr. Fiona Hill and Dist. Cllr. Gerald Morris - apologies accepted.

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 reported that Richard Tiffin at NHDC had checked the height of the building on the former garden of the Tally Ho and indicated that he considered it to be as planning permission granted.

5. Public Session - to receive representations from members of the public - Mr Bill Dennis was present to volunteer to step forward to become a Parish Councillor.

6. Council Administration - to discuss and decide on co-option of new Councillors - Cllr. Swann informed the Council that advice recently received from Herts Association of Parish and Town Councils (HAPTC) had indicated that a person could be co-opted onto the Parish Council as soon as they were an elector in the Parish, this situation overrode the 12 month rule. The Clerk had received confirmation from NHDC that Mr Dennis was now included on the electoral role. It was proposed by Cllr. Davidson, seconded by Cllr. Frapporti and agreed by all to co-opt Mr Bill Dennis onto the Parish Council. Mr Dennis was welcomed onto the Parish Council. He signed his Acceptance of Office form and was then able to participate in the remainder of the meeting.

7. To receive updates from Portfolio Holders

7.1 NHDC Local Plan Hearing - update - It was reminded that an informal meeting was being held at Cllr. Morris' house on Monday 29th January at 7.30pm to run through the planned representation to the Inspector at the hearing on Thursday 8th February. Additional information to put to the Inspector was that it was thought that site BK3 (formerly plots 19 and 20) was not properly consulted on under regulation 19. This needed to be proven and Cllr. Swann agreed to research this thoroughly by putting together a timeline of events leading up to the publication of the Draft Local Plan.

Action: GS

7.2 Planning

7.2.1 To consider and make comment on planning application: Full Permission Householder: Two storey detached habitable outbuilding (annexe) Greenways, Buckland Road, Barkway, Royston, SG8 8HA - Case Ref No: 17/04169/FPH - This application had since been withdrawn by the applicant.

7.2.2 To consider and make comment on planning application: Full Permission Householder : Single storey rear extension following demolition of existing single storey rear extension and sheds. Insertion of three rear dormer windows and erection of garden shed.

5 High Street, Barkway, Royston, Hertfordshire, SG8 8EA - Case Ref No:

17/04171/FPH - After careful consideration of the plans, it was proposed by Cllr. Davidson, seconded by Cllr. Swann and agreed by all - No objection. **Action: RD**

It was also agreed to add into the response that the Parish Council would rely upon the Conservation Officer to advise upon the appropriate design and materials used in the development, and would expect that all modification and improvements to be done in materials which would be in character with the existing property and surrounds.

7.2.3 To consider and make comment on planning application: Full Permission Householder : Single storey rear extension following demolition of existing single storey rear extension and sheds. Insertion of three rear dormer windows and erection of garden shed. Internal alterations.

5 High Street, Barkway, Royston, Hertfordshire, SG8 8EA - Case Ref No:

17/04172/LBC - See item 7.2.2 (above)

7.3 Highways

7.3.1 Highways report - It had been noted that traffic monitoring devices had been installed along both Royston Road and Cambridge Road. It was thought that these could be in relation to a forthcoming planning application relating to site BK3. Cllr Swann would email HCC Highways to find out who had installed the devices and why. **Action: GS**

Cllr. Swann reported that he had raised a fault report for the whole length of Buckland Road and understood that it would be repaired within the week. Repairs had been carried out around the man holes at the junction of the High Street and Royston Road, however they had failed to repair the elongated pot hole just over the junction. He would contact Derek Jerrard again at Ringway to get this done. **Action: GS**

Location of a possible salt bin was discussed. It was agreed that the best location would be on the Windmill Close side of Royston Road on the verge behind the bus stop. It was also agreed that if this went ahead to ask the Dodkins to make a wooden surround to make it look more attractive. The Clerk reported that County Cllr. Fiona Hill had asked if Barkway needed anything to be funded from the remains of her Locality Budget for this year. She had responded to Cllr. Hill suggesting the purchase of a salt bin for Royston Road bus stop area and also some funds towards the purchase of a defibrillator for the old BT phone box in the High Street. The deadline for applications was 12th March. It was agreed that the Clerk would apply for some Locality Budget funding. **Action: Clerk**

The problem of residents parking fully on and obstructing the pavements along the High Street was discussed. It was agreed that the Clerk would contact PCSO Chris Brabrook and ask the Police to deal with the matter. **Action: Clerk**

7.3.2 Update on investigations regarding obtaining a weight restriction for the High Street - it was reported that an email had been sent out to local Parish Council's, Braughing, Hormead and Hare Street and Barley, in order to gain some support for the shared issues of the HGV traffic along the B1368. It was considered that there would be strength in numbers when it came to any petitioning. It was also considered that Barkway Parish Council should be more pro-active with ongoing liaison between neighbouring Parish Councils. It was noted that Elena Sapsford was still researching prices for a survey to be conducted with regard to the impact of the HGV traffic.

7.3.3 Update on land behind Windmill Close - Cllr. Swann reported that a small fence had now been put up demarking the new Open Space area and the NHDC

owned land. NHDC had made comment on how much garden waste appeared to have been dumped there. It was thought that a notice should be delivered to all nearby residents asking that no further garden waste was dumped in that area. It was noted that NHDC were likely to be putting their part of the land up for sale in the next few weeks.

7.4 Sports and Recreation

7.4.1 Pitch maintenance and football update - The Clerk reported that the football games had been cancelled the previous weekend as the pitches were waterlogged. Bob Bonfield was now acting as Caretaker for the Pavilion in relation to the football activities. The Clerk would contact him and just clarify the tasks that needed to be carried out. **Action: Clerk.**

As there was no longer a Groundsman it was a question of getting all necessary jobs covered. It was noted that Tim Drake was doing an excellent job of the line marking. RTFC would be asked if they could put up and take down the goal nets before and after matches. **Action: BM**

7.4.2 Playground maintenance update - The Clerk reported that the annual Playground Inspection report had just been received. Having taken a very quick look through, it unfortunately was agreed by all that the zip wire would have to be put out of action again until necessary repairs could be made. This report would be an item on the agenda for February. **Action: Clerk**

7.5 Community Property

7.5.1 War Memorial renovation project update - The Clerk reported that she still had to complete some paperwork to apply for the grant payment. **Action: Clerk**

7.5.2 Pavilion maintenance update - It was reported that the Dodkins had now power washed the decking and made a very neat job of fitting chicken wire across the surface. This would hopefully eliminate any slip hazard on the walkway. Two quotations had been received for flooring of the changing rooms and corridor £4,500 + VAT and £4,800 + VAT. This was considered to be far too expensive and perhaps an alternative would be just to get the floor skimmed and painted. The Clerk to investigate further. **Action: Clerk**

It was queried whose cones were being stored under the walkway to the Pavilion. RTFC would be asked if they belonged to them, and if so, if they could store them elsewhere. **Action: Clerk**

It was noted that urgent future maintenance required would be to recoat the wooden cladding on the exterior of the Pavilion. The gutters also needed clearing out and leaf guards installed up there. A working party to be organised in the Spring. **Action: Clerk**

7.6 Environment

7.6.1 Installation of memorial bench in Church Lane - update - Cllr. Frapporti informed the Council that Mrs Benton would contact him when they were ready to position the bench. There would be no charge for the installation but the Parish Council would take on any maintenance ongoing.

7.6.2 To review and agree actions for tree maintenance on Parish Council owned land for the forthcoming year - Cllr. Frapporti advised the Council that it was about time to review the tree survey and decide on a maintenance plan going forward. The previous survey (2013) had included a plan which had since been mislaid, the Clerk would see if she could find a copy and would forward to Cllr. Frapporti. In the meantime he would investigate what might need to be done and report at the February meeting with a proposal. **Action: Clerk/GF**

7.6.3 Report regarding weather damaged tree (on North Herts Homes land) near the bus stop on corner of Periwinkle Close - The snow damaged tree on the corner of Periwinkle Close had now been made safe by North Herts Homes (NHH). All

trees owned by NHH were on a 3 year rotating inspection plan and this would now be brought forward to tidy up this particular tree.

The noticeboard on the corner of Periwinkle Close had blown over in the recent storm. The Dodkins had been asked to fix it. It was suggested that maybe it could be attached to the side of the bus stop.

7.6.4 To agree the positioning by the village pond of the renovated map board stand - After some consideration it was proposed and agreed that the best location would be directly in front of the village sign. The Clerk to contact the Dodkins. **Action: Clerk**

7.7 Media and Communications

7.7.1 Police Report - It was reported that there had been some more recent shed break ins locally, but nothing in Barkway.

7.7.2 Website update - Cllr. Davidson reported that Kristian Melson had been asked to look at some new software for a website.

7.8 Special Projects - to be deferred until February.

8. Finance - to receive finance reports from the Clerk

8.1 To agree on Precept application for 2018/19 - (see appendix A) Following a meeting of the Finance Committee who had scrutinised the actual and forecast figures and produced a budget for 2018/19, a proposal was presented to the Parish Council. It was proposed by Cllr. Davidson and seconded by Cllr. Swann and all voted in favour that the Precept requested for 2018/19 should be increased by 2% from £36,000 to £36,720. The Clerk to write to NHDC by 19th January 2018.

After investigation into National Minimum Wage and Living Wage rates it was recommended and agreed to put up the rates of pay for the Cleaner/Bookings Clerk, the Litter Picker and the Caretaker at the Pavilion to £8.30 per hour immediately, with a review in April to further increase the hourly rate to £8.50. **Action: Clerk**

8.2 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 08.01.2018 was £65,952.80

Petty Cash £45.00

Receipts since the last meeting:

None

8.3 To authorise payments:

Approval of payments since last meeting:

DD £51.00 - EDF - Direct Debit Electricity Pavilion

DD £10.00 – Affinity Water – Direct Debit Water Pavilion

Approval of payments to be made at meeting:

CHQ 102572 £1,082.70 - NHDC - Dog Bin Emptying 2017/18

CHQ 102573 £173.00 - A Dodkin - Maintenance Rec and Reading Room

CHQ 102574 £145.00 - D Dodkin - Maintenance Rec and Reading Room

CHQ 102575 £225.00 - T S Drake - Line Marking Dec

CHQ 102576 £55.00 - M Thornton - Window Cleaning RR & Pav & Cleaning Bus Stops

CHQ 102577 £34.00 - Martin Bentley - Grass Cutting at Village Pond

CHQ 102578 £67.93 - Catharine Toms - Clerk's Expenses *

CHQ 102579 £90.70 - HMRC - PAYE Oct - Dec

CHQ 102580 £901.30 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102581 £60.00 - Claire Methven - Litter Picking December

CHQ 1025820 £60.00 - Janine Reay - Cleaning/Bookings Pavilion - December

* £28.34 Barley Stores - Refreshments Xmas after PC meeting Dec

£ 0.99 Savers - Flash Wipes for Reading Room

£ 6.72 Post Office - Stamps
£16.88 Amazon - Toilet Rolls - Pavilion
£15.00 Amazon - Black Sacks - Litter Picking

Parish Council - Pavilion Account:

Bank Balance at 08.01.18 was £406.38
Receipts since the last meeting:
Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 08.01.18 was £980.68
Receipts since the last meeting: None
Payments since the last meeting: None

9. Correspondence: Nothing received of any significance

10. Date of next meeting: Monday 12th February

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