

**Minutes of Barkway Parish Council Meeting
Held in the Reading Room on 9th May 2016 at 7.30pm.**

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

Also present: Mrs C Toms (Clerk/RFO)

Others present: Mr Chris Cooper, Ms Olivia Erby (residents of Flint House), Mr Michael Ward and Mr David Fletcher (Planners from Strutt and Parker LLP).

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: The Clerk reported that she had been in contact with the Internal Auditor, Carol Willis, who had confirmed that she was still willing to do the Internal Audit. Cllr. Davidson informed the Council (ref item 7.1) that he had not yet had chance to contact Richard Tiffin at North Herts District Council (NHDC) regarding the NHDC Local Plan.

5. Public Session: Mr Michael Ward and Mr David Fletcher from Strutt and Parker (acting on behalf of Rand Brothers) were present to talk to the Council about a pre-planning application running with NHDC to develop a field to the East of Royston Road. The proposal was currently in the very early stages and as yet no consultation had been done. The proposal was for a development of up to 65 dwellings, it would be a landscape development, meaning a reduced number of dwellings and retaining hedgerows and mature trees. They had considered the Council's Strategic Housing Policy which indicated a need for 3 bedroom dwellings and a minimum of 25% of affordable housing. There was also a possibility that the development could incorporate a village shop. It was noted by the Council that in the current absence of a NHDC Local Plan, applications such as this could still be made. Mr Ward and Mr Fletcher indicated that they planned to hold a public consultation at Barkway Village Hall as soon as arrangements could be put in place.

Mr Chris Cooper and Ms Olivia Erby were present to listen to the Council's discussion and decision on response to NHDC regarding item 7.2.2 on the agenda (planning application at Flint House).

Mr Ward and Mr Fletcher departed from the meeting.

6. Council Administration

6.1 Update on Councillor recruitment - no update to report.

6.2 To finalise arrangements for the Annual Parish Meeting on Wednesday 18th May - The Clerk informed the Council that the guest speaker, Mr Tom Doig, had been

taken into hospital and was now unable to attend. It was suggested that Tony Hunter be contacted to see if he might be available, particularly as his Ward area was changing and this would be his last year with Barkway. The Clerk to contact County Cllr. Tony Hunter.

Action: Clerk

7. To receive updates from Portfolio Holders

7.1 Neighbourhood Plan - update - no update to report.

7.2 Planning

7.2.1 Update on land behind Windmill Close - Cllr. Swann reported that a verbal agreement was now in place. A new Solicitor was now representing NHDC, it had been requested by NHDC that a covenant be put in place within the agreement that should Barkway Parish Council ever decide to build on the land in question, then money would have to be paid over to NHDC. This covenant was considered not to be a problem as the land would never be built on and would always be retained as an Open Space. Cllr. Swann was hopeful that an agreement would be in place by the end of May. **Action: GS**

7.2.2 To consider and make comment on planning application: Full Planning Permission : Two detached 3 x bedroom dwellings with detached double car ports and two 2 x bedroom semi-detached dwellings, car parking, access and associated landscaping. Flint House, Cambridge Road, Barkway, Royston, SG8 8BP - Case Ref No: 16/00847/1. The application was discussed in detail. The Council concluded that it had no objection to the application but did have concern about the lack of provision within the proposed development of sufficient off street parking for residents and visitors. The Clerk to respond to NHDC accordingly. **Action: Clerk**

Mr Cooper and Ms Erby departed from the meeting.

7.3 Highways

7.3.1 Report from Risk Assessment Training with Highways Together 28th April - Cllrs. Swann and Davidson had attended the risk assessment training session, which was apparently compulsory in order to start on any Highways Together initiative tasks. It was reported that, having waited so long for an evening event to be organised, it had been disappointing that nothing new had been learnt and that completing tasks with volunteers under the Highways Together scheme just required using basic common sense. No specific training had been offered and no certificate issued to confirm attendance. As a result of the delay, time had now been lost getting underway with the jobs in the village. **Action: GS**

7.3.2 Update on Royston Road footpath - Cllr. Swann reported that a ballot had been held, with 14 papers handed out, 8 were returned and only 1 of those wanted the new footpath. The remainder were in favour of tidying up the existing path and improvements made to the access points for the houses. It was understood that the work was now due to start in June. Cllr. Swann reported that he had raised some delayed issues with Highways, some of which dated back as far as 2014.

7.3.3 Update on road closure for Remembrance Day - Cllr. Swann reported that Herts County Council had no problem with the proposed road closure. The Police were apparently too busy currently to respond. Cllr. Swann would chase this matter again in August. **Action: GS**

7.4 Pavilion and Community Property

7.4.1 Pavilion and Community Room

7.4.1.1 Maintenance report - Cllr. Davidson reported that the Pavilion was suffering now from the shortcuts taken to get the building completed on time and within a budget. As a result of this, several plumbing leaks had recently been discovered.

A new fitting on the cistern in the disabled toilet had been required and replacement timer taps had been purchased to be fitted on all the wash hand basins. The Dodkins had been given a list of maintenance issues to address which would bring the building back up to speed. It was noted that the new flooring in the ladies, gents and disabled toilets had now been fitted and looked a vast improvement.

7.4.1.2 Report on purchase of finishing off fixtures - Cllr. Davidson reported that a new entrance mat had been purchased and that there had recently been a surprise offer of a donation of 3 tables from a family who had hired the Pavilion for a family picnic on the previous bank holiday weekend and who had noted the lack of available tables within the facility. Cllr. Davidson agreed to follow up this generous offer by email. **Action: RD**

7.4.1.3 Next meeting of Barkway Recreation Ground Management Committee (BRGMC) - Monday 23rd May - Cllr Davidson would report on this to the Council at the June meeting. He wished it to be noted that to manage the Pavilion building and the activities on the Recreation Ground was becoming an onerous task and that he needed more help. The BRGMC needed more support and input from the Parish Council.

7.4.1.4 Royston Town FC (RTFC) agreement - Report on end of season and new scale charges for 2016/17 season - Cllr Davidson reported that he had already advised RTFC that he proposed the new contribution for the coming year to be increased by 2.5%. This was in line with the figures previously discussed in the early negotiations with RTFC. The football season had now finished and apart from a weekend football tournament booked on the Rec. by RTFC, the pitches could be rested and in places repaired. There was a need for the goal mouths to be levelled off and reseeded. **Action: RD/Clerk**

7.4.2 Recreation Area - report on ground maintenance and play items - Cllr. Davidson reported that some new shackles for swings had been ordered and would be fitted on arrival. The new waste bin still needed to be placed into position. Apart from that, all looked to be in good order. He reported that he was struggling to find time to do tasks such as the Play Area inspection - The Clerk agreed to take on this task and keep the appropriate records. **Action: RD/Clerk**

7.4.3 War Memorial - update on grant application - The Clerk reported that following a meeting with Cllr. Davidson to gather together information for the grant application, she was now preparing to submit a formal application to the War Memorial Trust. **Action: Clerk**

7.5 Environment - To consider quotations received for renovations works to Barkway Pier - Cllr. Frapporti reported that he had now received two quotations for this project. Joe Poulton's quotation was the cheapest at £2,400. It was therefore proposed by Cllr. Frapporti and seconded by Cllr. Falaschi-Ray and agreed by all to proceed with Joe Poulton. Quotations had also been sought to place a foundation for a bench (to be supplied by Linda Benton, in memory of her late husband John) up Church Lane. It was questioned whether concrete foundations were really necessary or appropriate in that location and that ground anchors could be used instead, as on the Recreation Ground. Cllr. Frapporti would liaise with Mrs Benton on this matter. **Action: GF**

7.6 Media and Communications

7.6.1 Police Report - no report

7.6.2 To discuss content and agree action to produce Annual Report and Spring edition of the Bulletin - It was agreed that the content of the Chairman's report at the Annual Parish Meeting (APM) could be used as the basis of the content for the Annual Report, which could be incorporated within the next edition of the Bulletin. Cllr. Squire requested Councillors to supply him with reports from each of their Portfolios for

inclusion within the Bulletin. Cllr. Falaschi-Ray to provide him with a copy of her report for the APM and the Clerk to supply the financial information. **Action: All**

Cllr. Squire informed the Council that the Queen's birthday celebration picnic was definitely now going ahead and that the Community Group were working hard to bring all the arrangements together. Some time ago, former Councillor, Jim Dalton had suggested that the Council should consider purchasing some Queen's 90th birthday commemorative medals to be handed out. Cllr. Squire now proposed that the Council should consider going ahead with this idea. After some discussion, it was proposed and agreed by all to purchase 100 medals at a total price of £206.50 + VAT. These commemorative medals would be given to households in the village with children. Cllr. Squire to place an order. **Action: RS/Clerk**

7.7 Special Projects - Update on 'Smarten Barkway' project - whilst there was no update on this, some discussion took place regarding the allocation of Solar Farm funds. It was agreed that greater care was needed in deciding how the money was spent. The Clerk reported that Tom Wornham (Chair of the Village Hall) had requested to know if the Council had come to any decision yet regarding his proposal to create a new car park in the field behind the Social Club at a cost of approx. £11,000. The purpose of the car park would be to ease the congestion in the area when events were taking place simultaneously on the Rec. and at the Village Hall. After some discussion it was agreed to put this as an item on the agenda for the June meeting. **Action: Clerk**

8. Finance - to receive finance reports from the Clerk

The Clerk reported that further to the last meeting the bank mandate changes had now all been approved.

8.1 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 09.05.2016 was £56,511.02

Receipts since the last meeting:

£1,433.50 - Royston Town FC - Quarterly Football Contribution

£92.00 - Hire of Community Room & Pavilion

£100.00 - Louise Carpenter - Deposit for Hire of Pavilion for Preschool

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 - Waste Collection Pavilion

CHQ 102304 £332.95 - Melbourn Flooring - 50% Deposit for flooring in toilets Pavilion

CHQ 102305 £332.94 - Melbourn Flooring - Balance for flooring in toilets Pavilion

Approval of payments to be made at meeting:

CHQ 102306 £67.18 - Jewson Ltd - Pitch Maintenance

CHQ 102307 £360.00 - Stewart Bullard & Son Ltd - Pitch Maintenance

CHQ 102308 £205.00 - A Dodkin - Pavilion Maintenance

CHQ 102309 £135.00 - D Dodkin - Pavilion Maintenance

CHQ 102310 £34.81 - Stationery Cupboard - Ink Cartridges

CHQ 102311 £41.25 - Michelle Garner - Cleaning of Pavilion and Bookings Apr

CHQ 102312 £30.00 - Melbourn Flooring - Refitting Doors

CHQ 102313 £30.00 - North Herts CVS - Annual Subscription

CHQ 102314 £75.00 - Louise Carpenter - Partial Refund Hire Deposit Pavilion

CHQ 102315 £198.20 - Bob Davidson Expenses - Pavilion Maintenance & Travel Exps

CHQ 102316 £911.84 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102317 £90.10 - Claire Methven - Litter Picking April + Holiday Pay 2015/16

CHQ 102318 £412.75 - Sam Methven - Groundsman April + Holiday Pay 2015/16

CHQ 102319 £45.32 - Catharine Toms - Clerk's Expenses *

* £3.99 Amazon Daily Buy - Photo Frame (to replace broken one) Pavilion

£19.99 Vinsini - Toilet Rolls for Pavilion

£14.14 Cash to top up Petty Cash to £25 for Cleaner to purchase cleaning materials - Pavilion

£7.20 Return mileage to Melbourn Flooring to return sample book.

Parish Council - BRGMC Account:

Bank Balance at 09.05.16 was £561.00

Receipts since the last meeting: £450.00 Share of Easter fund raising from Preschool

Payments since the last meeting: None

Reading Room Account:

Bank Balance at 09.05.16 was £445.66

Receipts since the last meeting: None

Payments since the last meeting:

D/D £26.00 EDF Electricity

D/D £38.92 NHDC Rates

8.3 To consider grant application from Barkway Social Club - The Council approved a £400 grant from the Solar Farm Community Contribution fund to contribute 50% towards the cost of a replacement carpet for the back room of the Social Club which was regularly used by the Youth Club. **Action: Clerk**

9. Correspondence -

1. A late grant application had been received from Jean Pooley of the Community Group for a £50 contribution towards the costs of organising a community gathering at the Village Hall to watch the Queen's birthday celebrations on a large screen in a party atmosphere. This was approved by the Council

2. A letter from Vince Styles, on behalf of the Barkway Court Management Committee, to commend Cllr. Swann for his effort in arranging for the repair by Highways of a loose and potentially dangerous drain cover that was causing anxiety for the residents of 58 and 58a High Street.

10. Date of next meeting: Monday 13th June 2016

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