

**Minutes of Barkway Parish Council Meeting
Held in the Reading Room, Barkway on 9th October 2017 at 7.30pm.**

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

Also present: Mrs C Toms (Clerk/RFO)
Dist. Cllr. Gerald Morris

Members of the Public: Rev'd Sonia Falaschi-Ray and Mr Craig Garner

2. To receive and accept apologies for absence: None

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 - The CPRE Planning Skills seminar on 5th October was cancelled and the attendance fee refunded.

A replacement volunteer to manage and deliver the Welcome Pack had been found. Mrs Laura Childs had kindly volunteered to take on this much appreciated role and would, following a hand over from Shirley Streater and Val McGow, now be visiting newcomers to the village and handing over a Welcome Pack. The Council wished to thank Shirley and Val for their valuable work over the past few years. The Clerk was requested to organise some flowers and cards to be given to them as a token of thanks from the Parish Council. **Action: Clerk**

5. Public Session - to receive representations from members of the public - Mr Craig Garner entered the meeting. He was present to sit in and observe a Parish Council meeting to ascertain whether he might be interested in applying to become a Parish Councillor.

6. Council Administration - Update on Parish Councillor and to agree actions for recruitment - Cllr. Bob Davidson had drafted a document a while back, to be published with the aim of urgently recruiting new Parish Councillors. This had been previously circulated to all Councillors. A couple of minor changes had since been made by the Clerk but it was now suggested that this message could be sent out by email, included in the next edition of the Diary and inserted into the forthcoming Bulletin. This was all agreed. **Action: Clerk**

Cllr. Davidson proposed that a procedural change was made to agreeing agendas for forthcoming meetings. He requested that draft agendas were sent out to all Councillors 48 hours prior to further publication in order that all were in agreement with the content. The Standing Orders would need amending to reflect this change. All agreed. **Action: Clerk/RD**

Cllr. Davidson also proposed that in future Council meetings, the order of business conducted should adhere to the agenda. All agreed.

7. To receive updates from Portfolio Holders

7.1 Neighbourhood Plan - update and handover from Sonia Falaschi-Ray and to agree attendance to make representation to the Independent Inspector at NHDC Local Plan hearing on 29th November regarding site BK3.

Standing Orders were suspended to allow Sonia Falaschi-Ray to give the Council an update as to the current situation with the Neighbourhood Plan. She thanked the Parish Council for all its support to her whilst she had been a Councillor. She informed the Council that although she had recently resigned as a Councillor, she would be willing, with Council approval, to be part of a Working Party to continue with developing the Neighbourhood Plan and to be present on behalf of the Parish Council to make a representation regarding the draft NHDC Local Plan, and in particular site BK3, to the independent Inspector at the NHDC Local Plan 2011-2031 hearing at Letchworth on 29th November. It was proposed by Cllr. Davidson and seconded by Cllr. Swann and agreed by all to co-opt Sonia Falaschi-Ray onto a Working Party to deal with the draft NHDC Local Plan and the Barkway and Nuthampstead Neighbourhood Plan. It was noted that Mike Chapman from Nuthampstead was still willing to be involved and it was hoped that other residents would also come forward to assist. She reported that she had been in contact with the Planning Consultant, Lorraine Hart, who had recommended that other useful days to attend the NHDC Local Plan Hearing would be Weds 15th Nov (Matter 4 - The housing strategy: the supply of land for housing) and Thurs 23rd Nov (Matter 9 - The basis for housing allocations) as these could provide additional material to add to the planned representation by Barkway Parish Council regarding Site BK3 on 29th Nov. The Clerk agreed to keep an eye on the proposed schedule for the hearing to ensure that the dates did not change. She would also contact Louise St John Howe to reserve a slot to make a representation at the hearing and also to advise of likely numbers from Barkway attending the hearing sessions. **Action: Clerk**

The Clerk handed over to Rev'd Falaschi-Ray two documents she had received from Louise St John Howe about the procedures of the Local Plan Examination.

Rev'd Falaschi-Ray informed the Council that although the Neighbourhood Plan could not be finished until the NHDC Local Plan had been approved, as NHDC would not approve the Neighbourhood Plan unless it complimented their Local Plan, there was still work that could be done in order that it was ready to submit for examination at the earliest opportunity. It was considered to be important that the Neighbourhood Plan was concluded as it would define permissible development and ensure more funding would be available for the village as a result of planning applications once the current S106 arrangement changed to Community Infrastructure Levy (CIL).

Standing Orders were then resumed.

7.2 Planning - To consider and make comment on planning application: Full Permission Householder: Detached three bay garage with first floor habitable accommodation.

Flint House, Cambridge Road, Barkway, Royston, SG8 8BP - Case Ref No: 17/02369/1HH - Cllr. Davidson explained that there was already permission granted for a garage on this site but this current application was for a slightly altered location. The original application was now not appropriate as it would impinge on the access road created for the new builds on the site. Cllr. Davidson proposed, Cllr. Swann seconded and all agreed that there was no objection to this application. The Clerk to respond to NHDC. **Action: Clerk**

County Cllr. Fiona Hill entered the meeting at 8.10pm

For information only: Cllr. Swann informed the Council that there were currently major changes proposed by Hertfordshire County Council regarding the Middle Schools, Upper School and 6th Form education provision in Royston which was causing a great deal of concern amongst pupils and parents.

7.3 Highways

7.3.1 Highways report - Cllr. Swann reported that he had received a few emails from residents concerned again about the number about HGV's travelling through the village, it appeared that these were mainly sugar beet lorries which would now stop as the sugar beet harvest had since finished. Residents needed to be reminded that they must record actual lorry details in order for the Council to investigate these incidents as not all lorries could be associated with Anstey Quarry. Cllr. Swann had once again been in contact with Anstey Quarry to check that they were operating within their license agreement.

Cllr. Swann informed the Council that signs would be put up regarding the road closure for Remembrance Sunday.

7.3.2 Update on investigations regarding obtaining a weight restriction for the High Street - Cllr. Swann reported that the Highways Dept. had advised that it was difficult to restrict the movement of HGVs as they were permitted to use any classification of road for access and deliveries, even if there was a weight restriction in place (unless it was a structural weight limit). Weight limit restrictions were used to limit the impact of HGVs on residential areas not on the main road network and would allow Highways to prohibit or restrict the movement of HGVs. That required the making of a Traffic Regulation Order (TRO) which would give the Police the power to enforce the order. Therefore any weight restrictions would require the support of the Police. Highways had now investigated the possibility of a weight restriction along the High Street and other roads in Barkway and had consulted with the Police Traffic Management Unit. The Police on checking their records found no evidence to suggest that the roads within Barkway justified the introduction of a weight limit restriction because of problems directly associated with HGVs. Cllr. Swann had also consulted with Highways and their structural engineers to establish whether the recent collapsed culverts had been caused by large vehicles. It was reported that the damage to both culverts had been caused by historic connections carried out by third party utilities and the plant used whilst making the connections and this had affect the fabric of the culverts.

It was therefore considered that it would not be appropriate to ask County Cllr. Fiona Hill to spend some of her Locality Budget money on conducting a survey regarding obtaining a possible weight restriction for Barkway.

Cllr. Tony Hunter entered the meeting at 8.25pm

7.3.3 Update on land behind Windmill Close - Cllr. Swann reported that a meeting had been held on 2nd Oct at Herts County Council to discuss the matter. The consultation process with NHDC was nearly complete. NHDC would then apply for the land to be classified as Open Space which would protect it from any future development and whilst that application was submitted the land would be leased as Open Space to the Parish Council.

Cllrs. Tony Hunter, Fiona Hill and Gerald Morris and Sonia Falaschi-Ray made their apologies and departed from the meeting at 8.30pm.

7.4 Sports and Recreation

7.4.1 Pitch maintenance update and consider quotations received for an annual maintenance contract - no update to report.

7.4.2 Update on new Groundsman - Cllr. Morss reported that there had been a few teething problems but progress was now being made. However, Jacob had indicated that he was now seeking full time employment and hoped it would fit in with his commitments as a Grounds Man. With that in mind, also bearing in mind the lack of daylight hours during the winter months, Cllr. Morss was mindful to look into the possibility of outsourcing the line marking of the pitches. He would seek quotations and report back to the Council in November. **Action: BM**

7.4.3 To discuss and agree proposal to purchase a new line marking machine - it was reported that Fleet Line Markers Ltd had recently visited to demonstrate a line marking machine. The price of the most appropriate model (with a detachable battery pack) was £712.50 + VAT but this deal would also tie the council in on a 5 year contract to purchase the paint from Fleet Line Markers Ltd. In view of the report in item 7.4.2 it was proposed by Cllr. Morss, seconded by Cllr. Davidson and agreed by all to put a decision on hold until further notice.

7.4.4 Report from meeting held with Royston Town Football Club (RTFC) 18th September (see Appendix A). Cllr. Morss reported that he had attended a productive meeting with RTFC which had successfully resolved some current issues. It was considered that it would be beneficial, going forward, to have a meeting on a quarterly basis. **Action: BM**

7.4.5 To finalise arrangements for Bonfire Night on the Rec, event - Sunday 5th November - It was reported that Chris Cooper had volunteered to help organise the event and gather together a team to manage the bonfire and fireworks display, although he would not be in attendance on the evening. Graham Aldridge would be organising the fireworks display. Chris Cooper was purchasing and storing the fireworks. The bonfire would be built on Saturday 4th November, and not before, in order to prevent unwanted items being dumped on the site. Preschool would be selling refreshments and glow sticks as fundraising for their organisation. Gates would open at 6.15pm and the fireworks would start at 7pm. Entrance would be free but there would be a bucket collection with suggested donations of £1 per child and £2 per adult. The Clerk was working to ensure that all procedures were covered and to get together a team to marshal the event. **Action: Clerk**

7.4.6 Report from meeting of the Car Park Working Party 12th September - (see Appendix B). It was reported that new plans were currently being looked at by the Working Party.

7.5 Community Property

7.5.1 War Memorial renovation project update - The Clerk reported that the contractors had started work on 28th September but had now left site until Monday 16th October. In the meantime work was being carried out off site on the WW11 plinth. The agreed schedule of work required to the WW11 plinth had been queried by the Contractors once they had the stone back at their workshop and been able to inspect it more closely. A revised schedule of work to the stone had now been agreed between the Contractor and the War Memorials Trust and it was confirmed that this would not jeopardise any payment of the grant awarded. Works would be completed before the end of October. The mandatory publicity of the project had been carried out via the Diary, The Crow and the village website.

The Clerk informed the Council that a re-dedication service would take place at the newly renovated memorial directly after the Remembrance Day ceremony.

7.5.2 Pavilion maintenance update - The Dodkins had replaced the broken lock to the main door of the Pavilion and new keys had been issued to all users. Key pad locks were currently being fitted to the home and away changing room doors for added security. New curtains and blinds were in the process of being fitted but difficulties were being had getting any strong fixings in the plasterboard walls. Extra fixings had been purchased and a second attempt to install the curtains would be made on the forthcoming weekend when there was no scheduled bookings for the Community Room. It was reported that the shed behind the Pavilion had been broken into for the second time. Nothing had been taken but the shed had been damaged to gain access. The Police had been informed along with the Safer Neighbourhoods Team. The Dodkins had been asked to repair the shed. Cllr. Morss would look into purchasing a metal container as a more secure place to store the grounds equipment. **Action: Clerk/BM**

7.6 Environment - to ratify response sent to NHDC regarding Brown Bin consultation and to note response from NHDC - Further to a recent NHDC consultation regarding the proposed withdrawal of garden waste collection by NHDC at no charge and the replacement of the service to those households that would be prepared to pay £40 per annum, Barkway Parish Council ratified the response submitted to NHDC as being opposed to the plans. It opposed for the following reasons:

- 1) Likely to result in an increase in fly tipping.
- 2) NHDC had legal responsibility to collect kitchen food waste and garden waste went in the same bin.
- 3) By not collecting garden waste, it may end up in the purple bins and go to landfill, producing carbon monoxide, more harmful than CO2.
- 4) Garden waste would be burnt by residents, increasing CO2 emissions.
- 5) As Council Tax had increased by more than inflation over the past two years, Council Tax Payers would expect levels of service to remain and cost savings to be gained by improving efficiency of current services.
- 6) Were the anaerobic digesters recently built, and associated potential revenue to NHDC, taken into account before proposing to cut services?

Cllr. Michael Weeks had since responded acknowledging receipt.

Cllr. Frapporti informed the Council that Mrs Benton had now taken delivery of her late husband's memorial bench and wished to go ahead and get this installed in the previously agreed location in Church Lane. This was duly approved by the Council. Cllr. Frapporti would liaise with Mrs Benton. **Action: GF**

7.7 Media and Communications

7.7.1 Police Report - It was reported that there had been a few shed break ins again.

7.7.2 IT update - proposal to change current web hosting and IT structure, and to agree to recruit new webmaster - Cllr. Davidson reported that he had met with Gordon Baker and Kristian Melson to discuss ideas for the continuation of the website. After much discussion, the recommendation to the Council was to continue the hosting package with 123-reg which included numerous email addresses and to ask Kristian to take over the design and editing of the website with Weebly. This would save any problems associated with domain name migration and resetting of email addresses. It was therefore proposed by Cllr. Davidson, seconded by Cllr. Morss and agreed by all to appoint Kristian Melson as the new webmaster following a gradual handover by Gordon Baker. It was recommended to the Council that the website should now only cover Parish Council news, information and business. Links would be provided to the websites of other village organisations. In the longer term, Kristian would look at redesigning the

Weebly website introducing more lively and eye-catching elements. Gordon Baker was thanked for all his work supporting the Parish Council website.

7.7.3 To discuss and agree draft of the Autumn edition of the Bulletin - Gordon Baker had submitted a draft version of the Bulletin for comment. Sonia Falaschi-Ray agreed to submit a short piece regarding Battle 4 Barkway, the NHDC Local Plan and BK3 and also to fill in some additional detail for the Annual Report, as at May 2017. **Action: Sonia Falaschi-Ray.**

Cllr Swann recommended that some key dates were added regarding the NHDC Local Plan Hearing in November. **Action: Clerk**

The Clerk indicated that, subject to final approval, the document would be ready for print and distribution by the end of that week. Gordon Baker was thanked for his support in producing this document. **Action: Clerk**

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

8. Finance - to receive finance reports from the Clerk

8.1 To set next date for meeting of Finance Committee - Due to a misunderstanding the previously arranged meeting of the Finance Committee had not taken place. A revised dated was arranged for Thursday 12th October at 7.30pm in the Reading Room. **Action: GS/RD/GF/Clerk**

8.2 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 09.10.2017 was £88,373.01
Petty Cash £45.00

Receipts since the last meeting:

£48.00 - Paine - Hire of Community Room
£63.18 - EDF - Refund Electricity Pavilion
£50.00 - CPRE - Refund for cancelled Planning Skills Seminar
£48.00 - Knight - Hire of Community Room

8.3 To authorise payments:

Approval of payments since last meeting:

DD £15.68 - Castle Water - Waste Water Pavilion
DD £3.60 - Sage Software Ltd - Payroll
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 102536 £260.30 - HMRC - PAYE Mths Jul-Sept
CHQ 102537 £901.30 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance
CHQ 102538 £60.00 - Claire Methven - Litter Picking September
CHQ 102539 £202.70 - Janine Reay - Pavilion Bookings Clerk + Cleaning September
CHQ 102540 £243.75 - Jacob Kingston - Groundsman September
CHQ 102541 £250.00 - Royston Town FC - 3rd Installment for Goalposts
CHQ 102542 £43.31 - Stationery Cupboard - Stationery
CHQ 102543 £124.54 - Jewson Ltd - Paint for pitch marking
CHQ 102544 £16.44 - Graham Swann Exps - Fixings for curtains
CHQ 102545 £106.49 - Catharine Toms - Clerk's Expenses *

* £30.00 - Timpsons - Keys for Pavilion
£30.00 - Royston Cycles - Keys for Pavilion
£10.99 - Halfords - Fixings for Curtains
£11.99 - Screwfix - Fixings for Curtains
£3.99 - Barley Stores - Coffee
£19.52 - Barley Store - Stamps

Parish Council - Pavilion Account:

Bank Balance at 09.10.17 was £228.06

Receipts since the last meeting: None

Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 09.10.17 was £1,142.22

Receipts since the last meeting: None

Payments since the last meeting:

DD £38.00 - NHDC - Rates

9. Correspondence

Mrs Benton (see item 7.6)

10. Date of next meeting: Monday 13th November

There being no further business, the meeting ended at 8.50pm