

**Minutes of Barkway Parish Council Extraordinary Meeting  
Held in the Community Room, Barkway on Tuesday 25th February 2020 at 7.30pm.**

**1. In attendance:** Cllrs:

Mr W Dennis (Chair)  
Mr P Baker (Vice Chair)  
Mrs J Connolly  
Ms J Cox  
Mr N Stuart

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

**Members of the Public:** None

**2. To receive and accept apologies for absence:** Cllr. J Magill (unwell) and County Cllr. F Hill. Apologies accepted.

**3. To receive Councillor's Declarations of Pecuniary Interest and to remind Councillors of their requirement to update register of interests under change of circumstances** – None

**4. Corporate Governance**

**4.1 To review and adopt revised Financial Regulations** – Cllr. Cox had produced a draft document which had been aligned to an approved model set of regulations sourced from National Association of Local Councils (NALC). Following a meeting with the Clerk/RFO, a few minor changes had been made to make the document appropriate for the size and responsibilities of Barkway Parish Council. All Cllrs. had been provided with a copy two weeks prior to the meeting. A small number of minor amendments were suggested. It was proposed, seconded and agreed by all to adopt the amended version. Cllr. Cox to circulate finalised approved document. Resolved. **Action: J Cox**

**4.2 To review and adopt revised Internal Audit Review** – Cllr. Cox had revised the previous version, updating the legislation date and cross checking it against the latest version of the Governance and Accountability for Local Councils – a Practitioners' Guide (England), available from the NALC website. It was proposed, seconded and agreed by all to adopt the revised document. Resolved.

**4.3 To receive Zurich Insurance renewal for review and approval at the March meeting** – Cllr. Cox and the Clerk had met to go through the renewal proposal. Additional contents cover was required for the new printer in the Reading Room (£1900) and Cllr. Dennis would request that the Barkway Local History Group put a value against their collection of historical items of interest now held in the Reading Room. Meanwhile a notional figure of £500 would be added to the policy. The Clerk would contact Zurich to increase the contents cover and seek advice on a few small items highlighted by Cllr. Cox on the Policy document. **Action: WD/Clerk**

**4.4 To receive Risk assessment for Litter Pickers for review and adoption at the March meeting** – Cllrs. were requested to review the draft Litter Pickers' Agreement

Form and the Risk assessment documents and submit any comments to Cllr. Cox in preparation for the March meeting. **Action: All**

Cllr. Cox was thanked for all her diligent work on the Governance documents.

## **5. Planning**

**5.1 NHDC Local Plan Examination – To receive update on preparations for the Hearings** – Cllr. Magill had met with the Parish Council appointed Planning Consultant (GovResources), Dist. Cllr. Morris, the manager from Newsells Park Stud and their appointed Planning Consultant to prepare to make comprehensive representations at the forthcoming hearings. It was noted that hearing statements needed to be submitted to the Programme Officer by 5pm on Thursday 27<sup>th</sup> February. The Clerk to contact Cllr. Magill and GovResources to obtain the prepared statements which would need to be circulated to Cllrs. for approval prior to submission. **Action: Clerk**

**5.2 To consider and make comment on planning application: Listed Building Consent : Single-storey rear lean-to extension together with internal and external alterations.**

**35, High Street, Barkway, Royston, Hertfordshire, SG8 8EA. Case Ref No: 20/00144/LBC** – After consideration of this application, it was proposed, seconded and agreed by all that there was no objection. The Clerk to respond to NHDC. Resolved. **Action: Clerk**

**5.3 To consider and make comment on planning application: Full Permission Householder : Single storey front extension to main dwelling and replacement rooflight to existing dining room. Conversion of existing garage block into habitable accommodation. Creation of archway link to new double garage and single storey side extension. Insertion of new dormers and rooflights to roof.**

**Barkway House, 66 High Street, Barkway, Royston, Hertfordshire, SG8 8EE. Case Ref No: 20/00275/FPH** – After consideration of this application, it was proposed, seconded and agreed by all that there was no objection but the Parish Council wished to raise concern with the Planning Officers at NHDC to ensure that the flint wall bordering Church Lane be preserved. Reference would be made to the recent Conservation Area Character Assessment Statement for Barkway which referred to the flint walls in Barkway. The Clerk to respond to NHDC. Resolved. **Action: Clerk**

**5.4 To consider and make comment on planning application: Full Permission Householder : Erection of garden shed to rear.**

**77 High Street, Barkway, Royston, Hertfordshire, SG8 8ED. Case Ref No: 20/00328/FPH** – After consideration of this application, it was proposed, seconded and agreed by all that there was no objection. The Clerk to respond to NHDC. Resolved. **Action: Clerk**

**5.5 Neighbourhood Plan – To review and approve Pre-Submission documents for Regulation 14 Consultation** – All Cllrs. in Barkway and Nuthampstead had been provided with copies of each document two weeks prior to the meeting.

Nuthampstead Parish Meeting had highlighted a few queries and typing errors, which were resolved. Overall, Nuthampstead considered it to be a very comprehensive and well-structured document and congratulated all those that had been involved. They were pleased to note that their small village had got a fair hearing throughout the document.

It was noted that an additional policy had been inserted to provide protection for the avenue of Chestnut trees along Cambridge Road.

Some minor editing was still required to correct some typing errors and to align the document footers. The Clerk to contact the Planning Associate to request the changes be made. It was agreed that they were impressive documents. It was proposed, seconded and agreed by all to approve the amended documents and to submit the Neighbourhood Plan for Regulation 14 Consultation. Resolved. **Action: Clerk**

**6. Matters Arising – Correspondence – To discuss and agree response to invitation from Oracle Public Relations (working on behalf of Storey Homes) to attend an event to mark the completion of Birch Meadow development on Thursday 19<sup>th</sup> March** – after some discussion it was proposed, seconded and agreed that the invitation would need to be declined due to no Cllrs. being available to attend. The date clashed with the Hearing Sessions for the Examination of the North Hertfordshire Local Plan. The Clerk to pass on apologies and wish them well with the launch event. Resolved. **Action: Clerk**

There being no further business, the meeting ended at 8.55pm