

**Minutes of Barkway Parish Council Meeting
Held in the Community Room, Barkway on Tuesday 10th March 2020 at 7.30pm.**

1. In attendance: Cllrs:

Mr W Dennis (Chair)
Mr P Baker (Vice Chair)
Dr J Magill
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: None received.

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 – Cllr. Magill (re: item 7.3).

4. Minutes

4.1 To approve the minutes of the last meetings (11.02.2020 & 25.02.2020) –
Approved as read. **Action: Clerk**

4.2 To consider any matters arising from the last meeting – None.

5. Public Session - to receive representations from members of the public – No one present.

6. Council Administration – Parish Councillor Vacancy – It was proposed, seconded and agreed to a recruitment campaign at the Annual Parish Meeting in May.

7. To receive updates from Portfolio Holders

7.1 Corporate Governance

7.1.1 To approve proposal for renewal of Zurich Insurance (including fidelity guarantee) – The Clerk and Cllr. Cox had reviewed levels of cover including the standard fidelity guarantee cover at £100,000. A national sum of £500 had been added to the contents cover for the Reading Room for the historical items, whilst the Barkway Local History Group looked into a clearer valuation. In addition, £1,900 was added for the new printer from Join-IT. Cllr. Cox had identified the need for an updated Electrical Inspection to be carried out at the Reading Room and the Pavilion. The Clerk had arranged for this to be completed as soon as possible. The renewal at a cost of £1,690.82 was proposed, seconded and agreed by all. Resolved. **Action: Clerk**

7.1.2 To review and adopt Risk Assessment for Litter Pickers – Cllr. Cox had produced two draft documents for review and adoption, a Litter Pickers' Risk Assessment and a Litter Pickers' Agreement Form. A minor change was agreed. Cllr. Cox to email to

all Councillors the final agreed documents (see Appendices A & B). Proposed, seconded and agreed. Resolved. The Clerk to forward the adopted documents to the Litter Pickers.

Action: JCox/Clerk

7.1.3 To discuss review of Standing Orders – Cllr. Cox would review the current document against a latest standard version from the National Association of Local Councils (NALC) and circulate notes regarding any recommended changes. She also highlighted the requirement to have Terms of Reference in place for all Committees. It was noted that the Neighbourhood Plan Committee did have Terms of Reference. **Action: JCox**

7.1.4 To discuss current Parish Council logo – Cllr. Cox recommended that the logo could be improved by some tidying up. She agreed to produce some samples to choose from and would circulate to Councillors for consideration before the next meeting. **Action: JCox**

7.1.5 To consider development of village emergency plan regarding potential Coronavirus outbreak – It was agreed that urgent consideration must be given to vulnerable people that may need help in the case of a Coronavirus outbreak and National Emergency. That there should be an arrangement in place that people make regular contact with vulnerable people in case they get sick. Cllr. Stuart to create a prominent area on the website where information could be published. The Clerk to forward to Cllr. Stuart any guidance information already received from District, County and National levels including public health notices. **Action: Clerk/NS**

7.1.6 To agree expense of e-learning course on GDPR for Cllr. Cox – This was proposed, seconded and agreed by all at a cost of £14. Resolved. **Action: JCox**

7.2 Planning

7.2.1 To receive and approve oral statements for the NHDC Local Plan Examination Hearings (see Appendices C & D) – Cllr. Magill had produced and circulated very comprehensive representations regarding matters 21 & 22 for the Local Plan Further Hearing Sessions. These were explained in detail to the Council. It was proposed, seconded and agreed by all to approve these statements and Cllr. Magill was thanked very much for all her work on this.

7.2.2 To consider and agree response to consultation from NHDC on the Supplementary Planning Draft Document for Developer Contributions and draft Statement of Community Involvement (see Appendix E) – Cllr. Magill had conducted a review of the consultation documents and produced and circulated a most detailed and comprehensive proposed response to be submitted on behalf of the Parish Council. Having had the document explained, it was proposed, seconded and agreed by all to approve and submit the response to NHDC by the deadline of 24th March. Cllr. Magill was thanked for all her diligent work in producing such an impressive document. The Clerk to submit to NHDC. **Action: Clerk**

Cllr. Morris had been unaware of this consultation and asked for information to be forwarded to him. **Action: Clerk**

7.3 Neighbourhood Plan (NP) – To receive update on Regulation 14 Consultation – The Clerk reported that all amendments to the NP documents agreed at the last Parish Council meeting had been submitted to the Planning Associate. All that was now required was for inclusion in the Summary Document of a website link reference and agreed dates for the 6 week consultation period. Cllr. Stuart agreed to sort out the website link. **Action: NS.** It was considered that 4 weeks would be needed for printing and distribution

of the Summary Document to all households, therefore it was proposed, seconded and agreed that the Regulation 14 Consultation should commence on Tuesday 7th April. Resolved. **Action: Clerk**

7.4 Highways report – Cllr. Dennis reported that the damaged new speed sign had been fixed. The fence along Church Lane still needed attention. The Clerk to email County Cllr. Hill to find out when this might be repaired. **Action Clerk.**

It was noted that signs had recently been put up indicating the location of the historical ice age Barkway Chalk Pit.

7.5 Sports and Recreation

7.5.1 To receive and consider quotations received for a new Multiplay piece of play equipment – Cllr. Baker reported that he was struggling to obtain the three necessary quotations but would continue to try. The matter to be reviewed again at the next Parish Council meeting. **Action: PB**

7.5.2 To agree action to conduct and document regular playground inspections – It was considered that the quotation received to conduct a quarterly playground inspection at a price of £65 + VAT per quarter seemed good value. Other quotations would continue to be sought. Other quotations would also be obtained for an annual re-tensioning of the zip wire. The matter to be reviewed again at the next Parish Council meeting. **Action: PB**

7.6 Community Property

7.6.1 To receive update on replacement front doors for the Pavilion – The Clerk reported that unfortunately the previously agreed option would not be suitable as having checked with the supplier, the doors would not come with a guarantee as they were for domestic use only. Obtaining quotations to supply doors for a commercial building was proving very difficult. With that in mind, it was proposed, seconded and agreed that under these circumstances, rules under the Financial Regulations could be suspended in this instance. It was proposed, seconded and agreed by all to go with the alternative quotation from Hertford Doors at a price of £3,193 + VAT. These would be fit for purpose for a public building and would come with a 10 year guarantee. Resolved. The Clerk to place the order. **Action: Clerk**

7.6.2 To receive update on development of Pavilion Donors Board – Cllr. Cox reported that she was in the process of obtaining some digital images for the display and would aim to produce a draft proposal in time for the next Parish Council meeting. **Action: JCox**

7.6.3 To receive update regarding renovation of Newsells War Memorial – The Clerk informed the council that the contractor lined up to commence work in March was currently self-isolating, having just returned from Singapore. He hoped to start work in April.

7.7 Environment

7.7.1 To receive update for the ongoing maintenance of the Village Pond and the Wagon Wash – Cllr. Connolly indicated that as a first step she would be seeking advice from Historic England as to appropriate remedial work recommended for the walls of the Wagon Wash. It was also considered likely that work might be required to the pipe from the ponds at Barkway House leading into the Wagon Wash as recent flooding in Church Lane had occurred during times of highwater levels. An update would be provided at the next Council meeting. **Action: JC**

7.7.2 To consider quotations received and agree purchase of a life buoy for the Village Pond – Cllr. Baker had obtained a number of quotations for a life buoy and a pair of depth gauges. It was recommended to opt for quotations from Lifebuoys Direct £171.00 + VAT and Shelley Signs £162.00 + VAT. It was proposed, seconded and agreed by all to purchase as recommended. Resolved. **Action: Clerk**

Once the equipment had arrived, a site meeting to take place to agree where these items would be placed along with permanent notices, warning of ice. **Action: Clerk**

7.7.3 To receive update on footpath maintenance – It was reported that Herts County Council Footpaths Officer had now inspected Barkway Footpaths 14 & 11 and had agreed that some resurfacing work could be carried out. Due to budgetary constraints this work might not be carried out until Spring 2021.

Cllr. Connolly also said that she had been contacted by the Community Heartbeat Trust requesting that the defibrillator was cleaned with anti-bacterial wipes after each weekly inspection.

7.8 Media and Communications

7.8.1 Website report – Cllr. Stuart explained that he had made some changes to the website but was still in the process of finding a scheme to revamp the website as a whole. **Action: NS**

7.8.2 Police report – Nothing to report. It was noted that the Royston Rural Watch on Twitter had now been discontinued.

7.8.3 To consider production of Spring edition of the Barkway Bulletin – It was proposed, seconded and agreed that a Spring/Summer edition of the Bulletin should be published as soon as possible. Cllr. Cox agreed to put a template together if others could forward information to be included. Suggestions for inclusion were: Report from the Chair, NHDC Local Plan update, Parish Councillor vacancy, Budget for 2020/21, Barkway Market, Ponds and Streams, invitation for suggestions regarding new play equipment, GDPR and creation of a new email address list. **Action: JCox/All**

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 10.03.2020 was £72002.04

Petty Cash £50.00

Receipts since the last meeting:

£80.00 – Barkway Vets – Hire of football pitches

£36.00 – E-Horse – Hire of Community Room

£29.64 – Barclays Bank - Interest

8.2 To authorise payments to be made

Approval of payments since last meeting:

DD £7.20 – Sage Software – Monthly Subscription

DD £66.81 – Nest - Pension

DD £17.44 – Castle Water – Waste Water Pavilion

DD £61.00 – EDF – Electricity Pavilion

DD £13.00 – Affinity Water – Water Pavilion

To authorise DD to Join IT for printing

Approval of payments to be made at meeting:

CHQ 102894 £55.00 – M Thornton – Window Cleaning Pav & RR & Bus Shelters

CHQ 102896 £100.00 – T S Drake – Line marking Feb

CHQ 102897 £1,690.82 – Zurich Municipal – Annual Insurance

CHQ 102898 £34.00 – R Bonfield – Pavilion & Rec. Maintenance Feb

CHQ 102899 £76.90 – J Magill – Travel Expenses July-Dec 2019

CHQ 102900 £1,041.18 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance

CHQ 102901 £30.00 – Roz Danter – Cleaning/Bookings Clerk Pavilion Feb

CHQ 102902 £33.75 – Orla Swann – Litter Picking Feb

CHQ 102903 £30.00 – Kaitlin Aldridge – Litter Picking Feb

CHQ 102904 £93.99 – Catharine Toms – Clerks Expenses *

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£17.31 – Amazon – Office 365 One Year

£5.00 – Amazon – McAfee One Year

£19.30 – Tesco – Stationery

£7.40 – Post Office – Postage Signed For

£44.98 – WH Smith – Ink Cartridges

Parish Council – Pavilion Account:

Bank Balance at 10.03.2020 was £286.38

Receipts since last meeting: None

Payments since last meeting: None

Reading Room Accounts:

Bank Balance at 10.03.2020 was £1,115.47

Receipts since last meeting:

£31.73 – COIF - Interest

£0.16 – Barclays Bank - Interest

Payments since last meeting: None

8.3 To set date for next meeting of Finance Working Group – It was proposed, seconded and agreed as Tuesday 7th April at 7pm. Resolved. **Action: Clerk**

9. Correspondence: A consultation regarding Diversion Order, Public Footpath, Barkway No. 26 (Newsells Park). To be forwarded to all Councillors for comment and to be added to the agenda for next meeting. **Action: Clerk**

10. Items to be deferred to the next meeting – Review of Standing Orders, Barkway Parish Council logo, Review of quotations for repair/replacement/maintenance of Playground equipment, Pavilion Honours Board, Barkway Footpath 26 diversion consultation, Barkway Bulletin.

11. Date of next meeting: Tuesday 7th April (one week early due to Easter break)

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