

**Minutes of Barkway Parish Council Meeting
Held in the Community Room, Barkway on 10th December 2018 at 7.30pm.**

- 1. In attendance:** Cllrs:
Dr G Frapporti (Chair)
Mr W Dennis (Vice Chair)
Mr P Baker
Mr K Melson
Dr M Price
Dr R Davidson
Mrs J Connolly

Also present: Mrs C Toms (Clerk/RFO)

Members of the Public: no members of the public were present.

2. To receive and accept apologies for absence: Dist. Cllr. Gerald Morris and County Cllr. Fiona Hill.

3. To receive Councillor's Declaration of Interest and to remind Councillors of their requirement to update register of interests under change of circumstances: None received.

4. Minutes

4.1 To approve the minutes of the last meetings - Approved. 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 - None.

6. Council Administration - nothing to report.

7. To receive updates from Portfolio Holders

7.1 NHDC Local Plan / BK3 / Neighbourhood Plan (NP)

7.1.1 Local Plan status report – BK2 & BK3 – The modifications report produced by the independent Inspector had not removed site BK3 from the draft NHDC Local Plan. Barkway had been designated as a category 2 village and was one of five villages within North Herts identified by the Plan as suitable for significant growth. The Plan was due to go out for a final 6 week period of consultation in January. The area of land owned by Herts County Council (HCC) and held as a designated school site now appeared to be included within the area proposed for development on site BK3. The Clerk to contact County Cllr. Fiona Hill alerting her to this matter. **Action: Clerk**
NHDC Planning Officers were now working on S106 agreements so it seemed very likely that development on site BK3 would go ahead. The Parish Council would object to the inclusion of the school site within BK3 and would work to try and get the best deal possible when it went to a full planning application. In the meantime, a new Housing Needs Survey to be carried out to establish exactly what type of development was needed by the community.

7.1.2 Neighbourhood Plan

7.1.2.1 Formal creation of a Neighbourhood Plan (NP) Committee and to agree terms of reference – It was proposed, seconded and agreed by all that in association with Nuthampstead Parish Meeting, Barkway Parish Council would form a

NP Committee with the aim of completing the previously shelved NP and getting this approved by NHDC. This would be done with assistance from Planning Consultant Govresources and funded with a grant from Locality to make the project cost neutral to the village. A public meeting would be held with the aim of recruiting members of the community to join the NP Committee. The NP Committee members would be appointed and terms of reference agreed at their meeting on 23rd January.

7.1.2.2 Report from first meeting with Planning Consultant and associate on 27th November – (see Appendix A). The follow up meeting would now be held on Weds 23rd January at 7.30pm in the Community Room (changed from Mon 21st January as stated in Appendix A).

7.1.2.3 To agree date to hold a Public Meeting to explain and present the Neighbourhood Plan – it was proposed, seconded and agreed as Thursday 7th February at 7.30pm in the Community Room. The Clerk to book the venue, write an article for inclusion in the January edition of the Diary and produce a leaflet for delivery to all households. Information also to go on the website. **Action: Clerk**

7.1.2.4 To receive and approve quotation for finalising the Neighbourhood Plan – a quotation of £4,000 had been received for work to be completed by Govresources up to 31.03.2019. £3,500 was to cover professional fees and £500 for printing and publicity costs. It was proposed, seconded and agreed by all to accept the quotation.

7.1.2.5 To agree to proceed with grant application to Locality to cover majority of the cost of completing the Neighbourhood Plan – it was proposed, seconded and unanimously agreed to apply, with help from Govresources, to Locality for grant funding, initially with an expression of interest, followed by a formal grant application. There would need to be two applications, the first one to cover costs to 31.03.2019 and a second application subsequently to cover costs thereafter. **Action: Clerk**

7.2 Planning

7.2.1 To consider and make comment on planning application: Full Permission Householder : Single storey rear extension, new roof light windows and erection of garden shed following demolition of existing rear extension and two sheds.

5 High Street, Barkway, Royston, Hertfordshire, SG8 8EA. Case Ref No: 18/02965/FPH

After consideration of this application it was proposed, seconded and agreed by all that there was no material objection to this application. Clerk to respond to NHDC. **Action: Clerk**

7.2.2 To consider and make comment on planning application: Listed Building Consent : Single storey rear extension, new roof light windows and erection of garden shed following demolition of existing rear extension and two sheds with associated ancillary and internal works.

5 High Street, Barkway, Royston, Hertfordshire, SG8 8EA. Case Ref No: 18/02966/LBC

After consideration of this application it was proposed, seconded and agreed by all that there was no material objection to this application. However it would be stated in the response to NHDC that the Parish Council would expect that the NHDC Planning Conservation Officer would work with the applicant to ensure that materials used were sympathetic to the existing building and surrounding area. Clerk to respond to NHDC. **Action: Clerk**

7.2.3 To note appeal decision on land north of Millcroft (for information only) – The appeal was dismissed as it was considered that the proposed development of

25 properties on that land would detract from the current open area and views. The report also referred to the emerging NHDC Local Plan in which significant development was already earmarked for the village and the land north of Millcroft was outside the proposed development boundary.

7.2.4 To note NHDC planning decision on land at Barkway Service Station (for information only) – It was noted that this application did not go before the Planning Control Committee for a decision. Planning Officers were understood to be recommending refusal, in spite of previously being in support of this application. The proposed development site was outside development boundary of the village in the emerging NHDC Local Plan. However, a final decision by NHDC was yet to be made.

7.2.5 Draft S106 Legal Agreement BK3 – To note correspondence from NHDC Planning Officer and agree a response. Following a lengthy discussion it was proposed, seconded and agreed by all to respond to NHDC, within the requested 14 day timescale, as follows:

The impact of such a large development, bringing hundreds of new residents into the village, would mean that Barkway's very limited resources would be inadequate.

Potential projects for expenditure of S106 monies to be paid by the developer to mitigate the effect of the development on the village were:

Community Centres and Halls – Creating a disabled access and toilet facilities in the Reading Room.

Play Space – A new playground to include both children's play items and an area to include some adult fitness equipment.

Pitch Sport – Pitch drainage to allow more durability of the football pitches.

Informal Open Space – To create a disabled environment trail.

As an alternative, the Parish Council would like to consider purchasing some additional land for leisure use. It would be asked if it was possible that the Developers and Development Officers at NHDC would consider allowing the S106 monies to be pooled into one pot for this purpose.

The Clerk to submit response to NHDC. **Action: Clerk**

7.3 Highways

7.3.1 To discuss and agree footpath maintenance requirements – It was reported that the footpath between the village and The Penns was now in very bad condition with poor surface and encroachment of the verge meaning at points people were having to walk in the road. It was also reported that the road junction between the Newsells Road and The Joint was dangerous as there were no visible road markings there. Herts County Council (HCC) Highways would be contacted about both issues. **Action: WD.**

7.3.2 Update regarding Speed Indicator Devices (SIDs) – A week long covert speed and volume survey had been carried out by HCC Highways at the southern end of the village. The result was that hopefully the cost of a SID for that end of the village would be added to the HCC Highways Locality Budget for the next financial year. The northern end of the village unfortunately did not meet the criteria. It was understood from HCC Highways that the cost of providing and installing a SID along with a 5 year maintenance plan was £5,100. It was considered that this would be something that could be funded from the Solar Farm money. However, if BK3 went ahead, the Developers could be asked to install a mini roundabout at the entrance which would provide the traffic calming needed along that stretch of road.

7.4 Sports and Recreation

7.4.1 Royston Town FC (RTFC) contract negotiations – an initial meeting had taken place with RTFC in November. There was now some work to be done to draw up a proposed new contract to be presented to RTFC. **Action: KM**

7.4.2 To confirm responsibility for carrying out and recording weekly checks on the play equipment – It was proposed, seconded and agreed by all that the Groundsman/Caretaker would be asked if he could take on this role after appropriate training. A folder would be kept in the kitchen for the completed check lists. **Action: RD/Clerk**

7.5 Community Property

7.5.1 To consider and agree additional works needed to finish Pavilion driveway and make safe the raised kerb - Two quotations had been received – to remove raised kerbs £500 or to supply and install handrail along raised path £2,000. An alternative option would be to paint the raised kerbs in yellow fluorescent paint. It was proposed, seconded and agreed by all that if a solution could be found before the next meeting for a maximum budget of £500 then this should be carried out without further need for Council approval as it was a matter of some urgency. **Action: PB**

Quotations to level the driveway with tarmac chippings were still awaited. **Action: PB**

7.5.2 To agree application to NHDC for S106 monies to meet cost of works to create disabled access to the Pavilion and Rec. – Further to an initial enquiry NHDC had in principle agreed to provide S106 funding to cover the cost of the project but needed to be supplied with a sketch drawing illustrating the project before funding could be released. Application for S106 funding was proposed, seconded and all approved. **Action: PB/Clerk**

7.5.3 To consider and agree expenditure to install water saving device in men's toilets in Pavilion – further information would be sought and the matter reported on again in January. **Action: PB/Clerk**

7.6 Environment – One quotation of £2,000 + VAT had been received for tree maintenance work as indicated by a recent tree survey. Two other quotations were still awaited. **Action: GF**

7.7 Media and Communications

7.7.1 Website report - It was thought that a new website would cost about £250 per annum. Councillors were requested to provide information on what was needed on a village website going forward. With that information to hand, a proposal could then be made to the Council regarding the platform from which the new website could be built. **Action: All/MP**

7.7.2 Police Report - There had been no reported crimes in November in Barkway. However, since then, a suspicious person had been spotted in the early hours of the morning in a back garden off the High Street and again along Church Lane. This had been reported to the Police.

7.8 Special Projects – It was reported that electricity supply had now been connected again to the old BT box and everything was fully functional. Weekly checks were being made on the Defibrillator and then logged online.

8. Finance - to receive finance reports from the Clerk

8.1 To consider grant applications from Barkway Social Club – to be deferred until further information was available.

8.2 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 10.12.2018 was £87,709.75

Petty Cash £25.00

Receipts since the last meeting:

£38.31 - Barclays Bank - Interest

£1,543.75 - RTFC - Football Contribution

£200.00 - Barkway Vets - Hire of Pitches

£11,000.00 - Push Energy - 5th and Final Community Contribution

£58.00 - Davis - Hire of Pavilion and Community Room

£40.00 - Wood - Hire of Pavilion and Community Room

£1,151.00 - Bonfire Night - Bucket Collection

8.3 To authorise payments:

Approval of payments since last meeting:

DD £43.88 - NEST - Pension Contributions

DD £7.20 - Sage Software - Monthly Subscription

DD £9.71 - Castle Water - Waste Water Pavilion

DD £56.00 - EDF - Direct Debit - Electricity Pavilion

DD £9.00 – Affinity Water – Direct Debit - Water Pavilion

CHQ 102712 £6,550.00 - J Poulton - Disabled Access Pavilion Driveway

CHQ 102713 £1,000.00 - J Poulton - Disabled Access Pavilion Driveway

Approval of payments to be made at meeting:

CHQ 102714 £200.00 - T S Drake - Grass Cutting Rec. & Line Marking Nov

CHQ 102715 £136.00 - R Bonfield - Pavilion Maintenance Nov

CHQ 102716 £103.00 - Francis Duncan - War Memorial Planting for 2018

CHQ 102717 £148.00 - A Dodkin - Pavilion maintenance & Play area Maintenance Sept

CHQ 102718 £55.00 - M Thornton - Window Cleaning and Bus Shelter Cleaning

CHQ 102719 £156.00 - The Society of Local Council Clerks - Annual Subscription

CHQ 102720 £912.30 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102721 £63.75 - Abby Chisnall - Litter Picking Nov

CHQ 102722 £110.00 - Roz Danter - Cleaning/Bookings Clerk Pavilion Nov

CHQ 102723 £44.75 - Catharine Toms - Clerk's Expenses *

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£37.58 - Amazon - Replacement First Aid Kits x 2 - Pavilion

£4.98 - Amazon - First Aid Kit Signs - Pavilion.

£2.19 - Amazon - Safety Scissors

Parish Council - Pavilion Account:

Bank Balance at 10.12.18 was £406.38

Receipts since the last meeting: None

Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 10.12.18 was £1,282.66

Receipts since the last meeting:

£30.00 - Donation re: sale of Books

£30.43 - COIF - Interest

£0.14 - Barclays - Interest

Payments since the last meeting:

£39.00 - DD - NHDC Rates

9. Correspondence: Further to a recent Highways Liaison meeting, a letter had been received asking for a meeting between representatives of Highways and the Parish Council to discuss any potential projects that could be carried out under the revamped 'Highways Together' Scheme. The Clerk to enquire with County Cllr. Fiona Hill if the previous health and safety issues still applied, which had prevented the Parish Council being able to participate in the past. **Action: Clerk**

10. Date of next meeting: Monday 14th January 2019

There being no further business, the meeting ended at 9.50pm