

**Minutes of Barkway Parish Council Meeting  
Held in the Community Room, Barkway on 10th September 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

**Also present:** Mrs C Toms (Clerk/RFO)  
District Cllr. Gerald Morris  
County Cllr. Fiona Hill  
P.C. Mark Ellwood

**Members of the Public:** 8 members of the public were also present.

**2. To receive and accept apologies for absence:** Cllr. J. Connolly (holiday) and Cllr. R. Davidson (business commitment). Apologies accepted.

**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 - Standing Orders were suspended to allow members of the public to address the Council.**

(Ref: item 8.2) Two members of Barkway Social Club were present regarding their grant application. It was clarified what the project comprised of. The Parish Council queried why the application was for the full predicted cost of the project and asked if there were any quotations to see. It was noted that the Parish Council was in the process of producing a more detailed grant application form which would clarify to applicants criteria that needed to be met. It was agreed that the Social Club would aim to obtain some quotations and would forward their latest audited accounts as soon as possible. This matter would be deferred and be included on the agenda for October.

Two residents were present to express their concern about some proposed changes to a footpath between Gas Lane and Burrs Lane and a restricted byway. It was noted that this matter had been ongoing for the past couple of years and the Parish Council had commented at each consultation. However, as yet, nothing official had been received by the Parish Council from Sworders by means of a new consultation. It was agreed that the Parish Council would note the concern of the residents and would contact Sworders to find out what was going on, keep the residents informed and respond to the consultation when it arrived. **Action: Clerk**

(Ref: item 7.5.3) Residents from the newly formed Barkway History Group were present to talk to the Council regarding their proposed future use of the Reading Room. Further to recent correspondence, the Parish Council were very supportive of the idea in principle but had concerns over continuity of the project and how the Reading Room could be made easily accessible to all. It also needed information on how frequently the group

planned to make the venue available, how they would deal with security and how they envisaged the interior of the room would look. The group members pointed out that the project had to start somewhere and they could not make guarantees on the success of the project. They were however, considering many ideas and were receiving support from similar local groups. They hoped it would create an opportunity to share the history of Barkway with all age groups and make good use of a village asset that was currently under utilised. It was agreed that it would not prevent other groups using the Reading Room and that the Parish Council would work with the History Group to sort out the practicalities. Cllr. Dennis agreed to be a liaison and attend their next meeting. He would report back to the Council at the October meeting. **Action: WD**

(Ref: item 7.7.2) PC Mark Ellwood was present to give a Police update. He reported that there had not been much crime locally, apart from a recent shed break in. They had received reports regarding intimidating door to door sales people. He recommended that a message be put out to discourage people buying from them, that way they would then not return. If residents were concerned then the Police should be called and they would check out their licences.

Cllr. Dennis asked PC Ellwood if Police speeding checks could be carried out with less signage to pre-warn motorists in order that they got a true picture of the speeding problem. PC Ellwood indicated that the Police did realise the volume of speeding vehicles as they often pulled up in side roads and just watched.

(Ref: item 7.3.3) Cllr. Dennis mentioned that he was still awaiting approval communication from PCSO Chris Brabrook regarding the application for a temporary road closure for Remembrance Day in November. PC Ellwood would remind PCSO Brabrook.

Dist Cllr. Morris asked for an update on Hare Coursing. There was nothing to report locally.

County Cllr. Fiona Hill arrived in the meeting at 8.05pm

(Ref: item 7.4.1) Some representatives from Royston Town Football Club (RTFC) were present to give the Council an update. Cllr Melson informed RTFC that he would soon start working to produce a draft contract for the next 5 years. RTFC reported that all was going well with the new season and that the pitches were a little hard but generally in very good condition. They agreed that they never assumed that they had access to the kitchen but could request it. Party bookings in the Community Room took priority on the kitchen facilities, although the toilets should always be made available for the spectators. Remembrance Sunday was discussed and it was agreed that kick off would be delayed until 11.05pm as a mark of respect. Access to the Recreation Ground would need to be via Barley on that day. Other dates that would need to be given consideration when arranging matches would be 1st Sat in Feb (Panto) and Sat/Sun 3rd/4th November when a team would be building the bonfire for Fireworks Night. The Clerk would talk to the Bonfire team to make sure that any football matches being played were not disrupted.

**Action: Clerk**

It was agreed that the key to the outside water tap could be left in the shed rather than in the kitchen.

Standing Orders were then resumed.

**6. Council Administration - nothing to report.**

## **7. To receive updates from Portfolio Holders**

**7.1 NHDC Local Plan / BK3 - to ratify decision to employ a planning expert for an initial one day consultation, at a cost of £500** - Proposed by Cllr. Dennis, seconded by Cllr. Frapporti and agreed by all. The planning expert would be coming to a meeting on Weds 12th Sept to update the Council on progress. She had worked with both NHDC and CPRE and so was well informed and understood the implications of the Local Plan. It was hoped she would provide insight into how the objection to BK3 could be reinforced and be asked whether she would produce a quality representation to be made by the Parish Council to the Planning Control Committee. Cllr. Morris said that it was important that the BK3 application came before the Planning Committee before the Local Plan was finalised. He also felt it was important that the Planning Officer visited Newsells Stud. The Clerk to contact Newsells Stud to find out when this would happen. **Action: Clerk**  
At present there was no report produced yet from the Planning Officer regarding the BK3 application and no date set for being it heard by Planning Control Committee. The Clerk to contact NHDC for information. **Action: Clerk**

**7.2 Planning - to ratify response sent to Planning Inspectorate regarding appeal against planning refusal - Land North of Mill Croft** - Proposed by Cllr. Dennis, seconded by Cllr. Baker and agreed by all.

### **7.3 Highways**

**7.3.1 Highways report** - Cllr. Dennis reported that Herts County Council (HCC) Highways were amenable towards the proposal for the extra parking along the verge on the western side of the B1368. A representative from Highways would come to take a closer look and give an idea on cost. It was unsure from where the funding for this project would come. County Cllr. Fiona Hill said it could go on her Highways Locality budget for the following year and noted the possible requirement. Highways had also been asked about the upgrading of the two speed signs along the B1368. They would be contacting the road safety people at HCC to see if they would approve this. It was noted that the junction of Buckland Road and High Street had now been repaired.

**7.3.2 Update on investigations regarding obtaining a weight restriction for the High Street** - Cllr. Dennis reported he was continuing to work on this. County Cllr. Hill stated that it would be a Highways project along with confirmation that the Police were supportive. There was also a necessity to get the other villages along the B1368 involved with the project.

**7.3.3 Update regarding road closure application for Remembrance Sunday** (see item 5 - Public Session).

**7.3.4 Update regarding Anstey Quarry (for information only).** A letter had been circulated to all Councillors from the Environment Agency. The site had been shut down. A site restoration plan would involve some future lorry movements. The Clerk to email HCC and County Cllr. Jones (cc to Cllr. Hill) to ask them to keep Barkway Parish Council informed. **Action: Clerk.** Cllr. Frapporti to sign up with the Environment Agency to ensure that he received any updates. **Action: GF**

### **7.4 Sports and Recreation**

**7.4.1 Update on football activities and pitch condition/maintenance** - (see item 5 - Public Session)

**7.4.2 Update on safety matting and signage for new zip wire** - It was reported that the safety matting had been delivered and would be installed as soon as possible.

**7.4.3 Update on any other Recreation Ground maintenance issues** - The Clerk reported that there had been various minor maintenance jobs needed on the play equipment and that the Dodkins were dealing with these.

Cllr. Morris left meeting at 9.05pm. He was thanked for attending.

**7.4.4 To consider and decide whether to hold Bonfire and Firework Night on the Rec. event on Monday 5th November** - After some discussion it was agreed by all that the event should definitely go ahead. The Clerk to liaise with the team of volunteers who put on the display last year and see if they were willing to do this again. It would be requested that the display lasted longer than last year. She would also contact Preschool to find out if they were wanting to run their usual refreshments stall for their fund raising. **Action: Clerk** It was suggested that some lighting be put along the footpath from the War Memorial to the Rec. as it was very dark along there. Cllr. Melson and the Clerk to investigate means of doing this. **Action: KM/Clerk.**

It was also suggested that additional refreshments like a Pizza Van might be an added attraction for the event. The Clerk to contact Preschool to find out their views on that.

**Action: Clerk**

The Parish Council would be in overall charge of the event and would deal with the marshaling and safety.

This would be an item on the agenda for the October meeting. **Action: Clerk**

## **7.5 Community Property**

**7.5.1 Newsells War Memorial renovation update** - no update.

**7.5.2 Reading Room - maintenance update** - It was reported that the Dodkins had replaced some slipped slates on the roof and would hopefully soon be commencing work on the exterior brickwork.

**7.5.3 To receive and consider response received from Barkway Local History Group regarding their proposed future use of the Reading Room** - (see item 5 - Public Session)

**7.5.4 Pavilion maintenance update** - The Clerk reported that there had been various minor maintenance jobs needed on the Pavilion and that the Dodkins were dealing with these.

**7.5.5 To consider quotations received to create disabled access into the Recreation Ground and Pavilion and to agree to proceed with work** - Cllr. Baker reported that he had received two quotations. There were two aspects to the job, firstly to create the disabled access pathway, removing a tree stump and secondly to create a 5m x 6m disabled parking area. Quotations were: John Cobb & Co £8,160 + £3,850 + VAT, Mr J Poulton £5,000 + £2,550 (not VAT registered). It was proposed by Cllr. Baker, seconded by Cllr. Dennis and all agreed to ask Mr Poulton to proceed with the job and request that it be completed before Bonfire Night. S106 funding would be investigated for the project and any shortfall made up from Solar Farm funds. **Action: PB/Clerk**

## **7.6 Environment**

**7.6.1 Update regarding identified urgent/non-urgent tree work required and to agree cost and to agree to proceed with work.** Cllr. Frapporti apologised as due to holidays he had not been able to progress this matter - to be deferred until the October meeting. **Action: GF**

**7.6.2 Update on ownership of strip of land between 102 and 106 High Street** - County Cllr. Hill confirmed that following her investigations, the land was not owned by either Highways or the Environment Agency. Without carrying out further land searches at a cost it would appear that the land was unregistered and therefore it was unknown who should be taking responsibility for the maintenance of the land.

Cllr. Price mentioned that there had been an environmental health issue along Royston Road where the developers on the Mill Croft site had been burning commercial waste.

Cllr. Melson reported that the bench at bottom of footpath by Townsend House was needing some attention. The Clerk to ask the Dodkins to have a look at it. **Action: Clerk**

## **7.7 Media and Communications**

**7.7.1 Website report** - Cllr. Melson mentioned that all seemed fine with the website currently. News had gone on about the new defibrillator. Some recent problems had been experienced with emails which he would look into. **Action: KM**

**7.7.2 Police Report** - (see item 5 - Public Session)

**7.7.2 To discuss progress with 'Liaison with other villages' project** - nothing to report.

**7.8 Special Projects - to note completion of installation of a defibrillator in the former phone box in the High Street** - The defibrillator had been installed and was operational. Cllr. Connolly would be organising for some training to take place on her return from holiday. Weekly checks on the equipment were being carried out and logged online. **Action: JC**

## **8. Finance - to receive finance reports from the Clerk**

**8.1 To consider grant applications from Barkway Church for churchyard maintenance** - The Clerk reported that Barkway Church had submitted a grant application for £550, this was the same amount as requested last year and was within budget. It was proposed by Cllr. Dennis, seconded Cllr. Frapporti and agreed by all to approve the grant application. **Action: Clerk**

**8.2 To consider grant application from Barkway Social Club** (see item 5 - Public Session)

### **8.3 To provide update on current financial position**

#### **Parish Council Account:**

The Parish Council bank balance at 10.09.2018 was £71,880.38

Petty Cash £25.00

#### **Receipts since the last meeting:**

£66.26 - Affinity Water - Overpayment Refund

£40.00 - Smedley - Hire of Pavilion and Community Room

£48.00 - Knight - Hire of Pavilion and Community Room

£50.00 - Barkway Playgroup - Hire of Rec & Pavilion - B in the Park

£24.00 - Agouropoulo (Yoga) - Hire of Pavilion and Community Room

£48.00 - Smith - Hire of pavilion and Community Room

£48.00 - Styles - Hire of Pavilion and Community Room

£48.00 - Jemmett - Hire of Pavilion and Community Room

£38.50 - Barclays Bank - Interest

#### **8.4 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 £69.00 - EDF - Direct Debit - Electricity Pavilion

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

CHQ 102676 £42.50 - R Bonfield - Maintenance Pavilion & Rec July

CHQ 102677 £200.00 - Barkway Chapel - Grant for Churchyard Maintenance

##### **Approval of payments to be made at meeting:**

CHQ 102678 £175.40 - A Dodkin - Maintenance Reading Room, Pavilion, Rec

CHQ 102679 £150.00 - D Dodkin - Maintenance Reading Room, Pavilion, Rec

CHQ 102680 £390.00 - T S Drake - Grass Cutting Rec. August  
CHQ 102681 £55.00 - M Thornton - Window Cleaning RR & Pav. Cleaning Bus Shelters  
CHQ 102682 £102.00 - R Bonfield - Maintenance Pavilion & Rec August  
CHQ 102683 £676.24 - Double S Flooring Ltd - Anti-Slip Floor Changing Rooms Pavilion  
CHQ 102684 £198.00 - The Community Heartbeat Trust - Annual Support for Defibrillator  
CHQ 102685 £180.00 - Martin Bentley - Grass Cutting Village Pond & Windmill Close  
CHQ 102686 £25.20 - Stationery Cupboard - Printing BK3 objection support  
CHQ 102687 £912.30 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance  
CHQ 102688 £45.00 - Abby Chisnall - Litter Picking Aug  
CHQ 102689 £97.75 - Roz Danter - Cleaning/Bookings Clerk Pavilion Aug  
CHQ 102690 £260.20 - Catharine Toms - Clerk's Expenses\*

\*

£20.00 Amazon - Rubber Broom for Pavilion  
£13.92 Barley Stores - Stamps  
£11.98 Amazon - 2 x Dustpans for Pavilion  
£9.79 Amazon - Stiff Sweeping Brush for Pavilion  
£190.52 GCL Products Ltd - Safety Matting for Zip-Wire  
£13.99 Amazon - Telescopic Extendable Duster for Reading Room

**Parish Council - Pavilion Account:**

Bank Balance at 10.09.18 was £406.38

Receipts since the last meeting: None

Payments since the last meeting: None

**Reading Room Accounts:**

Bank Balance at 10.09.18 was £933.86

Receipts since the last meeting:

£33.53 - COIF - Interest

£0.13 - Barclays - Interest

Payments since the last meeting:

£39.00 - DD - NHDC Rates

**8.5 To put forward ideas for possible projects for Solar Farm fund expenditure - the disabled access and parking for the Pavilion and Recreation Ground.**

**9. Correspondence:** Barkway Chapel - thanking the Parish Council for their grant award.

**10. Date of next meeting:** Monday 8th October

There being no further business, the meeting ended at 9.45pm