

**Minutes of Barkway Parish Council Meeting
Held in the Community Room, Barkway on Tuesday 11th February 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

Also present: Mrs C Toms (Clerk/RFO)
County Cllr. F Hill
Dist. Cllr. A Hunter

Members of the Public: None

2. To receive and accept apologies for absence: Cllr. N Stuart (unwell). 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 – Cllr. Magill (re: item 7.3).

4. Minutes

4.1 To approve the minutes of the last meetings (14.01.2020 & 30.01.2020) – Approved as read. **Action: Clerk**

4.2 To consider any matters arising from the last meeting – The Clerk confirmed that the Parish Council had been booked in to make representations at the forthcoming Hearing Sessions for the NHDC Local Plan Examination in March. Cllr. Magill informed the Council that she was meeting the Parish Council appointed Planning Consultant, Dist. Cllr. Morris and representatives from Newsells Park Stud, including their own appointed Planning Consultant later in the week to work on representations to be made at the Hearings. Statements would need to be submitted to PO Services by 27th February.

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

6. Council Administration

6.1 To agree date for an Extraordinary Parish Council meeting – It was proposed, seconded and agreed for Tuesday 25th February. Resolved.

6.2 Parish Councillor vacancy – No update to report.

6.3 To review quotations received and agree on provision of printer for the Reading Room – The Clerk provided Cllrs. with a summary of quotations received. The recommended option was from Join-IT who were prepared to offer an ex-lease machine at no monthly cost, no fixed contract, just a price per copy which would include installation, machine maintenance and toner supplies. These machines were only

available to not-for-profit organisations. It was proposed, seconded and agreed by all to go ahead with Join-IT. The Clerk to liaise and organise. **Action: Clerk**

7. To receive updates from Portfolio Holders

7.1 Corporate Governance

7.1.1 To receive revised Financial Regulations for review and adoption at Extraordinary meeting – Cllrs. were requested to review document and submit any comments to Cllr. Cox in preparation for Extraordinary meeting on 25th Feb. **Action: All**

7.1.2 To receive revised Internal Audit Review for review and adoption at Extraordinary meeting - Cllrs. were requested to review document and submit any comments to Cllr. Cox in preparation for Extraordinary meeting on 25th Feb. **Action: All**
The Clerk to ask Mrs Willis if she would be willing to act as the Internal Auditor again.
Action: Clerk

7.2 Planning

7.2.1 To consider and make comment on planning application: Full Permission Householder : Single storey rear extension following demolition of existing conservatory. Creation of link between main house and former bathhouse outbuilding following removal of existing structure and replace front gates with disabled access door.

81 High Street, Barkway, Royston, Hertfordshire, SG8 8ED. Case Ref No: 19/02899/FPH – After consideration of the application (including the listed building application 19/02910/LBC – see below) it was proposed, seconded and agreed by all that there was no objection to the applications but would suggest that the Planning Officer may consider adding conditions of putting a pitched fascia on the link between the buildings and of using appropriate materials in order that the appearance would be more in keeping with the Conservation Area. Resolved. The Clerk to respond to NHDC. **Action: Clerk**

County Cllr. Fiona Hill arrived in the meeting at 7.50pm.

7.2.2 To consider and make comment on planning application: Listed Building Consent : Creation of link between main house and former bathhouse outbuilding following removal of existing structure.

81 High Street, Barkway, Royston, Hertfordshire, SG8 8ED. Case Ref No: 19/02910/LBC – see item 7.2.1 above.

7.2.3 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, due to lack of detailed information available to see via the NHDC planning portal, it was proposed, seconded and agreed by all to request additional information from NHDC including a location plan, plus existing and proposed plans showing elevations. Additional time would be requested to submit comment on this application. Item to be on the agenda for Extraordinary meeting. Resolved. **Action: Clerk**

7.3 Neighbourhood Plan – To receive Pre-Submission documents for review and approval at Extraordinary meeting - Cllrs. were requested to review the documents and submit any comments to the Clerk in preparation for Extraordinary meeting on 25th Feb. **Action: All**

7.4 Highways – Cllr. Dennis reported that the new speed sign (SID) by Barkway Service Station had been vandalised. It had been reported to the Police (Crime Ref No: 41/11566/20) and to Herts County Council (HCC).

There had been some fly-tipping along The Joint. The Clerk to report this to NHDC.

Action: Clerk

Despite having already been reported by County Cllr. Hill, the fencing along Church Lane remained broken. Cllr. Hill agreed to chase Highways and agreed that if need be, it might be able to be funded through her Locality Budget.

The Clerk to add items relating to the speed sign and broken fence to the outstanding enquiry log on the Highways Parish Action Plan (PAP) – **Action: Clerk**

7.5 Sports and Recreation

7.5.1 To review annual play area inspection report and agree any necessary maintenance work required – The report had been reviewed and it was agreed that repairs highlighted should be carried out as soon as possible. (see item 7.5.3)

7.5.2 To receive and consider quotations received for a new Multiplay piece of play equipment – Cllr. Baker was awaiting meetings with two further companies to obtain additional quotations. **Action: PB**

7.5.3 To agree action to conduct and document regular playground inspections – after discussion it was agreed to consider paying for a quarterly inspection which would incorporate carrying out any minor repairs. Cllr. Baker to put together information to enable decisions to be made at the March meeting. **Action: PB**

7.5.4 To commence plans for Bonfire Night 5th November 2020 – After some discussion it was agreed in principle to host Bonfire Night again in 2020. The 2019 team of volunteers would be asked if they would be willing to put on the display again. The location of the bonfire would need to change to the eastern side of the Rec. for safety reasons should the wind direction change. More marshals would need to be recruited. Play area equipment to be cordoned off properly. A Bonfire Night preliminary meeting to take place in June. **Action: PB**

7.6 Community Property

7.6.1 To receive quotations and approve expenditure for replacement front doors for the Pavilion – Two quotations had been received:

- 1) Composite industrial foam field doors £3,193.20 incl. VAT.
- 2) Upvc French doors with solid panels £2,155.00 incl. VAT.

Both quotations were to supply doors coloured ‘golden oak’ on exterior and white on interior. Push bars on the inside and a level threshold for disabled access. Quotations included the removal and disposal of the old doors.

It was proposed, seconded and agreed by all to opt for the cheaper option, providing the Clerk could clarify that they would be suitable for a public building and that they would come with a guarantee. **Action: Clerk**

7.6.2 To receive report from NHDC Conservation Officer regarding improvement of facilities in the Reading Room – The Clerk read out a report which in summary urged the Parish Council and Barkway Local History Group (BLHG) to reconsider the merits of a scheme applied for back in 2001 (Internal alterations to form kitchen and WC – Listed Building Application: 01/01373/1LB) and discouraged the potential extension proposal to create an outside WC alongside the entrance porch. Cllr. Dennis would pass this information to the BLHG. **Action: WD**

7.6.3 To receive update on development of display board for Pavilion entrance hall – Cllr. Cox had produced a first draft for discussion. The Clerk to try and obtain the original digital photos. **Action: Clerk**

A revised proposal would be brought along to the March meeting. **Action: JCox**

It was reported that the noticeboard at the entrance to Pledgers Place had been blown off the wall during the recent high winds. The Pavilion roof had also suffered some damage. The Clerk to organise repairs to both. **Action: Clerk**

7.7 Environment

7.7.1 To receive report following site visit to ponds – Cllrs. Dennis, Baker and Connolly had met with a representative from Countryside Management Services (CMS) to look at the village pond and discuss appropriate measures to maintain and improve the pond. It was learnt that ideally the pond should be 1/3 open water, 1/3 floating vegetation and 1/3 marginal vegetation. CMS considered that the pond was generally in a good condition. Improvements suggested were to plant around the marginal areas, reduce the amount of shading by cutting back the trees along the back, clearing up some of the scrub although leaving some as a habitat for wildlife. Planting of wildflowers for bees and pollinators and consider having the left hand hedgerow weaved to improve the appearance. Consideration was given to getting a company in to help with this project and to also include the Wagon Wash within the scope of this project. Cllr. Connolly to approach companies for quotations. It was proposed, seconded and agreed that a measuring gauge should be installed to indicate water level and a life buoy purchased and permanent signage installed giving warning about ice. **Action: JC, PB and Clerk**

7.7.2 To discuss condition of footpaths near the village and agree any necessary action to improve their condition – after discussion it was agreed that although bark could be laid in the more muddy areas, a more lasting solution would be to have some hardcore laid, similar to that which had been laid along parts of Footpath 14 by HCC. The Clerk to contact the Footpaths Officer at HCC to ask if this could be done along the remaining areas along Footpath 14 and also along Footpath 11. **Action: Clerk**

7.8 Media and Communications

7.8.1 Website report – Nothing to report

7.8.2 Police report – The Clerk to forward the monthly Police Report received to all Cllrs. **Action: Clerk**

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 11.02.2020 was £74,921.11

Petty Cash £50.00

Receipts since the last meeting:

£180.00 – Royston United – Hire of football pitches

£45.00 – Brown – Hire of Community Room

8.2 To authorise payments to be made

Approval of payments since last meeting:

DD £7.20 – Sage Software – Monthly Subscription

DD £123.50 – NHDC – Quarterly Waste Collection

DD £66.81 – Nest - Pension

DD £17.44 – Castle Water – Waste Water Pavilion
DD £61.00 – EDF – Electricity Pavilion
DD £60.00 – NHDC – Annual Play Area Inspection
DD £13.00 – Affinity Water – Water Pavilion

Approval of payments to be made at meeting:

CHQ 102883 £59.50 – R Bonfield – Maintenance Rec and Pavilion Jan
CHQ 102884 – £177.00 - A Dodkin – Maintenance Pavilion Dec & Jan
CHQ 102885 – £11,520.00 - John Cobbs & Sons Ltd – School playground
resurfacing (Solar Farm Community Contribution Fund)
CHQ 102886 - £150.00 – T S Drake – Line marking Jan
CHQ 102887 £1,041.18 - Catharine Toms – Clerk’s Monthly Salary + Office
Allowance
CHQ 102888 £70.00 – Roz Danter – Cleaning/Bookings Clerk Pavilion Jan
CHQ 102889 £37.50 – Orla Swann – Litter Picking Jan
CHQ 102890 £30.00 – Kaitlin Aldridge – Litter Picking Jan
CHQ 102891 £310.63 – Catharine Toms – Clerks Expenses *
CHQ 102892 £182.51 – Morgan Fire Protection Ltd – Annual maintenance fire
extinguishers in Reading Room and Pavilion
CHQ 102893 £152.10 – Catharine Toms – Additional Clerk’s Expenses **
*
£13.99 – Amazon – Litter picker
£7.32 – Post Office – Stamps
£29.34 – Ironmongery Direct – Grab handle for entrance to Reading Room
£259.98 – LiGo – Community Event Walkie Talkies (Push Energy Community
Contribution Fund)
**
£138.00 – Hertfordshire Display – Printing of Neighbourhood Plan documents
£0.60 – Parking to collect printing
£13.50 – Return mileage to Ware to collect printing (30 miles @45p)

Parish Council – Pavilion Account:

Bank Balance at 11.02.2020 was £286.38
Receipts since last meeting: None
Payments since last meeting: None

Reading Room Accounts:

Bank Balance at 11.02.2020 was £1,083.58
Receipts since last meeting: None
Payments since last meeting:
DD – £40.00 – NHDC – Rates
DD - £70.61 – Total Gas & Power – Electricity Reading Room

9. Correspondence: Nothing not covered already in the meeting.

10. Items to be deferred to the next meeting – Website update.

11. Date of next meeting: Tuesday 10th March

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