

**Minutes of Barkway Parish Council Meeting
Held in the Community Room, Barkway on 11th February 2019 at 7.30pm.**

1. In attendance: Cllrs:

Dr G Frapporti (Chair)
Mr W Dennis (Vice Chair)
Mr P Baker
Dr R Davidson
Mrs J Connolly

Also present: Mrs C Toms (Clerk/RFO), Dist. Cllrs. Gerald Morris and Tony Hunter, County Cllr. Fiona Hill and PCSO Chris Brabrook.

Members of the Public: Two members of the public were present.

2. To receive and accept apologies for absence: Dr M Price (on holiday) and Mr K Melson (work commitment). Apologies accepted.

3. To receive Councillor's Declarations 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 - It was reported that the second hand laptop given to the Bookings Clerk for the Pavilion had broken and that she needed to be provided with a new laptop in order for her to do her job. It was proposed, seconded and agreed that the Clerk would source the equipment with a maximum budget of £300.00. **Action: Clerk**

5. Public Session - to receive representations from members of the public -

Standing Orders were suspended to allow Dist. Cllr. Gerald Morris to address the meeting. The NHDC Local Plan Consultation was still ongoing and he reported that he had now submitted his representation objecting to the Local Plan. The consultation deadline was 4th March. With regards to the mobile home placed without planning permission on land off London Road, it was understood that enforcement by NHDC was being dealt with. Cllr. Morris was due to meet with the NHDC Enforcement Officer to learn more about how the enforcement process worked.

The Clerk read out an email submitted earlier by a member of the public present. Concern was raised regarding the accepting of S106 contributions as a result of development on site BK3. Whether a S106 agreement might make NHDC look more favourably on a planning application. Whether the Parish Council owned any land on which a facility could be built, or did it have money to purchase some land? Whether the Parish Council had thought about the extra costs involved to run operations if a new facility was created in the village with S106 funding, as running costs would need to be met from the Precept?

The Parish Council responded by saying that a S106 agreement was a mechanism of the planning process and if there was no S106 agreement in place with the Developer then any funding might get directed elsewhere to benefit others. A S106 agreement would not influence a decision by NHDC Planners. Barkway Parish Council would continue to object both to the outline planning application on site BK3 and to the NHDC Local Plan.

The Parish Council did not have any land on which a facility could be built. Costs of a new facility could be met by increasing the Precept. With additional properties in the village an increase in Precept might not mean an increase in householder's individual Council Tax bills, as the Precept raised would be divided between a greater number of properties. The Council was concerned that NHDC did not have any long term plan in place for rural development. It would allow all these extra properties to be built and then any problems arising as a result of development would have to be sorted out afterwards.

Dist. Cllrs. Morris and Hunter and County Cllr. Hill left the meeting at 7.50pm. They were thanked for attending.

It was agreed to bring forward item 7.7.2 to allow PCSO Chris Brabrook to give his Police report.

7.7.2 Police Report - There had been one recent reported crime in the village. A building site had been broken into and a few items had been stolen. PCSO Brabrook also informed the Council about an initiative being set up between the Police and the Barkway and Barley First Schools to promote safe and legal driving. It would involve the children designing some artwork which would be displayed on banners or boards to encourage drivers to reduce their speed through the villages. He asked for Parish Council approval for the project, if it was considered to be a good idea, and some financial support towards the costs. He was informed by the Council that a similar project had taken place in Barkway 6 years ago and that the banners had not been very successful. Placards would be considered a better option as long as they didn't obscure the view of drivers. In principle, the Parish Council was in favour of supporting this community project. Further discussion was needed on methods used to portray the message to drivers. PCSO Brabrook would contact the schools again and would then email options to the Parish Council for consideration.

PCSO Brabrook left the meeting at 8.05pm, he was thanked for attending.

Standing Orders were then resumed.

6. Council Administration - nothing to report.

7. To receive updates from Portfolio Holders

7.1 NHDC Local Plan / BK3 / Neighbourhood Plan

7.1.1 NHDC Local Plan modifications report and final consultation - to agree response to consultation - It was reported that Govresources was working on a response on behalf of the Parish Council. The Planning Consultant for Knebworth was still awaiting a response from some of the five growth villages for approval to start working on a joint response to NHDC on behalf of these villages. It was proposed and agreed to delegate responsibility to Cllr. Davidson to liaise with the Planning Consultants to finalise the responses and then submit them to NHDC prior to the deadline of 4th March. Prior to submission these would be circulated by email for approval to all Councillors and then ratified at the March meeting. **Action: RD**

7.1.2 Neighbourhood Plan (NP) - report from Public Meeting 7th Feb and update on progress to date and next steps - It was reported that about 60 or more people had attended. The meeting had gone well and had been documented as part of the evidence of the consultation process. It had been emphasised that the NP would only get approval if it could be demonstrated that it was compiled with the input and support from

the Community. A few volunteers had come forward to help with the Plan. The next meeting of the Neighbourhood Plan Committee would be on Weds 20th February where the next steps would be decided.

7.2 Planning

7.2.1 Outline Planning Application land between Royston Road and Cambridge Road (BK3) - report from meetings with Barkway Village Hall and Barkway Social Club and update on S106 negotiations - Cllr. Davidson requested it be recorded in the minutes that he felt awkward dealing with so much of this matter single handedly as it was a very important issue and all Councillors needed to have their say in the matter. He reported he had meet with both the Village Hall and the Social Club Committees to explain the situation regarding the S106 negotiations. The Village Hall did not own any land onto which they could consider expanding. The Social Club owned the land around them but had voted to remain as they were and not get involved in any project associated with S106 monies. Cllr. Frapporti had met with Barkway First School. They were already planning for how they would cope with the fact that 30-40 extra children might need to be educated. They wanted to look at building an extension to the school. They also indicated they would be keen to work with the Parish Council to create a co-educational multi functional facility for the village and surrounding area. Cllr. Davidson had spoken to the Development Team Manager at NHDC, who had indicated that he was not yet being pushed by the Planners for a decision on S106 but that the Parish Council would need to get a response in place by the March meeting. His advice was to put forward a project, with details being kept vague in order to keep all options open. To also push for a longer time span of 10 years to complete the project. He would assist in the wording of the reply to NHDC. Cllr. Price would be asked to start engaging with the Planners at NHDC regarding S106. **Action: MP**

Standing Orders were suspended to allow a member of the public present to address the Council regarding BK3 and S106 monies.

She had submitted an email earlier that day to say that she did not agree with accepting S106 monies relating to development on site BK3 and having listened to the discussions on the subject she was still totally against this.

It was explained to her that S106 agreements were not a bribe but any S106 monies received would be used to mitigate the effects of the development should BK3 go ahead. Standing Orders were resumed.

7.2.2 Mobile home erected without planning permission on land off London Road - report on enforcement progress (see item 5. Public Session)

7.3 Highways - A meeting was due to take place with County Cllr. Hill and Herts County Council (HCC) Highways Officer to discuss Locality funded projects. It was understood that HCC was currently getting quotations for the creation of the off road parking along Cambridge Road. Road markings were on the list to be reinstated at the junction of Royston Road and the Newsells Road. HCC were also looking into the possibility of moving the Speed Indicator Device (SID) down towards the start of the village at the southern end. Cllr. Dennis had also put in a request for the entrances to the car parks to be re-surfaced.

The Clerk reported that a phone call had been received regarding the poor road surface on the B1368 outside site BK1 where utilities contractors had dug up the road and failed to reinstate it properly. Cllr Dennis would go over and talk to the site manager and continue to monitor the situation. **Action: WD**

7.4 Sports and Recreation

7.4.1 Royston Town FC (RTFC) contract negotiations – Cllr. Melson to continue to communicate with RTFC regarding the contract renewal and also investigate other possible clubs to use the facilities. **Action: KM**

7.4.2 To agree necessary action for any repairs needed to play equipment/area following Annual Inspection report - The Clerk would arrange for the stepping stone on the wooden adventure trail to be replaced and the whole structure to be checked for rot, fix the slide regarding the potential toggle entrapment, and remove the fixing pins from the safety matting around the zip wire. **Action: Clerk**

7.5 Community Property

7.5.1 Update on project to finish Pavilion driveway and make safe the raised kerb - It was reported that the tarmac had been laid and rolled. The contractors would be contacted regarding the line marking still to be done and be asked to roller the surface again in a couple of months time to further compact it. **Action: PB**

An email had been received requesting that in view of the Solar Farm funds available, the Parish Council could consider instating a veranda over the walkway in front of the Pavilion and creating some new steps from the walkway leading onto a decked area, where tables and chairs could be placed. It was agreed that time would be set aside at the March meeting to discuss the longer term overview for the development of facilities at the Pavilion and Recreation Ground. **Action: Clerk**

7.5.2 Update on renovation project for Newsells War Memorial - the Clerk informed that she was meeting another contractor to obtain a further quotation. Two quotations would be bought to the March meeting. **Action: Clerk**

7.6 Environment - It was reported that a letter had been sent to NHDC regarding the burning of commercial waste at the stables in Burrs Lane. NHDC had responded saying that they had conducted a site visit and although a bonfire was occurring, had been unable to witness Statutory Nuisance with only a small amount of white smoke being omitted and it was blowing in the opposite direction of nearby properties. They offered to refer the case to the Environment Agency, which was done on 22nd Jan. There was no further action that NHDC was able to take, so the case had been closed.

An email had been received from a resident concerned about the untidiness around the Wagon Wash and the blocked outlet grill. It was agreed that the Clerk would ask the garden maintenance contractor if he could do a general tidying up there without removing too much vegetation. It was noted that he had recently completed a lot of work in the Rec. cutting hedges and ditches and strimming the edges and all was looking much tidier over there. **Action: Clerk**

It was mentioned that a way marker post had been found knocked over by the side of the broken bench situated south east of the Solar farm. The Clerk to ask the Dodkins to fix this. **Action: Clerk**

Two quotations had now been received for tree work identified to be needed by a recent tree survey carried out. The Clerk to analyse quotations received and make recommendation to Councillors by email for appointment of contractor. **Action: Clerk**

It was suggested that the Parish Council could consider setting a budget for annual tree maintenance and enter into a contract with a company who would carry out the survey work on an ongoing basis and sort out any necessary remedial work as needed but keeping within the specified budget.

7.7 Media and Communication

7.7.1 Website report - Nothing to report.

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

7.7.3 Update on status of Winter edition of the Bulletin - Cllrs. and the Clerk had submitted material for inclusion. Cllr. Price would be asked to forward draft Bulletin to Cllr. Frapporti for the insertion of a Chairman's report. **Action: MP/GF**

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 11.02.2019 was £91,781.68

Petty Cash £25.00

Receipts since the last meeting:

£100.00 - Barkway Vets - Hire of Football Pitches

£125.00 - Hire of Community Room

£48.00 - R Agouropoulo (Yoga) - Hire of Community Room

£1,543.75 - RTFC - Quarterly Football Contribution

£5,310.22 - NHDC - S106 monies for Disabled Access Pavilion Driveway

8.2 To authorise payments:

Approval of payments since last meeting:

DD £43.88 - NEST - Pension Contributions

DD £7.20 - Sage Software - Monthly Subscription

DD £120.25 - NHDC - Quarterly Payment for Waste Collection at Pavilion

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 102734 £238.00 - A Dodkin - Maintenance

CHQ 102735 £170.00 - D Dodkin - Maintenance

CHQ 102736 £1,186.44 - NHDC - Annual Bills for Emptying of Dog Bins & Playground Inspection.

Approval of payments to be made at meeting:

CHQ 102737 £136.00 - R Bonfield - Pavilion Maintenance Jan

CHQ 102738 £150.00 - T S Drake - Line Marking Jan

CHQ 102739 £220.00 - M Bentley - Grass Cutting Village Pond & Hedge Cutting Rec

CHQ 102740 £196.92 - Morgan Fire Protection Ltd - Fire Extinguisher Maintenance Pavilion and Reading Room

CHQ 102741 £16.65 - R Davidson Exps - Mileage to meeting with Govresources

CHQ 102742 £72.00 - S Scott - Cutting of Heritage Verge x 2

CHQ 102743 £2,033.69 - Catharine Toms - Clerk's Monthly Salary + Agreed Back Pay + Office Allowance

CHQ 102744 £60.00 - Abby Chisnall - Litter Picking Jan

CHQ 102745 £65.00 - Roz Danter - Cleaning/Bookings Clerk Pavilion Jan

CHQ 102746 £920.63 - Catharine Toms - Clerk's Expenses *

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£37.15 - Janitorial Direct - Cleaning Solution for Floor Scrubber

£635.99 - Cleaning Superstore - Floor Scrubber / Dryer

£191.94 - Springwell Microelectronics - Smartflush for Mens Toilet

£6.96 - Tesco - Stamps

£15.50 - Amazon - Black Sacks for Litter Picker

£4.00 - Sainsburys - Clipboards for Public Meeting

£23.98 - 123-Reg - Domain Renewal (2 years)

£5.11 - Amazon - Magnet to pick up nails from bonfire site Rec

Parish Council - Pavilion Account:

Bank Balance at 11.02.19 was £406.38

Receipts since the last meeting: None

Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 11.02.19 was £1,071.39

Receipts since the last meeting: None

Payments since the last meeting:

£39.00 - DD - NHDC Rates

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

10. Date of next meeting: Monday 11th March 2019

There being no further business, the meeting ended at 9.40pm