

**Minutes of Barkway Parish Council Meeting
Held in the Community Room, Barkway on 11th June 2018 at 7.30pm.**

1. In attendance: Cllrs:
Dr G Frapporti (Vice Chair)
Mrs J Connolly
Mr W Dennis
Mr P Baker
Dr R Davidson

Also present: Mrs C Toms (Clerk/RFO)
Dist. Cllr. Gerald Morris

Members of the Public: PCSO Chris Brabrook, Mr K Melson

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

3. To note resignation of Cllr. Swann and elect a new Chair - it was announced that sadly Cllr. Swann had taken the decision to resign as Chairman and Councillor due to work commitments. The Council wished to thank him for all his diligent hard work whilst a member of the Parish Council, it was considered that he had done a great job. Cllr. Frapporti informed the Council that he would be willing for the time being to volunteer to take over as Chair. It was therefore proposed by Cllr. Dennis, seconded by Cllr. Connolly and agreed by all that Cllr. Frapporti became Chair. He duly signed his acceptance of office form which was then countersigned by the Clerk.

4. To elect a new Vice Chair (if appropriate) - Cllr. Dennis informed the council that he would be willing to volunteer to take on the role of Vice-Chair. It was therefore proposed by Cllr. Frapporti, seconded by Cllr. Baker and agreed by all that Cllr. Dennis became Vice-Chair. He duly signed his acceptance of office form which was then countersigned by the Clerk.

5. To receive Councillor's Declaration of Interest: None received

6. Minutes

6.1 To approve the minutes of the last meetings - there was a typing error pointed out on item 7.6.2 which was noted and duly corrected. **Action: Clerk**

6.2 To consider any matters arising from the last meeting - none.

7. Public Session - to receive representations from members of the public - PCSO Chris Brabrook arrived in the meeting at 7.40pm. It was proposed and agreed to bring forward item 9.7.1 and suspend standing orders to allow PCSO Brabrook to give his report. He informed the Council that crime levels remained low in the village although since the beginning of the year there had been an attempted van break in, a shed break in, damage at the Stables in Burrs Lane and hub caps being stolen. Speeding vehicles and parking issues were still ongoing concerns. The Police had been holding crime prevention events around the villages and in Royston and had secured funding to give out free crime prevention kits comprising of alarms and Smartwater, the next one being held on 21st June on the Royston Industrial Estate. He urged people to remain vigilant and report anything suspicious to the Police.

The Clerk reported that she had received a recent update from the Barkway Drivesafe group who had been doing a speed check session on Cambridge Road. 20 vehicles were recorded over 35mph, most of them were vans, nearly all were doing 40-50 mph, the highest recorded speed was 50 mph. Now that the weather had improved they hoped to carry out more sessions and would report back again in due course.

PCSO Brabrook was thanked for attending the meeting. He departed at 7.55pm.

Standing Orders were then resumed.

8. Council Administration

8.1 To note resignation of Cllr. Morss - Cllr Frapporti informed the Council that he was sad also to report the resignation of Cllr. Morss due to his dissatisfaction of the way things were going and the way that his work was being regarded. It was considered to be a shame that he had decided to leave and the Council wished to pass on their thanks for all his work whilst being a Parish Councillor.

8.2 To note date of the vacancies notice (for information only) - The Clerk informed the Council that the notice period for the two vacancies would end on 20th June. At that point if there was no call for an election, two new Councillors could be co-opted. It was noted that there were two people interested in joining the Parish Council (one present at the meeting, as a member of the public) and all being well they could be co-opted at the July meeting. One potential candidate would be away on holiday but it would still be possible to co-opt that person in their absence.

8.3 To note complaint received regarding Councillor conduct and to note that the matter has since been resolved (for information only) - Cllr. Frapporti informed the Council that a complaint had been received regarding a Councillor's conduct and this matter had been investigated by Cllr. Swann prior to him stepping down. His conclusion was that the issue had been resolved and that the matter was now closed.

8.4 Corporate Governance

8.4.1 IT/GDPR update and to adopt Role Holders Privacy Policy - Cllr. Davidson reported that he had previously circulated a draft Role Holders Privacy Policy which needed to be given to all employees and Councillors to cover any of their personal data held by the Council. He still needed to sort out a Non Role Holders Privacy Policy to cover all volunteers. It was proposed and agreed (subject to correction of email address typing error) to adopt the Role Holders Privacy Policy. The Clerk to correct error and distribute to all as necessary. **Action: Clerk**

8.4.2 To adopt changes to Standing Orders to ratify the decision made to move council meetings to the Community Room - Cllr Davidson clarified that it was in fact the Parish Council Constitution which needed amending to reflect this change. Paragraph 8 had now been changed and this had been circulated. It was proposed and agreed by all to adopt the new Constitution. The revised document to be posted on the website. **Action: Clerk**

8.5 To agree temporary redistribution of portfolio areas of responsibility pending Councillors vacancy period and future co-option of new Councillors - Cllr. Dennis agreed to oversee the Sports and Recreation portfolio temporarily and Cllr. Davidson agreed to cover Planning portfolio until new Councillors could be co-opted.

8.6 To consider holding a bespoke Councillor Training evening session run by HAPTC - The Clerk reported that HAPTC would be willing to hold a training session for new Councillors in Barkway at a cost of £250.00. As it would be a bespoke training session it could be requested to have some additional training on Planning. It was considered that the training would be a good refresher for all Councillors and that the additional Planning section would be very beneficial. It was agreed that the Clerk would

try and arrange a date after the 15th and before the end of July, to avoid holidays.

Action: Clerk

8.7 Update on Internal Audit - The Clerk reported that she had not heard anything from the Internal Auditor but believed that they had been away on holiday. In the meantime she had requested an additional 2 weeks on the deadline to submit information to the External Auditors.

8.8 To consider and approve the Annual Governance Statement 2017/18 - This had been previously circulated to all Councillors. It was proposed by Cllr. Frapporti, seconded by Cllr. Davidson and agreed by all to approve the Annual Governance Statement 2017/18. Cllr Frapporti duly signed the document.

8.9 To consider and approve the Accounting Statements 2017/18 - This had been previously circulated to all Councillors. It was proposed by Cllr. Frapporti, seconded by Cllr. Davidson and agreed by all to approve the Accounting Statements 2017/18. Cllr Frapporti duly signed the document.

9. To receive updates from Portfolio Holders

9.1 NHDC Local Plan - update - Cllr. Morris reported that since the NHDC Local Plan Hearings had all finished the Inspector was out looking at all the proposed sites. He would then be putting together his report as to the soundness of the Plan and this would then go out for a second round of consultation for 6 weeks. The Inspector would then look at any new submissions / evidence and finalise his report. This would then go back to NHDC for approval. In the meantime the situation was that hostile applications could still be submitted for sites that were not included as being suitable in the draft Local Plan. Cllr Morris also informed the Council that he thought there was an imminent planning application for whole of site BK3 from Rands, who were taking a chance in advance of the Local Plan being finalised.

9.2 Planning

9.2.1 To consider and make comment on planning application: Full Permission Householder : Single storey rear and side extensions. Replacement single detached garage and internal alterations to first floor with ancillary works.

19A High Street, Barkway, Royston, Hertfordshire, SG8 8EA - Case Ref No: 18/01044/FPH - The Clerk reported that the applicants had contacted her to let the Council know that this was a resubmission of a previous application that had since lapsed. The Parish Council had supported the previous application. Cllr. Swann had met with the applicants and had recommended no objection. After consideration of this application, it was proposed by Cllr. Davidson, seconded by Cllr. Frapporti and agreed by all that there was no objection to this application. The Clerk to respond to NHDC.

Action: Clerk

9.2.2 To consider request by Storey Homes for Council input into a press release regarding new development on Cambridge Road (BK1) and to agree content - after much discussion it was proposed by Cllr. Davidson and seconded by Cllr. Dennis and agreed by all that the Parish Council needed to remain impartial with respect to any promotional / press releases by developers and should decline the invitation and expressly request that the Council was not included, mentioned or paraphrased in any such communication, now or in the future. Cllr. Davidson agreed to draft something and forward to the Clerk. **Action: RD/Clerk**

9.3 Highways

9.3.1 Highways report - Cllr. Dennis reported that he had managed to meet up with Herts County Council (HCC) Gary Henning in Barkway to discuss various issues, including the possibility of creating additional car parking along the verges explaining that the Parish Council were in a position to part fund the project. It was suggested by

Cllr. Davidson that once football started up again, photos could be taken and sent to Gary Henning and County Cllr. Fiona Hill to demonstrate the serious problem along Cambridge Road caused by lack of parking. It was hoped that the junction of the Buckland Road and High Street would soon be repaired. He had also had a conversation with Planning Enforcement Officer, Ian Prosser who had indicated that they had witnessed breaches of planning permission by Anstey Quarry and that they were looking at taking legal action against them.

9.3.2 Update on investigations regarding obtaining a weight restriction for the High Street - Cllr. Dennis informed the council that he was currently looking at trying to find out exactly what criteria needed to be met to apply for a weight restriction. He was also researching who the key people were that could help him influence the project. Once he had gained this information he planned to hold a public meeting and invite the Parish Councils along the B1368 to be part of it. He had also contacted MP Sir Oliver Heald. It was likely that evidence would be required so he would need to enlist the assistance of volunteers to gather data. He would give a further update at the next Parish Council meeting. **Action: WD**

It was considered that the Lime trees opposite the school needed some maintenance and it was established that they would be HCC Highways responsibility. Cllr. Dennis to contact HCC Highways. **Action: WD**

9.3.3 Update on progress with 'Liaison with other villages' project - (see item 9.3.2)

9.3.4 Update on replacement bus shelter on Royston Road / Periwinkle Close - The Clerk explained that the new shelter had been ordered and that it was hoped to hear soon about an installation date.

9.3.5 To note recent update report received from Barkway Drivesafe (see Public Session item 7)

9.3.6 To note comments made by Parishioner regarding the poor standard of work made by Herts CC Highways maintenance team on cutting the verges in the village - It was noted that this was not the first year that this had happened. Once again it was suggested that photos could be taken and then sent to HCC Highways as proof of the poor standard of work by their contractors.

Cllr. Gerald Morris departed from the meeting at 8.45pm. He was thanked for attending.

9.4 Sports and Recreation

9.4.1 Pitch maintenance and football update - It was reported that Royston Town FC (RTFC) had requested use of the facilities for training out of season. However, it was proposed and agreed to reply pointing out that although the Parish Council had allowed extra use over the past 4 summers, this year it would not be possible due to ongoing pitch maintenance and essential works required in the Pavilion. The Clerk to email RTFC. **Action: Clerk**

The Clerk requested approval for additional pitch maintenance works to be carried out by Bullards. This would comprise of over seeding the centre circles and goals and topping up the soil in the goal mouths at £300.00 per pitch. All approved.

9.4.2 Playground maintenance - installation, risk assessment and sign off of Zip-Wire - The Clerk informed the Parish Council that the zip wire installation was all complete and reports from various sources all felt that the equipment was safe to use. There was just a sign to be made up indicating the equipment was suitable for ages 7-11 and that younger children needed adult supervision. The Clerk requested that the balance of payment should now be made to PlayQuest. Cllr. Davidson wished it to be noted that he did not believe it was a safe installation as it did not have barriers around the launch

platform and he felt it did not meet the guidelines of EN 1167. The Clerk reported that she had received an email from the supplier assuring the Council that it was a safe piece of equipment and the same as they had installed already in numerous locations. Once full payment had been received the supplier would issue a safety certificate. As the majority of the Councillors did feel it was safe, it was proposed and agreed to pay the balance payment. Cllr. Davidson's concerns were noted and further investigation would be made and a risk assessment carried out of the equipment in situ. **Action: Clerk**

9.4.3 Update on Recreation Ground maintenance - There was still some debris left from the old zip wire on the southern edge of the Rec. The Clerk would try and get this removed as soon as possible. She was also still trying to get hold of Mr Bentley to see if he would be able to clear the Pavilion driveway and the perimeters of the Rec. **Action: Clerk**

9.4.4 To agree to set up a Working Party to sort out new contract negotiation with Royston Town Football Club - It was agreed that once the Council was back up to full strength a Working Party would be set up to deal with this. This item to be deferred until the July meeting. In the meantime, a copy of the current agreement to be emailed to all Councillors. **Action: Clerk**

9.5 Community Property

9.5.1 Newsells War Memorial renovation update - The Clerk informed the Council that she was still waiting to hear back from the War Memorials Trust when they could do a site visit to produce a job specification for the project.

9.5.2 Reading Room - maintenance update - The Clerk reported that the Dodkins were shortly starting work to repair blown brickwork and there was also some roof maintenance to address. It was considered now that Parish Council meetings had moved to the Pavilion, that the idea to let out the Reading Room to the adjoining neighbour should be further investigated. To be deferred to a future meeting. **Action: Clerk**

9.5.3 Pavilion maintenance update - The Clerk reported that the Changing Rooms and Corridor floors had been screeded at the beginning of June. Unfortunately she was concerned that the finish was too slippery and could be dangerous. She had been in contact with the supplier who was looking into what could be done to remedy this matter. In the meantime the changing rooms area of the Pavilion would be closed off. To be reported on further at the July meeting. **Action: Clerk**

It was mentioned that the exterior of the Pavilion had been recoated with wood preservative the previous weekend by a working party. Huge thanks were offered to all those who had been involved as they had done a great job.

9.5.4 Update on project to install disabled access to the Pavilion and Recreation Ground - Due to recent Councillor resignations this project had not made any further progress. Cllr. Baker suggested that a definitive plan was drawn up and the specification was submitted for quotations as soon as possible. It would basically comprise of a pathway from Cambridge Road and an area of hard standing for disabled parking alongside the western end of the Pavilion. He agreed that he would try and push this project forward. **Action: PB**

9.5.5 To receive update on recruitment for a new Bookings Clerk / Janitor and to agree to offer position to most suitable candidate - It was proposed by Cllr. Davidson, seconded by Cllr. Davidson and agreed by all to offer the job to the candidate that lived in the village. It was agreed there should be a probationary period of three months and after that she would be provided with a laptop that would be owned by the Parish Council and stay with the job. The Clerk would contact the candidate and arrange for a hand over to take place as soon as possible. **Action: Clerk**

9.6 Environment

9.6.1 To report progress on tree survey work - Cllr. Frapporti informed the Council that the survey had now been completed and he was just awaiting the report.

9.6.2 Update regarding the possibility of extending the Bridleway network around Barkway - Cllr Frapporti reported that his wife was now working on a plan to allow more connectivity for the Bridleways around Barkway. However, this would take a while to develop this.

9.6.3 To discuss the current condition of the Wagon Wash in Church Lane and agree any necessary action - Cllr. Dennis expressed concern about the overgrown state of the Wagon Wash. As a heritage site he considered that it was not looking its best. Cllr. Davidson pointed out that plants had been allowed to grow there to create a natural barrier between the water and the road. However, it was agreed to ask Mr Bentley to carry out some tidying up of the area as soon as possible. **Action: Clerk**

The Clerk informed the Council that she had been requested by a resident to research ownership of a 10 ft strip of land between 102 and 106 High Street as it contained some self-seeded trees in a dangerous condition, one of which had already fallen into Manor Farm and cut off telephone lines. Cllr. Baker indicated that the land belonged to the Environment Agency although it appeared not to be registered to anyone when searches were made. Cllr. Frapporti would check the property register at work and establish if indeed the Environment Agency were responsible for this area of land. **Action: FP**

9.7 Media and Communications

9.7.1 Police Report - (see public session item 7)

9.7.2 Update on Website maintenance - nothing to report.

9.8 Special Projects - update on research regarding installation of a defibrillator in the former phone box in the High Street - Cllr. Connolly reported that she had now received a contract from Community Heartbeat Trust and would email it round to all Councillors and await if any concerns were raised before placing the order. The overriding responsibility of the Parish Council would be to check the equipment on a regular basis, of which she was happy to agree to carry out, with someone else prepared to deputise during holiday periods. **Action: JC**

10. Finance - to receive finance reports from the Clerk

10.1 To provide update on current financial position

The Parish Council bank balance at 11.06.2018 was £91,391.50
Petty Cash £25.00

Receipts since the last meeting:

£14,895.98 - NHDC - S106 monies re: Zipwire and Bus Shelter
£48.00 - Leek - Hire of Pavilion and Community Room
£70.00 - Pyke - Hire of Pavilion and Community Room
£48.00 - Agouropoulo - Hire of Pavilion and Community Room
£70.00 - Crossley - Hire of Pavilion and Community Room
£48.00 - Klerk - Hire of Pavilion and Community Room
£35.81 - Barclays Bank - Interest

10.2 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 Waste Collection Pavilion
DD £9.71 - Castle Water - Waste Water Pavilion

DD £69.00 - EDF - Direct Debit - Electricity Pavilion
DD £10.00 – Affinity Water – Direct Debit - Water Pavilion
CHQ 102609 £48.00 - J A Leek - Refund for duplicate hire payment

Approval of payments to be made at meeting:

CHQ 102610 £145.00 - A Dodkin - Pavilion Maintenance
CHQ 102611 £130.00 - D Dodkin - Pavilion Maintenance
CHQ 102612 £80.00 - Stationery Cupboard - Printing of Bulletin
CHQ 102613 £6,295.80 - PlayQuest Adventure Play Ltd - Balance due on Zipwire
CHQ 102614 £320.00 - T S Drake - Grass Cutting and Line Marking May
CHQ 102643 £1,710.40 - Double S Flooring Ltd - Screeding Changing Room Floors
CHQ 102644 £912.30 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance
CHQ 102645 £102.00 - Janine Reay - Cleaning/Bookings Pavilion - May
CHQ 102646 £60.00 - Abby Chisnall - Litter Picking May
CHQ 102647 £401.70 - Catharine Toms - Clerk's Expenses*

*

£15.12 Travel Expenses re: APM
£60.39 Barley Store - Wine APM
£61.00 M & S - Food APM
£9.20 Tesco - Food and Drink APM
£235.67 RK & J Jones Ltd - Wood Protector Pavilion Maint
£20.32 Tesco - Refreshments for Pavilion Maintenance Event

Parish Council - Pavilion Account:

Bank Balance at 11.06.18 was £406.38
Receipts since the last meeting: None
Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 11.06.18 was £1,157.03
Receipts since the last meeting:
£33.53 - COIF - Interest
£0.11 - Barclays Bank - Interest
Payments since the last meeting:
£39.00 - DD - NHDC Rates
£40.46 - Total Gas and Power - Electricity Reading Room

9. Correspondence: Nothing not reported elsewhere.

10. Date of next meeting: Monday 9th July

There being no further business, the meeting ended at 9.55pm