

**Minutes of Barkway Parish Council Meeting  
Held in the Reading Room, Barkway on 12th February 2018 at 7.30pm.**

**1. In attendance:** Cllrs:  
Mr G Swann (Chair)  
Dr G Frapporti (Vice Chair)  
Dr R Davidson  
Mr B Morss  
Mrs J Connolly  
Mr W Dennis

**Also present:** Mrs C Toms (Clerk/RFO)

**Members of the Public:** Rev'd Sonia Falaschi-Ray, Dist Cllr. Gerald Morris, Julian Dollar, Peter Baker

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

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

**4. Minutes**

**4.1 To approve the minutes of the last meetings** - approved as read.

**4.2 To consider any matters arising from the last meeting** - The Clerk reported that County Cllr. Fiona Hill had said to let her know if the Council needed any information or help with any matters. Fiona Hill had heard from Police Commissioner David Lloyd regarding possible dates for a meeting to discuss Speed Indicator Devices for Barkway and Barley and she was now liaising with David Lloyd and Tony Hunter to arrange a suitable date. She would keep the Council informed on the matter.

**5. Public Session - to receive representations from members of the public** - The Rev'd Sonia Falaschi-Ray was present to report to the Council following her representation to the Inspector at the NHDC Local Plan Hearing. She reported that she now had big concerns as to whether Barkway could fall foul of an adverse timing issue, should a planning application be submitted for BK3 and it be approved before the Local Plan was finalised.

Julian Dollar from Newsells Stud was present to address the Council regarding their representation to the Inspector at the Local Plan Hearing. He reported that he had been disappointed by the representation made of their behalf by Savills as it had not conveyed to the Inspector the strong objection that they had wanted. He was now attempting to rectify the situation by trying to submit a revised statement to the Inspector, which would hopefully go up on public record. Newsells were keen to do anything possible to help the Parish Council fight to proposal to include BK3 within the Local Plan and would continue to work together on matters.

Rev'd Sonia Falaschi-Ray was thanked for all her efforts and hard work regarding the representation to the Inspector and it was felt that she had done a very good job.

Julian Dollar and Sonia Falaschi-Ray were thanked for attending the meeting and they then departed.

Mr Peter Baker was present to put himself forward as a potential new Parish Councillor.

**6. Council Administration - to discuss and decide on co-option of new Councillor** - It was proposed by Cllr. Swann, seconded by Cllr. Davidson and unanimously agreed to co-

opt Peter Baker onto the Parish Council. He was asked to sign a Declaration of Acceptance of Office, which was duly done, which enabled him to take part in the remainder of the meeting. Mr Baker was welcomed onto the Parish Council.

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

**7.1 NHDC Local Plan Hearing - update** - The Hearing session considering the proposed sites for Barkway had taken place on Thursday 8th February. The Rev'd Sonia Falaschi-Ray had represented Barkway Parish Council, along with Dist. Cllr. Gerald Morris and a lady from Savill's representing Newsells Park Stud. They had all made representations to the Inspector. Cllrs. Swann and Dennis had also attended along with the Clerk and some residents from the village. It was reported that the Inspector had been very thorough and had asked pertinent questions including regarding the allocated site for the school and about the access route across the whole site. No conclusion of the Independent Inspection was expected for some considerable time yet.

### **7.2 Planning**

For information, Cllr Davidson mentioned that NHDC had decided to allow permission for a garage to be demolished and a house built at the bottom end of the High Peak site.

**7.2.1 To consider and make comment on planning application: Outline Application : Erection of two detached houses (all matters reserved except for access and layout)**

**Barkway Service Station, London Road, Barkway, Royston, Hertfordshire, SG8 8EY - Case Ref No: 17/04324/OP** - this application was discussed in great detail. This was an outline application to get permission for access to the site from the Buckland Road. It was agreed that there needed to be consistency by the Parish Council in responses to planning applications. Cllr Frapporti pointed out that there had been over 40 infill houses in the village since 2011. As this application was outside the village boundary, it was proposed by Cllr. Swann, seconded by Cllr. Davidson and agreed by the majority to object to this application. There was one abstention. Cllr. Davidson to respond to NHDC. **Action: RD**

**7.2.2 To consider and make comment on planning application: Reserved matters : Reserved Matters application (access, appearance, landscaping, layout and scale). Residential development of 12 dwellings with associated access road. Pursuant to Outline Planning permission granted under ref: 16/02237/1**

**Land South West of Barkway Social Club, Cambridge Road, Barkway, Royston, Hertfordshire. Case Ref No: 17/04393/RM** - this application was for site known as BK1. After a lengthy discussion it was proposed by Cllr. Davidson, seconded by Cllr. Swann and agreed by all to object to this application.

Disappointment was expressed that the Developer had failed from the outset to have any consultation with the Parish Council (as per para. 66 of the NPPF) over what was to be a large development. Consultation may have enabled the applicant to have gained valuable knowledge of the village and its limitations and needs. It was felt that the erection of a large advertising boarding (in breach of para. 67 of the NPPF) indicated a certain contempt by the applicant for the sensitive location of the development, being close to the Historic Newsells Park Estate.

The reasons for objection were:

1) Sustainable Transport (Para 39 NPPF). Lack of on site car parking spaces for the number of houses being created. Parking in the vicinity already a known problem. No jobs would be created by this development therefore new residents would be reliant on private transport to access employment, education and services. It was suggested that car ports be built rather than garages, to prevent garages being used solely for storage rather than parking vehicles.

- 2) Construction method and traffic management plan - the Parish Council wished to object to the fact that there would be no on site parking facility for contractors during the building phase.
- 3) Working hours - Working hours should be limited to week days only for the construction phase, thus maintaining a peaceful environment at weekends for existing residents.
- 4) Street Lighting - Suggested that lighting be limited to motion activated bollard lights to minimise light pollution within the village.
- 5) Design Sustainability - Suggested that wood was used rather than plastic. Also that other materials used were sympathetic with surrounding properties.
- 6) Planting - Recommendations were made that a tree be removed and that the western hedgerow remained and that better planting be considered on the boundary with Barkway Social Club.
- 7) Overlooking study - No consideration appeared to have been given for the newly built properties in the adjacent site of Flint House.

It would also be pointed out that the proposed development did not reflect the need for smaller 2-3 bed properties locally. It was suggested that the developer could consider installing ramped pavements to create better flow of traffic and that in view of the known parking issues along Cambridge Road, consider making improvements to the existing footpaths by installing bollards along Cambridge Road.

Cllr. Davidson to respond to NHDC. **Action: RD**

**7.2.3 To consider and make comment on planning application: Full Planning Permission : Extension and conversion of stables to provide new two bedroom dwelling. External and internal alterations to holiday let buildings to create garage for new dwelling and No. 17 High Street.**

**17, High Street, Barkway, Royston, Hertfordshire, SG8 8EA. Case Ref No: 17/04326/FP** - after much discussion it was proposed by Cllr. Davidson and seconded by Cllr. Swann and agreed by all to object to this application. Having researched the location it appeared that it was outside but adjacent to the development boundary (yet to be confirmed by NHDC) and within the Conservation area. It was considered that the access was inappropriate for a year round habitable property with greater vehicle usage, as opposed to a holiday let property. NHDC would be reminded that a similar application (land to the rear of No. 9 High St) was recently refused permission. Cllr. Davidson to respond to NHDC. **Action: RD**

**7.2.4 To consider and make comment on planning application: Full Planning Permission Householder: Two storey detached habitable outbuilding (annexe) Greenways, Buckland Road, Barkway, Royston, SG8 8HA - Case Ref No: 18/00211/FPH** - after discussion it was proposed by Cllr. Davidson, seconded by Cllr. Dennis and agreed by all that there was no objection to this application. It was considered that a habitable annex with garden storage beneath was a permissible development beyond the Permitted Village Boundary. Cllr. Davidson to respond to NHDC. **Action: RD**

**7.2.5 To consider and make comment on planning application: Full Planning Permission : Erection of one part two storey and part single storey 3 bed dwelling including double carport together with turning and parking areas. (Amendment to previous approved Planning Permission 17/01586/1 granted 07.09.2017).**

**109 High Street, Barkway, Royston, Hertfordshire, SG8 8ED. Case Ref No: 18/00155/FP** - A report from Mr and Mrs Macpherson was read out to the Council, as was a letter from a nearby residents concerning the amended application. Having discussed the application in detail, it was proposed by Cllr. Davidson, seconded by Cllr. Frapporti and agreed by all that there was no objection to the application. The Parish

Council considered that the movement of the footprint of the building to be acceptable, offering greater privacy to neighbouring properties and that the alteration of design, to accommodate over building of the sewer to be appropriate. The concern of residents at the further removal of trees within the plot was noted and would be communicated to NHDC. The Council would ask that consideration be given where possible to increased new planting of indigenous fruit trees on the plot to reduce the negative impact of the tree removal. Cllr. Davidson to respond to NHDC. **Action: RD**

**7.2.6 To consider and make comment on suggestion of 'Birch Meadow' as the name for the BK1 site development.** It was proposed by Cllr. Davidson, seconded by Cllr. Morss and agreed by all that this name was acceptable. Cllr. Davidson to respond to Mark Hindmarch at NHDC. **Action: RD**

Dist Cllr. Morris departed from the meeting at 8.50pm. He was thanked for attending.

Cllr. Davidson put forward the request that when planning applications are notified by the Clerk that all Councillors look at the plans on the NHDC website to familiarise themselves with each case before the meeting.

Cllr. Swann put forward the suggestion that a Planning training session would be beneficial for Councillors to bring everyone up to speed on what matters needed to be considered when making comment on planning applications. A date would be set.

**Action: Clerk**

### **7.3 Highways**

**7.3.1 Highways report** - Cllr. Swann reported that the bus stop on the corner of Royston Road and Periwinkle Close had been blown away in a recent storm. A quotation for a replacement bus stop had been received at £7,910 + VAT. It was thought that a total price including installation would be approx. £10,000 + VAT. An, as yet unconfirmed, offer of 50% funding towards the cost of the bus shelter had been received from Dan Tancock at Herts County Council (HCC). This offer would be pursued. Cllr Davidson suggested that he could contact Stuart Izzard at NHDC to see if there would be any S106 monies available to help fund a new bus stop. It was also mentioned that County Cllr. Fiona Hill had said that there could be some Locality Budget funding available. Cllr Swann reported that repair of the old bus shelter had been considered but it looked to be beyond economic repair. A resident had asked whether the now disused bus stop on the corner of Townsend Close could be moved up to Royston Road. An estimate to move it had been received of approximately £2,000.

It was therefore proposed and agreed that possible funding avenues for a replacement bus stop would be further investigated and also that other quotations to move the bus shelter would be sought, all in time for the March Parish Council meeting. **Action: Clerk/RD/GS/BM**

**7.3.2 Update on investigations regarding obtaining a weight restriction for the High Street** - Cllr. Swann reported that the Council had received correspondence from all villages who had been contacted along the B1368 and they were all keen to work together to try and get a weight restriction for this road. He had also been in contact with the Action Group who has successfully achieved a weight restriction along the A507 Cottered Road. This had been won with a petition. The group were now keen, with the benefit of their experience, to help others in a similar situation. It was hoped to have a meeting with them in early March. Following that, a Committee would be formed that would be able to run a petition along with the other villages. **Action: GS**

**7.3.3 Update on land behind Windmill Close** - Cllr. Swann reported that he would be putting together a flyer for residents to explain what was happening with the land behind Windmill Close and what was happening regarding the Local Plan and site BK2. It would also point out that should be no fly-tipping there. **Action: GS**

**7.3.4 To discuss options available and agree action to replace bus shelter on Royston Road / Periwinkle Close** (see item 7.3.1)

#### **7.4 Sports and Recreation**

**7.4.1 Pitch maintenance and football update** - Cllr. Morss reported that utilisation of the facilities was up on this time last year that the diversity of users was also good. He said that the calendar updates were dependent on information being received from Royston Town Football Club (RTFC). Generally only one week's notice was given. He planned to meet with Tim Drake soon to discuss pitch maintenance requirements for the end of the season.

**7.4.2 Playground maintenance update - to discuss content of recent playground inspection report and agree actions to address issues raised in the report, in particular regarding the zipwire.** Cllr. Morss reported that he had not yet had opportunity to read the report in full but had read the section regarding the poor condition of the zip-wire. Having inspected the reported rot and bearing in mind that over the past few years money had continually been spent patching up the equipment, he proposed that the equipment should now be replaced. Cllr Davidson and the Clerk had also inspected the rot and agreed that it was significant. Cllr Morss had already obtained one quotation for a 30m zipwire of £4,500 + VAT to include all materials. Installation would be an additional cost. It was considered by all that this would be good use of Solar Farm funds. Cllr. Morss would obtain one further quotation as it appeared that suppliers of this type of equipment were few and far between. This would be reported on again at the March meeting. **Action: BM**

Cllr. Swann reported that he understood that some adult gym equipment might become available from Roysia School and wondered whether it could be purchased for the Recreation Ground. He agreed to make further enquiries. **Action: GS**

**7.4.3 Update on car park on the Rec.** - Cllr. Swann said that there was nothing much to update. Members of the Committee had been emailed some revised plans but there had been no response. It was agreed that efforts would be made to re-ignite interest in the project although there appeared to be no clear solution to the parking problem. PCSO Chris Brabrook had contacted RTFC following complaints received about the parking along Cambridge Road. However, it was agreed that the onus was really on the Parish Council to seek a solution as soon as possible. Parking along Cambridge Road itself was not so much of an issue. The main problem was people parking up on the pavement along there, forcing pedestrians to walk in the road. Cllr. Davidson suggested that the Council contact HCC Highways, asking if they would be prepared to install wooden bollards along that stretch of footpath if the Parish Council could supply the posts (they had done this a few years back along Royston Road). Chris Brabrook had mentioned that Ashwell had created some additional overflow parking in their village which had worked well. Cllr. Swann would check this out and report back at the March Council meeting. **Action: GS**

#### **7.5 Community Property**

**7.5.1 War Memorial renovation project update** - The Clerk reported that she had now completed and submitted the required paperwork to apply for the grant payment.

**7.5.2 Newsells War Memorial - to discuss and agree action needed further to correspondence received regarding condition of the lettering on the memorial** - The Clerk reported that she had been contacted by the War Memorials Trust (WMT) who in turn had been contacted by a supporter raising concern over the condition of the lettering saying that it could benefit from being re-painted or re-pointed. It was queried who was responsible for the Memorial at Newsells. If the Parish Council was responsible then the WMT may be able to provide funding for the project. It was proposed and agreed that the Clerk should contact Julian Dollar regarding this matter, as the Newsells Estate had in the

past maintained the memorial, even though it was a Parish Council responsibility.

**Action: Clerk**

### **7.5.3 Pavilion maintenance update -**

**7.5.3.1 To consider quotations received for the screeding of the Pavilion Changing Rooms and Corridor Floors -** A quotation had been received from Double S Flooring Ltd £1,425.33 + VAT. A further quotation was awaited but estimated to be similar in price. It was agreed by all that the work needed to be done and should be done at the end of the season. The Clerk reported that the net cost of running the Pavilion and football activities was only £900 so far, out of a budget of £3,000, so there was money available to pay for this work to be done. To be reported on again at the March meeting. **Action: Clerk**

Cllr. Morss reported that he had received an enquiry about a Pilates Group wanting to find a venue for regular sessions. It was agreed that for a regular user, a reduced rate would be considered. Cllr. Morss to follow this up. **Action: BM**

It was also noted that there had been plenty of party bookings recently at the Pavilion.

**7.5.3.2 To put into place a planned Spring action day with a working party to address various necessary maintenance tasks -** The Clerk reported that re-coating of the outside weather boarding was now essential as rain was seeping into the woodwork. The interior also needed re-painting. It was agreed to set a date of 9th / 10th June and ask for volunteers to step forward to help. A barbeque and drinks would be provided. Cllr. Morss would block out those dates on the calendar as a 'maintenance weekend'. **Action: Clerk/BM**

## **7.6 Environment**

**7.6.1 Installation of memorial bench in Church Lane - update -** Cllr. Frapporti informed the Council that the bench had now been installed.

**7.6.2 To review and agree actions for tree maintenance on Parish Council owned land for the forthcoming year -** Cllr Frapporti, having been provided with a plan of all Parish Council owned trees, would now try and get quotations for any necessary tree maintenance work.

He reported that the village pond had now filled up again.

Cllr. Frapporti showed the Council a copy of a very old map from 1700's. It had been found in the Herts County Council archives. The Parish Council considered it extremely interesting and all agreed it would be appropriate to get it framed and put up in the Pavilion. Cllr. Frapporti would get copyright permission and arrange for a copy to be framed. **Action: GF**

## **7.7 Media and Communications**

**7.7.1 Police Report -** Latest monthly Police report indicated January had been a quiet month. Police had been carrying out speed checks in villages, including in Barkway.

**7.7.2 New General Data Protection Regulation (GDPR) - update on progress towards Parish Council compliance by 25th May 2018 -** Cllr. Davidson needed information from all Councillors and the Clerk on software they were using and antivirus protection. Security would need to be put into place for all data, both electronic and paper. He informed the Council that it may need to consider buying a common programme for all to use. It was reported that the website was being slowly stripped back to remove any unnecessary data. Bit by bit he was working to ensure that the Parish Council would be compliant with the new regulations by 25th May. **Action: RD**

Cllr. Davidson asked if all Councillors could give some thought before the next meeting as to what portfolio areas of responsibility they might be best suited to take on. It was hoped now that there was the full number of Councillors again that the workload could be more evenly distributed. **Action: All**

**7.8 Special Projects - to agree to investigate possible installation of a defibrillator in the former phone box in the High Street** - Cllr. Connolly was updated as to why it was thought appropriate to install a defibrillator into the phone box. It was understood that the East of England Ambulance Service was able to offer help and advice. Cllr. Morss said that RTFC had asked him where the nearest defibrillator was located and indeed it was thought possible that it could become a requirement to have one available. It was commented that most villages around had already got one installed. The Clerk would ask Reed for information about the one in the former BT box outside their Village Hall. Both the Clerk and Cllr. Davidson were able to give Cllr. Connolly information on research previously carried out. Cllr. Connolly would investigate further and report back at the March Council meeting. **Action: JC/Clerk**

The Clerk informed the Council that she had received an email from a resident suggesting that the former BT box be turned into a 'Local History Kiosk' by installing a touch screen which would give access to the parish website and other local village websites. This was considered to be a good idea by the Council and it was thought this could be in addition to the defibrillator.

## **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 12.02.2018 was £65,248.12

Petty Cash £45.00

The Clerk reported that she had submitted a reclaim for VAT amounting to £4,279.24 and that she was also expecting receipt of the grant award of £7,220.00 from the WMT.

She had also renegotiated contracts for the Reading Room and the Pavilion electricity supplies.

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

£48.00 Rogers - Hire of Community Room

£1,506.00 RTFC - Quarterly Football Contribution

£48.00 Klerk - Hire of Community Room

### **8.2 To authorise payments:**

#### **Approval of payments since last meeting:**

DD £16.68 - Castle Water - Direct Debit - Water Pavilion

DD £7.20 - Sage Software - Monthly Subscription

DD £120.12 - NHDC - Quarterly Waste Collection - Pavilion

DD £23.13 - NEST - Pension Contributions

DD £51.00 - EDF - Direct Debit - Electricity Pavilion

DD £10.00 – Affinity Water – Direct Debit - Water Pavilion

DD £60.00 - NHDC - Direct Debit - Playground Inspection

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

CHQ 102583 £40.00 - HAPTC - Councillor Training

CHQ 102584 £200.00 - T Drake - Line Marking Jan

CHQ 102585 £9.59 - Jewson Ltd - Barrier Tape for Rec

CHQ 102586 £100.20 - Morgan Fire Protection Ltd - Extinguisher maintenance RR & Pavilion

CHQ 102615 £116.20 - A Bonfield - Maintenance Pavilion

CHQ 102616 £282.00 - D Dodkin - Maintenance Rec and Play Area

CHQ 102617 £100.00 - CommuniCorp - Annual Subscription

CHQ 102618 £901.30 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102619 £66.40 - Claire Methven - Litter Picking January

CHQ 102620 £99.62 - Janine Reay - Cleaning/Bookings Pavilion - January

CHQ 102621 £12.87 - Catharine Toms - Clerk's Travel Exps to NHDC Local Hearing

CHQ 102622 £12.87 - Graham Swann - Cllr's Travel Exps to NHDC Local Hearing  
CHQ 102623 £39.24 - Bill Dennis - Cllr's Travel Exps to NHDC Local Hearing and HAPTC training.  
CHQ 102624 £39.26 - Rev'd Sonia Falaschi-Ray - Expenses for printing and travel re: NHDC Local Plan Hearing

**Parish Council - Pavilion Account:**

Bank Balance at 12.02.18 was £406.38

Receipts since the last meeting:

Payments since the last meeting: None

**Reading Room Accounts:**

Bank Balance at 12.02.18 was £957.68

Receipts since the last meeting: £15.00 donation for use of Reading Room from Stallibrass Alms Houses charity

Payments since the last meeting: £38.00 DD NHDC Business Rates

**9. Correspondence:**

1) Consultation document on the Herts County Council Waste Local Plan - Cllr. Dennis agreed to look though the document as it could be relevant to activities at Anstey Quarry.

2) A letter received from the owners of Duck Cottage indicating that they would be interested in talking to the Parish Council with regards the possibility of leasing the Reading Room. The Clerk suggested that a meeting of the Reading Room Management Committee was called to look into the matter who would then report back to the Parish Council. This was agreed. **Action: Clerk**

**10. Date of next meeting:** Monday 12th March

There being no further business, the meeting ended at 10.25pm