

**Minutes of Barkway Parish Council Meeting
Held in the Reading Room, Barkway on 12th March 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
Mr P Baker

Also present: Mrs C Toms (Clerk/RFO)
County Cllr. Fiona Hill
Cllr. Tony Hunter

Members of the Public: None present

2. To receive and accept apologies for absence: Dist Cllr. Gerald Morris

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 - None

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

6. Council Administration

6.1 To review effectiveness of internal controls (including risk assessment) and adopt any proposed amendments to Governance documents - Cllr. Davidson informed the Council that he had reviewed the Governance documents and considered that no changes were necessary at this time.

Cllr. Davidson informed the Council that as the portfolio holder for Governance and IT, it had become apparent that he would be unable to take on the role of Data Protection Officer (DPO). The Clerk would now become the DPO. He handed over a GDPR Toolkit for Parishes which he thought would be appropriate to follow. The Clerk to read through and update the Council at the April meeting. **Action: Clerk**

6.2 To agree appointment of Mrs Carol Willis as Internal Auditor for 2017/18 - The Clerk confirmed that Mrs Willis was willing to act as the Internal Auditor again. It was proposed by Cllr. Davidson, seconded by Cllr. Swann and agreed by all to appoint Mrs Willis as Internal Auditor for 2017/18.

6.3 To review and approve level of insurance cover (including fidelity guarantee) - The Clerk confirmed that she had reviewed the level of insurance cover and that it was currently appropriate. Fidelity guarantee cover was £100,000, which was standard in the policy and was considered more than adequate. It was proposed by Cllr. Swann, seconded by Cllr. Frapporti and agreed by all to approve the level of insurance cover. The Clerk informed the Council that this would be the last year of a three year agreement with Zurich. The Clerk had ascertained from Zurich that data protection cover was in place relating to the Data Protection Act 1984 and would continue when the new General Data

Protection Regulations 2018 came into force in May 2018. Renewed policy wording would be forwarded from Zurich in due course.

6.4 To set a date to hold a planning training session for Councillors - After some discussion it was proposed that the Clerk should contact North Herts District Council (NHDC) Planning Dept. to enquire whether they might be able to provide some training on planning for the Parish Council. If not, then to contact Herts Association of Parish and Town Councils (HAPTC) to enquire if they could run an evening training session.
Action: Clerk

6.5 To review and agree portfolio areas of responsibility - This item was deferred until May in order to allow the new Councillors chance to settle in and for all to give the matter some thought. **Action: All**

6.6 Update on legislation regarding payments and grants to the Church - Cllr. Davidson referred to a National Association of Local Councils (NALC) briefing (L01-18) which considered whether a Parish Council could provide financial assistance to the church. The powers in the Local Government Act of 1894 prohibited Councils' involvement in property relating to the affairs of the Church e.g. the maintenance or improvement of buildings or land or contributing to the costs. The question was whether that prohibition still applied or whether it had been overridden by legislation made after the 1894 Act. There was no current case law to resolve the question. The Government's current view was that there was no need for any further legislation as they believed the 1894 Act restrictions did not override the provisions in later Acts of Parliament. It was recommended by NALC that a Council that considered making a payment in those circumstances needed to consider whether it was prudent to take a course of action that it could not be certain was legally valid.

The Clerk was requested to seek further advice on the matter from NALC and HAPTC.
Action: Clerk

7. To receive updates from Portfolio Holders

7.1 NHDC Local Plan Hearing - update - Cllr. Swann reported that there was no update as yet, although Newsells Park Stud had made a new submission to the Inspector. Cllr. Swann to email a copy to all Councillors. **Action: GS**

Cllr. Baker arrived in the meeting at 8.10pm

Cllrs Hill and Hunter arrived in the meeting at 8.15pm

7.2 Planning

7.2.1 To consider and make comment on planning application: Full Planning Permission : Provision of detached double garage with space over and associated works to external landscape features as existing

Owls Wood Cottage, Newsells Village Road, Barkway, Royston, Hertfordshire, SG8 8DE - Case Ref No: 18/00001/FP - After consideration of this application, it was proposed by Cllr. Swann, seconded by Cllr. Davidson and agreed by all that there was no objection to this application. Cllr Swann to respond to NHDC. **Action: GS**

7.2.2 To consider and make comment on planning application: Full Planning Permission : Erection of 3 x 4-bed and 3 x 3-bed dwellings following demolition of existing dwelling.

Mill Croft, Royston Road, Barkway, Royston, SG8 8BU - Case Ref No: 18/00329/FP - After a lengthy discussion regarding this application, it was proposed by Cllr. Swann and seconded by Cllr. Frapporti and agreed by all to submit a neutral response to this application. Additional comments would be submitted with the response to NHDC. The Parish Council wanted like to see more provision for visitor parking to remove the need for visitors or residents parking along Royston Road. The developer to consider using

Grasscrete to lessen the impact of the extra parking spaces. That plots 3 and 4 be given larger garden areas. That the car port on plot 5 have a covenant in place to prevent it being converted into a garage or additional room at a later stage. That more mature planting was put in along the northern boundary to lessen the impact of the development on entering the village from The Joint and Royston Road. That a tarmac buffer be put in between the gravel road and Royston Road to reduce loose stone impact. To ensure sustainability by providing electrical charging points for cars. That the bin collection area be enclosed to reduce the risk of litter blowing into neighbouring fields. Cllr. Swann to respond to NHDC. **Action: GS**

7.2.3 To consider and make comment on planning application: Full Permission Householder : Front porch

14, Royston Road, Barkway, Royston, Hertfordshire, SG8 8BT. Case Ref No: 18/00404/FPH - After consideration of this application, it was proposed by Cllr. Swann, seconded by Cllr. Davidson and agreed by all that there was no objection to this application. Cllr Swann to respond to NHDC. **Action: GS**

7.2.4 To consider and make comment on planning application: Full Permission Householder: First floor rear extension with balcony, erection of rear porch, side dormer windows and ancillary works.

Westwood Cottage, Newsells Village Road, Barkway, Royston, SG8 8DE - Case Ref No: 18/00530/FPH - After consideration of this application, it was proposed by Cllr. Swann, seconded by Cllr. Davidson and agreed by all that there was no objection to this application. Cllr Swann to respond to NHDC. **Action: GS**

7.2.5 For information only: Bridleway 17 - information on new entrances to McIntyre Field (part of site BK3) - It was reported by Cllr. Davidson that complaints had been received about tractors on the Rand's field disregarding horse riders along Bridleway 17. The Rights of Way Officer at HCC had been contacted and she would write to Rands, the landowners. It was understood that the land owner was entitled to create an access across a bridleway into their fields but had a duty to use it with due care and attention for the users of the bridleway and must not impinge or restrict free movement along it.

7.2.6 To consider and make comment on planning application: Full Planning Permission : Erection of 1 x 3 bedroom detached house and double garage with associated works (as a variation of planning permission 17/02623/1 granted on 01.02.2018).

High Peak, London Road, Barkway, Royston, SG8 8EY - Case Ref No: 18/00624/FP - After consideration of this application, it was proposed by Cllr. Swann, seconded by Cllr. Davidson and agreed by all that there was no objection to this application. Cllr Swann to respond to NHDC. **Action: GS**

7.3 Highways

7.3.1 Highways report - nothing to report.

7.3.2 Update on investigations regarding obtaining a weight restriction for the High Street - Cllr. Swann would contact Cotteder Action Group again and try and set up a meeting for April. All villages along the B1368 were understood to be willing to get involved. **Action: GS**

7.3.3 Update on land behind Windmill Close - No update apart from Cllr. Swann to check with the Solicitor to find out if the land had now been registered in the name of the Parish Council. **Action: GS**

7.3.4 To discuss options available and agree action to replace bus shelter on Royston Road / Periwinkle Close - after a lengthy discussion it was agreed that it would not be appropriate to move the bus shelter from Periwinkle Close to Royston Road because it would cost approximately £2,000 and it could not be guaranteed that the

structure would survive being moved. It had also been requested by residents that the new shelter be of a more enclosed design to protect passengers from the wind. After due consideration it was proposed by Cllr. Davidson, seconded by Cllr. Swann and agreed by all to purchase a Littlethorpe 'Denbigh' shelter at a price of £8,490 + VAT. Installation by a Herts County Council (HCC) approved contractor would cost an approximate additional £600. Dan Tancock at HCC had already agreed to pay £4,000 towards the project from his budget and Cllr. Davidson would contact Stuart Izzard at NHDC regarding release of S106 monies to cover the remainder of the cost. All quotations/information to be forwarded to Cllr. Davidson for submitting to NHDC. **Action: Clerk/RD**

7.4.2 Playground maintenance update - to discuss content of recent playground inspection report and agree actions to address minor issues raised in the report, and to consider quotations received for supply of a new zip-wire and to agree to purchase. The Clerk advised the council that minor issues in the report could be resolved easily with some general gardening duties. The area under the slide needed weeding and the overgrowth of grass needed cutting back around the equipment. A bag of play bark needed to be purchased and spread appropriately and the matting under the climbing frame needed to be cleared of moss. The bolts on the cradle seats on the baby roundabout needed tightening. Some cutting back of vegetation was also required on the Pavilion driveway. She would arrange for these jobs to be carried out as soon as possible. **Action: Clerk**

Cllr. Morss informed the Council that he had quotations to supply and install a 30m aerial runway.

- 1) Playdale Playgrounds Ltd - £11,744.35 + VAT
- 2) PlayQuest Adventure Play Ltd - £7,495.00 + VAT

It was agreed that the lower quotation was preferable but no final decision or order would be placed until the possibility of S106 funding was explored. All quotations to be forwarded to Cllr. Davidson who would contact Stuart Izzard at NHDC. **Action: BM/RD**

7.4.3 Update on car park on the Rec. - The Clerk reported that she had emailed the members of the Car Park Committee proposing a meeting on Weds 18th April, she had not received any response as yet.

7.5 Community Property

7.5.1 Newsells War Memorial renovation update - The Clerk informed the Council that she had been in contact with the General Manager of Newsells Park Stud who had agreed that the lettering on the memorial could benefit from being redone. She had then contacted the War Memorials Trust to ask them to do a site visit to produce a job specification for the project.

7.5.2 Reading Room - maintenance update - The Clerk reported that some slates had fallen off the north facing roof. The Dodkins had been asked to fix them back and generally check the roof for any other issues. The Dodkins had also indicated that they would be able to replace the blown brickwork on the outside walls this year.

7.5.3 Pavilion maintenance update -

7.5.3.1 Update on small maintenance issues - The Clerk reported that the outside tap had recently blown and that there had been a plumbing leak from the shower in the Changing Rooms. These had all since been fixed by the Dodkins.

7.5.3.2 To consider quotations received for the screeding of the Pavilion Changing Rooms and Corridor Floors and agree to proceed with chosen supplier - Two quotations had been received:

- 1) Double S Flooring Ltd - £1,425.33 + VAT, including two coats of sealer.
- 2) Welwyn Design Ltd - £1,559.60 + VAT, excluding sealer.

It was proposed by Cllr. Davidson and seconded by Cllr. Mors and agreed by all to proceed with Double S Flooring Ltd. Cllr. Morss would establish with RTFC when the

football season would be finished and the Clerk would contact the supplier to book the job in to be done. **Action: BM/Clerk**

7.6 Environment

7.6.1 To review and agree actions for tree maintenance on Parish Council owned land for the forthcoming year - Cllr. Frapporti was still working on this project. **Action: GF**

7.6.2 For information only: Fly tipping - recent developments - It was reported that a man had admitted to and been charged with a significant number of local fly tipping offences and was soon due to be sentenced.

7.6.3 To agree to appoint new litter picker and agree rates of pay - The Clerk reported that the current Litter Picker was now no longer able to continue due to other work commitments. The Clerk had retained the list of previous applicants when the job had been advertised before. Out of those applicants, one was still interested in the position. It was agreed to offer the job to that applicant at the rate of £7.50 per hour for two hours work per week. **Action: Clerk**

7.7 Media and Communications

7.7.1 Police Report - There had been a recent shed burglary in Windmill Close, various hand and power tools had been stolen. There had also been damage done where an electric fence had been cut at a paddock in London Road. Cllr. Hill informed the Council that there was a meeting with the Crime Commissioner at the Novotel in Stevenage on 20th April should anyone wish to attend. Cllr. Dennis agreed to attend. **Action: WD**

7.7.2 New General Data Protection Regulation (GDPR) - update on progress towards Parish Council compliance by May 2018 - (see item 6.1)

7.7.3 To discuss 'Liaison with other villages' and agree action to put this into place - Cllr. Dennis felt that this was an important issue to consider in mind that there would be strength in numbers to address matters of concern in the wider area. The Clerk to forward him contact details of surrounding Parish Councils in order for him to make initial contact. **Action: Clerk/WD**

7.8 Special Projects - update on research regarding installation of a defibrillator in the former phone box in the High Street - Cllr. Connolly informed the Council that she was currently exploring options with the Community Heartbeat Trust. It was understood that if the equipment was purchased through them then there would be automatic consent to connect to the British Telecom electricity supply. **Action: JC**

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 12.03.2018 was £66,019.77

Petty Cash £45.00

Receipts since the last meeting:

£68.00 McEwan re: Procter - Hire of Community Room

£4,279.24 - HMRC - Reclaim of VAT

£31.42 - Barclays Bank Interest

8.2 To authorise payments:

Approval of payments since last meeting:

DD £15.68 - Castle Water - Direct Debit - Water Pavilion

DD £23.13 - NEST - Pension Contributions

DD £7.20 - Sage Software - Monthly Subscription

DD £61.00 - EDF - Direct Debit - Electricity Pavilion

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

Approval of payments to be made at meeting:

CHQ 102625 £150.00 - T Drake - Line Marking Feb

CHQ 102626 £144.00 - A Dodkin - Maintenance Pavilion and Noticeboard

CHQ 102627 £83.00 - R Bonfield - Maintenance Pavilion

CHQ 102628 £1,935.52 - Zurich Municipal - Annual Insurance

CHQ 102629 £90.92 - Stationery Cupboard - Ink Cartridges and Paper

CHQ 102630 £901.30 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102631 £143.18 - Claire Methven - Litter Picking February + Holiday Pay

CHQ 102632 £66.40 - Janine Reay - Cleaning/Bookings Pavilion - February

Parish Council - Pavilion Account:

Bank Balance at 12.03.18 was £406.38

Receipts since the last meeting:

Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 12.03.18 was £851.85

Receipts since the last meeting:

£29.18 - COIF Interest

£0.10 - Barclays Bank Int

Payments since the last meeting:

£135.11 DD Total Gas and Power - Electricity

9. Correspondence:

Communication from a resident regarding a landowners dog attacking another dog on public footpath going through private land. It was proposed and agreed that the Clerk would contact the Rights of Way Officer at HCC for advice. **Action: Clerk**

10. Date of next meeting: Monday 9th April

There being no further business, the meeting ended at 9.30pm