

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

- 1. In attendance:** Cllrs:  
Dr G Frapporti (Chair)  
Mr W Dennis (Vice Chair)  
Mr P Baker  
Mr K Melson  
Dr M Price  
Dr R Davidson  
Mrs J Connolly

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

**Members of the Public:** no members of the public were present.

**2. To receive and accept apologies for absence:** Dist. Cllr. Gerald Morris and County Cllr. Fiona Hill. (Cllr. Peter Baker had informed that he would be arriving late due to work commitments)

**3. To receive Councillor's Declaration 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 - None.**

**5. Public Session - to receive representations from members of the public - None.**

**6. Council Administration - nothing to report.**

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

**7.1 NHDC Local Plan / BK3 / Neighbourhood Plan (NP) - NHDC Local Plan / BK3 -** The Inspector had written to NHDC to ask them to supply more information and publish their 'homework' on the website. There was no new evidence. The Inspector's Modifications Report was expected by Christmas and following that there would be a final 6 week consultation period.

NP - It was noted that members of the Parish Council NP Committee (to include a member from Nuthampstead Parish Meeting) were due to meet the Planning Consultant and her Associate on Tuesday 27th November. This would be reported on at the December meeting.

**7.2 Planning -** There were no new plans to consider.

With regards to the mobile home that had been sited without planning consent on land south of Willow Tree farm, it was understood that the NHDC Planning Enforcement Officer was actively working on the case and seeking to reach a resolution.

With regards to the planning application on land belonging to Barkway Service Station, this was due to be heard at the next NHDC Planning Control Committee meeting. Cllr. Davidson would attend to make a representation to the Committee. The Clerk to book this. **Action: Clerk**

**7.3 Highways** - It was reported that the pile of metal fencing abandoned on the grass verge belonged to the building site opposite and would be cleared. There were currently 4 applications for road closures, all relating to Utility services. Cllr. Dennis was thanked for his efforts to ensure that the road closure for Remembrance Day had been in place.

Cllr. Baker arrived in the meeting at 8.20pm

**7.4 Sports and Recreation - Bonfire Night Event - to discuss and agree necessary procedure changes for next year** - It was reported that the event this year had been the busiest ever known. The Bonfire and Fireworks team of volunteers were thanked for putting on a tremendous display. After a lengthy discussion it was agreed that in future the Parish Council needed to take proper ownership of the event to ensure sufficient advance planning and management of the occasion. This would be an item on the Agenda for future August PC meetings. **Action: Clerk**

Cllr. Melson reported that he was due to meet Royston Town FC later in the week for an initial discussion regarding renewal of their 5 year contract. Cllr. Davidson volunteered to also attend the meeting. To be reported on at the December meeting. **Action: KM**

**7.5 Community Property - to consider and agree additional works needed to finish Pavilion driveway** - Cllr. Baker would be meeting the contractor later in the week to discuss options available to reduce the hazard of the high kerb and for the surfacing of the rest of the driveway. To be reported on at the December meeting. **Action: PB**

It was noted that the contents of the First Aid box in the Pavilion needed updating. It was proposed and agreed to replace the box, also in addition to provide another First Aid box within the changing room area. **Action: Clerk**

It was reported that a review had taken place with the Bookings Clerk / Janitor for the Pavilion. She had successfully completed her three month probationary period and it was agreed to increase her hourly rate to £10 per hour. **Action: Clerk**

It was also agreed after some discussion to look into the possibility and cost of having solar panels installed on the south facing roof of the Pavilion. **Action: Clerk**

## **7.6 Environment**

**7.6.1 Update regarding identified urgent/non-urgent tree work required and to agree cost and to agree to proceed with work** - It was proposed and agreed to go ahead with all works recommended (both higher and lower priority work) within the recent tree survey report, apart from that on land owned by NHDC and destined to be sold off for development (site BK2). Cllr Frapporti to contact other contractors and arrange for further quotations. To be reported on again at the December meeting. **Action: GF**

**7.6.2 To consider and decide whether a three year cycle of tree inspection is appropriate** - After discussion it was proposed and agreed that the trees on Parish Council owned land did not fall into a high risk category and a three yearly inspection was considered adequate.

## **7.7 Media and Communications**

**7.7.1 Website report** - Cllr. Melson had now handed over the task of management of the website to Cllr. Price. Going forward, Cllr. Price would look into alternative website and email hosting options and costs for the Parish Council. **Action: MP**

**7.7.2 Police Report** - Not much to report. Police were asking people to be more vigilant now that daylight hours were shorter and report anything suspicious to the Police.

**7.8 Special Projects** - Cllr. Connolly reported that she had arranged for the Community Heartbeat Trust to hold a community training session on Tuesday 20th

November on how to use the Defibrillator and performing CPR. This had been widely advertised and it was hoped for a good turnout. There was still the outstanding issue of electricity connection to the phone box to be resolved. However this would not prevent the equipment from functioning.

## **8. Finance - to receive finance reports from the Clerk**

**8.1 To consider grant applications from Barkway Social Club** - to be deferred until December meeting as the Social Club was still awaiting information.

**8.2 To consider report from the Finance Committee meeting** - (See Appendix A)

**8.3 To provide update on current financial position**

### **Parish Council Account:**

The Parish Council bank balance at 12.11.2018 was £84,434.28

Petty Cash £25.00

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

£122.00 - Locality Budget Grant - Fiona Hill - For the Grit Bin

£12.00 - Knight - Hire of Pavilion and Community Room

£42.00 - Bluer - Hire of Pavilion and Community Room

£1,151.00 - Bonfire Night - Bucket Collection

### **8.4 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 Bill for Waste Collection from 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 102701 £840.00 - Chris Cooper for Fireworks (Next Generation Trading)

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

CHQ 102700 £0.00 - Cancelled Cheque

CHQ 102702 £215.16 - HMRC - PAYE Jul-Sept

CHQ 102703 £12.00 - R Davidson - Second hand laptop for Bookings Clerk

CHQ 102704 £19.45 - W Dennis - Travelling expenses to NHDC for Planning Appeal

CHQ 102705 £18.50 - The Royal British Legion - Wreath for Remembrance Day

CHQ 102706 £136.00 - R Bonfield - Recreation Ground & Pavilion Maint - Oct

CHQ 102707 £220.00 - T S Drake - Grass Cutting Rec. & Line Marking Oct

CHQ 102708 £912.30 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102709 £60.00 - Abby Chisnall - Litter Picking Oct

CHQ 102710 £89.25 - Roz Danter - Cleaning/Bookings Clerk Pavilion Oct

CHQ 102711 £274.68 - Catharine Toms - Clerk's Expenses \*

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£4.46 - Amazon - Replacement Photo Frame - Pavilion

£21.98 - Amazon - String Lighting for footpath to Rec.

£36.50 - Tesco - Gifts for Bonfire Night Team

£35.97 - Amazon - Lanterns for footpath to Rec.

£146.52 - Ese Direct - Grit Bin

£13.00 - Sainsbury's - Batteries for Lighting

£16.25 - Sainsbury's - Gifts for Bonfire Night Team

### **Parish Council - Pavilion Account:**

Bank Balance at 12.11.18 was £406.38

Receipts since the last meeting: None

Payments since the last meeting: None

**Reading Room Accounts:**

Bank Balance at 12.11.18 was £1,261.09

Receipts since the last meeting: None

Payments since the last meeting:

£39.00 - DD - NHDC Rates

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

**10. Date of next meeting:** Monday 10th December

There being no further business, the meeting ended at 9.15pm