

**Minutes of Barkway Parish Council Meeting
Held in the Community Room, Barkway on Tuesday 13th August 2019 at 7.30pm.**

1. In attendance: Cllrs:

Mr K Melson (Chair)
Mr W Dennis (Vice Chair)
Mrs J Connolly
Ms J Cox

Also present: Mrs C Toms (Clerk/RFO)
Dist. Cllr. G Morris
County Cllr. F Hill
County Cllr. T Hunter

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

2. To receive and accept apologies for absence: Cllrs. P Baker and J Magill (on holiday). Apologies accepted.

3. To receive Councillor's Declarations of Pecuniary 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 meeting - Approved. **Action: Clerk**

4.2 To consider any matters arising from the last meeting – It was reported that the new Councillors had now been booked onto a HAPTC (Hertfordshire Association of Parish and Town Councils) training session on Monday 14th October. The Community Fibre Partnership was going ahead for the properties at the north end of the High Street. There had been sufficient interest shown that costs would be covered by available grant funding.

5. Public Session - to receive representations from members of the public – It was proposed and agreed to bring forward agenda items 7.2.4 & 7.2.5.

Standing Orders were then suspended to allow a member of the public to make a representation to the Council on behalf of herself and her neighbour regarding those items. They wished to object to the planning applications and explained the reasons for this. Standing Orders were then resumed.

Cllr. Magill had sent in her report and recommendation having studied in detail the applications and previous related applications and subsequent appeal. This report was read out to the meeting.

It was proposed, seconded and agreed by all to object to both applications. On the basis of the new information, particularly that the building was subject to listing (information that was not available at the time of the original decision not to object) the Parish Council wished to object to the new proposal on the grounds that the incursion beyond the village boundary was only defensible if the original building was renovated and extended in line with the extant building consent.

The Clerk to respond to NHDC. **Action: Clerk**

7.2.4 To consider and make comment on planning application: Full Planning Permission : Erection of dwelling following demolition of existing building.

Land rear of 9 High Street, Barkway, Royston, Hertfordshire, SG8 8EA - Case Ref No: 19/01700/FP – (see item 5)

7.2.5 To consider and make comment on planning application: Listed Building Consent : Demolition of curtilage building.

Land rear of 9 High Street, Barkway, Royston, Hertfordshire, SG8 8EA - Case Ref No: 19/01701/LBC – (see item 5)

6. Council Administration and Governance

6.1 To note resignation of Cllr. Davidson, expiry of public notice of vacancy and agree action to recruit a new Councillor – The Clerk reported that the Parish Council was now able to co-opt a new Councillor. It was agreed to start a recruitment drive with posters on boards, a note in the Diary and on the website. The Council wished it to be recorded in the minutes their thanks for all the hard work that Dr. Davidson had put in during his two terms of being a Parish Councillor for Barkway.

6.2 To note expiry of period of public rights to view Council financial records – It was reported that the period of public rights had expired on 9th August and there had been no request to examine the records. The External Auditors were likely to conclude the audit by the beginning of September.

7. To receive updates from Portfolio Holders

7.1 Corporate Governance

7.1.1 Review and agree response to Information Commissioner’s Office (ICO) Draft Data Sharing Code of Practice – Cllr. Cox had reviewed the draft document and had noted a few pointers to pick up, including the privacy notice on Barkway village website. She recommended that the response to NALC (National Association of Local Councils) and HAPTC should be that the draft code of practice for data sharing was clear and covered everything it should. This was proposed, seconded and agreed by all. **Action: JCox**

7.1.2 To receive update on review of Corporate Governance documents – Since the last meeting a list of both essential and recommended governance documents had been obtained from HAPTC and NALC. Cllr. Cox had compiled a matrix of what documents were already in place and associated review dates. She recommended that NALC should be consulted as many of the documents had been compiled from various sources and may not be totally appropriate for the original purpose. By asking NALC for recommended policies it would ensure that the documents contained the basic requirements. It was also recommended that all governance documents should be streamlined by formatting them in a uniform manner. It was noted that a ‘Child Protection Policy’ was not a policy on the lists provided by NALC or HAPTC, it was therefore considered appropriate that this policy be removed. Proposed, seconded and agreed by all.

The Register of Interests document had already been updated to include just current Cllrs. It was agreed that Cllr. Cox and the Clerk would meet to go through all the Governance Policies with the aim to simplify governance review and to streamline the appearance of the documents. The Clerk to forward Cllr. Cox the documents in their Word or Excel format to enable editing. **Action: Cllr. Cox/Clerk**

Cllr. Cox asked if she could attend the NALC briefing on 19th Sept. Agreed. Clerk to book place.

Cllr. Cox was thanked for all her hard work over the past month.

7.2 Planning

7.2.1 To note content of letter sent to NHDC from the Inspector regarding the Local Plan 2011-2031 and consider any implications this may have for Barkway and agree if any additional representation needs to be made from Barkway Parish

Council to NHDC – Recent letters from the Inspector to NHDC had indicated that he was questioning the housing needs assessment in the NHDC Local Plan, indicating that it had possibly been radically overstated. This would mean that a development the size of BK3 in Barkway might not be justifiable. Paragraph 30 of the letter dated 9th July stated that he wished to undertake further public hearings on matters contained within his letter, including significant new issues. Cllr. Magill had provided Cllrs. with her observations prior to the meeting. She detailed the overstatement of housing needs, the threat to Barkway’s major employer, disruption to the Highway’s network during development and limitations of the current sewerage system as grounds for objection to BK3 being included within the Local Plan. Dist. Cllr. Morris indicated that he would be writing to Nigel Smith at NHDC to ask that the following matters that were applicable to site BK3 be included as part of the public hearings, estimated housing numbers, the acknowledged Climate Emergency (supported by Parliament and NHDC), sustainability and the fact that site BK3 was totally unsustainable, the increase in size of proposed site without public consultation, (BK3 to now include the reserved school site), and lack of substantiation for the need for social/affordable housing in rural areas. It was agreed that Cllr. Magill would be asked to write to NHDC and include these points. **Action: JM**

7.2.2 To note attendance of representative from Barkway PC to attend meeting with other ‘Growth Villages’ to discuss CIL/S106 – Cllr. Magill had agreed to attend a meeting at Codicote Parish Council Offices on 27th August. **Action: JM**

7.2.3 To note date set for NHDC Planning Committee on 19th Sept to decide BK3 application 18/01502/OP and agree action to make a representation to the Committee and action to encourage public attendance at the meeting – Cllr. Magill had provided Cllrs. with her observations on the application prior to the meeting and had volunteered to speak at the Planning Control Committee on 19th Sept. It was pointed out that if others were there to also make representations then the time allowed would need to be shared. County Cllr. Hill advised that a recent outline planning application in Royston (Ref: 18/00747/OP) had been refused and that many of the reasons for refusal would apply to site BK3. The Clerk to contact NHDC to book a time slot on 19th Sept. for Barkway Parish Council to make a representation. **Action: Clerk**

7.2.6 To receive update on enforcement by NHDC regarding caravan sited on field south of Barkway – It was understood that the applicant had appealed against the enforcement but it had been upheld because the appeal had missed the deadline. The enforcement deadline to remove the caravan was 30th November 2019.

7.2.7 To receive update on works being carried out to create a reservoir on Duke’s land between Rokey Wood and Bush Wood – This appeared to be a waste transfer activity and was being dealt with by Herts County Council with NHDC as a consultee. The contractor had been asked to submit a full planning application. Dist. Cllr. Morris would check what was happening on this matter.

7.3 Neighbourhood Plan - report from Neighbourhood Plan Committee meeting Weds 24th July - (see Appendix A).

7.4 Highways

7.4.1 Report on meeting held with Highways/Village Hall/Abbotsbury Properties regarding improvement works along Cambridge Road on 2nd Aug – The Clerk had attended a meeting, concern had been raised by Abbotsbury Properties that Highways work had encroached onto their land at the entrance to the Village Hall car park. It appeared that land ownership records held by Highways and Abbotsbury Properties were not compatible. It was resolved that works had been carried out with the best of intentions to tidy up the entrances to the car parking areas and to create some off-road parking to prevent users of the Rec. using the Village Hall car park. There was never any deliberate intention to carry out any unauthorised work on land belonging to

Abbotsbury Properties. The Chair of the Village Hall agreed to write to Abbotsbury Properties to ask for retrospective permission to carry out improvement works to the car park entrance.

7.4.2 To discuss on-going responsibility for maintenance of off-road parking area along Cambridge Road – As this was land belonging to Highways any maintenance work required could be arranged through the Highways Together initiative and paid for through the Highways Locality Budget.

7.4.3 To agree action to repair fencing along Church Lane – County Cllr. Hill would investigate arranging repair of the fencing as it was thought this would be a Highways responsibility.

7.4.4 Update on action to replace/repair wooden posts along Royston Road – Cllr. Baker had received one quotation of £550. Another quotation would be needed.

Action: PB

7.4.5 To arrange date for Highways liaison meeting in Barkway – Cllr. Dennis and the Clerk to provide County Cllr. Hill with possible dates. **Action: Clerk/WD**

7.5 Sports and Recreation

7.5.1 To receive update on football activities – It was reported that 3 teams were playing matches on the Rec. but all were Sunday teams. This would comprise of about 25 games over the season. The Football Foundation annual survey had been completed for last year.

7.5.2 To receive update regarding maintenance of fences and boundaries – The ditch behind the swings had been tidied along with the Pavilion driveway and behind the football nets. It was agreed that further grounds maintenance could be carried out once the growing season had stopped.

7.5.3 To discuss bonfire night arrangements for 5th November on the Recreation Ground – After some discussion it was agreed that following last year's event which had turned into something much bigger than expected, enquiries would be made to outsource the fireworks, with the aim to have a 20 minute display. Preschool to be consulted as to catering. The Parish Council would still need to take ownership of the event and plan everything in a lot more detail. Cllr. Baker would be asked if he would be prepared to project lead the event. **Action: KM**

7.6 Community Property – to note condition of Wagon Wash wall and agree action to repair – It was reported that the current low water level had revealed gaps in the pointing of the brickwork on both walls that needed some attention before winter. Only the roadside wall was the responsibility of the Parish Council, so the owners of Manor Farm would need to be contacted to alert them to the issue. The Clerk to talk to the Dodkins about carrying out the repair work as soon as possible. **Action: Clerk**

7.7 Environment

7.7.1 To agree action regarding waste piling from stables in Burrs Lane – The situation was ongoing although the waste had been cleared to some extent from around the base of the telegraph pole. This was commercial waste and needed to be disposed of in the correct manner. It had already been reported to the Environment Agency. It was agreed to now report it to the Environmental Health Team at Herts County Council. **Action JC**

7.7.2 To consider any potential projects for funding by the Rural Community Energy Fund – This was a communication from MP Sir Oliver Heald's office. Cllr. Connolly had researched the matter but it transpired that it was funding available to develop a renewable energy project for a large scheme which would involve obtaining planning permission. It was agreed that it was not applicable for Barkway.

7.7.3 To consider if schedule of verge cutting could be adapted to take into consideration pollinators – County Cllr. Hill suggested that this was something that could be discussed at the Highways Liaison meeting. However, leaving verges uncut must not cause issues of visibility for vehicles. **Action: Clerk/WD**

7.8 Media and Communication

7.8.1 Website report – nothing to report

7.8.2 Police Report – A shed in The Penns had been broken into and a lawnmower stolen.

Cllr. Connolly informed the Council that the defibrillator was missing from the cabinet having recently been deployed on the Golf Course. It had been taken by one of the services to have the pads replaced and was now untraceable. The Ambulance service had been notified that the cabinet was currently empty and the search was on to track it down and get it reinstated.

Dist. Cllr. Morris mentioned that it was disappointing that the allotments in Gas Lane were so under occupied. It was understood that water supply was a problem for the site. He volunteered to try and sort out an arrangement for water. The allotments were owned by Abbotsbury Properties. He asked if the Parish Council could promote the allotments in any way. The Clerk to talk to Abbotsbury Properties. **Action: Clerk**

8. Finance - to receive finance reports from the Clerk

8.1 Report from meeting of the Finance Group (see Appendix B)

8.2 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 13.08.2019 was £90,861.89

Petty Cash £25.00

Receipts since the last meeting:

£48.00 – Nicoletta – Hire of Community Room

£40.00 – Hales – Hire of Community Room

£50.00 - Playgroup – B in the Park

£100.00 – Royston United – Football Tournament

£56.00 – Agouropoulo (Yoga) – Hire of Community Room

£50.00 – Royston United – Hire of Pitches

£5,190.00 – Groundwork UK – Neighbourhood Plan Grant

£50.00 – Smedley – Hire of Community Room

8.2 To authorise payments to be made

Approval of payments since last meeting:

DD £66.81 – Nest – Pension

DD £7.20 – Sage Software – Monthly Subscription

DD £123.50 – NHDC – Waste Collection

DD £17.44 – Castle Water – Waste Water Pavilion

DD £68.00 – EDF – Electricity Pavilion

DD £9.00 – Affinity Water – Water Pavilion

Approval of payments to be made at meeting:

CHQ 102809 £51.00 – R Bonfield – Pavilion Maintenance Jul
CHQ 102810 £88.83 – Stationery Cupboard – Ink Cartridges
CHQ 102811 £310.00 – T S Drake – Grass Cutting & Pitch Maintenance Jul
CHQ 102812 £195.00 – A Dodkin – Footpaths Maintenance
CHQ 102813 £165.00 - D Dodkin – Footpaths Maintenance
CHQ 102814 £200.00 – Barkway Chapel – Grant for Churchyard Maintenance
CHQ 102815 £510.00 – Martin Bentley – Grounds Maintenance
CHQ 102816 £64.80 – Hertfordshire Constabulary – Reduce Speed Signs
CHQ 102817 £1,650.00 – Govresources – Consultancy Neighbourhood Plan
CHQ 102818 £1,041.18 – Catharine Toms – Clerk’s Monthly Salary + Office Allowance
CHQ 102819 £60.00 – Abby Chisnall – Litter Picking Jul
CHQ 102820 £75.00 – Roz Danter – Cleaning/Bookings Clerk Pavilion Jul
CHQ 102821 £860.59 – Catharine Toms – Clerk’s Expenses *

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£429.00 – PC World – New Laptop
£210.00 – PC Doctor – New laptop set up and transfer of data
£6.99 – Amazon – Protective hard case for external hard drive
£143.86 – 123-Reg – Annual Web Hosting
£53.75 – Tesco – Paper and Ink
£16.99 – Amazon – Toilet rolls for Pavilion

Parish Council – Pavilion Account:

Bank Balance at 13.08.2019 was £286.38
Receipts since last meeting: None
Payments since last meeting: None

Reading Room Accounts:

Bank Balance at 13.08.2019 was £1,477.26
Receipts since last meeting:
CR – £15.00 – Donation from Almshouse charity for use of Reading Room
Payments since last meeting:
DD – 40.00 – NHDC – Rates

8.4 Update on Solar Farm funding for Barkway School towards resurfacing playground project – Nothing to report.

8.5 To consider funding request from Friends of Barkway Church for their Restoration Appeal 2019 – Guidance from NALC was contradictory as to whether it was lawful to award grants to the Church or other religious bodies. It was agreed that as this was a building of historic importance in the village (Grade 1 listed) investigation could be made as to whether money could be donated under LGA 1972 S137 which allows money to be spent where it is not covered by other

legislation. The Clerk to investigate and report back at the September meeting.

Action: Clerk

9. Correspondence:

- 1) **Anstey Quarry** – a letter had been received from the owner of Anstey Quarry to update the Council about the restoration of the site and the progress of trying to reach an agreement with the Environment Agency and Herts County Council. In order to fund the restoration works the owner was exploring business options for the existing site. One of which was to offer a 10 year lease to a wood recycling company. It was agreed to write back and ask for more detailed information regarding wood recycling plants. **Action: Clerk**

- 2) **Flint Cross A505 junction** – support was being sought from nearby Parish Councils to ask Cambridgeshire Highways to consider the installation of traffic lights at this dangerous junction. With extra housing in the area, the situation would only get worse. It was proposed and agreed that Barkway Parish Council would write to support some sort of traffic control but was unable to offer support financially for this project through S106 or CIL monies. **Action: Clerk**

10. Items to be deferred to the next meeting – Wooden posts on Royston Road, Highways Liaison meeting, Bonfire Night, School playground resurfacing project, Church restoration grant.

11. Date of next meeting: Tuesday 10th September

There being no further business, the meeting ended at 9.45pm