

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

1. In attendance: Cllrs:

Mr K Melson (Chair)
Mr W Dennis (Vice Chair)
Mr P Baker (arrived late due to work commitments)
Mrs J Connolly
Dr R Davidson

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

Members of the Public: Mrs J Magill, Mr G Swann

2. To receive Councillors Acceptance of Office Declarations: (see minutes of Annual Meeting)

3. To receive and accept apologies for absence: (see minutes of Annual Meeting)

4. To receive Councillor's Declarations of Pecuniary Interest and to note requirement by NHDC for the new term of office to update register of interest with new forms: Noted. No interests declared.

5. Minutes

5.1 To approve the minutes of the last meeting - Approved. Action: Clerk

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

6. Public Session - to receive representations from members of the public - it was proposed and agreed to suspend standing orders at the appropriate point in the meeting to allow members of the public to speak on agenda items.

7. Council Administration

7.1 To co-opt new Parish Councillor(s) and to receive Acceptance of Office Declaration - Julia Magill introduced herself to the Council, she was already involved as a representative of Nuthampstead working on the joint Neighbourhood Plan. It was proposed, seconded and agreed unanimously to co-opt Julia Magill onto the Parish Council. The Acceptance of Office form was signed and duly accepted. Cllr. Magill agreed to continue to be a member of the Neighbourhood Plan Committee and also take on the portfolio of Planning and be a member of the Planning Group.

It was proposed and agreed to suspend standing orders and bring forward item 8.1.4 and allow Dist. Cllr. Morris opportunity to speak regarding his planning application. He explained that the application would go before the Planning Committee at NHDC because he was a District Councillor.

Standing orders were resumed.

8.1.4 To consider and make comment on planning application: Full Permission Householder: Extension to existing barn.

Howletts Farm, Gas Lane, 93-95 High Street, Barkway, Royston, Hertfordshire, SG8 8ET. Case Ref No: 19/00762/FPH - It was proposed, seconded and agreed by all that there was no objection to this application. Cllr. Davidson to respond to NHDC.
Action: RD

7.2 To review the effectiveness of internal controls (including risk assessment) and adopt any proposed amendments to Governance documents - It was reported that Cllr. Davidson and the Clerk had reviewed the main governance documents. The Mission Statement, Constitution and Standing Orders had been reviewed and adopted two months previously. There was one recommended change to the Financial Regulations. Item 10.3 - to change the wording from obtaining three or more quotations for projects with a value of over £1,000 to two quotations with prior approval from the Parish Council. It was proposed, seconded and all agreed to approve this amendment.

Currently the Risk Assessment was still under review. The document needed completely reworking to streamline it. It was aimed to complete this work before the June meeting. Prior to that, the Chair, Clerk and Cllr. Davidson would meet to go through it. Cllr. Davidson was thanked for all his work on this. **Action: RD/KM/Clerk**

It was highlighted that there was a current risk identified that all data was kept on computers and backed up monthly on a hard drive. A system to reduce this risk would be to back up onto a Cloud based storage facility. Cllr. Davidson to also set up a 'Share Point' on Office 365 where documents could be stored for all Councillors to access.
Action: RD

7.3 To agree final arrangements for the Annual Parish Meeting on Weds 29th May - It was proposed and agreed to change the format to allow the Neighbourhood Plan presentation to take place first, allowing Nuthampstead residents to leave after that if they wished. The report from the Parish Council would follow. The Clerk and Chair to meet to sort out the presentation. The Clerk to organise the refreshments. **Action: KM/Clerk**

Cllr. Baker arrived in the meeting at 8.10pm

Dist. Cllr. Tony Hunter arrived in the meeting at 8.15pm

8. To receive updates from Portfolio Holders

It was agreed to bring forward item 8.1.6 and suspend standing orders to allow a member of the public to speak.

8.1.6 Update on proposal by NHDC to amend a previous decision made in respect of the site boundary of the land to be offered for sale at Windmill Close - It was pointed out that the proposal forwarded by NHDC Estates Dept. did not correspond to the Inspectors current conclusions in respect of the NHDC emerging Local Plan (ED148A and MM338 refers). The Inspector had recommended that the chicken field (nothern section) only was to be used for housing (Site BK2) and that the remainder was retained as a public amenity space and was removed from the allocation. Cllr. Hunter agreed to try and sort this out with NHDC and Cllr. Morris would write to them. It appeared that NHDC Estates Dept. had not checked their facts with the Planning Dept. before putting together the proposal. It was agreed to write to NHDC to request that they refer to their own Planning Dept. on the matter. **Action: Clerk**

Graham Swann left the meeting at 8.45pm. He was thanked for attending. Standing Orders were resumed.

8.1 Planning

8.1.1 Report on status of S106 agreement - re: site BK3, should the development go ahead - It was understood that the planning applicants had accepted the proposal from the Parish Council and it was now in the process of going through the legal loopholes, which could take some months. The only technical problem so far was agreeing the trigger point when they would have to start paying over the S106 money. It was possible that the Parish Council would be asked to sign a S106 agreement in due course. Outline planning permission on site BK3 had so far not yet been granted.

8.1.2 To acknowledge letter of support sent on NHDC Community Development Manager's leaving - It was reported that the Clerk sent a letter to give appreciation for all Stuart Izzard's support to the Parish during his time as Communities Development Manager.

8.1.3 To consider and make comment on planning application: Full Planning Permission : Relocation of car park and associated reinstatement/landscaping works to existing car park

Cokenach, Cambridge Road, Barkway, Royston, Hertfordshire, SG8 8DL - Case Ref No: 19/00796/FP - It was proposed, seconded and agreed by all that there was no objection to this application. Cllr. Davidson to respond to NHDC. **Action: RD**

8.1.5 To agree response to letter received from owner of Anstey Quarry and agree any action required - The owner of the land was being required by the Environment Agency to put right the overfill on his land caused by his tenants (Winters) having breached their licence. He was considering various options but had no solution as yet. He was trying to work with the Environment Agency and the County Council on the matter. It was agreed that the Parish Council should make contact with neighbouring Parish Councils (Great Hormead and Anstey) for any additional information. **Action: Clerk**

If the Environment Agency insisted on the site being restored then it could mean up to 30,000 lorry movements through the villages. This would not be acceptable, the villages along the B1368 having suffered so much due to the previous activity by Winters HGV vehicles.

It was proposed and agreed to respond acknowledging his letter and asking to be kept informed, also suggesting that as the additional waste on site was not polluted waste, then maybe an option would be to ask if the area could be covered with top soil and trees planted. **Action: Clerk**

Standing Orders were suspended to allow Dist. Cllr. Morris to speak on other planning matters.

He informed the Council that NHDC had issued an enforcement notice regarding the mobile home sited on land south of Barkway Service Station. An appeal had been lodged against the notice. The matter was likely to go on for some time. However, the three year rule would not apply as an enforcement notice had been issued.

With regard to the reservoir being constructed on Wisbridge Farm. Permission had been granted under permitted development, however it had become apparent that materials were being taken in and out and that there was no evident water source for the reservoir. An incident had been raised with the Environment Agency and an officer had visited but had not discovered any materials deposited at that time.

On the Golf course between Nuthampstead and Barkway, material was being dumped along the top perimeter. The Council would be issuing an enforcement notice as imported materials had exceeded the permitted allowance.

It was understood that the Chalk pit that was being filled in on Duke's land was not considered by NHDC to be of any historic value.

Standing orders were then resumed.

8.2 Neighbourhood Plan - report from Neighbourhood Plan Committee meeting Weds 24th Apr - (see Appendix A). It was considered that tree planting could be included as one of the objectives within the Neighbourhood Plan (NP). Cllr Magill reported that Nuthampstead Parish Meeting had held their Annual Parish Meeting and the NP had been discussed and the update had been well received.

8.3 Highways - a letter had been received from a resident asking about a footpath from Mill Cottages. It was understood that Highways had done a feasibility study a while back, but a footpath was not possible as HCC Highways didn't own enough land. If development on site BK3 did go ahead then there would have to be a footpath from the site. Cllr. Dennis said that he was still trying to make contact with County Cllr. Hill to discuss Highways issues.

8.4 Sports and Recreation - Cllr. Melson was still seeking a new team to replace Royston Town FC. The clerk to check when their contract ended. **Action: Clerk**

It was agreed that ad-hocs games should be charged at £50 per match. A team from Buntingford had played recently and Royston United were interested in playing regularly, for 12 Sundays next season. They were also booking an 8 team tournament for a day. Parking on tournament day would need to be managed to minimise disruption along the road. **Action: KM**

Younger teams were still needed to fulfil the conditions of the grant award. Cllr. Melson had spoken to the Football Association (FA) and they were going to contact the County FA to see if there were any youth clubs needing pitches. He was also in talks with other clubs locally but there had been no commitment as yet. Cllr. Melson to check with the FA regarding the necessity for CRB checks to be in place if adult and youth matches were being played at the same time. **Action: KM**

Maintenance work required for the pitches was yet to be decided. The entrance to the Recreation Ground needed a new 5 bar gate as the current one was beyond repair. The Clerk to obtain some quotations. **Action: Clerk**

8.5 Community Property - Redecoration of the whole interior of the Pavilion was taking place and would be finished later in the week. The display of names of the people who had sponsored the build of the Pavilion had been taken down to decorate. It was proposed that a more permanent larger display would be more appropriate. Cllr. Baker agreed to look into how this could be done. **Action: PB**

8.6 Environment - A collapsed bridge along a footpath leading from Burrs Lane had been reported to Herts County Council (HCC), this had been immediately cordoned off whilst awaiting repair. The broken waymarker and bench near Rokey Wood had been added to the list for the Dodkins to do. Footpaths had become very overgrown, the Clerk to chase HCC to find out when the 1st cut of the season would take place. **Action: Clerk.**

8.7 Media and Communication

8.7.1 Website report - It was agreed that the website needed a revamp and some fresh pictures of the Parish Councillors and the Clerk would be a good start. **Action: KM**

8.7.2 Police Report - it was reported that in Barkway there had been a recent shed break in and a car stolen. Travellers caravans were now sited in a car park in Royston.

Cllrs Morris and Hunter left the meeting at 10.10pm, they were thanked for attending.

9. Finance - to receive finance reports from the Clerk

9.1 To provide update on current financial position

Parish Council Account:

The Parish Council bank balance at 13.05.2019 was £97,460.18

Petty Cash £25.00

Receipts since the last meeting:

£100.00 - Barkway Vets - Hire of Football Pitches

£48.00 - R Agouropoulo (Yoga) - Hire of Community Room

£1,543.75 - Royston Town FC - Quarterly Football Contribution

£18,360.00 - NHDC - Half Year Precept

9.2 To authorise payments:

Approval of payments since last meeting:

DD £59.06 - Nest - Pension

DD £7.20 - Sage Software - Monthly Subscription

DD £123.50 - NHDC - Quarterly Payment for Waste Collection

DD £17.44 - Castle Water - Waste Water Pavilion

DD £68.00 - EDF - Direct Debit - Electricity Pavilion

DD £9.00 – Affinity Water – Direct Debit - Water Pavilion

CHQ 102776 £618.00 - J W Salmon - Tree Maintenance

Approval of payments to be made at meeting:

CHQ 102777 £25.00 - R Davidson - Projector

CHQ 102778 £176.00 - A Dodkin - Pavilion Maintenance

CHQ 102779 £127.50 - R Bonfield - Pavilion Maintenance Apr

CHQ 102780 £240.00 - T S Drake - Line Marking and Grass Cutting Apr

CHQ 102781 £190.24 - Groundwork UK - Repayment of unspent NP grant 2018/19

CHQ 102782 £136.87 - MJG Office Products Ltd (Stationery Cupboard) - Printing & Stationery

CHQ 102783 £600.00 - GovResources - Submission re: NHDC Local Plan Consultation

CHQ 102784 £60.00 - Herts & Middlesex Wildlife Trust Ltd - Ecology Report for NP

CHQ 102785 £1,041.18 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102786 £45.00 - Abby Chisnall - Litter Picking Apr

CHQ 102787 £60.00 - Roz Danter - Cleaning/Bookings Clerk Pavilion Apr

CHQ 102788 £227.74 - Catharine Toms - Clerk's Expenses *

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£1.50 - Tesco - Condolence card

£31.56 - Amazon - Refuse bags

£13.99 - Amazon - Bin liners

£30.75 - Solopress - A5 Flyers - APM/Cllr. vacancies

£92.80 - Solopress - Printing Bulletin

£14.64 - Sainsburys - Stamps

£4.00 - Sainsburys - Condolence card and envelopes

£12.55 - Amazon - Bin liners

£25.95 - Timpson - Keys cut

Parish Council - Pavilion Account:

Bank Balance at 13.05.19 was £286.38

Receipts since the last meeting: None

Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 13.05.19 was £890.91

Receipts since the last meeting: None

Payments since the last meeting:

DD - £42.62 - NHDC - Rates

9.3 Report from meeting of the Finance Committee Weds 10th April - (see Appendix B)

County Cllr. Fiona Hill arrived in the meeting with Dist. Cllr. Tony Hunter at 10.15pm.

10. Correspondence: A letter had been received from a resident at the northern end of the High Street regarding the fact that 42 properties still did not have access to fast broadband. He had researched the matter and found out about the Community Fibre Partnership and grants that were available to fund installation of fast broadband in rural areas. He asked for Parish Council support for his initiative in terms of making contact with those residents affected and facilitating a meeting between residents and BT Openreach. Agreed. **Action: Clerk**

Cllr. Connolly reported that the Village Hall would soon be receiving £13,500 S106 money towards their kitchen extension.

11. Date of next meeting: Tuesday 11th June

There being no further business, the meeting ended at 10.20pm