

**Minutes of Barkway Parish Council Meeting  
Held in the Community Room, Barkway on Tuesday 14th January 2020 at 7.30pm.**

**1. In attendance:** Cllrs:

Mr W Dennis (Chair)  
Mr P Baker (Vice Chair)  
Dr J Magill  
Mr N Stuart  
Mrs J Connolly  
Ms J Cox

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

**Members of the Public:** None

**2. To receive and accept apologies for absence:** None

**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** – Cllr. Magill (re: item 7.2.3 & 7.3), Cllr. Cox (re: item 7.2.1). It was proposed, seconded and agreed by all to grant Cllr. Magill a dispensation to allow her to speak regarding item 7.2.3 but not participate in any vote. Resolved.

**4. Minutes**

**4.1 To approve the minutes of the last meeting** – Approved as read. **Action: Clerk**

**4.2 To consider any matters arising from the last meeting** – Cllr. Dennis reported that Herts County Council (HCC) Highways had arranged for contractors to return to sort out the poorly installed matting for the off-road parking along Cambridge Road. The work had been done but was still not satisfactory and cars were not using it. The contractors would be requested to revisit and it was agreed to ask for signage to be installed by HCC to clearly indicate that it was an off-road parking area. **Action: WD**

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

**6. Council Administration**

**6.1 Parish Councillor vacancy** – No update to report.

**6.2 Update on provision of printer for the Reading Room** – there was no update to report. Further research was needed. A laser printer was recommended. Three quotations would be obtained in time for the February meeting. **Action: Clerk**

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

**7.1 Corporate Governance – to receive update on review of Corporate Governance documents** – Cllr. Cox handed out a draft document detailing a proposed timetable and process for review of governance documents. Financial Regulations and the

Internal Audit Review were identified as needing to be prioritised, along with the development of a risk assessment for the Litter Pickers (as required by the insurers). Since the last review, there had been several updates to model documents from NALC that included new wording and legislation, so an urgent review was clearly now needed. Cllr. Cox and the Clerk to meet later in the week to work on the Financial Regulations. **Action: JCox/Clerk**

Best practice suggested that a calendar of meeting dates should be published for the full year to enable Councillors and the public to plan attendance in advance. **Action: Clerk**

## **7.2 Planning**

**7.2.1 To consider and make comment on planning application: Full Planning Permission : Erection of one detached 3-bed dwelling.**

**Langham, Church Lane, Barkway, Royston, Hertfordshire, SG8 8EJ. Case Ref No: 19/02985/FP** – Cllr. Cox left the meeting. It was understood that the application had been subject to pre-application advice with planning officers at NHDC. With that in mind, it was proposed, seconded and agreed by all to take a neutral stance on the matter and defer to officers to judge whether the less than significant harm posed to the Conservation area was, on balance, out-weighed by the merits of the scheme when taking the proposals as a whole. The Clerk to respond to NHDC. **Action: Clerk**

Cllr. Cox returned to the meeting.

County Cllr. Fiona Hill arrived in the meeting at 8pm.

**7.2.2 To consider and make comment on planning application: Full Permission Householder : Erection of rear chimney, alteration to ground floor rear fenestration, and erection of side boundary fence following demolition of existing rear chimney.**

**17 High Street, Barkway, Royston, Hertfordshire, SG8 8EA. Case Ref No: 19/03011/FPH**

– After consideration of this application, it was proposed, seconded and agreed by all that there was no object to this application. The Clerk to respond to NHDC. **Action: Clerk**

**7.2.3 To consider and make comment on planning application: Full Planning Permission : Erection of agricultural building including a straw fired biomass boiler for the drying of crops, associated hardstanding and substation.**

**Cokenach Estate, Pudding Lane, Barley, Hertfordshire. Case Ref No: 19/02903/FP** – Cllr. Magill explained about the planning application but did not take part in any vote on the matter. After consideration it was proposed, seconded and agreed by all other Cllrs. to object to this application unless permission was allowed with planning conditions attached to mitigate the negative impact this development would have on the area. It would also be requested that the conditions should be met before occupation of the building was allowed. The Clerk to respond to NHDC. **Action: Clerk**

**7.3 Neighbourhood Plan – Report from the Neighbourhood Plan (NP) Meeting – Tues 7<sup>th</sup> January** – The view descriptions were reviewed, further justification was required. A working group would get together and do this. The NHDC Conservation Area appraisal was reviewed, a working group would look at the non-designated heritage assets to decide if any of these needed to be included within the NP. The aim was to complete the changes to the NP, summary and consultation statement, plus write the

Basic Conditions by 21<sup>st</sup> January. These would be presented to the Parish Council for approval in February.

Dist. Cllr. Morris arrived in the meeting at 8.25pm

**7.4 Highways** – Cllr. Dennis was still trying to find out if the schedule of verge cutting could be adapted to promote pollinators. County Cllr. Fiona Hill also agreed to make some enquiries. Cllr. Connolly to email County Cllr. Hill. **Action: JC**

**7.5 Sports and Recreation – To review annual play area inspection report and agree any necessary action.** Cllr. Baker had reviewed the inspection report. The fort was identified as the highest risk, with 7 posts considered rotten and needing replacement. He had obtained a quotation for repair to the fort £3,299.15 + VAT and in addition, supply and installation of a new fort £15,551.30 + VAT. It was agreed that further quotations would be required. **Action: PB.** Other items in the play area were not considered such high risk. However, there were smaller items which needed some attention. It was agreed that the Council should consider a programme of replacement of equipment over the next few years, or maybe consider the project as a whole, where better value for money might be obtained. Cllr. Baker had also obtained a quotation for a professional quarterly inspection which would include carrying out minor repairs at a price of £65.00 + VAT per quarter. In addition, an annual service agreement for the zip-wire, which was in need of re-tensioning, at a price of £300.00 + VAT. The Clerk would investigate if there was any S106 monies available for the purchase of new equipment. County Cllr. Fiona Hill suggested applying for a grant from her Locality Budget. **Action: Clerk**

**7.6 Community Property** – The Clerk reported that she was struggling to obtain quotations for replacement of the entrance doors to the Pavilion. This would be looked at again with the aim to provide quotations for consideration at the February meeting. **Action: Clerk**

**7.7 Environment** – Cllr. Connolly reported that she had been in contact with Countryside Management Services (CMS) seeking advice about the pond. The aim would be to have the pond looking as natural as possible and be environmentally sound with appropriate planting. CMS had agreed to send someone out to meet at the pond and provide advice. **Action: JC**

### **7.8 Media and Communications**

**7.8.1 Website report** – Cllr. Stuart reported that he had approached a couple of companies regarding development of a new website that would meet the new accessibility regulations. He had obtained one quotation of about £2,500.00. In the meantime, he had looked at the new website recently developed for Reed and considered that it was very good and that a similar website would work well for Barkway. He felt confident that he could set up a similar website but may need some help with the artistic aspect. With regards to providing a safe area to store Council documents on the website, it was recommended that it would be better to set up a One Drive which could be made accessible to all Councillors and the Clerk. A price to set up a One Drive would be brought to the February meeting. **Action: NS**

Cllr. Baker had been looking into trying to improve connectivity of mobile phone signal and broadband in the village. Even in areas that were connected to superfast broadband via the green cabinets, were reported to be having poor intermittent service. The Clerk to provide contact details of the resident setting up the Community Fibre Partnership scheme at the north end of the village. **Action: Clerk**

**7.8.2 Police report** – There had been a break in through an upstairs window over the Christmas period to a property in Church Lane. Jewellery and cash were stolen. It was agreed that Neighbourhood Watch information should be placed on the website. **Action:** NS

**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 14.01.2020 was £88,775.48

Petty Cash £50.00

Receipts since the last meeting:

£16.00 – Agouropoulo – Hire of Community Room - Yoga

£192.00 – NHDC – Hire of Community Room (Election)

£48.00 – Casey – Hire of Community Room

£70.00 – Hire of community Room

**8.2 To authorise payments to be made**

Approval of payments since last meeting:

DD £7.20 – Sage Software – Monthly Subscription

DD £17.44 – Castle Water – Waste Water Pavilion

DD £61.00 – EDF – Electricity Pavilion

DD £13.00 – Affinity Water – Water Pavilion

CHQ 102867 – £120.00 – Lisa Moss Design – Front Cover for Neighbourhood Plan

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

CHQ 102868 £421.63 – HMRC – PAYE Oct-Dec 2019

CHQ 102869 £1,041.38 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance

CHQ 102870 £80.00 – Roz Danter – Cleaning/Bookings Clerk Pavilion Dec

CHQ 102871 £30.00 – Orla Swann – Litter Picking Dec

CHQ 102872 £30.00 – Kaitlin Aldridge – Litter Picking Dec

CHQ 102873 £90.00 – GeoXphere Ltd – Parish Online for Neighbourhood Plan

CHQ 102874 £1,650.00 – GovResources Ltd – Consultancy Fees for Neighbourhood Plan

CHQ 102875 £100.00 – Anglian Dental – Refund of booking deposit for Community Room

CHQ 102876 £30.00 – P Jackson – Electrician callout to sort out fault with heating in Comm. Room

CHQ 102877 £ 76.50 – R Bonfield – Maintenance Rec & Pavilion – Dec

CHQ 102878 £50.00 – T S Drake – Line marking Dec

CHQ 102879 £36.00 – CPRE – Annual Subscription

CHQ 102880 £ 325.00 – Martin Bentley – Maintenance at Wash Wash, Windmill Close & Rec.

CHQ 102881 £204.62 – Catharine Toms – Clerks Expenses \*

CHQ 102882 £252.00 – D & A Dodkin – Maintenance Pavilion and Play Area

\*

£12.25 – Tesco – Xmas meeting refreshments

£124.30 – Herts Display – Printing Neighbourhood Plan documents  
£7.95 – Herts Display – Stationery Neighbourhood Plan  
£16.65 – Mileage to collect printing and for distribution  
£8.53 – Amazon – Ink Cartridge  
£17.49 – Amazon – Ink Cartridge  
£17.45 – Amazon – Ink Cartridge

**Parish Council – Pavilion Account:**

Bank Balance at 14.01.2020 was £286.38  
Receipts since last meeting: None  
Payments since last meeting: None

**Reading Room Accounts:**

Bank Balance at 14.01.2020 was £1,194.19  
Receipts since last meeting: £0.21 - Interest  
Payments since last meeting: DD – 40.00 – NHDC – Rates

8.3 **To review and agree budget for 2020/21** – Following the December Parish Council meeting where Councillors had been provided with actual income and expenditure figures to November 2019 and a forecast to 31<sup>st</sup> March 2020, along with a draft budget for 2020/21, they had been asked to review this in detail. It was proposed, seconded and all voted in favour to approve the budget for 2020/21. Resolved.

8.4 **To agree Precept application for 2020/21** – It was proposed, seconded and all voted in favour of requesting a Precept for 2020/21 of £36,720.00, remaining at the same level as the previous year. Resolved.

The Clerk to submit Precept application to NHDC by 17<sup>th</sup> January 2020. **Action Clerk.**

**9. Correspondence:**

- a) NHDC Parking Operational Guidelines Consultation.
- b) An email regarding the NHDC Local Plan examination – the additional hearings being due to take place in March. The Clerk to look out for further correspondence as the Parish Council would need to register to make representation at those hearings. **Action: Clerk**
- c) A letter received from a former member of the Pavilion Project Management Team expressing disappointment that the frames which recorded all the individuals and families who had donated to provide funds for the building of the Pavilion had been removed. It was requested that as a matter of respect that these should be reinstated. The Clerk explained that some of the wall mounted frames had fallen off and been damaged due to wind entering the hallway when the doors had been left open and the rest of the information had been removed whilst decorating. The aim had been to display all the information on a more

permanent wall mounted display board. Cllr. Cox agreed to take up this project. The Clerk to provide the information needing to be displayed. **Action: JCox/Clerk**

**10. Items to be deferred to the next meeting** – Governance review, quotations for new door for Pavilion, quotations for a printer for the Reading Room, Highways Parish Action Plan, Quotations for play equipment, S106 monies, Setting up of One Drive, Wisbridge reservoir development.

**11. Date of next meeting:** Tuesday 11th February

County Cllr. Fiona Hill and Dist. Cllr. Morris departed from the meeting at 8.50pm.

**12. To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the press and public be excluded from item 13 of the agenda of this meeting in view of the confidential nature of the business to be transacted.** Proposed, seconded and agreed by all. Resolved.

**13. To review and agree any action regarding reservoir development** – an update was given. No action needed.

There being no further business, the meeting ended at 9.10pm