

**Minutes of Barkway Parish Council Meeting  
Held in the Reading Room, Barkway on 14th May 2018 at 7.30pm.**

**1. In attendance:** Cllrs:  
Mr G Swann (Chair)  
Dr G Frapporti (Vice Chair)  
Mr B Morss  
Mrs J Connolly  
Mr W Dennis  
Mr P Baker  
Dr R Davidson

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

**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 -**

Mr Plowman from Storey Homes was present to address the Council regarding their development for 12 new homes off Cambridge Road (site BK1). Mr Plowman informed the Council that the start of the development had been put back now until August due to delays with obtaining the final planning consent from NHDC. It was confirmed by the Parish Council that the delays had not been caused by it submitting further comments on the application because it had only been consulted on the first draft. It also became apparent that Storey were not the developers that had applied for the initial outline planning permission. The main comment from the Parish Council was that, with a large development such as this, it would have been prudent (and along the guidelines of the NPPF) for the developers to have engaged in prior consultation with the main stakeholders (the Parish Council) to agree a design that would be acceptable to the village. This could have saved a lot of time with obtaining planning approval.

Mr Plowman emphasised that Storey Homes wished to work closely with NHDC Planning Dept. and the Parish Council to ensure that everyone was kept happy at all stages. The matter of parking was discussed and it was emphasised that the car park at the Rec. could not be used for Contractors vehicles and neither would parking up on the footpaths be acceptable along Cambridge Road. It was understood that Storey Homes were trying to come to an arrangement with Barkway Social Club for parking facilities. It was understood that working hours would be Monday to Fridays only - apart from maybe an occasional Saturday if the project was running behind schedule. The project was expected to take 12 months. The Developers were part of the Considerate Builders Scheme and as such this site would be registered under that scheme. The Parish Council thanked Mr Plowman for attending and requested that their appointed Site Manager be in

contact with the Parish Council once work commenced, in order to ensure smooth relations during the build.

Mr Plowman departed from the meeting at 8.05pm

Cllr. Davidson read out a letter from a Mrs Tindall who, due to her disability, was unable to access the Reading Room to attend the meeting in person. She wished to bring to the Council's attention the difficulty people with limited mobility have accessing Parish Council properties. She also pointed out that it was almost impossible for her to access the Recreation Ground in her mobility scooter either up the path by the War Memorial or across the Pavilion gravel driveway and that baby buggy users would also have the same problem. She asked if priority could be given to addressing these issues by creating a hard pathway from the roadside, across the car park, through the gates and onto the play area. The Council did have a responsibility to provide suitable access as covered by the Equalities Act 2010.

Cllr. Davidson pointed out that items 6.3 and 7.5.4 on the agenda would cover this matter.

Cllrs. Hill and Hunter departed from the meeting at 8.30pm.

## **6. Council Administration**

**6.1 To finalise arrangements for Annual Parish Meeting - Weds 16th May - Cllr. Dennis** offered his apologies as he would be on holiday, it was hoped that all other Councillors would be able to attend. The agenda would be finalised once confirmation had been received from invited attendees. There would be a guest speaker from CPRE talking about the disappearing Green Belt and Cllr Swann would be doing a Powerpoint presentation.

### **6.2 Corporate Governance**

**6.2.1 IT/GDPR update - Cllr. Davidson** reported that good progress had been made on GDPR compliance. A GDPR policy was available to see on the website and anyone using the 'contact us' option on the website had an 'opt in' button to select. An email had been sent out to all those on the Parish Council email database giving people an opportunity to 'opt in' to continue to be included on the database. This had received a very good response. From 25th May all others on the email database would be deleted.

#### **Action: Clerk**

The next step would be to provide all employees and Councillors with a Privacy Policy. This had been drafted and would be finalised shortly. As a Parish Council, personally identifiable data had already been limited by the stripping back of the website and deleting of data stored by the website. Progress so far demonstrated that the Parish Council had appropriate preparation in hand. It was emphasised that care needed to be taken when sending emails containing email trails and a policy needed to be devised to give appropriate guidance. **Action: Clerk**

If Parish Council minutes continued to be made available online, then they would need to be checked for any identifiable personal data and if necessary redacted. Stored hard copy data needed sorting through and data not needing to be kept needed to be destroyed securely. **Action: Clerk**

**6.2.2 Adoption of GDPR policy - Cllr. Davidson** had produced a GDPR policy which had been forwarded to all Councillors previously. It was proposed by Cllr. Swann and seconded by Cllr. Connolly and agreed by all to approve and adopt the policy. The policy to be put on the website. **Action: Clerk**

**6.3 To consider moving of Parish Council meetings from the Reading Room to the Community Room at the Pavilion** - After some discussion it was agreed that the Reading Room had limited facilities and a difficult access and that to allow all people access to meetings it would be necessary to use the Community Room for any future meetings. An amendment would be required to the Standing Orders to reflect this change.

**Action: RD**

A dropped kerb by the Social Club allowed access across the road to the Pavilion driveway. It was considered that a concrete path could be installed along the southern fence up to the Pavilion and play area. A larger area of hard standing would also be needed adjacent to the Pavilion for disabled parking, the area currently there being very minimal. Cllrs. Morss and Davidson would meet up to put together a proposal to obtain some quotations. **Action: BM/RD**

Cllr. Dennis reported that he had been in touch with Gary Henning at Highways to see if a proper entrance with kerbs could be made from the Highway onto the Pavilion driveway and he would now also ask about a dropped kerb. Cllr. Swann recommended that he ask Cllr. Fiona Hill if there might be any funding available from her Locality Budget for this project. **Action: WD**

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

**7.1 NHDC Local Plan Hearing - update** - Cllr Swann reported that he understood that there may be an update from NHDC on the Local Plan in the Autumn where it might be possible to add to comments already submitted if new data had come to light. For example, with regard to the new proposed changes in the 331 bus service. As yet there was not much information available as to how this would affect the service through Barkway. As soon as more information was known it would be published on the website and in the Diary.

### **7.2 Planning**

**7.2.1 To consider and make comment on planning application: Listed Building Consent : Internal alterations including lowering floor and dry-lining behind external to morning room to facilitate kitchen refit.**

**Somerton House, 47 High Street, Barkway, Royston, Hertfordshire, SG8 8EB - Case Ref No: 18/00867/LBC** - After consideration of this application, it was proposed by Cllr. Swann, seconded by Cllr. Frapporti and agreed by all that there was no objection to this application. The Clerk to respond to NHDC. **Action: Clerk**

**7.2.2 To consider and make comment on planning application: Full Permission Householder : Demolition and removal of existing greenhouse and replacement with a Hartley Botanic greenhouse of similar size.**

**The Red House, 11 High Street, Barkway, Royston, SG8 8EA - Case Ref No: 18/00685/FP** - After consideration of this application, it was proposed by Cllr. Swann, seconded by Cllr. Morss and agreed by all that there was no objection to this application. The Clerk to respond to NHDC. **Action: Clerk**

**7.2.3 To consider and make comment on planning application: Full Permission Householder : Replacement gate and fencing with a double access gate.**

**9 High Street, Barkway, Royston, Hertfordshire, SG8 8EA. Case Ref No: 18/00942/FPH** - After consideration of this application, it was proposed by Cllr. Swann, seconded by Cllr. Frapporti and agreed by all that there was no objection to this application. The Clerk to respond to NHDC. **Action: Clerk**

**7.2.4 To consider and make comment on planning application: Listed Building Consent : Replacement gate and fencing with a double access gate.**

**9 High Street, Barkway, Royston, Hertfordshire, SG8 8EA. Case Ref No: 18/00512/LBC** - After consideration of this application, it was proposed by Cllr. Swann,

seconded by Cllr. Frapporti and agreed by all that there was no objection to this application The Clerk to respond to NHDC. **Action: Clerk**

**7.2.5 Full Permission Householder : Two storey and single storey rear extensions; internal and external alterations. Part removal of boundary wall.**

**35 High Street, Barkway, Royston, SG8 8EA - Case Ref No: 18/00866/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, although there was concern as to whether or not the flint wall was listed and recommended that the Conservation Officer should investigate this. The Clerk to respond to NHDC. **Action: Clerk**

**7.2.6 Listed Building Consent : Two storey and single storey rear extensions; internal and external alterations. Part removal of boundary wall.**

**35 High Street, Barkway, Royston, SG8 8EA - Case Ref No: 18/00944/LBC** - 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, although there was concern as to whether or not the flint wall was listed and recommended that the Conservation Officer should investigate this. The Clerk to respond to NHDC. **Action: Clerk**

Cllr. Swann also asked the Council to consider another planning application:

**Full Permission Householder : Erection of greenhouse**

**9 High Street, Barkway, Royston, SG8 8EA**

**Case Ref No: 18/01242/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 The Clerk to respond to NHDC. **Action: Clerk**

### **7.3 Highways**

**7.3.1 Highways report** - Cllr. Dennis reported that he had phoned someone on the Cottered Weight Restriction Action Group and received a lot of ideas on how to move things forward for Barkway. Having also spoken to Herts County Council it appeared that evidence of traffic chaos caused by HGV traffic was the crucial thing to start trying to obtain this weight restriction. Cllr. Dennis had already photographed an event where lorries had got stuck along the High Street at school time. Cllr. Swann reported that he had found a company that could supply kits to measure vibration and pollution but it would cost money. It was noted that Anstey Quarry had recently been refused their application for permission to park additional vehicles on that site.

**7.3.2 Update on investigations regarding obtaining a weight restriction for the High Street** - no further update to report (see item 7.3.1).

**7.3.3 Update on progress with 'Liaison with other villages' project** - Cllr Dennis reported that he was now in contact three other nearby villages who had all expressed an interest in trying to reduce HGV traffic along the B1368 and agreed that a group effort was more likely to succeed.

**7.3.4 Update on replacement bus shelter on Royston Road / Periwinkle Close** - It was reported that S106 monies had now been received from NHDC towards the cost of the bus shelter and the order had since been placed.

### **7.4 Sports and Recreation**

**7.4.1 Pitch maintenance and football update** - Cllr. Morss reported that the recent pitch maintenance work had left the pitches in excellent condition. It just left the worn goal mouths to be sorted out once the season had ended. **Action: BM**

**7.4.2 Playground maintenance - update on installation of Zip-Wire** - It was reported that work had now started and was expected to be complete by Wednesday. Cllr. Morss said that he was now considering getting quotations to renew other play equipment there. **Action: BM**

**7.4.3 Update on Recreation Ground maintenance** - The Clerk informed the Council that the weeding and tidying up the play area had been completed. She still needed to contact Mr Bentley to find out if he could tidy up the Pavilion driveway and the perimeters of the Rec. **Action: Clerk**

**7.4.4 Report from the meeting of the Car Park Committee - 25th April (see Appendix A)**

Cllr. Davidson called into question the viability of the Committee as all but one person was a Stakeholder in the project. The Parish Council were still of the opinion that the Committee's proposed solution of having a car park directly in front of the Pavilion would have a detrimental effect on hire ability of the Community Room.

Cllr. Davidson reported that he had recently visited a village with a similar problem regarding parking and their solution had been to lower nearby verges and install grasscrete to allow off road parking. It was agreed that this was an idea to be explored and Cllr. Dennis would contact HCC Highways and request a site visit. **Action: WD**

### **7.5 Community Property**

Cllr. Swann said that Cllr. Baker had now agreed to pick up this portfolio going forward.

**7.5.1 Newsells War Memorial renovation update** - The Clerk informed the Council that she was still waiting to hear back from the War Memorials Trust when they could do a site visit to produce a job specification for the project.

**7.5.2 Reading Room - maintenance update** - The Clerk reported that the Dodkins were shortly starting work to repair blown brickwork and there was also some roof maintenance to address.

**7.5.3 Pavilion maintenance update** - The Clerk reported that the Changing Rooms and Corridor floors were being screeded at the beginning of June. The bookings calendar had been blocked for two weeks in order that the changing rooms and corridor could be emptied and prepared for the screeding work.

**7.5.4 To discuss disabled access to Parish Council owned properties** - (see item 6.3)

**7.5.5 To note resignation of bookings clerk / cleaner for the Pavilion and agree urgent action to fill the vacant position** - It was agreed to ask Mr Bonfield if he would be interested in the role. If not, then recruitment notices would be put up on notice boards and on the website and in the Diary. **Action: Clerk**

**7.5.6 Update on land behind Windmill Close** - Cllr. Swann reported that the matter was concluded for the time being. The land had now been registered as Parish Council leased land. Once the adjacent land had been sold then the Council would apply for it to become a permanent 'Open Space'. Maintenance was being sorted out with a local Contractor. There was some rubbish to clear and the first two cuts would be tough as it had become so overgrown. **Action: GS**

### **7.6 Environment**

**7.6.1 To report progress on tree survey and to review quotations received and to agree to progress with required work** - Cllr. Frapporti informed the Council that he had obtained 3 quotations for a visual survey and work recommendation on the 50 trees within the village that were the responsibility of the Parish Council. The last survey had been done 5 years ago. Quotations received were £750, £400 and £350 excluding VAT. It was proposed and agreed to go with the quotation from Acacia Trees at £400 + VAT as the Council had used them previously. Cllr. Frapporti to place the order for the survey to be carried out. **Action: GF**

**7.6.2 To discuss communication received regarding Footpath 14 and horse riding** - Cllr. Frapporti explained that the letter had been written by his wife who is a British Horse Society Access Officer. It appeared that on Footpath 14 there was a conflict going on between horse riders and walkers, although with the current status of it being a Footpath and not a Bridleway, horses were not supposed to be taken along there. The letter requested support from the Parish Council with its powers, to look into ways of working together to enable access to the countryside for everyone. At present the Bridleway network in and around Barkway was fairly limited which meant having to ride horses on the main road to access the different Bridleways and with the increased HGV traffic and speeding vehicles, this was becoming more dangerous. The Parish Council would be encouraged to open up discussion with landowners and Herts County Council about the possibility of changing Footpaths into Bridleways and it was understood that there were grants available for costs involved. Cllr. Frapporti would bring further information on this matter, i.e. if there was a particular proposal, to the Council in June.

**Action: GF**

### **7.7 Media and Communications**

**7.7.1 Police Report** - It was understood that a Barkway resident had been convicted of 12 counts of fly-tipping and had been given a 2 year custodial sentence and prohibited from holding a waste licence.

**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 had received information from the Community Heartbeat Trust (CHT) which was a charity whose aim was to get defibrillators installed into Communities. She recommended to the Council a 'Managed Solution' option, rather than an outright purchase. This meant that the CHT owned the equipment and retained liability for it. The Parish Council would make a donation to CHT for the price of the equipment (£1,995), plus pay an annual support cost of about £135 per annum to cover pads, batteries and appliance checks. Installation of the kit was thought to cost about £200. The Parish Council would also have to agree to a Community Awareness Training Programme. It was proposed by Cllr. Swann, seconded by Cllr. Davidson and agreed unanimously to go ahead on that basis. **Action: JC**

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

**8.1 Report from Meeting of the Finance Committee - 9th May (see Appendix B)**

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

### **Parish Council Account:**

The Parish Council bank balance at 14.05.2018 was £86,520.70

Petty Cash £25.00

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

£1,506.00 - Royston Town Football Club - Football Contribution

£48.00 - Coomes - Hire of Pavilion and Community Room

£48.00 - JA Leek - Hire of Pavilion and Community Room

£18,360.00 - NHDC - Half Year Precept

### **8.3 To authorise payments:**

#### **Approval of payments since last meeting:**

DD £23.13 - NEST - Pension Contributions

DD £7.20 - Sage Software - Monthly Subscription

DD £120.25 - NHDC - Quarterly Waste Collection Pavilion

DD £9.71 - Castle Water - Waste Water Pavilion

DD £69.00 - EDF - Direct Debit - Electricity Pavilion

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

CHQ 102591 £2,698.20 - PlayQuest Ltd - Deposit for Zip Wire  
CHQ 102592 £48.00 - A Brown - Refund Hire Fees  
CHQ 102593 £100.00 - K Loates - Refund Hire Deposit  
CHQ 102594 £32.00 - A Brown - Additional costs due to cancelled hire

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

CHQ 102595 £229.50 - R Bonfield - Maint Pavilion and Play Area  
CHQ 102596 £54.60 - Stationery Cupboard - Ink  
CHQ 102597 £201.60 - Sage Software Ltd - Annual accounts package  
CHQ 102598 £78.00 - Heatsafe plumbing and Heating Ltd - Fixing Leak at Pavilion  
CHQ 102599 £480.00 - Stewart Bullard & Son Ltd - Pitch Maintenance  
CHQ 102600 £340.00 - T S Drake - Grass Cutting and Line Marking April  
CHQ 102601 £35.00 - Information Commissioner - Data Protection Fee  
CHQ 102602 £40.00 - HAPTC - Planning Training - W Dennis  
CHQ 102603 £26.37 - W Dennis Expenses - Mileage to Planning Training  
CHQ 102604 £50.00 - CPRE Hertfordshire - Donation for Guest Speaker at APM  
CHQ 102605 £912.30 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance  
CHQ 102606 £93.50 - Janine Reay - Cleaning/Bookings Pavilion - April  
CHQ 102607 £45.00 - Abby Chisnall - Litter Picking April  
CHQ 102608 £65.56 - Catharine Toms - Clerk's Expenses\*

\*

£17.08 Tesco - Stamps  
£16.99 Amazon - Toilet Rolls for Pavilion  
£22.78 Amazon - Black Sacks for Pavilion  
£1.99 W H Smith - Condolence Card  
£6.72 Post Office - Stamps

**Parish Council - Pavilion Account:**

Bank Balance at 14.05.18 was £406.38  
Receipts since the last meeting: None  
Payments since the last meeting: None

**Reading Room Accounts:**

Bank Balance at 14.05.18 was £1,202.85  
Receipts since the last meeting: £393.60 - Barkway Parish Council - for Rates  
Payments since the last meeting: £42.60 - DD - NHDC Rates

The Clerk requested Council approval to add Cllr. Dennis as a bank signatory. All approved. **Action: Clerk**

Dist Cllrs. Morris and Hunter and County Cllr. Hill arrived back in the meeting at 9.25pm.

**9. Correspondence:** Nothing not reported elsewhere.

**10. Date of next meeting:** Monday 11th June

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