

**Minutes of Barkway Parish Council Meeting  
Held in the Community Room, Barkway on 8th April 2019 at 7.30pm.**

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

**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:** Dr M Price (work commitment), Dr R Davidson (work commitment). Dist. Cllr. Gerald Morris and County Cllr. Fiona Hill. Apologies accepted.

**3. To receive Councillor's Declarations of Interest and to remind Councillors of their requirement to update register of interests under change of circumstances:**  
None

**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 -** The Chair reported that there had been a complaint received from a Councillor regarding another Councillor. The matter was currently under investigation. **Action: GF**

It was reported that Cllrs. Frapporti and Price had not stood for election and that from May there would be two Parish Councillor vacancies. If suitable candidates could be found, these vacancies could be filled by co-option at the May meeting.

**5. Public Session - to receive representations from members of the public -** no members of the public were present.

**6. Council Administration**

**6.1 To consider moving Parish Council Meetings to the second Tuesday of each month from June and to agree revisions to the Constitution and Mission Statement to reflect this change -** it was proposed, seconded and agreed by all. Revised documents to be emailed to all Councillors. Resolved. **Action: Clerk**

**6.2 To agree to defer the Annual Parish Meeting by one week to Weds 29th May to incorporate a Neighbourhood Plan 'Vision and Objectives' presentation -** it was proposed, seconded and agreed by all. Resolved. The Clerk to start advertising the event through all the usual channels. **Action: Clerk**

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

**7.1 Planning**

**7.1.1 NHDC Local Plan modifications report and final consultation - to ratify responses from Barkway PC and that of joint response (5 growth villages) to consultation -** Draft documents had previously been circulated to all Councillors.

It was proposed, seconded and agreed to ask GovResources to amend item 31 regarding a shop, to emphasise the need for a feasibility study to be carried out. A revised document

would be emailed to all Cllrs. for approval. GovResources to then be requested to submit revised response to NHDC. **Action: Clerk**

The draft submission on behalf of the 5 growth villages was ratified. It was understood that it was still awaiting approval from some of the other villages. The Clerk to contact Mr Griffiths to find out if the proposed submission on behalf of the 5 growth villages had yet been finalised and submitted to NHDC. **Action: Clerk**

**7.1.2 To ratify response to NHDC Planning Dept. regarding a S106 agreement should development on site BK3 go ahead** - this was proposed, seconded and agreed. Resolved.

**7.1.3 To consider and make comment on planning application: Full Permission Householder : Single storey front extension. 144 High Street, Barkway, Royston, Hertfordshire, SG8 8EG - Case Ref No: 19/00635/FPH** - It was proposed, seconded and agreed by all that there was no objection to this application. Clerk to respond to NHDC. **Action: Clerk**

**7.1.4 To consider and make comment on planning application: Full Permission Householder: Single storey rear extension following demolition of existing conservatory and replacement of two first floor rear windows.**

**Old Hall Cottage, 93-95 High Street, Barkway, Royston, Hertfordshire, SG8 8ED. Case Ref No: 19/00642/FPH** - It was proposed, seconded and agreed by all that there was no objection to this application. Clerk to respond to NHDC. **Action: Clerk**

**7.1.5 To consider and make comment on planning application: Listed Building Consent: Single storey rear extension following demolition of existing conservatory and replacement of two first floor rear windows.**

**Old Hall Cottage, 93-95 High Street, Barkway, Royston, Hertfordshire, SG8 8ED. Case Ref No: 19/00637/LBC** - It was proposed, seconded and agreed by all to respond to NHDC 'to defer matters to the Conservation Officer to ensure that all works / materials used were sympathetic to the existing part of the listed building and in keeping with the surrounding conservation area'. **Action: Clerk**

**7.2 Neighbourhood Plan - report from Neighbourhood Plan Committee meeting Weds 27th Mar - (see Appendix A)** - It was reported that a team leader for the 'Housing and Transport' topic group was urgently needed. The Housing Needs Survey from CDA for Herts had now been delivered to all households with a closing date for responses of 19th April. **Action: Clerk/WD**

**7.3 Sports and Recreation** - Cllr. Melson had made contact with two local football clubs, both of whom expressed an interest in using the facilities. However, maybe just on a 'pay as you play' basis initially. He had been trying to speak with the Herts Football Association, but without success, he would continue to try and make contact. **Action: KM**

It was noted that the additional matting had now been installed under the basket swing.

**7.4 Community Property** - It was reported that the redecoration of the interior of the Pavilion would be commenced towards the end of April. It was proposed and agreed that the cooker should be professionally cleaned after the end of the football season. **Action: Clerk**

The Clerk informed the Council that renovation works on the Newsells War Memorial would now commence late September/early October.

**7.5 Environment** - It was reported that the tree maintenance work was now all completed. Another tree survey would be commissioned in about 2 years time.

Concern was ongoing regarding works being done to create a reservoir on Duke's land and a lot of material movement and some infilling taking place into a historic Chalk Pit. Cllr. Frapporti agreed to initiate an investigation with the Environment Agency to

ascertain whether the appropriate licences / planning permission was in place. **Action: GF**

## **7.6 Media and Communication**

**7.6.1 To ratify edition of the Spring Bulletin** - Cllr. Connolly and the Clerk to proof read and correct any typos on the final draft. This would be circulated to all Cllrs. for final approval before being sent off for printing. **Action: Clerk/JC**

**7.6.2 Website report** - It was reported that a former Cllr. had volunteered to manage the website as an interim solution until Councillor vacancies were filled. Cllr. Melson volunteered to be the main point of contact on the Parish Council regarding the website. It was agreed for Cllr. Melson to accept this kind offer of interim support with the website on behalf of the Parish Council. **Action: KM**

It was discussed and agreed that the Parish Council needed to work on its image with the village and make itself more approachable. This matter to be discussed further at the next Parish Council meeting. **Action: Clerk**

**7.6.2 Police Report** - There had been a recent break in at Barley Stores and a shed break in at Nuthampstead.

Highways matters - a daytime meeting was yet to be arranged with County Cllr. Fiona Hill, Dist. Cllr. Gerald Morris, Gary Henning and Cllr. Dennis to discuss Highways Locality Budget projects. Projects to include: additional parking along Cambridge Road, resurfacing of entrances to both car parks along Cambridge Road, re-painting of white lines at the junction of The Joint and the Newsells Road, and relocating of a speed indicator sign further south beyond Barkway Service Station.

**Action: Clerk/WD**

## **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 08.04.2019 was £81,526.54

Petty Cash £25.00

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

£100.00 - Barkway Vets - Hire of Football Pitches

£5,076.35 - HMRC - VAT reclaim

£40.00 - Aldridge - Hire of Community Room

£32.00 - R Agouropoulo (Yoga) - Hire of Community Room

£48.00 - Carmichael - Hire of Community Room

### **8.2 To authorise payments:**

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

DD £254.68 - Nest - Pension

DD £7.20 - Sage Software - Monthly Subscription

DD £17.44 - Castle Water - Waste Water Pavilion

DD £56.00 - EDF - Direct Debit - Electricity Pavilion

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

CHQ 102757 £1,651.57 - Zurich Municipal - Annual Insurance

CHQ 102758 £338.00 - Catharine Toms - Purchase of laptop for Bookings Clerk

CHQ 102759 £290.00 - Martin Bentley - Garden Maintenance Rec and Wagon Wash

CHQ 102760 £167.00 - A Dodkin - Maintenance Benches, Pitches & Pavilion

CHQ 102761 £152.00 - D Dodkin - Maintenance Benches, Pitches & Pavilion

CHQ 102762 £100.00 - Jed Griffiths - 5 Villages Response to NHDC Mods. Consultation

CHQ 102763 £55.00 - M Thornton - Cleaning Bus Shelters, Reading Room & Pavilion

CHQ 102764 £1,500.00 - CDA Herts - Housing Needs Survey for Neighbourhood Plan

CHQ 102765 £3,000.00 - GovResources - Consultancy to 31.03.19 for Neighbourhood Plan

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

CHQ 102766 £40.00 - Information Commissioner - Data Protection Fee

CHQ 102767 £340.00 - T S Drake - Line marking, Grass Cutting & Play Area Maint. March

CHQ 102768 £85.00 - R Bonfield - Pavilion Maintenance Mar

CHQ 102769 £454.31 - HAPTC - Annual Subscription

CHQ 102770 £201.60 - Sage (UK) Ltd - Accounts Software Subscription 2019/20

CHQ 102771 £1,101.81 - HMRC - PAYE & NI Jan - Mar 2019

CHQ 102772 £1,041.38 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102773 £159.38 - Abby Chisnall - Litter Picking Mar + Holiday Pay 2018/19

CHQ 102774 £100.00 - Roz Danter - Cleaning/Bookings Clerk Pavilion Mar + Holiday Pay 2018/19

CHQ 102775 £51.88 - Catharine Toms - Clerk's Expenses \*

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£20.88 - Tesco - Stamps

£2.34 - Enfield Electrical - Bulb for Reading Room

£26.46 - 2 x Return Trips to NHDC to hand deliver nomination papers

£2.20 - Amazon - Meter Cupboard Key

**Parish Council - Pavilion Account:**

Bank Balance at 08.04.19 was £286.38

Receipts since the last meeting: None

Payments since the last meeting: None

**Reading Room Accounts:**

Bank Balance at 08.04.19 was £933.53

Receipts since the last meeting: None

Payments since the last meeting:

DD - £168.45 - Total Gas and Power - Electricity Reading Room

**8.3 Report from meeting of the Finance Committee Weds 3rd April** - due to time constraints this meeting had been postponed by the Clerk until Weds 10th April. Cllr. Davidson had expressed his wish to resign from the Finance Committee, Cllr. Baker volunteered to join the Committee. This was proposed, seconded and all agreed. Resolved.

**9. Correspondence:** An email had been received from the Estates Surveyor at NHDC regarding a proposal 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 proposed, seconded and agreed that the Clerk would respond requesting detail regarding planning permission applications, number of proposed houses and timescale. The matter to be deferred until the May meeting. **Action: Clerk**

A notification had also been received that the planning refusal for development of land belonging to Barkway Service Station was being appealed. It was proposed and agreed that as there was no new evidence to add to the previously submitted response, there was no need of a further response.

**10. Date of next meeting:** Monday 13th May 2019 - The Annual Meeting of the Parish Council followed by an ordinary monthly Parish Council Meeting.

There being no further business, the meeting ended at 9pm