

**Minutes of Barkway Parish Council Meeting  
Held in the Community Room, Barkway on 8th October 2018 at 7.30pm.**

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

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

**Members of the Public:** 1 member of the public was also present.

**2. To receive and accept apologies for absence:** None received. (Cllr. Peter had informed that he would be arriving late due to work commitments)

**3. To receive Councillor's Declaration of 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 meetings - Approved. Action: Clerk**

**4.2 To consider any matters arising from the last meeting - None.**

**5. Public Session - to receive representations from members of the public - None.**

**6. Council Administration**

**6.1 To receive notification of completion of External Audit for 2017/18 -** The Clerk reported that the final certificate had been received. No matters had arisen which needed to be brought to the attention of the Parish Council. All information was now displayed on the notice board and on the website.

**6.2 Motion to adopt new Barkway Parish Council grant application policy document -** Cllr. Davidson had previously produced and circulated a modified grant application document which incorporated reference to the Push Energy Solar Farm Community Contribution Fund. It also stated that grants would only be awarded for 50% of any project and that proof of expenditure on the project would be required from applicants following the grant award. It was proposed by Cllr. Davidson, seconded by Cllr. Price and agreed by all to adopt the new policy. New policy to be posted on the website. **Action: KM**

It was proposed to defer items 6.3, 6.4 and 7.1 until Cllr. Baker arrived in the meeting. Agreed.

## **7.2 Planning**

**7.2.1 Motion to reply to planning application with a response of 'no objection' : Full Permission Householder : two storey side extension with rear dormer window. 1 Mill Cottages, Royston Road, Barkway, Royston, Hertfordshire, SG8 8BX - Case Ref No: 18/02441/FPH** - After discussion it was proposed by Cllr. Davidson, seconded by Cllr. Dennis and agreed by all that there was no objection to this application. Cllr. Davidson to respond to NHDC. **Action: RD**

**7.2.2 To agree representation to be made at Appeal Hearing re: Land North of Mill Croft on 9th Oct** - Cllr. Davidson had prepared a written statement which included new information that had come to light since commenting on the original application. This had been circulated to all previously. Cllr. Dennis would be attending the Appeal Hearing to read out the statement. It was proposed by Cllr. Dennis, seconded by Cllr. Frapporti and approved by all. It was noted that Dist. Cllr. Morris had already sent in his representation to the Inspector as he would be late attending the Appeal Hearing.

**7.2.3 To note planning application : Wisbridge Farm - Case Ref No: 18/02432/S73 (for information only)** - It was explained that this was a planning application to realign the conditions for the site as a whole when the project came to an end. It was noted that some of the agreed landscaping had never been carried out. The Parish Council to report this matter to NHDC. **Action: RD**

For information: It was noted that the Appeal against the refusal of planning permission on land rear of 9 High Street had been dismissed.

## **7.3 Highways**

**7.3.1 Highways report** - Cllr. Dennis reported that the trees opposite the school had been pollarded and trimmed by Highways. Gary Henning was coming over to Barkway later in the month for a meeting to discuss the extra off road parking. **Action: WD**

**7.3.2 Update on investigations regarding obtaining a weight restriction for the High Street** - Cllr. Dennis reported that he had received some positive responses from Braughing and Hare Street Parish Councils. County Cllr. Fiona Hill had also given him a contact of someone who might be able to offer help with the project.

**7.3.3 Update regarding road closure application for Remembrance Sunday** - This was now reported to be all in place, although it had taken a lot of chasing of both the Police and Herts County Council (HCC). Posters needed to be put up by 28th Oct. **Action: WD**

**7.3.4 Update regarding Anstey Quarry (for information only).** Nothing new had been heard since it had been closed. Cllr. Frapporti had registered Barkway Parish Council with the Environment Agency to receive any updates.

Barkway Drivesafe had conducted a speed check and had reported the roads to be very quiet, with very few HGV's.

Cllr. Frapporti enquired whether a zebra crossing could be installed near the junction with the High Street and Royston Road. He was informed that this had been looked into on a number of previous occasions and for numerous reasons it would not be possible. Cllr. Davidson to forward to Cllr. Frapporti past emails with information. **Action: RD**

## **7.4 Sports and Recreation**

**7.4.1 Update on football activities and pitch condition/maintenance** - It was reported that football was all going well and the pitches were in good condition.

**7.4.2 Update on safety matting and signage for new zip wire** - It was confirmed that safety matting had now been satisfactorily installed around the launch platform.

**7.4.3 Update on any other Recreation Ground maintenance issues** - The annual playground inspection was due to take place soon. It was reported that the Royston Town Football Club (RTFC) A Team had left the Away Team Changing Room in a terrible state. It appeared that Royston A Team did often seem to leave changing rooms in a mess. It was reminded that the Parish Council could place a surcharge to cover the addition cost of cleaning. RTFC would need to be reminded that they had a duty of care of clean up after themselves and their guest teams. Cllr. Melson to have a conversation with RTFC and also agree a meeting date to discuss a new contract.  
**Action: KM**

**7.4.4 To finalise arrangements for Bonfire and Firework Night on the Rec. event on Monday 5th November** - The Clerk reported that all was in hand. A group of volunteers had been found to build the bonfire and put on the fireworks display. Timings of the event had been agreed. Gates open 6pm, fire lit 6.30pm and fireworks 7pm. The idea of getting in a Pizza van had been shelved to allow Preschool to make more money on their refreshments stall. The Clerk would run through safety matters with the volunteers. Bonfire building would take place on the Sunday afternoon, avoiding any football fixtures. A volunteer first aider would be at the event. The possibility of providing some lighting along footpath from War Memorial was still being looked into. Volunteers from the Parish Council were needed for stewarding and shaking the collection buckets. **Action: All**

## **7.5 Community Property**

**7.5.1 Newsells War Memorial renovation update** - It was reported that the War Memorials Trust (WMT) had now provided a recommended works schedule. It would not be a massive project. The stone needed some careful cleaning, there was a bit of re-pointing to do with appropriate lime mortar and maybe the lettering would then need some attention. There was no longer any grant funding available from WMT. The Clerk was now in the process of obtaining some quotations with the view of getting work done in early 2019. Newsells Park Stud had indicated that they may be able to help with some money but wouldn't be the major funder however they still wanted to be involved in the project.

**7.5.2 Reading Room - maintenance update** - It was reported that the Council was still awaiting the repair of the brickwork.

Cllr. Baker arrived in the meeting

**7.5.3 To receive update regarding Barkway Local History Group and their proposed future use of the Reading Room** - Cllr. Dennis had attended as the Parish Council liaison. He reported that they had created a website, were constructing a heritage trail with a guide and were building up some exhibits for the Reading Room. They had surveyed the High Street and noted all buildings of interest. He agreed that he would keep attending their meetings. It was agreed that they could remove books from the Reading Room to free up shelves for their displays. The Parish Council still had concerns about accessibility to the venue and had asked that it be kept informed of any proposed alterations and that prior agreement would always be needed. **Action: WD**

**7.5.4 Pavilion maintenance update** - There was nothing much to report. Cllr. Melson had set up and handed over a second hand laptop to the Bookings Clerk and it was reminded that she had completed her probationary period and that a review was

needed. Cllrs. Melson, Frapporti and Connolly agreed to conduct the review. The Clerk to arrange a suitable date. **Action: Clerk**

**7.5.5 Update on project to create disabled access into the Recreation Ground and Pavilion** - Work had now started on creating two disabled parking bays and a path. Cllr. Baker would monitor progress and liaise with the Contractor. **Action: PB**

It was estimated to be a 5 day project and needed to be finished before 5th November. Cllr. Davidson indicated a requirement there now for a grit bin and supply of salt. County Cllr. Hill said she would support a grant application from her locality budget for a grit bin. It was considered that the maintenance man could be asked to put salt down on the path as part of his duties, as weather conditions required. All agreed.

The Clerk to apply for a Locality Budget grant, order grit bin and an allocation of salt from HCC. **Action: Clerk**

Cllr. Davidson raised the point about the Remembrance Day ceremony. Clerk to obtain wreath and Chair to lay wreath on behalf of Barkway Parish Council. **Action: Clerk/GF**

Previously deferred items:

**6.3 Motion to form a Planning Committee** - It was considered that it would now be beneficial to form a Planning Committee of three Councillors to consider planning applications and work together, communicating between meetings by email and if necessary meet once a month. It would facilitate cross training on planning issues and would save time at monthly Parish Council meetings where a recommendation would be brought to the Council. Cllrs. Davidson, Price and Dennis agreed to be part of the Planning Committee. It was proposed by Cllr. Davidson, seconded by Cllr. Dennis and agreed by all to form a Planning Committee. **Action: RD/MP/WD**

**6.4 To reassess and agree new portfolio areas of responsibility** - The portfolio areas of responsibility were now considered to be unevenly distributed, particularly with regard to the Pavilion and Recreation Ground. The following portfolios areas were agreed:

Corporate Governance - Cllr. Davidson

Planning - Cllr. Price (with assistance from Planning Committee)

Highways - Cllr. Dennis

Environment - Cllr. Frapporti

Sports and Recreation - Cllr. Melson

Community Property (to incorporate Pavilion and Play Area, War Memorial, Pond, Wagon Wash, Phone Box and Reading Room - Cllr. Baker

Special Projects - Cllr. Connolly

Cllr. Price volunteered to take over the running of the website from Cllr. Melson. Cllr Melson to arrange a handover. **Action: KM/MP**

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

### **7.1 NHDC Local Plan / BK3 / Neighbourhood Plan**

**7.1.1 Update following meeting with planning expert on 12th Sept** - it was explained that the meeting had expanded from discussing BK3 to the Neighbourhood Plan (NP). It was understood, that contrary to previous advice received from others, having got so far with the NP, it would be prudent to get it finalised. She implied that having a NP in place might strengthen the potential to protect areas from development and enable Councils to have more influence on how land was developed. Under the new National Planning Policy Framework (NPPF) planners had to take into consideration a NP. There was the future to consider and the new arrangements of Community

Infrastructure Levy (CIL) would give Parishes with a NP access to more money as a result of any development. She had since reviewed the NP and was able to offer technical assistance to get the NP completed. At a cost of £500 her team would be able to prepare a funding bid to Locality to cover the remainder of the costs associated with them completing the NP £7,500 + £1,500 (printing and materials) = £9,000. It was considered by the Council that once it was done it could be updated easily rather than having to start from scratch and that the Council needed to show that it had done its best to protect the Parishes from inappropriate development.

With regard to BK3 the consultant indicated that it was needed to be established if the delay by NHDC on determining the outline planning application, was at the request of the applicant, as it was currently on hold.

The planning expert was asked if she could produce a three minute presentation in preparation for the Parish Council to make a thorough and concise representation to the NHDC Planning Control Committee when the BK3 application got called in for determination.

**7.1.2 To ratify decision made to proceed with finalising Barkway and Nuthampstead Neighbourhood Plan** - It was proposed by Cllr. Baker, seconded by Cllr. Davidson and agreed by all to accept the quotation from Govresources to help complete the draft Neighbourhood Plan.

**7.1.3 Motion to form a committee to facilitate finalising of the Neighbourhood Plan** - The Clerk informed the Council that she had already been in contact with Nuthampstead Parish Meeting and they were fully supportive and wanting to be involved. It was proposed by Cllr. Davidson, seconded by Cllr. Baker and agreed by all to form a Neighbourhood Plan Committee. Cllrs. Davidson, Baker and Price along with a member from Nuthampstead Parish Meeting would comprise this Committee.

The remainder of the agenda was then resumed.

## **7.6 Environment**

**7.6.1 Update regarding identified urgent/non-urgent tree work required and to agree cost and to agree to proceed with work.** Cllr. Frapporti apologised as due to work commitments he had not been able to progress this matter - to be deferred until the November meeting. **Action: GF**

**7.6.2 Update on footpath maintenance** - It was reported that the 2nd cut of the year had now been done on the footpaths and that the broken bench seat was being looked at. There had been reports of motorcycles using the footpath to the northern side of Rokey Wood. As yet, there had been no consultation received regarding the proposed Barkway 10 diversion.

## **7.7 Media and Communications**

**7.7.1 Website report** - nothing much to report.

**7.7.2 Police Report** - hare coursing was the main issue locally. PCSO Chris Brabrook had been asked to put together a piece to publish on the website about the Door to Door 'Nottingham Knockers' sales people.

**7.7.3 To discuss progress with 'Liaison with other villages' project** - (See item 7.3.2). In addition, the Clerk reported that Reed Parish Council was looking for support from other villages regarding a Neighbourhood Watch awareness session that they were planning to host in Reed Village Hall. It was understood from Dist. Cllr. Hunter that the Royston Area Committee had made available a sum of £10k for the Police to buy tool marking equipment and to give away crime prevention equipment like shed alarms. Reed considered that if more villages were involved in the event, there would be more support for the session from the Police and Neighbourhood Watch Liaison Officers.

It was agreed that Barkway Parish Council would be interested in supporting the project. The Clerk to keep the Council updated with any progress. **Action: Clerk**

**7.8 Special Projects** - Cllr. Connolly reported that she was trying to agree arrangements for a training session for residents regarding the new defibrillator. Once agreed this would be advertised using the usual channels of communication. She confirmed that the defibrillator was functioning and was being checked on a weekly basis and this report was being uploaded online to a central database. The only problem was that the electrician had been unable to locate the electricity supply to the BT box and although the equipment was run by battery, it still needed to be stored within an ambient temperature. The Community Heartbeat Trust was chasing BT to find out what had happened to the electricity supply when the phone box had been decommissioned.

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

**8.1 To consider grant applications from Barkway Social Club** - to be deferred until November meeting as the Social Club was still awaiting information.

**8.2 To set date for quarterly meeting of the Finance Committee** - Weds 24th October at 7.30pm in the Community Room. Purpose to examine finances to date and prepare a first draft of budget for 2019/20.

#### **8.3 To provide update on current financial position**

##### **Parish Council Account:**

The Parish Council bank balance at 08.10.2018 was £86,150.66

Petty Cash £25.00

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

£48.00 - Skully - Hire of Pavilion and Community Room

£56.00 - Agouropoulo (Yoga) - Hire of Pavilion and Community Room

£18,360.00 - NHDC - Half Year Precept

#### **8.4 To authorise payments:**

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

DD £43.88 - NEST - Pension Contributions

DD £7.20 - Sage Software - Monthly Subscription

DD £9.71 - Castle Water - Waste Water Pavilion

DD £69.00 - EDF - Direct Debit - Electricity Pavilion

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

TRF £500.00 - Reading Room - for Electricity

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

CHQ 102691 £250.00 - Royston Town FC - Final Installment for Goal Posts

CHQ 102692 £360.00 - Stuart Bullard & Son - Pitch Maintenance

CHQ 102693 £212.50 - R Bonfield - Recreation Ground & Pavilion Maint - Sept

CHQ 102694 £360.00 - PKF Littlejohn LLP - External Audit Fees

CHQ 102695 £380.00 - T S Drake - Grass Cutting Rec. & Line Marking Sept

CHQ 102696 £912.30 - Catharine Toms – Clerk's Monthly Salary + Office Allowance

CHQ 102697 £60.00 - Abby Chisnall - Litter Picking Sept

CHQ 102698 £63.75 - Roz Danter - Cleaning/Bookings Clerk Pavilion Sept

CHQ 102699 £550.00 - Barkway PCC - Grant for Churchyard Maintenance

##### **Parish Council - Pavilion Account:**

Bank Balance at 08.10.18 was £406.38

Receipts since the last meeting: None

Payments since the last meeting: None

##### **Reading Room Accounts:**

Bank Balance at 08.10.18 was £1,300.09

Receipts since the last meeting:

£500.00 - Barkway Parish Council - for electricity

Payments since the last meeting:

£39.00 - DD - NHDC Rates

£94.77 - DD - Total Gas & Power - electricity

**9. Correspondence:** Nothing not already covered elsewhere in the meeting.

**10. Date of next meeting:** Monday 12th November

There being no further business, the meeting ended at 9.20pm