

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

**1. In attendance:** Cllrs:

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

**Also present:** Mrs C Toms (Clerk/RFO)  
County Cllr. F Hill  
County Cllr. T Hunter

**Members of the Public:** One member of the public was present.

**2. To receive and accept apologies for absence:** Cllr. K Melson (work commitment).  
Apologies accepted.

**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 7.3), Cllr. Baker (re: item 7.2.2).

**4. Minutes**

**4.1 To approve the minutes of the last meeting** – Amendments were requested regarding items 7.2.1 and 7.2.4. Proposed, seconded and agreed by all. The Chair signed amended version. **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** – Standing Orders were suspended to allow members of the public present to make representations to the Council.

A resident was present to talk to the Council regarding her concerns relating to the location of the proposed new footpath along Royston Road from the new Millcroft development. Direct communication with the developer had not clarified that the footpath would not encroach onto her land. It was agreed that the Council would contact the planning case officer at NHDC for information and County Cllr. Fiona Hill who would have access to Highways mapping showing boundaries. **Action: Clerk**

The member of the public departed from the meeting. Standing Orders were resumed.

**6. Council Administration**

**6.1 To consider and agree co-option of a new Councillor** – Mr Nick Stuart was present to put himself forward as a new Parish Councillor. It was proposed, seconded and unanimously agreed to co-opt Mr Stuart. He was welcomed onto the Parish Council and he duly signed his Acceptance of Office.

**6.2 To receive note of conclusion of External Audit 2018/19** – The Clerk informed the Council that the external audit was now complete and no matters had arisen which needed to be brought to the attention of the Parish Council. Conclusion notices were on display on the noticeboard and on the website.

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

**7.1 Corporate Governance – to receive update on review of Corporate Governance documents – item to be deferred to the November meeting.**

### **7.2 Planning**

**7.2.1 To consider and make comment on planning application: Listed Building Consent : Replace existing windows on south (garden) elevation with double-glazed timber windows and replace French doors with double-glazed French doors. Change Morning Room external door and dry-line behind. Internal alterations.**

**47 High Street, Barkway, Royston, Hertfordshire, SG8 8EB. Case Ref No: 19/01869/LBC – after consideration of the application, it was proposed, seconded and agreed by all that there was no objection to this application, however the Parish Council wished to defer matters regarding materials to be used, to the Conservation Officer, to ensure that they were appropriate to the listed building. Resolved. The Clerk to respond to NHDC. Action: Clerk**

Cllr. Baker departed from the meeting whilst item 7.2.2 was transacted.

**7.2.2 To consider and make comment on planning application: Full Permission Householder : Single storey side extension to link dwelling with existing garage to facilitate conversion of part of garage to habitable accommodation.**

**1 Pledgers Place, Barkway, Royston, Hertfordshire, SG8 8DQ. Case Ref No: 19/02259/FPH – after consideration of the application, it was proposed, seconded and agreed by all that there was no objection to this application. Resolved. The Clerk to respond to NHDC. Action: Clerk**

Cllr. Baker was invited back into the meeting.

**7.2.3 To consider that under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the press and public be excluded from item 7.2.4 in view of the confidential nature of the business to be transacted.** Proposed, seconded and agreed by all. Resolved.

No members of the press and public were present.

**7.2.4 To receive an update on matters relating to the engineering operation to create an agricultural reservoir on land belonging to Wisbridge Farm between Rokey Wood and Bush Wood – Planning Case Ref No: 19/01955/LDCP – An update was given and action agreed to write a letter. Proposed, seconded and agreed by all. Resolved. Action: Clerk**

County Cllr. Fiona Hill and Dist. Cllr. Tony Hunter arrived in the meeting at 8.15pm

**7.3 Neighbourhood Plan – Report from the Neighbourhood Plan Consultation on Sat 21<sup>st</sup> September – It was reported that it had been attended by about 50 people with 43 completed feedback forms received. A summary of feedback had been sent to the Committee. It was commented that Nuthampstead and Newsells Stud needed better representation within the Plan. Another Committee meeting would be held later in the month in order to keep up the progress towards completion of the Plan.**

## **7.4 Highways**

**7.4.1 Update on application for road closure for Remembrance Sunday** – Cllr. Dennis reported that the application had been submitted but that NHDC and the Police were holding matters up despite all efforts being made by himself. **Action: WD**

**7.4.2 Update on reported blocked drains along the High Street** – Blocked drains had been reported to Highways but no work had been carried out. The issue was causing flooding along the High Street during heavy rainfall and had recently caused a cellar at No. 64 to flood. Cllr. Hill requested the fault report reference numbers and agreed to chase matters with HCC Highways. **Action: Clerk**

**7.4.3 Update on action to repair fence along Church Lane** – It was understood that Cllr. Hill had reported this matter twice now. She indicated that the reason for delay could be due to a question on ownership. She would follow this up.

**7.4.4 To consider quotations to replace/repair wooden posts along Royston Road** – A second quotation was still awaited. Cllr. Baker agreed to try and seek a quotation from another source. Matter to be deferred to the Nov. meeting. **Action: PB**

**7.4.5 To comment on damage to road and grass verge along Cambridge Road by BK1 contractors** – After discussion it was agreed that contractors should not be allowed to leave the site at the end of November before all damage caused by themselves was properly fixed. Planning Officers at NHDC would be contacted to ensure that this would be enforced. **Action: WD/Clerk**

**7.4.6 To arrange date for a Highways Together meeting in Barkway** – Options agreed with County Cllr. Hill were either Mon 11<sup>th</sup>, Weds. 13<sup>th</sup> or 18<sup>th</sup> November. To be decided. **Action: WD/Clerk**

**7.5 Sports and Recreation – To finalise bonfire night arrangements for 5<sup>th</sup> November on the Recreation Ground** – Cllr. Baker agreed to take a lead on the event. He was liaising with the bonfire and fireworks volunteers and with Preschool Committee who were doing the catering. First Aid cover had been arranged and Zurich Insurance and emergency services had all been informed. Risk assessments were being carried out and NHDC would be notified of the event. The bonfire build would take place on the Sunday before and the safety areas would be cordoned off under the supervision of Cllr. Baker. On the evening, gates would open at 6pm, fire to be lit at 6.30pm and the fireworks display would start at 7pm. Marshals were required for gate duties, bucket shaking and general supervision. Most Cllrs. were able to indicate their availability to help at the event. Apologies were offered and accepted from Cllrs. Magill and Melson. Cllr Magill had spoken to Cokenach Cricket Club about the possibility of using their facility for parking. They reportedly had not said no, however had some reservations about the practicality of this arrangement as it was quite a long walk from there to the Rec. and it would all need supervision. **Action: PB/All**

**7.6 Community Property – To consider quotation received to replace front door of Pavilion and install a protective canopy over door** – an estimate had been received for replacement wooden doors (£900) and a canopy (£1,600). However, concern had been raised by the Contractor as to whether wood was a suitable lasting material for a south facing door. It was thought that a composite door might be a better investment (thought it might cost about £1,500). The Clerk to aim to obtain quotations for a composite door in time for the November meeting. **Action: Clerk**

## **7.7 Environment**

**7.7.1 Heritage Verge on Whitely Hill** – Cllr. Connolly reported that a media article had recently recommended two cuts per year on verges (Jul – Sept and before Christmas) in order that meadow flowers could be preserved and that this could be a workable alternative to the meadows that have now been lost. The Contractor who cut Whitely Hill verge would be contacted to ask if this schedule could be used. Cllr. Dennis

to bring up the matter at the Highways Together meeting for other verges that could be included. Action: JC/WD

**7.7.2 Update regarding missing defibrillator and replacement** - Cllr. Connolly had been in contact again with the Police and the Community Heartbeat Trust. It was understood that lost equipment normally does turn up eventually. In the meantime, the loaned equipment was in place and functional. Eventually a claim may need to be made on the insurance. **Action: JC**

**7.7.3 To note recruitment of new Parish Litter Pickers** – The Clerk informed the Council that two new litter pickers had now started on a job-share basis.

## **7.8 Media and Communications**

**7.8.1 Website report** – nothing to report.

**7.8.2 Police report** – No report received, however it was understood that there had been a recent attempted break in on Royston Road and that there had been a vehicle fire on the back road to Barley.

## **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 08.10.2019 was £100,970.34

Petty Cash £25.00

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

£18,360.00 – NHDC – Half Year Precept

£48.00 – Jemmett – Hire of Community Room

£40.00 – Coomes – Hire of Community Room

£1,543.75 – Royston Town FC – Final Contribution

£50.00 – Sanger – Hire of Community Room

£40.00 – Agouropoulo – Hire of Community Room (Yoga)

### **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 £68.00 – EDF – Electricity Pavilion

DD £13.00 – Affinity Water – Water Pavilion

CHQ 102830 £5,000.00 – Friends of Barkway Church – Restoration Appeal (S137 Expenditure)

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

CHQ 102831 £421.63 – HMRC – PAYE/NI Qtr 2

CHQ 102832 £1,041.38 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance

CHQ 102833 £108.75 – Abby Chisnall – Litter Picking Sept

CHQ 102834 £77.50 – Roz Danter – Cleaning/Bookings Clerk Pavilion September

CHQ 102835 £170.00 - T S Drake – Grass Cutting & Pitch Maintenance Sept

CHQ 102836 £360.00 – PKF Littlejohn – External Audit Fees 2018/19

CHQ 102837 £55.00 – M Thornton – Qtrly Cleaning Bus Shelters + Windows RR & Pavilion

CHQ 102838 £223.90 – Catharine Toms – Clerk’s Expenses \*  
CHQ 102839 £85.00 – R Bonfield – Pavilion Maintenance

\*

£5.27 – Amazon – Litter Picker  
£15.99 – Amazon – Black Sacks  
£7.99 – Amazon – Adhesive Tape (Neighbourhood Plan)  
£0.60 – Parking (Neighbourhood Plan)  
£62.58 – Herts Display – Printing (Neighbourhood Plan)  
£38.50 – Waitrose – Refreshments (Neighbourhood Plan)  
£21.96 – W H Smith – Stamps  
£4.29 – W H Smith – Stationery  
£15.98 – Amazon – Black Sack Hoops  
£26.77 – Amazon – Hi-viz Barracade Tape (Bonfire Night)  
£23.97 – Amazon – Lights for Footpath (Bonfire Night)

**Parish Council – Pavilion Account:**

Bank Balance at 08.10.2019 was £286.38  
Receipts since last meeting: None  
Payments since last meeting: None

**Reading Room Accounts:**

Bank Balance at 08.10.2019 was £1,322.53  
Receipts since last meeting: None  
Payments since last meeting:  
DD – 40.00 – NHDC – Rates  
DD - £108.45 – Total Gas & Power - Electricity

**8.3 Update on Solar Farm funding for Barkway School towards resurfacing playground project** – Cllr. Baker had met the school business manager and had been informed that the re-surfacing would take place at half term and the painting of the markings would be done in December. The school was delighted to receive this support from the Parish Council and the Solar Farm fund.

**9. Correspondence:** A letter had been received from a resident living at the far end of Royston Road. Concern was about safety along Royston Road when his family were walking to school due to a lack of footpath and speeding vehicles. It was noted that correspondence had previously been received from another resident about this issue. Cllr. Hill informed the Council that it was a Locality project and that bore holes were due to be done to establish whereabouts of services and feasibility of putting in a footpath. The 30mph speed limit area could also be extended. Cllr. Dennis to talk to Highways at the meeting in November. **Action: WD**

**10. Items to be deferred to the next meeting** – Governance review. Quotations to fix wooden posts along Royston Road. Quotations for new door for Pavilion

**11. Date of next meeting:** Tuesday 12<sup>th</sup> November

There being no further business, the meeting ended at 9.05pm