

**Minutes of Barkway Parish Council Meeting
Held in the Community Room, Barkway on 9th July 2018 at 7.30pm.**

1. In attendance: Cllrs:
Dr G Frapporti (Chair)
Mr W Dennis (Vice Chair)
Mrs J Connolly
Dr R Davidson

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

Members of the Public: 7 members of the public were present.

2. To receive and accept apologies for absence: Dist. Cllr. Gerald Morris

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 - Standing Orders were suspended to allow a member of the public to address the meeting representing herself and two other residents regarding the appeal against planning refusal on land behind 9 High Street. She asked if the Council would reconsider its previous support for this application in view of additional information that was not previously available to the Council when the decision was made. She made reference to the NHDC Planning Officer's Delegated File Note on the case and detailed reasons why the refusal should be upheld by the Inspector. It was agreed to discuss this further at the appropriate point on the Agenda.

Standing Orders were then resumed.

6. Council Administration

6.1 To co-opt new Councillors - It was noted that a person had put themselves forward to become a Parish Councillor but were unable to attend the meeting as they were on holiday. It was therefore proposed by Cllr. Frapporti and seconded by Cllr. Davidson and agreed by all to co-opt Kristian Melson onto the Parish Council to take on the Sports and Recreation portfolio. **Action: Clerk**

6.2 Update on training session for Councillors - The Clerk reported that a bespoke HAPTC training session had been booked for Tuesday 17th July at the Pavilion between 7pm and 9.30pm. It would be basic Councillor training aimed at the new Councillors but would also be a good refresher for existing Councillors. There would also be some additional training included on Planning.

6.3 Update on audit and to receive report from the Internal Auditor - The Clerk reported that the Internal Audit was now complete. Information had now been sent to the External Auditors. The Internal Audit report concluded that the review found that effective systems were in place to ensure that the financial statements represented accurately the financial position of Barkway Parish Council and as a result there were no

issues arising that needed to be brought to the attention of the Council. The 30 working day period of public rights had commenced on 26th June and would finish on 6th August. During this time members of the public could inspect the financial records. The notice of Public Rights and the Financial Statements were currently on the notice board and published on the website.

6.4 To co-opt a new member of the Finance Committee and to set date for next quarterly meeting - Cllr. Connolly agreed to put herself forward to become a member of the Finance Committee. Proposed by Cllr. Frapporti, seconded by Cllr. Davidson and approved by all. A date for the next meeting would be arranged by the Clerk. **Action: Clerk**

6.5 To give consideration to creating a project/purchase specification sheet for new suppliers/tenders/projects to define project objective, required result and specification, which suppliers then agree to fulfil in full first time - Cllr Davidson requested that this item should be deferred until the next meeting as he had been unable to prepare anything due to time being spent on the current planning application for site BK3. Agreed. **Action: Clerk**

7. To receive updates from Portfolio Holders

7.1 NHDC Local Plan - update - No update to report, apart from the fact that Rand Bros. had now submitted an outline planning application for the whole of the BK3 site (see item 7.2.3).

7.2 Planning

7.2.1 To consider and if appropriate make comment on appeal against refusal of planning permission on land behind 9 High Street, Barkway - The Council, having listened carefully to the report read out by a resident in the Public Session (see item 5) after some discussion, it was proposed by Cllr. Davidson, seconded by Cllr. Frapporti and agreed by all that in view of the fact that it now transpired that the proposed development was outside the permitted Village Development Boundary that an objection on this planning application would be lodged. The Council was in agreement with the NHDC Conservation Officers findings and would recommend that the Appeal be rejected. **Action: RD/Clerk**

7.2.2 To consider and make comment on planning application: Listed Building Consent : Single storey rear and side extensions. Replacement single detached garage and internal alterations to first floor, with ancillary works, 19A High Street, Barkway, Royston, SG8 8EA - Case Ref No: 18/01133/LBC - The Clerk reported that the applicants had contacted her to let the Council know that this was a resubmission of a previous application that had since lapsed. The Parish Council had supported the previous application. It was also the Listed Building Consent for the application discussed at the previous month's meeting. After consideration of this application, it was proposed by Cllr. Davidson, seconded by Cllr. Dennis 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: Outline application on all matters reserved other than strategic point of access onto Royston Road and Cambridge Road for the erection of up to 140 dwellings and a new shop (A1 use) with associated public open space, landscaping and drainage. Land between Royston Road and Cambridge Road, Barkway, Hertfordshire - Case Ref No: 18/01502/OP - Standing Orders were suspended to allow members of the Local Plan Working Party to report to the Council. They had looked through many documents including those relating to the previous application for part of site BK3 in 2016, the Case Officer's report recommending refusal, and the Case Officer's report recommending

refusal for 25 homes on land between Mill Croft and the Mast Site and in addition the Parish Council's objection to NHDC regarding the inclusion of site BK3 into the Submission Local Plan. Between them they had covered the key points to be included. Cllr. Davidson agreed to pull together one document to respond to this Outline Application. As the deadline for submitting comment was 26th July, it was agreed that it would be circulated to all Councillors by email and agreed prior to submitting to NHDC. The document would then be ratified at the next Parish Council meeting. **Action: RD/All/Clerk**

It was reminded to all to encourage as many members of the public as possible to place objections. Main reasons for objections and template letters would be put on the website. Leaflets had been delivered to all properties in the Parish. An email would also be sent out to all those on the Opt-in database (some 85 people). **Action: Clerk**
Standing Orders were resumed.

7.3 Highways

7.3.1 Highways report - Cllr. Dennis reported that he had received notification from Herts County Council (HCC) regarding upcoming road works. He had requested that the information be placed on the website.

He informed the Council that he was still in discussion with HCC Gary Henning about the possibility of using the verges on Cambridge Road to create additional parking. HCC were not keen about this in areas where it would encourage cars to drive over a footpath to access the parking. It was thought then that maybe the parking could be created in areas that did not contain a footpath. County Cllr. Hill volunteered to discuss this matter with Gary Henning and report back.

It was noted that there was a significant water leak in the road at the junction of High Street, Cambridge Road and Royston Road. The Clerk informed the Council that she had already reported the fault.

7.3.2 Update on investigations regarding obtaining a weight restriction for the High Street - Cllr. Dennis had sent out an email to all villages along the B1368 but had only received a response from Braughing Parish Council. He had also contacted MP Sir Oliver Heald, who had acknowledged the letter but had not responded further with any information. Cllr. Dennis was going to compile a survey form which could be filled in by volunteers doing the traffic survey. He would send this round by email to all Councillors for comment before finalisation of the document. **Action: WD**

7.3.3 Update on replacement bus shelter on Royston Road / Periwinkle Close - It was reported that the bus shelter was now installed and operational. Although the bus timetable appeared to have gone missing.

7.4 Sports and Recreation

7.4.1 Update on Recreation Ground maintenance - The Clerk reported that Bullards had already deep seeded the goal mouths and centre circles but due to the dry weather conditions had not yet returned to fill with top soil.

A request had been received from the Football Foundation for statistics covering usage of the football facility over the past year. The Clerk to arrange for this to be completed. **Action: Clerk**

7.4.2 To receive and accept Installation Safety Certificate supplied by PlayQuest following installation of the new zip wire - It was agreed that the Clerk would email this to all Councillors as a PDF document and this matter could be deferred to the next meeting. **Action: Clerk**

There was still a need to place notices on the equipment indicating age range suitability if users were unsupervised by an adult. **Action: Clerk**

7.5 Community Property

7.5.1 Newsells War Memorial renovation update - It was reported that a site visit was still awaited by the War Memorials Trust.

7.5.2 Reading Room - maintenance update - It was reported that the Dodkins would hopefully soon be commencing work on the brickwork.

7.5.3 Pavilion maintenance update and to agree to finish work on changing room area floors - The Clerk informed the council that two quotations had been received to recoat the floor to make it less slippery. One sample test area was available to see and would be examined after the meeting. To recoat with this material would cost £563.53 + VAT. The alternative quotation, to paint the floor was £654.22 + VAT. It was agreed that work needed to be completed as soon as possible now as Royston Town FC were keen to re-start training for the new season. **Action: Clerk**

7.5.4 Update on proposal to install disabled access into the Recreation Ground and Pavilion - It was understood that Cllr. Baker was drawing up a plan and obtaining two quotations.

7.6 Environment

7.6.1 To receive tree survey report and agree any necessary immediate action recommended - Cllr. Frapporti informed the Council that 4 years on from the previous tree survey there was a new schedule of works recommended for the Parish Council owned trees. This would be reported on at the August meeting. **Action: GF**

7.6.2 Update on ownership of strip of land between 102 and 106 High Street - There was no news to report on this as yet from checking with the Environment Agency records. County Cllr. Hill mentioned that she could check with HCC Gary Henning and report back. The Clerk to send her a map indicating the area in question. **Action: GF/FH/Clerk**

7.7 Media and Communications

7.7.1 Police Report - Nothing much to report as crime level very low.

7.7.2 To discuss progress with 'Liaison with other villages' project - (this matter was covered in item 7.3.1)

7.8 Special Projects - update on installation of a defibrillator in the former phone box in the High Street - Cllr. Connolly reported that she was almost ready to place the order but had a few things that needed further clarification. The order would then be placed with a covering email. On a Managed Scheme through the Community Heartbeat Trust, there was a requirement for a weekly check on the equipment, in case it had been used and not reported. As a small village she would suggest that ideally it would be checked on a weekly basis and results logged. She also needed advice on how best to organise the necessary Community Awareness Training for up to 50 people (over 50 people would incur a small charge but it was uncertain how much this would be). It was considered that an article could be placed in the Diary and on the website to try and ascertain levels of interest. **Action: JC**

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 09.07.2018 was £87,342.46

Petty Cash £25.00

Receipts since the last meeting:

£60.00 - Strachan - Hire of Pavilion and Community Room

8.2 To authorise payments to be made:

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 £10.00 – Affinity Water – Direct Debit - Water Pavilion

Approval of payments to be made at meeting:

CHQ 102648 £45.00 - M Thornton - Window Cleaning
CHQ 102649 £17.00 - NALC - LCR Annual Subscription
CHQ 102650 £39.05 - Jewson Ltd - Maintenance materials for Pavilion
CHQ 102651 £93.50 - R Bonfield - Maintenance Rec.
CHQ 102652 £930.00 - K Hobson Ltd - Installation of Bus Shelter
CHQ 102653 £300.00 - Carol Willis - Internal Audit Fee
CHQ 102654 £480.00 - Acacia Tree Surgery Ltd - Tree Survey
CHQ 102655 £210.00 - T S Drake - Grass Cutting Rec. June
CHQ 102656 £310.30 - Stationery Cupboard - B4B printing and general stationery
CHQ 102657 £274.30 - HAPTC - Bespoke Councillor Training in Barkway
CHQ 102658 £35.00 - CDA for Herts - Annual Subscription
CHQ 102659 £912.30 - Catharine Toms – Clerk’s Monthly Salary + Office Allowance
CHQ 102660 £75.00 - Abby Chisnall - Litter Picking Jun
CHQ 102661 £63.75 - Roz Danter - Cleaning/Bookings Clerk Pavilion Jun
CHQ 102662 £64.05 - Catharine Toms - Clerk's Expenses*

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£12.95 Amazon - Vacuum Cleaner Bags for Pavilion
£23.98 123-Reg - Domain Renewal
£13.20 Timpson - Keys cut for Pavilion
£13.92 Barley Stores - Stamps

Parish Council - Pavilion Account:

Bank Balance at 09.07.18 was £406.38
Receipts since the last meeting: None
Payments since the last meeting: None

Reading Room Accounts:

Bank Balance at 09.07.18 was £978.20
Receipts since the last meeting: None
Payments since the last meeting:
£39.00 - DD - NHDC Rates
£139.83 - Total Gas and Power - Electricity Reading Room

9. Correspondence: Appreciation was shown to Reed Parish Council for their recent support in placing an objection to the Outline Planning Application for site BK3.

10. Date of next meeting: Monday 13th August

There being no further business, the meeting ended at 9.00pm