

**Minutes of Barkway Parish Council Meeting
Held in the Community Room, Barkway on Tuesday 9th July 2019 at 7.30pm.**

1. In attendance: Cllrs:

Mr K Melson (Chair)
Mr W Dennis (Vice Chair)
Mr P Baker
Dr J Magill
Ms J Cox

Also present: Mrs C Toms (Clerk/RFO)

Members of the Public: None

2. To receive and accept apologies for absence: Cllrs. Dr R Davidson (work commitments) and Mrs J Connolly (holiday). 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 - None received.

4. Minutes

4.1 To approve the minutes of the last meeting - Approved. **Action: Clerk**

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

The Chair announced that Cllr. Davidson had expressed his intention to resign from the Parish Council shortly due to increased commitments at work. Cllr. Cox agreed to take over the Corporate Governance portfolio and Cllr. Melson would continue looking after the Media and Communications portfolio until a new Councillor could be co-opted.

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

6. Council Administration and Governance

6.1 To note completion of Internal Audit and any comments within the report –
The Clerk reported that the Internal Auditor was satisfied that there were effective systems in place to ensure that the financial statements represented accurately the financial position of Barkway Parish Council. As a result, no matters had arisen which needed to be brought to the attention of the Council.

6.2 To consider draft anti-Corruption Policy

6.3 To consider draft Modern Slavery Policy

6.4 To consider replacing current Protection Policy with a Safeguarding Policy

6.5 To discuss progress on development of a new Risk Assessment document

Items 6.2-6.5 - Concern was raised that some of the proposed policies might not be necessary or appropriate for Barkway Parish Council. Care needed to be taken when using policies developed by other Councils to ensure that there were no mistakes carried forward or contradictions between policies. It was agreed that the Parish Council needed to take a step back and seek advice and guidance from both the District and County Councils and HAPTC as to which policies the Parish Council needed to have in place and whether there were standard policies available that could be used. Once it could be established what was needed then a schedule could be set up to list all policies and review

dates, that would then ensure going forward that all Governance documents were reviewed on a regular basis. Cllr. Magill agreed to work with Cllr. Cox as a Corporate Governance Working Party to deal with this. The Clerk to contact HAPTC to obtain a recommended list of Policies / Statements that Parish Councils should have in place.

Action: JM/JCox/Clerk

The matter to be reported on again at the August meeting.

7. To receive updates from Portfolio Holders

7.1 Planning

7.1.1 Report on status of S106 agreement - re: site BK3, should the development go ahead – There was nothing new to report as this was still being processed by the Planning and Legal Departments at NHDC.

7.1.2 To consider and make comment on planning application: Full Permission Householder : Single storey side extension and Ancillary works. Conversion of loft space to provide 2 rooms using rooflights.

6 Chapel Close, Barkway, Royston, Hertfordshire, SG8 8BY - Case Ref No: 19/01305/FPH - It was proposed, seconded and agreed by all that there was no objection to this application. The Clerk to respond to NHDC. **Action: Clerk**

7.1.3 Report on works being carried out to create a reservoir on Duke's land between Rokey Wood and Bush Wood – It was understood that the matter was back in the hands of NHDC pending submission by the applicant of a full planning application and various appraisal reports. In the meantime, work seemed to have stopped.

7.1.4 Update on enforcement re: mobile home on land south of Barkway – It was reported that an enforcement notice had been issued by NHDC and that this was being appealed. The matter was now in the hands of the Inspector.

7.1.5 Update regarding Anstey Quarry – It was reported that a letter had been received from the owner saying that he was working with Herts County Council to resolve matters and would keep the Parish Council informed of any new information.

7.2 Neighbourhood Plan - report from Neighbourhood Plan Committee meeting Weds 12th June - (see Appendix A). The meeting had been mainly about planning for the next Local Green Space & Views Open Day. Cllr. Magill raised her concern that photos taken in Nuthampstead included views of her property and as such would need to declare a pecuniary interest when decisions were made on selection of photos to be used. It was possible that she could apply for a dispensation. The Clerk to check this out with HAPTC and the Monitoring Officer at NHDC and advise. **Action: Clerk**

It was noted that the second grant application of £5,190 had been successful, so £9,000 in total had now been received from Groundwork UK to help pay the costs of developing the Neighbourhood Plan.

7.3 Highways

7.3.1 Report from recent liaison meeting with Highways – This meeting had not yet taken place. Cllr. Dennis and the Clerk to arrange a date with Cllr. Hill and HCC Highways. **Action: WD/Clerk**

7.3.2 To note complaint received and agree any action to alleviate disruption along Royston Road caused by Contractors vehicles working on the Millcroft site – It was noted that matters had seemingly improved along that stretch of road since the complaint had been received. It had been suggested that the complainant could approach the site manager regarding the inconsiderate parking by the contractors.

It was agreed that the Parish Council should write a letter to NHDC Planning Dept. to ask that they ensure that the building companies / site managers respect existing residents during the construction phase of these new developments by allowing residents to continue life as peacefully as possible. It would be asked that the level of building must

be compatible with the availability of on-site parking for contractors and vehicles. If the building company was part of the Considerate Builders Scheme there would already exist a Code of Conduct which they would need to follow. Cllr. Dennis and the Clerk to draft a letter to NHDC in order to set expectations should site BK3 go ahead. **Action: WD/Clerk**

7.3.3 To note complaint received and agree any action about drains now blocked with straw (particularly by the War Memorial) – The Clerk reported that this was a seasonal issue and would talk to HCC Highways with regard to unblocking that particular drain and changing the drain cover to try and prevent further blockages. **Action: WD/Clerk**

7.4 Sports and Recreation

7.4.1 Pitch maintenance – The goal mouths had been filled with more top soil and re-seeded. Generally, both pitches looked in good condition and no further maintenance was considered necessary at present.

7.4.2 Update on progress to find football clubs to use facilities from August onwards – Cllr. Melson reported that he was still in contact with the FA who were on the look out for teams who might like to use the facility. Quite a few local clubs had expressed an interest but only Royston United and the Vets had confirmed and would be playing their home matches there from August, with Royston United training on Wednesday evenings for the next two months. Royston United had booked a tournament to be played at Barkway on Sunday 28th July.

It was agreed that some strimming and tidying up was now required around the boundaries of the Rec. and along the Pavilion driveway. The Clerk to contact Mr Bentley to ask him to carry this out as soon as possible. **Action: Clerk**

7.5 Community Property

7.5.1 To consider quotations received for renewal of fencing and gate to the Rec. – Cllr. Baker reported that he had only managed to obtain one quotation so far, from Mr Poulton. To fit new gate and post £500.00. To fit 7 new wooden posts along Royston Road £550.00.

It was agreed that another quotation would be obtained. **Action: PB**

7.6 Environment – It was noted that Herts County Council had now renewed the bridge on the footpath leading from Burrs Lane but advised that they now planned to fit new side handrails but the footpath had in the meantime been re-opened. They would also get the path included on the schedule for grass cutting next year.

7.7 Media and Communication

7.7.1 Website report - Cllr. Melson had carried out further work tidying up the website and removing old news. Work was ongoing. **Action: KM**

7.7.2 Police Report – There had been nothing to report for Barkway.

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 09.07.2019 was £90,841.24

Petty Cash £25.00

Receipts since the last meeting:

£80.00 – Tanton – Hire of Community Room

£32.00 – Agouropoulo (Yoga) – Hire of Community Room

8.2 To authorise payments to be made

Approval of payments since last meeting:

DD 66.81 – Nest – Pension
DD 7.20 – Sage Software – Monthly Subscription
DD 17.44 – Castle Water – Waste Water Pavilion
DD 68.00 – EDF – Electricity Pavilion
DD 9.00 – Affinity Water – Water Pavilion

Approval of payments to be made at meeting:

CHQ 102797 421.63 – HMRC – PAYE Apr-Jun
CHQ 102798 40.00 – HAPTC – K Melson Training Course
CHQ 102799 110.50 – R Bonfield – Pavilion & Play Area Maintenance Jun
CHQ 102800 230.00 – T S Drake – Grass Cutting & Pitch Maintenance Jun
CHQ 102801 100.00 – Heckford Norton – Refund of Deposit
CHQ 102802 300.00 – Carol Willis – Internal Audit 2018/19
CHQ 102803 55.00 – M Thornton – Cleaning Pavilion/RR/Bus Shelters
CHQ 102804 252.00 – Catharine Toms – Clerk’s Expenses – Gravelmaster – Bark for Play Area
CHQ 102805 25.47 – K Melson – Cllrs Expenses – Mileage to Training Course
CHQ 102806 1,041.38 – Catharine Toms – Clerk’s Monthly Salary + Office Allowance
CHQ 102807 75.00 – Abby Chisnall – Litter Picking Jun
CHQ 102808 82.50 – Roz Danter – Cleaning/Bookings Clerk Pavilion Jun

Parish Council – Pavilion Account:

Bank Balance at 09.07.2019 was 286.38
Receipts since last meeting: None
Payments since last meeting: None

Reading Room Accounts:

Bank Balance at 09.07.2019 was 1,502.66
Receipts since last meeting:
CR – 500.00 – Barkway Parish Council – for Electricity
CR – 402.62 – Barkway Parish Council – for Rates
Payments since last meeting:
DD – 40.00 – NHDC – Rates
DD – 244.97 – Total Gas and Power – Electricity

8.3 Update on request from Barkway School for funding towards resurfacing playground from Solar Farm Community Contribution Fund.

– Cllr. Baker had been to meet the Headteacher to discuss the project in detail. After some discussion it was proposed, seconded and agreed in principle to support the project as the disintegrating condition of the surface of the playground had become a safety issue and as such it was considered to be a good use of money from the Community Solar

Farm fund. Authority would be delegated to Cllr. Baker to sort out the finer details, including that the specification of work proposed was suitable and that both the tarmac surfacing and the playground markings would carry a three year guarantee. Resolved. **Action: PB**

8.2 To consider grant application from Barkway Chapel for churchyard maintenance – The Clerk reported that the Chapel had applied for a grant of £200 towards the cost of their churchyard maintenance. This was the same amount as had been awarded last year. Accounts had accompanied the application. The budget for the year had allowed for a £200 grant for the Chapel. It was proposed, seconded and agreed by all to award the grant. Resolved. **Action: Clerk**

9. Correspondence: A complaint had been received regarding a huge pile of soiled hay piled up against a telegraph pole by the entrance to the stables at Burrs Lane. It was agreed that as a business the owners had a duty to dispose of their waste in the correct manner. It was agreed that Cllr. Melson would try and speak to the owner of the business. **Action: KM**

10. Date of next meeting: Tuesday 13th August

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