

**Minutes of Barkway Parish Council Meeting**  
**Held in the Reading Room on 12 December 2011 at 7.30pm.**

- 1. Present:** K McCormick (Chair for meeting)  
S Alsop  
A Terry  
J Cockerton  
S Taylor  
J Dalton  
A Murphy

Also present - District Councillor: G Morris

- 2. Apologies:** None
- 3. Councillor's Declaration of Interest:** None
- 4. 4.1 Minutes:** Approved and signed as read  
**4.2 Matters Arising:** None

**5. Public Session**

Residents Shirley Streeter and Val McGow made a joint presentation to the Parish Council on the Parish Council Welcome Pack initiative.

The Public Session was then closed.

Vince Styles a Parish Council adviser, gave an update on the current position of the Village Emergency Plan, which he had worked on whilst being a Parish Councillor. Due to time constraints he reported that he was unable to progress this further and it was agreed that a current member of the Parish Council should take this project over. He kindly agreed to do a brief handover. Thanks were given to Vince for taking the time to attend the meeting.

**6. Council Administration:**

**6.1 Election**

**6.1.1/2 To elect a Chair and Vice Chair:** It was agreed to defer this until the January meeting.

**6.2 Corporate Governance**

**6.2.1 To adopt new Financial Regulations** – These were duly approved and adopted.

**6.2.2 To adopt new Risk Assessment** – It was agreed to defer this until professional advice had been sought. SA/CT

**6.3 Update from Town and Parish Council Conference** – Cllrs. Alsop and Murphy had attended. It was reported to have been most informative, particularly for Parish Councils.

**7. Website and Communication:**

**7.1 Items for inclusion on website** – A reminder was given to all to ensure that the website contained current information. Items suggested for inclusion were the NHDC Christmas bin collection schedule, street cleaning schedule and the Bulletin. CT

It was noted that currently only our Webmaster, Gordon Baker, was able to maintain the village website. Cllr. Cockerton and the Clerk volunteered to be trained in the website management. **JC/CT**

**7.2 The Bulletin** – It was reported that this would be ready for printing the following day. Volunteers were asked to help with distribution. **CT**

**7.3 Parish E-mail Address Database** – Cllr. Murphy reported that he had made a start on this. **AM**

## **8. Portfolio Updates**

### **8.1 Planning**

#### **8.1.1 Planning Applications Received:**

It was reported that no new applications had been received. It was noted that Planning had been approved for both Highfield Farm and the Wind Turbine at Nuthampstead, with conditions. It was reported that the application for the Shooting Ground at Nuthampstead was now due to go to consultation on 17<sup>th</sup> January.

**8.1.2 Naming of the Wheatsheaf Development:** – After discussion, it was agreed that two suggestions would be put forward: 1) Chapel Close, 2) The Meadows. The Clerk to e-mail North Herts DC and Finlay Wood at Rowan Homes. **CT**

**8.2 Youth Affairs** – Cllr. Cockerton reported that the children from Barkway School, in conjunction with the Architect from Rowan Homes, were to design the proposed Village Garden on the Wheatsheaf Development, with a Jubilee tree being planted as a central point. It would take the form of a competition with a winning design. It was noted that when the development was finished, the village, in conjunction with the residents, would be responsible for the ongoing upkeep of the garden.

### **8.3 Highways**

**8.3.1 Update on School Markings** – Cllr. Dalton reported that the School would need to decide what was required in terms of area and times of restrictions. It was noted that installation of yellow lines would be expensive but white lines, although a cheaper option, were unenforceable. Cllr. Morris reported that he had spoken to Simon Young at Herts County Council who had informed him that evidence of a consultation with parents and neighbours was needed before further progress could be made. **JD/KM/JC**

**8.3.2 Update on Royston Road / High Street** – It was reported that Herts Highways had agreed to extend the ‘no waiting’ white lines to the Reading Room and paint a ‘SLOW’ on the road going southbound.

Cllr. Dalton and the Clerk had met with Mr and Mrs Collins at Little Dunstables, who had agreed to trim back their hedge that had overgrown onto the Highway. Cllr. Dalton to send them a letter summarising the discussion and convey the information to Herts Highways. **JD**

It was noted that thanks to information from Cllr. Morris, we had been able to apply for an allocation of salt for use in Barkway this winter.

Cllr. Dalton reported that he had inspected the overgrown footpath between Cokenach and the Penns and had managed to clear this in places. It was agreed, as Herts County Council had no funds to rebuild this path, that users of the path could be asked to volunteer to help clear it. **JD**

**8.3.3 Update on Section 106 Project – Bus Shelter** – It was reported that this had now been installed and apart from a bit of tidying up, due to be done that week, it was all finished. It was suggested that there should be an opening ceremony.

### **8.3.4 Speedwatch – Nothing to report.**

Cllr. Morris suggested that perhaps more notice should be made of the fact that the Greenwich Meridian line cuts through the Reed Joint. He also suggested that some thought could be made to having some signs in the village and surrounding area depicting places and buildings of particular interest. **JD**

Cllr. Morris departed from the meeting at 9.05pm, thanks were given to him for taking the time to attend.

**8.4 Grants and Funding Update:** Cllr. Murphy reported that the Rural Grants Programme would continue into 2012.

## **8.5 Environment**

**8.5.1 Section 106 Project Update – Village Pond Area:** Cllr. Alsop reported that the spare soil from the installation of the bus shelter had been transported to the pond area. Some more chicken wire was to be installed on the jetty. A health and safety check was to be carried out on the Wagon Wash and Pond areas. **SA/AM/CT**

**8.5.2 Wagon Wash** – Posts with reflectors had now been installed at either end.

**8.5.3 Barkway House Ponds** – Cllr. Alsop reported that he had met with the foreman who had assured him that the rubble at the bottom of the pond would ensure that the pond would hold and retain water.

Cllr. Alsop also reported that he had identified two areas, steps on footpath 20 and steps to bridleway 17, where P3 grant monies still held, could be used.

It was also noted that CPRE were asking about planting trees for the Jubilee, an area was suggested at the bottom of the Recreation Ground. **SA**

Cllr. Alsop requested approval for the purchase of a Dog Bin for Church Lane. This was agreed. **CT/SA**

## **8.6 Property and Leisure**

**8.6.2 Update on Section 106 Project – 5-aside Pitch** – It was reported that this equipment was now safely stored in the Pavilion and would be installed in the Spring.

**8.6.3 Report on Football activities** – Cllr. Terry reported that all was running well.

**8.6.3 Playground Inspection** – it was noted that the recent inspection had highlighted some minor issues that needed addressing relating to chains and seats on some equipment but that the Aerial Slide had been condemned. It was agreed that this should be cordoned off immediately to stop further use. As a priority, all items needing attention should be identified and equipment ordered. It was reported that replacement rubber mats for under the roundabout were arriving shortly. **AT/CT**

## **8.7 Community Liason**

**8.7.2 Police Report** – No report available.

**8.7.3 Joint Police and Parish Council Surgery** – held on Saturday 19<sup>th</sup> November, Cllr. Murphy reported that PCSO Chris Brabrook had attended but no members of the public had shown up.

**8.7.3 Section 106 Project Update – Reading Room** – Cllr. McCormick reported that the kitchen units had been fitted and that there were now only a few

remaining items to sort out before the project would be considered complete. Holders for display of information, a storage cabinet to replace the current one (loaned by the Police) and it was also suggested that improved lighting was needed. **KM/CT**

**8.7.4 Welcome Pack** – Councillor McCormick updated the meeting on the current status of this Council initiative and invited members to review information available and forward suggestions to him for inclusion. The Council project will then be brought before the next meeting for approval. Following Council approval, a final meeting will be called of the Parish Council Working Group for the Welcome Pack initiative to distribute copies of the document and to thank the participants for their work.

**8.7.5 Red Telephone Box** – Ideas were invited for the January meeting. **All PC**

**8.7.6 Village Emergency Plan** – An item for the next meeting. **CT**

## **8.8 Pavilion Project and Parish Plan**

**8.8.1 Update on progress with Pavilion Project** – Cllr. Taylor reported that this was now out to tender with a deadline of 23<sup>rd</sup> December.

**8.8.2 Update on review of Parish Plan** – It had been agreed that the original people involved with the Plan should be consulted again and would hopefully incorporate new ideas including future planning issues for the village.

## **8.9 New Projects**

**8.9.1 Update on planning of Queen's Diamond Jubilee Celebrations 2012** – It was reported that there had been a disappointing turnout from the village to the last meeting. There was an urgent need for individuals and organisations to get involved. All the essential items had been booked and the Parish Council would be asked to consider at the January meeting, the expenditure on a commemorative flagpole and commemorative gifts. The next Jubilee Committee meeting was due to be held on 12<sup>th</sup> January. It was agreed that Nuthampstead Village should be asked to join Barkway in the celebration and that the Clerk would invite representatives to the forthcoming meeting. **CT**

**8.9.2 To discuss a proposal to obtain and display a range of maps/plans on the wall in the Reading Room** – Cllr. Murphy reported that he had spoken to Sandra McDonald who would have examples and quotations available in the new year. **AM**

Cllr. Dalton suggested that the Parish Council could consider 'Twinning' Barkway with another village of historic and conservational interest in Europe. It was agreed that Cllr. Dalton should research this further and report back. **JD**

## **9. Finance:**

### **9.1 Update of proposed 2012/13 budgets and agreement to Precept Application**

The figure proposed for the Precept Application had been set by the Finance Committee at £22,000. The amount had been calculated to provide funds for what was needed to run the village, provide a free Jubilee celebration event for all in 2012 and maintain an essential reserve of funds.

The Precept Application was approved by the Parish Council.

### **9.2 Update on current financial position:**

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

The Parish Council bank balance at 12.12.2011 was £18,118.91

Receipts since the last meeting:

£1,000.00 – HAPTC – Jubilee Grant Award

£96.00 – Barkway & Barley FC – Football Fees

£428.25 – Pavilion Project – Reimbursement Building Control Fees  
£2.19 – Barclays – Interest

Payments since last meeting:

£12.00 – Veolia – Direct Debit Water Pavilion  
£28.00 – Eon – Direct Debit Electricity Pavilion  
£11.22 – A10 Timber Co. – Posts for Wagon Wash  
£100.00 – Linda Gittins – Deposit for Déjà vu for Jubilee Event

**9.3 Payments authorised at the meeting:**

£44.00 – Tony Terry – Expenses – Paint for white lining pitches  
£70.00 – Arthur King – Path clearance  
£167.99 – Viking Direct – Filing Cabinet for Reading Room  
£30.00 – HAPTC – Training Course – Clerk  
£30.00 – S Scott – Grass Cutting Heritage Verge  
£8,832.00 – Littlethorpe of Leicester – Bus Shelter  
£75.00 – Paul Covill – Installation of cabinets and maintenance in Reading Room  
£60.00 – Gary Dearman – Installation of posts at Wagon Wash  
£550.00 – Catharine Toms – Clerk’s Monthly Salary + Office Exps  
£75.00 – Thomas Bentley – Street Cleaning x 5 weeks  
£125.55 – Catharine Toms – Clerk’s Expenses Claim  
£56.40 – NHDC – Playground Inspection  
£97.00 – SLCC – Annual Subscription

**Reading Room Account:**

Bank Balance at 12.12.11 was £334.40

Receipts since the last meeting:

COIF Interest £26.01  
Bank Interest £0.01

Payments since the last meeting:

£27.00 – Eon Direct Debit for Electricity

**10. Correspondence:**

HAPTC – Information on ‘Plan Your Place’ workshops, Cllr. Cockerton agreed to attend. **JC/CT**

**11. Date of next meeting:** Monday 9th January in the Reading Room at 7.15pm for 7.30pm start.

There being no further business the meeting ended at 9.55pm