

Minutes of Barkway Parish Council Meeting
Held in the Reading Room on 14 November 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:** County Councillor: A Hunter

- 3. Councillor's Declaration of Interest:** J Cockerton (Planning – Highfield Farm),
S Alsop (Planning – Highfield Farm)

- 4. 4.1 Minutes:** Approved and signed as read
4.2 Matters Arising: None

- 5. Public Session: There were no residents present**

6. Council Administration:

6.1 Corporate Governance

6.1.1/2 To adopt new Financial Regulations and Risk Assessment: It was agreed to defer this until the December meeting. **CT/AM**

6.2 Training – It was agreed that the Clerk should investigate the possibility of having a ‘New Councillors Training’ session run by HAPTC hosted in Barkway and invite other local village Parish Councillors to attend, thereby reducing the cost to Barkway. **CT**

The Clerk requested the Council's approval to attend a forthcoming HAPTC course on ‘Finance for Small and Medium Councils’ at a cost of £30. This was agreed.

6.3 Code of Conduct – The Council were all reminded of the importance of adhering to the adopted Code of Conduct and in particular the need to state any declarations of interest and to read the minutes carefully prior to approval at Parish Council meetings.

6.4 Advance notice of elections in December for Chairman and Vice-Chairman – The Parish Councillors were asked to give due consideration to these vacant posts.

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. It was proposed and agreed that the Clerk would talk to Gordon Baker about the feasibility of listing current planning applications on the website, initially on a trial basis for 3 months. **CT**

7.2 Items for the Bulletin – Articles to be submitted for inclusion: Jubilee Celebration (**SA**), Pavilion Update (**ST/KM**), Reading Room Book Exchange (Rosie Ellis), Barkway Playgroup update (**JC**).

7.3 Consideration of proposal to create Parish email address database – this was discussed and considered that it would give ease of communication to the village but would be dependent on willingness of people to co-operate by providing address details. Cllr. Murphy agreed to trial this. **AM**

8. Portfolio Updates

8.1 Planning

8.1.1 Planning Applications Received:

Land off London Road – Objection Lodged

Bonds Garage – Approval Given

Redevelopment of Glass Houses Adjacent to Pump House – as information only just received, Cllr. Cockerton to investigate further and report back. **JC**

District Councillor Morris gave the Council an update on various current planning applications.

8.1.2 Flag Pole – Cllr. Cockerton reported that no planning permission would be required for a flag pole. An estimated cost, including installation would be £570. It was agreed to take this idea forward. **JC/SA**

8.2 Youth Affairs – Cllr. Cockerton reported that Wheatsheaf developers Rowan Homes were talking to the School about a competition for the children to design the proposed garden space.

It was reported that the School was now taking children at an earlier age, this was putting the future viability of Playgroup in jeopardy.

8.3 Highways

8.3.1 Changes to Highways Funding – Cllr. Dalton reported that he had attended the Joint Member Panel - Highways Meeting. It was learnt there would be no new money in the Highways budget and that the Parish Council would need to be clear and focussed on necessary Highway requirements and any special projects would need to be discussed with County Councillor Tony Hunter, who would have a £100k budget available.

It was reported that Cllr. Dalton and the Clerk had attended a meeting with Gary Henning and Dave Standen from Highways where various ongoing issues from the previous quarterly meeting were discussed and new issues were raised.

Various issues included:

Poor state of footpath from Cokenach to the Penns – Highways to apply weed killer in the Spring.

Dangerous Royston Road junction – white lining proposed from outside the Shop to the Reading Room. Overhanging hedge causing poor visibility – the householder was to be approached with regard to cutting back. **JD/CT**

Parked cars on Royston Road (Cllr. Dalton declared his interest in respect that he is a customer of Walsh's Garage) – Cllr. Dalton reported that he been to see Mr Walsh to discuss the issue and that he had received a co-operative response. The Council agreed that Cllr. Dalton should continue this dialogue in order to try and build a good relationship. **JD**

School Markings – it was understood that yellow lining could cost up to £5,000. The cost of white lining would be investigated. It was agreed by all that a local consultation should be carried out to establish exactly what was wanted. District Councillor Morris agreed to pursue this on our behalf with HCC.

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

Enhancement of Barkway signs at entrances to the village – Highways informed us that it would be a very expensive project.

It was proposed that a meeting should be arranged with County Councillor Tony Hunter to discuss some of the above ideas. The Clerk to arrange. **CT**

8.3.2 Street Cleaning – It was proposed that the dates of Street Cleaning could be publicised on the website as currently parked cars prevented Highways from doing a thorough job.

8.3.3 Priority Highways Projects – the Council were asked to give some thought on which projects should be prioritised.

8.3.4 Section 106 Project – Bus Shelter – the Clerk reported that this would be installed imminently. **CT**

8.3.5 Speedwatch Update – it was agreed to defer this item until the next meeting.

8.4 Grants and Funding Update: It had been decided not to apply for the Rural Grant Fund this time, as this was an annual grant (although applications cannot be made two years running) and with the Pavilion Project in mind, it was thought that an application could be made next year.

Cllr. Murphy reported that he had attended an informative meeting with Alan Fleck and Stuart Izzard at NHDC. The Council were requested to think about how the S106 monies from the Bond's Crescent could be used.

8.5 Environment

8.5.1 Section 106 Project Update – Village Pond Area: It was reported that the bench and picnic table had been ordered but delivery delayed until the area had been prepared. A specification was now being drawn up and quotations would be sought for the work required. **SA**

8.5.2 Wagon Wash – Posts with reflectors were due to be installed at either end.

8.5.3 Newsells War Memorial Rededication Ceremony – it was reported that this had gone very well. Newsells Park Stud had agreed that they would continue to maintain the Memorial. The Parish Council conveyed their thanks to Sandra McDonald and Sue Sanders who had carefully cleaned the front of the Memorial in order that the names could be read.

Cllr. Alsop reported that there were still concerns over the condition of the ponds at Barkway House. As part of flood prevention measures it was imperative that these ponds be retained. Cllr. Alsop to visit the site again. **SA**

8.6 Property and Leisure

8.6.1 Update on Section 106 Project – 5-aside Pitch – It was reported that this was now ready to install.

8.6.2 Report from Bonfire Night – Cllr. Terry reported that the event had gone very well. The fireworks purchased had been good value, providing a magnificent display and a bucket collection on the evening had raised £278.09. The Youth Club had donated £65 from the proceeds of their soup and cake stall to the Pavilion Project. The

Council gave their many thanks to Cllr. Terry, Vince Styles and all the team of helpers on the night.

Football matches played on Remembrance Sunday – it was agreed that Cllr. Terry should approach the Football Association to request, as a matter of respect, that the football does not in future start until after 11.15pm on that day. **AT**

8.7 Community Liason

8.7.1 Police Report – Apologies were received from the Police as they were unable to attend the meeting.

8.7.2 Joint Police and Parish Council Surgery – being held on Saturday 19th November, Cllr. Murphy had volunteered to be in attendance. **AM**

8.7.3 Section 106 Project Update – Reading Room – It was reported that the new filing cabinet had arrived and that the kitchen units were due to be delivered and fitted shortly. **KM/CT**

8.7.4 Welcome Pack – It was agreed to defer this until the next meeting.

8.7.5 Red Telephone Box – It was agreed to push this project forward now. **KM**

8.8 Pavilion Project and Parish Plan

8.8.1 Update on progress with Pavilion Project – Cllr. Taylor reported that two meetings had taken place in the last month. A specification had now been agreed (a Sport England standard specification and using a more eco bio-mass heating system) and it was due to go out to tender within a few days. Once quotations were available, the funding gap would become more apparent and grants could then be sought. **ST/AM**

8.8.2 Update on review of Parish Plan – Cllrs. McCormick and Taylor to meet up and discuss how to progress this. **KM/ST**

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. A draft programme of events had been devised and village organisations would be asked to take ownership of various aspects. The Council was asked to consider a spend of approx. £2000 towards this event and whether souvenir gifts should be made available. Cllr. Alsop to prepare an article for inclusion on the website and in the Bulletin. **SA**

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 explained his idea to the Council and it was agreed that he should investigate this further and report back in due course. **AM**

9. Finance:

9.1 To receive finance reports from the Clerk:

9.1.1 Financial review and proposed 2012/13 Portfolio budgets and Precept application:

The Clerk (further to a meeting of the Finance Committee) provided the Parish Councillors with actual figures to date, projected figures to 31st March 2012 and a first draft budget for 2012/13. It was requested that Portfolio holders might provide more specific data in order that the budget could be finalised at a further Finance Committee meeting prior to the December Parish Council meeting where approval of the Precept application would be requested.

9.1.2 Update on current financial position:

Parish Council Account:

The Parish Council bank balance at 14.11.2011 was £26,956.63

Receipts since the last meeting:

£228.00 – Buntingford FC – Football Fees

£38.00 – Kingsleys FC – Football Fees

£450.00 – Pavilion Project – Reimbursement Planning Fees

£278.09 – Bucket Collection – Bonfire Night

Payments since last meeting:

£12.00 – Veolia – Direct Debit Water Pavilion

£28.00 – Eon – Direct Debit Electricity Pavilion

£350.00 – Barkway VCC – Grant for Churchyard maintenance

£175.00 – Barkway Chapel – Grant for Churchyard maintenance

£1,239.73 – Glasdon Ltd – Picnic Table and Bench – S106 Pond Project

£513.90 – NHDC – Building Control Application – Pavilion

£550.00 – Firework Crazy – Fireworks for Bonfire Night

9.1.3 Payments authorised at the meeting:

£32.18 – Jewson Ltd – Materials for Recreation Ground maintenance.

£30.00 – HAPTC – Training Course – Clerk

£130.00 – T S Drake – Grass Cutting Recreation Ground

£16.50 – Royal British Legion – Wreath for Remembrance Day

£974.40 – Broxap Ltd – 5-a-side Football Equipment S106 Project

£450.00 – Catharine Toms – Clerk's Monthly Salary + Office Exps

£60.00 – Thomas Bentley – Street Cleaning x 4 weeks

£380.69 – Catharine Toms – Clerk's Expenses Claim

Reading Room Account:

Bank Balance at 14.11.11 was £335.38

Receipts since the last meeting: None

Payments since the last meeting:

£27.00 – Eon Direct Debit for Electricity

9.2 Agreement to the Clerk's salary change – further to a review of the Clerk's working hours and consultation with HAPTC, it was agreed by the Council that the Clerk's salary should increase from £420 to £520 per month with effect from 1st November 2011.

10. Correspondence:

HAPTC – Information on subscriptions for 2012

11. Date of next meeting: Monday 12th December in the Reading Room at 7.15pm for 7.30pm start.

There being no further business the meeting ended at 9.55pm