

Minutes of Barkway Parish Council Meeting
Held in the Reading Room on 20 September 2011 at 7.30pm.

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

Also present - District Councillor G Morris
Speedwatch Co-ordinator A Harris

- 2. Apologies:** None

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

- 4. 4.1 Minutes:** Approved and signed as read.

4.2 Amendment of Minutes relating to May and June Parish Council meetings:
The Council approved the proposed amendments relating to Councillor's declaration of interest.

- 4.3 Matters Arising:** None

- 5. Public Session:** No one present.

District Councillor Gerald Morris was welcomed to the meeting.

Cllr. Morris expressed his concern over the Nuthampstead Shooting Ground Planning Application due to the impact that it may have on Barkway High Street with the extra HGV traffic. Cllr. McCormick agreed to write to Herts County Council on behalf of the Parish Council and send a copy letter to Richard Tiffin at NHDC. **KM**

The Parish Council was informed that Barkway Golf Club in Nuthampstead was now in the process of putting in a Planning Application for a small wind turbine. It was agreed that the Parish Council would write a letter of objection. **CT/KM**

Thanks were given to Cllr. Morris for attending the meeting.

- 6. Council Administration:**

6.1 Corporate Governance – To adopt new Financial Regulations: Following a further suggested amendment it was agreed to defer this adoption until the October meeting. In addition it was agreed that the Risk Assessment should now also be reviewed and this would also be adopted at the October meeting. **CT**

6.2 Councillor Vacancies – The Clerk reported that several people had expressed an interest in becoming a Parish Councillor. Interviews would be taking place early the following week with the aim to fill the two vacant posts by Co-option at the October meeting. The Portfolio areas were discussed and reaffirmed.

6.3 Members Code of Conduct Training – It was reported that Cllr. Alsop and the Clerk had attended this course at NHDC and that it had been most informative.

- 7. Website:** - Cllr. McCormick reported that our Webmaster Gordon Baker was concerned that he was not receiving regular up to date information for inclusion on the website. It was agreed that the Clerk should relay any new information on a regular basis.
CT/KM

8. NH Partnership Rural Community Pot – Grant Application. Several ideas were discussed for this application, including a possible computer and internet facility for the Reading Room, a Diamond Jubilee Commemorative item for the village or assistance for Speedwatch equipment. All these fitted some of the set criteria. Cllr. Alsop agreed to finalise this application before the deadline of 23rd Sept. He also agreed to attend the Parish Council Networking Meeting at Weston in October in order to present our application. **SA**

9. HGV Traffic: Cllr. Terry reported that he was concerned about the increasingly large volume of HGV's passing through Barkway and had investigated whether it would be possible to have a weight restriction imposed on the B1368, however it appeared that this would be unworkable. The Clerk agreed to chase up Herts County Council who were currently conducting a road network survey to determine the most efficient transport routes through the County, which would hopefully then influence the makers of SAT NAV equipment to take Barkway off their recommended routes. **CT**

10. Portfolio Reports

10.1 Planning and Highways:

10.1.1 Planning endorsed by Parish Council – 140 High Street.

10.1.2 Up date on Wheatsheaf Meadow House redevelopment – all seemed to be going well. Cllr. McCormick agreed to draft a letter to Jarvis Construction to commend them on their co-operation and communication with the village. **KM**

10.1.3 Bus Shelter S106 Project update – the Clerk reported that she had progress chased this (and would continue to do so) and that we were still awaiting a quote for the installation to be submitted to Highways before the final order could be placed. It was hoped to have the project completed by mid October. Cllr. Alsop requested that any topsoil removed during installation be utilised for the enhancements to the village pond area. **CT**

10.1.4 Speedwatch. Tony Harris reported to the meeting that the Speedwatch team were doing exceedingly well. There were now 14 members but would still welcome others to join. The equipment was still being borrowed from the Police and as such may at some point have to be returned or replaced. The Parish Council agreed to continue to chase up about the grant that had been applied for. Grateful thanks were extended to Tony Harris and his volunteers for all their hard work. **KM/CT/GB**

10.1.5 Update on School Markings. There was nothing new to report. Cllr. Morris agreed to talk to Herts County Council and Cllr. Tony Hunter to see if progress could be made on this.

10.1.6 To approve moving of disabled sign from High Street to Periwinkle Close – this was deferred until Cllrs. Alsop and McCormick were able to inspect the sign in its current location. **SA/KM**

10.1.7 Landscape Character Assessment – Local Community Value. The Parish Councillors inspected plans of the Barkway area and discussed areas of significance that could be mentioned. Cllr Alsop to prepare a report on behalf of the Parish Council and respond to NHDC by 30th September. **SA**

Planning Applications received since the Agenda was finalised but needed to be responded to before the next Parish Council meeting:

Owls Wood Cottage, Newsells Village – retrospective planning permission for chimney – no objection.

Highfield Farm – the plans were inspected and it was decided that more information was needed before the Parish Council could respond. **KM**

The Mast Site (formerly RAF Barkway) – the plans had only arrived that day. Cllr. Cockerton to review and report back. **JC**

10.2 Young Persons Affairs: Nothing to report.

10.3 Environment:

10.3.1 Update on S106 Project – Pond Area. Cllr. Alsop reported this project was due to commence shortly. S106 monies had now been received. Quotations were being sourced for the planned work, which included a tidying up of the pond area, installation of the furniture and further restoration of the jetty. It was noted that the Contractor would be required to ensure safety of the site under the duration of the work.

10.3.2 Update on Newsells War Memorial restoration – Cllr. Alsop reported that the works had been completed by the Newsells Park team and all that was left to arrange was to see if the names could be reinstated on the stonework. Newsells Park had agreed to continue to maintain this Memorial. Cllr. Alsop suggested that a Rededication Service could maybe take place following the Remembrance Day Service in Barkway. **SA/KM**
Thanks were given to Newsells Park for their work in this restoration and for the ongoing maintenance of the Memorial.

10.4 Community Liason

10.4.1 Police – Cllr. Terry who had been in attendance at the recent Parish Council/Police Surgery had reported that PC Marina had mentioned that the recent crime rate in the area was low. The Clerk reported that a letter had been written from the Parish Council to the Police HQ and the Chief Inspector at Royston to thank them for the truly valued support that Barkway Village receives from PC Marina and PCSO's Brabrook and Rainbird.

10.4.2 Update on S106 Project Reading Room – Cllr. McCormick reported that a S106 funding application was due to be made to provide further facilities for the Reading Room. **KM/CT**

10.4.3 Red Phone Box – The Clerk reported that the adoption of the Phone Box by the parish Council was now all complete and that the telephone equipment had been removed by BT. It was agreed that it needed a good clean. Ideas for its future use included it becoming an information centre and the possibility of having a defibrillator in there. Tony Harris agreed to supply information on acquiring this equipment. **KM/CT**

Other matters reported by Cllr. McCormick: He reported that former Parish Councillor Gordon Baker was still interested in helping the village and was very willing to work as an Advisor on issues such as Grants and the Website. The Parish Council welcomed his support and were all agreed that Mr Baker should become an official Parish Council Advisor.

10.5 Property and Leisure

10.5.1 Update on S106 Project – 5 aside pitch. It was reported that S106 monies had arrived and this equipment had been ordered.

10.5.2 Contracts for hire of the football pitches. Cllr. Terry reported that Contracts had been sent out and invoices sent for the friendly games played.

10.5.3 Bonfire Night – Cllr. Terry reported that a new site had been identified as suitable for the bonfire, within the Parish Council owned land. The building of the bonfire was to be tightly regulated to ensure the content was safe. The date of the event

would be decided shortly and it was agreed that the Risk Assessment should be reviewed.

AT/JC/CT

Other matters reported by Cllr. Terry were that the repainting of the swings had been done and the stepping stones all reset. Andrew Murphy had kindly made new wooden seats for the picnic table, which just now needed painting. Samples of matting for under the roundabout had been sourced. Some repairs were needed to the wood round the Fort prior to the forthcoming annual Playground Inspection. **AT**

10.6 Pavilion Project and Parish Plan

10.6.1 Pavilion Project - Cllr. Taylor reported that Planning Permission had now been received for the revised plans. A specification was being drawn up with the help of David Connolly and it was hoped to bring the project in for just under £100k. As the funds in place now amounted to approx. £75k, there was still a £25k shortfall. Cllr. Taylor to meet with Gordon Baker to discuss possible means of extra grant funding. **ST**

10.6.2 Parish Plan – Cllr. Taylor reported that it was hoped to produce a brief update of what had been achieved on the Parish Plan and identify what was still outstanding. It was estimated that 50% had been achieved. An update was aimed to go out with the December edition of the Bulletin. **ST**

10.7 New Projects – Queen’s Diamond Jubilee Celebrations 2012

The next meeting was due to take place on 28th September. Cllr. Alsop reported that there had been a lot of interest shown by villagers. The next step was to ask the Jubilee Committee to compile a plan and produce a budget.

11. Finance

11.1 Financial Report & 11.2 Payments to be authorised:

Parish Council Account:

The Parish Council bank balance at 20.09.2011 was £31,948.39

Receipts since the last meeting:

£1,190.40 – NHDC – S106 Monies ‘Informal Open Space’
£50.00 – Barkway Village Hall – Contribution for electricity Music on the Rec
£0.83 – Barclays – Interest
£12,000.00 – NHDC – Half Year Precept
£125.00 – NHDC – S106 Monies ‘Pitches Sports’
£961.25 – NHDC – S106 Monies ‘Pitches Sprts’
£83.50 – Barkway School – Jewson Hire
£220.00 – Royston Town FC – Football Fees

Payments since last meeting:

£21.00 – Eon - Direct Debit Pavilion Electricity
£10.00 – Veolia – Direct Debit Water Pavilion
£1,260.00 – Play Quest Adventure – Deposit Team Swing
£250.00 – Barkway & Barley FC – S137 Grant
£2,940.00 – Play Quest Adventure – Balance Team Swing
£129.46 – Gordon Baker Exps – Web Hosting Fee
£30.00 – HAPTC – New Councillor Training
£114.00 – Zurich Municipal – LCAS Renewal Fee
£60.00 – Thomas Bentley – Street Cleaning x 4 weeks
£450.00 - Catharine Toms – Clerk’s Monthly Salary + Office Exps

£28.00 – Eon – Direct Debit Pavilion Electricity
£10.00 – Veolia – Direct Debit Pavilion Water
£28.00 – Eon – Direct Debit Pavilion Electricity

Payments to be authorised at this meeting:

£450.00 – Catharine Toms – Clerk’s Monthly Salary + Office Exps
£75.00 – Thomas Bentley – Street Cleaning x 5 weeks
£152.09 – Catharine Toms – Clerk’s Expenses
£100.20 – Jewson Ltd – Barkway School, Equipment Hire
£342.00 – BDO LLP – External Audit Fee
£200.00 – Gary Dearman – Maintenance Play Equipment Rec.
£195.00 – Tim Drake – Grass Cutting Rec. x 3
£96.00 – Tony Terry Exps – Rec. Maintenance – Paint for lines

Reading Room Account:

Bank Balance at 20.09.11 was £129.38

Receipts since the last meeting:

£26.01 – COIF interest
£56.48 – Eon – Refund of Electricity charges

Payments since the last meeting:

£19.00 - Eon Direct Debit for Electricity
£27.00 – Eon Direct Debit for Electricity

The Clerk requested authorisation to transfer £250.00 from the Parish Council Account to the Reading Room Account in order pay the Rates bill and to provide money for the up keep of the Reading Room. This was agreed by all.

It was requested that a date be set for the next Finance Meeting. The aim of the meeting would be to look at the current financial position and at the budget in order to prepare for the Precept application for 2012/13. The clerk agreed to propose a date. **CT**

The Clerk presented the audited Annual Return for the year ended 31st March 2011 to the Council for approval and acceptance. As a result of the audit there were no matters arising that needed the Council’s attention. The Notice of Completion of Audit had been placed on the Noticeboard for a period of 14 days. The Council approved and accepted the Annual Return.

11.3 To consider and approve Grant applications from Barkway Chapel and Barkway Church – As the Grant Application from the Church had only just arrived, the Clerk agreed to review this and report back at the next meeting. The Grant Application from the Chapel was still awaited. Cllr. Cockerton to contact the Chapel Treasurer Mary Webb. **JC/CT**

12. Correspondence:

1. Mrs Stokes – Complaint
2. Stuart Izzard – Community Development Manager at NHDC – asking for 3 themes that they would like to ask questions on at the North Herts Parish, Town and Community Council Conference in November. To be submitted by 30th Sept.

13. Date of next meeting: Monday 10th October in the Reading Room at 7.15pm for 7.30pm start.

There being no further business the meeting ended at 9.55pm