

**MINUTES FOR THE MEETING OF BARLEY PARISH COUNCIL  
HELD AT THE TOWN HOUSE ON MONDAY 1<sup>st</sup> OCTOBER 2018**

**1. Present**

Cllr Jerry Carlisle, Cllr Ian Turner, Cllr Peter McPartland, Cllr Yvonne Lee, Cllr Mel Chamblings, Mr Tim Martin (RFO), District Cllr Gerald Morris, County Cllr Fiona Hill, Mr Nick Shaw (Chairman of the Town House Management Committee), Mr Graham Clark who acts as police liaison on behalf of the Parish Council, Mrs Maryna de Klerk (Clerk).

Sgt Guy Westwood and 3 members of the public.

**2. Apologies**

Cllr Bill Sterland and Cllr Tony Hunter.

**3. Councillor's declaration of interest**

There were no declarations of interest made.

**4. Minutes of last meeting**

The minutes of the meeting held on the 3rd September 2018 were read and approved.

Proposed by Cllr Mel Chamblings and seconded by Cllr Ian Turner.

**5. Matters arising**

Sgt Guy Westwood who forms part of the local policing team for Royston and Royston Rural updated the meeting on general policing matters to be aware of. Such matters include being vigilant especially during dark winter months when in general crime tends to surge. Consider installing 'dusk to dawn' external lighting and use timer switches in your home to control internal lights, radios and a simulated TV. Cllr Lee asked where one could obtain general advice from the police to which Sgt Westwood advised to look on the Hertfordshire Constabulary website - <https://www.herts.police.uk/Information-and-services/Advice/Advice>. He further stated that anyone of his team including PCSO Chris Brabrook, PCSO Penny Tomsett and PC Mark Ellwood could also assist.

In general, thefts from vehicles, particularly tools in vans and garages and sheds are a continual problem. Sgt Westwood suggested owners consider PIR motion sensor alarms, which can be fitted in the home and into vehicles. A PIR sensor measures infrared light that is reflected off moving objects that emit heat. They are commonly used to detect movement of people and animals to trigger alarms and security lighting. SelectaDNA, allows users to mark your property with a liquid, the unique DNA codes are then registered on a secure database. The codes allow police to identify property, link criminals to crime and help to have stolen property returned to rightful owners. Royston Safer Neighbourhood Team also has equipment which will allow officers to engrave tools free of charge to help make them more easily identifiable and less attractive to thieves. Officers will also be able to mark possessions with brightly coloured paint or ultraviolet paint.

Cllr Jerry Carlisle asked about follow-ups by the Police with residents increasingly concerned that where the issue reported might be considered a small crime they don't always get a positive response or visit from the Police. Sgt Westwood responded by explaining that in May 2018, Royston Police moved across to using a new piece of software which is shared with 11 other forces. This software allows forces to share

information which other forces using the same software can then see and respond to. Where units from other forces are closer to a reported incident, they can then be called upon to assist. Sgt Westwood did also mention that there is an ongoing difficulty with finding locations which are very remote; however, as part of their ongoing work to make things easier e.g. to pinpoint the exact location of a reported hare coursing incident, they are, alongside the Royston Fire department, looking into the what3words app which is a really simple way to talk about location in that the app divides the world into a grid of 3m x 3m squares and assigned each one a unique 3 word address. This means anyone can accurately find any location and share it more quickly, easily and with less ambiguity.

*County Cllr Fiona Hill arrived at 20:16*

Cllr Ian Turner asked Sgt Westwood if there's a mandatory timeframe within which the Police have to respond to reported incidents. Sgt Westwood stated that there are many factors involved in assessing and prioritising incidents to determine how quickly an incident is responded to. He continued by explaining that at the time an incident is reported the call handler in making an assessment will consider the Threat, Harm, Risk, Investigation, Vulnerability and Engagement associated with the incident. Once a T.H.R.I.V.E. assessment has been conducted, it will be graded as requiring either an emergency or a nonemergency attendance. Sgt Westwood continued by providing a few brief examples of how call handlers might derive at a decision of the grading of a reported incident;

#### Emergency Response

An emergency response could for example encompass circumstances where an incident is reported which is taking place and in which there is, or is likely to be a risk of danger to life; use of or immediate threat of use of violence; serious injury to a person; serious damage to property. Where the incident relates to an allegation of criminal conduct, it could typically be graded as an emergency if the crime is, or is likely to be serious, and in progress; an offender has just been disturbed at the scene; an offender has been detained and poses, or is likely to pose, a risk to other people. Where the incident relates to a traffic collision, it will be dealt with as an emergency if it involves or is likely to involve serious personal injury; the road is blocked or there is a dangerous or excessive build-up of traffic. Where the above circumstances do not apply, an incident will still be classified as an emergency if the circumstances are such that a police call handler has strong and objective reasons for believing that the incident should be classified as an emergency; force deployment priorities require an immediate response.

The call handler will provide an estimated time of arrival, where appropriate, of getting to the person in need safely and as quickly as possible.

#### Non-Emergency Incident

An incident will be classified as non-emergency if it does not meet the emergency criteria outlined above. The consequences of classifying the incident as a non-emergency means only that the police response may not be immediate, and may encompass a range of solutions, some of which do not require the attendance of an officer. A non-emergency incident attracts three levels of initial response: Priority; Scheduled appointment; Resolution without deployment.

Cllrs Carlisle and Cllr Turner steered the conversation to the Hertfordshire Neighbourhood Online Watch Link (OWL) in raising concern that although OWL is intended to provide watch members with the latest information, local alerts and crime prevention advice sent by email, telephone or SMS, we as users generally find that alerts are far and few between and in many instances we only read about incidents that happened within our

area a month or more later when it is published in the Police newsletter. Sgt Guy Westwood concurred that alerts of at least local burglaries should be sent out through OWL and that he will endeavour to look into it.

*Mr Nick Shaw (Chairman of the Town House Management Committee) arrived at 20:32*

Cllr Carlisle asked Sgt Westwood for an update on speed checks in the Village. Sgt Westwood explained that unfortunately although they do what they can, there just are not enough resources available for more frequent speed checks to be carried out. He mentioned that there was a speed check carried out last week but that no tickets were issued.

Cllr Carlisle informed Sgt Westwood that our speed camera grant application submitted to the Police and Crime Commissioner is being delayed, likely to until the end of the year. He further informed that we are working on a one page condensed addendum to add to the grant application that will contain recent data of top speeds captured by the cameras in Barley. With the grant we are hoping the Police Commissioner can release some funding to aid our purchase of an approved speed camera which will capture valuable information for the Police to use in combating the continuing battle against speeding vehicles through the village and therein provide some relief to the need for manpower to do manual speed checks.

Cllr Lee posed the question of who within the Herts Police Force would be able to give us clarity as to the type of camera approved by Herts Police that would be acceptable to purchase, Sgt Westwood suggested Mr. Guy McLaren.

County Cllr Fiona Hill confirmed that the PCC's Road Safety Fund opened for applications on 28 September 2018. The fund will be open for a period of six weeks, closing on the 9th November and is open to any organisation that can contribute to improving road safety across the county. Public sector, voluntary sector, community groups and businesses can apply; and bids reflecting a partnership ethos are particularly sought.

Sgt Westwood mentioned he thinks the PCC is looking at new ways of capturing and monitoring information on speeding vehicles without allocating resources they don't have at the present time. However Sgt Westwood confirmed that he is committed to continue to do speed checks as and when he has the resources to do so.

Cllr Carlisle thanked Sgt Westwood for his continued support and attending the meeting.

*Sgt Westwood & Mr Graham Clark, who acts as police liaison on behalf of the Parish Council, left the meeting at 21:00*

Following a request from members of the public who attended last month's meeting, for the Council's assistance to address with Richmond's garage the issue of bus horns that are sounded at all hours of the day and night as well as the issue of the amount of time that bus engines have been allowed to idle, Cllr Carlisle reported that he had spoken to Mr. Andrew Richmond who informed that Richmond's now have a better piece of kit available from which they can monitor when coach drivers sound coach horns and that they have a standing instruction for coach drivers to test the coach horns outside the Village.

So far as running the engines are concerned, Mr. Richmond assured Cllr Carlisle that they don't run coach engines any longer than what is necessary and mentioned that they had an incident recently whereby someone from the Village confronted coach drivers about a running engine which in the end turned out to be that of an Oil delivery lorry.

Mr. Richmond further informed Cllr Carlisle that in the interest of all parties involved, he will be speaking with neighbours directly to understand whether they feel that things have improved over the last number of weeks.

In regard to refurbishing of the Bogmoor/Shafterhoe road sign, Cllr Carlisle reported that he had received a quotation for the refurbishment but that it was too expensive. He would obtain another quotation which he will then send on to District Cllr Gerald Morris.

Cllr Carlisle asked the Clerk for an update regarding any applications received following Cllr Chamings notification to the Council last month of her intention to resign. Due to a misinterpretation by the Clerk of the process that needs to be followed when placing notices of Councillor vacancies, advertising of the position did not take place during September. Cllr Carlisle explained that informal advertising of a vacancy on the Parish Council on for example social media pages and Village notice boards are allowed as Cllr Chamings resignation would usually be considered a "casual resignation". We need to advertise that there is a vacancy on the Parish Council and seeking applications from anybody who may be interested in joining the Council. The Clerk was asked to put that process in hand to include the Diary, village notice boards and Facebook.

## 6. Planning

**Case ref: 18/02290/FPH: Full Permission Householder & Case ref: 18/02325/LBC: Listed Building Consent : Works to existing garage to facilitate conversion into habitable space.**

**Wheelwrights, High Street, Barley, Royston, Hertfordshire, SG8 8HX**

Barley Parish Council have no objection to this application subject to the converted garage being used only in connection with the use and occupation of the main dwelling.

**Case ref: 18/02299/FP: Full Planning Permission : Erection of 10no. residential dwellings and provision of car parking area with all associated landscaping and ancillary works (as a revision to application 17/02316/1 approved on 30/05/18).**

**The Gables, High Street, Barley, Royston, Hertfordshire, SG8 8HY**

Barley Parish Council unanimously resolved as follows:-

Barley Parish Council objects to this application and in arriving at their decision wish the District Council to take the following comments into account:-

While Barley Parish Council strongly opposed the grant of planning permission for this site on the various grounds set out in our submissions to NHDC in respect of the previous planning applications for the site, we acknowledge that the principle of development on this site has been established by virtue of the grant of consent ref 17/02316/01. However, the grant of that consent does not give the applicant carte blanche to increase the capacity and impact of the development further. Indeed the original application for residential development of this site was for 9 units and in the face of substantial opposition was withdrawn and then amended to the final form of the consented scheme of 8 units.

The application now under consideration is for 10 units - a 25% increase on the number of units for which consent has been granted. This will result in a minimum of 25% increase in traffic movements, a 25% increase in the impact on the Barley Conservation Area, of which this site forms an important part, and a consequent 25% increase in overall impact on the small village of Barley.

The applicant seeks to justify the increase in units by stating that it will be “.... a more efficient and effective use of the site without undermining its character and appearance....”.

We would point out that NHDC’s Conservation Officer in relation to the consented scheme considered a development of 8 units to be unacceptable and in his comments to the planning case officer advised that:- “...the proposal would harm the special character of the Barley Conservation Area, and to a lesser extent the setting of the adjoining listed property known as White Posts”. At that time the Conservation Officer found that the scheme failed to satisfy the provisions of the Planning (Listed Buildings and Conservation Areas) Act 1990 and the NPPF. Furthermore he stated “...the development will have a deleterious impact upon the “open” verdant character of this part of the Barley Conservation Area .... it will harm the perception that this is an edge of village transitional area, particularly when walking away from the village and into open countryside from the sunken “green lane” permissive path.”

Increasing the built form by the extent envisaged under this revised application can only compound these concerns, and increase the demonstrable harm to the Conservation Area and to the village.

It is noted that in order to accommodate this increased development, further amendments have been made to the access arrangements, resulting in the need to fell further trees and to remove a substantial part of the mature hedge and significantly reduce the height of the remainder, to the front of the doctors’ surgery. This will result in the site being opened up, with increased visual intrusion into the adjacent street scape and further detriment of the Conservation Area.

Much emphasis was placed in the arguments advanced by the applicant in support of the consented scheme around NHDC’s housing supply. Indeed a perceived deficiency in North Hertfordshire District Council’s housing supply continues to be an argument advanced by the applicant as a justification for the 25% increase in the size of the consented scheme as currently proposed. In this regard we would draw attention to the recent Appeal Decision for Land off Luton Road, Offley, Hitchin, determined on 31st August 2018. The Inspector addresses very pertinently both housing land supply and the weight to be applied to the emerging Local Plan. The Inspectors findings and conclusions are diametrically opposed to the views put forward by the applicant as justification for the increase in the size of the development now proposed for this site. In our view the Inspectors findings actually provide unequivocally clear grounds for refusal of this application.

Our comments in relation to the previous application(s) remain pertinent and it is the view of the Parish Council that this application will particularly cause:-

- significant demonstrable harm to the Barley Conservation Area, and
- a significant increase in traffic movements on and off the site of at least 25%, and thus
- severely compromise highway safety for the users of the surgery, for the residents of Barley, and road users generally through the village.

We would also comment on a matter of important detail in relation to the number of car parking spaces shown for staff and patients of the surgery. In our view between 4 - 6 of these spaces will be unusable and furthermore users of the surgery on foot at the front of the building (where the main entrance is) will be at risk of injury as there is no scope for the separation of pedestrians and motor vehicles.

We conclude by urging the District Council to consider the context of this application within the small village of Barley. This application may only be for an additional two units which, in an urban scheme in Letchworth, Hitchin or Royston for example, could perhaps be dismissed as being de minimus, but in a small village such as Barley it will have a substantial and detrimental impact.

*Barley may not have any specific housing allocations in the emerging local plan, but in recent years relative to its size it has seen considerable infill development, with in the order of 19 residential units being consented in the last 5 years.*

Barley Parish Council again urges the District Council to refuse this application.

*District Cllr Gerald Morris, County Cllr Fiona Hill left the meeting at 22:15*

Cllr Yvonne Lee requested the Council write to the developer to ask they confirm footpath boundaries in respect to the property to be known as Ginger Bread Cottage off Pudding Lane.

## 7. Financial Officers Report & Signing of Payments

Mr Martins (RFO), reported that the following payments are now due:-

### Barley Parish

CDA Herts	Subscription renewal 2018-19	£ 30.00
Tim Martin	RFO (September) & Stationary	£ 248.61
Maryna de Klerk	Clerk (September)	£ 354.00
J. King	Fencing repairs on the Plaistow	£ 255.00
Marks Gardening Services	Grass cutting, footpaths August	£ 70.00
Marks Gardening Services	Grass cutting, footpaths September	£ 57.50
PKF Littlejohn	External audit fee	£ 240.00
Hardcastle Burton	Payroll services for last quarter	£ 126.00
HMRC	PAYE due for the last quarter	£ 229.28

It was agreed that all of these payments should be made.  
Proposed by Cllr Turner, and seconded by Cllr Chamings.

### Barley Town House

Robin Saklatvala	Letting Officer fee for September	£ 67.50
Nick Shaw	Reimbursement re cleaning costs, projector screen & other materials	£ 433.64
Nick Shaw	Reimbursement re cost of new cooker	£ 1025.00
Carol Robinson	Cleaning (September)	£ 100.00
H.Frenay	Refund of deposit for event	£ 150.00

It was agreed that all of these payments should be made.  
Proposed by Cllr Turner, and seconded by Cllr Yvonne.

Regarding the annual audit for 2017-18 Mr Martin reported that he had heard back from the External Auditors PKF Littlejohn, everything was in order and had been signed off and they had no matters to report. Their invoice was £240 including vat. A notice of the Conclusion of the Audit as well as a copy of the Annual Governance and Accountability Return had been posted on the website and on the village noticeboard.

Mr Martins (RFO), updated council members on Bank Balances.

Mr Martin (RFO), reported that Came & Company responded in part to his previous queries in which he asked for clarification on terrorism cover and whether this was included or excluded from our Local Council insurance renewal, answering that terrorism cover now forms part of a separate policy.

## **8. Town House**

Mr Nick Shaw, Chairman of the Town House Management Committee reported that the Entertainment License was re-issued. He further reported that the new cooker was being delivered next week and asked whether the Council was going to try and recover some of the cost to which County Cllr Fiona Hill suggested a grant application be submitted as soon as possible as allocation of funds cannot be granted retrospectively. Mr Martins (RFO), will submit the application.

Mr Shaw, provided a brief outlook regarding bookings and read an email sent by Robin Saklatvala, Letting Officer of the Townhouse, in which she requested the Council to consider a small marketing budget which will be used to target specific audiences on Facebook to generate more interest and bookings for the Town House. The Council will need a proposed amount for such a marketing budget to consider. Mr Shaw will confirm an amount with Robin Saklatvala and report back. Mr Shaw mentioned that Robin Saklatvala is preparing a letter for the RFO asking people who used the Town House to do a review. Mr Shaw now has a checklist which will be used after a wedding or function held in the Townhouse, to inspect whether everything is as expected or where damages occurred. Mr Martins (RFO), reported that he updated the Council's website with Robin Saklatvala's new mobile number. An update of her new number may also be needed in the Diary.

During the meeting Mr Shaw handed two expense items for signs and a projector to Mr Martins (RFO).

Mr Shaw also reported that Darren had painted the Townhouse's outside windowsills and cleaned the gutters.

Mr Martin (RFO) made mention of an Environmental Health sticker that has now been stuck onto the Toyota GL52AWC abandoned in the Townhouse car park as well as of a slate tile / brick at the Townhouse which is loose and that needs looking into.

*Mr Nick Shaw, Chairman of the Town House Management Committee left the meeting at 21:32*

## **9. Recreation Ground**

The Parish Council received the annual RoSPA inspection report of the playground on 21/06/2018. Only a few low risk issues around the fencing and goal posts were reported. Subsequently on 08/08/2018, the Council then received another inspection report, this time from Fields in Trust. The latter report listed different issues to those listed on the RoSPA inspection report. Although Cllr Turner contacted Fields in Trust to determine why we've had an inspection from them as well, it is still to be clarified who instigated this and why their report should differ so much from that of our regular inspectors Play Safety. Cllr Lee proposed we seek clarification from those who did the initial inspection of equipment why the additional items referred to in the second report had not been identified. The Clerk was asked to investigate who the company was that signed off on the safety and quality of the playground equipment

after its installation and prior to first use. Mr Martin was able to confirm that after installation by Broadmead Leisure the final inspection had been carried out by a company called the Play Inspection Company and we had paid them £250+vat in November 2016.

Cllr Turner informed that the Tennis courts are being re-surfaced and that work is in progress.

#### **10. Health & Safety**

Nothing to report.

#### **11. Scout Hut**

Cllr Carlisle reported that he is hopeful to report on the status of the proposed new lease to the Scouts at the next meeting. Although the lease has been agreed and has been engrossed ready for signing, there were some typographical errors that Cllr Carlisle asked the solicitor to correct.

Cllr Carlisle reported that he expected the application to renew the planning permission for the proposed changing rooms to the rear of the scout hut to ready during the course of the next month.

#### **12. Correspondence**

No correspondence was received other than that already circulated via email.

#### **13. Any Other Business**

The Clerk informed the Council that she received an anonymous SMS on Sunday 30 September which read "BPC - agenda item: Please can the parish council ask the owners of the Manse to cut back all the overhanging trees and shrubs and clear up all the weeds and leaves from the footpath outside their property on Church End." Members at the meeting enquired about the property referred to in the message, instead suggesting it may be that the message intended to refer to The Manor. The Clerk will seek clarification.

Cllr Turner mentioned an enquiry on the Barley Village Facebook page asking about a defibrillator and the Council's intention if any to have one installed for the Village. Cllr Peter McPartland confirmed that a defibrillator is already installed in the Village and that it can be found on the side wall of the Doctor's Surgery. He further mentioned that one must ensure to take a mobile phone with you when intending to make use thereof as the door protecting it can only be unlocked by calling 999 who will then provide you with the door code immediately. This is to prevent vandalism and the defibrillator being stolen.

Meeting finished at 22:41

Next meeting 5th November 2018