



**Barley Parish Council meeting: 5th February 2024 at 8pm,
Town House, Church End, Barley.**

Meeting Minutes

PRESENT

1.1 Cllr Brian Haughey (Chair), Cllr Jerry Carlisle (Vice Chair) Cllr Alan Cayford, Cllr Ali Hearn, County Cllr Fiona Hill, District Cllr Morris, Parish Clerk Alice Robertson, RFO Lynn Brett and Nick Shaw.

IN ATTENDANCE

1 member of the public.

1. Apologies

1.1 Cllr Turner, Cllr King, Cllr Fiona Hill arrived late due to a Town Council Meeting.

2. Declarations of Interest

2.1 No declarations of interest were made.

3. Minutes

3.1 The minutes of the Barley Parish Council meeting held on 8th January 2024 were approved as a true and accurate record of proceedings. Proposed Cllr Cayford, Seconded Cllr Hearn.

4. Public Participation

4.1 No items raised.

5. Planning

5.1 **Ref: 23/02948/FP – Full Planning Permission:** Terrace of three 3-bed dwellings including creation of vehicular access off Picknage Road, parking and landscaping. Land North of 2 Millers Close, Picknage Road, Barley, Hertfordshire, 2024.

It was noted that the planning portal website is down and it's not possible to access the documents. Proper consideration of the application was therefore not possible. However, from an earlier look at the application before the website issues Cllr Carlisle advised that the accompanying documentation is factually incorrect. The planning application should reflect the policies in place under the recently adopted current Local Plan rather than those that applied under the old Plan when a pre application enquiry was made by the applicant some years ago and which is referred to in the application. There are also inaccuracies on the plans around the highway surface water pipe that runs along the whole of the frontage of the site to Picknage Road and the main foul sewage pipe which crosses the site which need to be considered. It was also noted that this site was previously rejected by NHDC for development when it was put forward by the applicant as part of the Local Plan Review. The Design and Access statement needs to be updated accordingly. Sight Lines on the Highway is also a concern due to other residents parking requirements and speeds seen through Picknage Road. Given the situation with the website being unavailable at the time of the meeting the Council agreed that the Clerk should request more time to respond to North Herts Planning Department.

6. Finance RFO report

6.1. To consider and approve payments for the Council.

Barley Parish Council

EXPENSES

| Payee | Amount | |
|-------------------------------|-------------------------|----------------------------------|
| Alice Robertson | £682.00 | Clerk Jan 24 |
| Lynn Brett | £675.72 | RFO Pay Dec23 & Jan 24 |
| Lynn Brett | £54.00 | Software charges 6m to 3/24 |
| Adcock | £294.00 | Maintenance visit 12.01.24 |
| Adcock | £91.20 | Maintenance visit 17.01.24 |
| NHDC | £643.87 | Emptying Dog bins 1.4.23-31.3.24 |
| PJ Robinson Electrical | £126.00 | Invest heater in defibrillator |
| TOTAL BPC for approval | <u>£2,566.79</u> | |

For Information

| | | |
|----------------------------------|-------------------------|--|
| HAPTC | £417.83 | Membership Subscription 2024-2025 pre-approved awaiting invoice April 2024 |
| Peninsula | £223.45 | Paid via DD |
| London Hearts | £750.00 | Defibrillator |
| Ali Hearn | £141.58 | Items for TH Defib apprvd Jan 24 meeting |
| TOTAL BPC for information | <u>£1,532.86</u> | PAID/PREVIOUSLY APPROVED |

INCOMES

Year to Date

| | | |
|--------------------------------|--------------------------|----------------|
| VAT refund | £2,048.73 | |
| Club Room | £11,073.11 | Rent & Ins BBP |
| NHDC precept | £29,400.00 | Final precept |
| CTRS Grant | £586.19 | |
| CDA Grant | | |
| Other incomes | £275.00 | Allotments |
| Donation from Barley Show | £3,500.00 | Re Marquee |
| Donation from Hertfordshire CC | £400.00 | Salt Bins |
| TOTAL BPC Incomes | <u>£47,283.03</u> | |

Bank Balances Held

Balance

Barley Parish Council

| | |
|------------------------|--------------------------|
| Main | £37,368.16 |
| Savings | £0.00 |
| TH Sinking Fund | £13,742.24 |
| TOTAL BPC Banks | <u>£51,110.40</u> |

Other Sections

| | |
|---------------------------|--------------------------|
| Barley Show Profit | £1,254.06 |
| Barley Show | <u>£12,820.98</u> |
| Barley Tennis Club | <u>£13,019.60</u> |

| | |
|--------------------------------|--------------------------|
| Precept Requested 23/24 | £29,400.00 |
| CTRS | £586.19 |
| Total | <u>£29,986.19</u> |

Proposer Cllr Carlisle, Seconder Cllr Cayford

6.2 To consider and approve payments for The Town House Charity (as Sole Trustee)

Barley Town House Charity

EXPENSES

| Payee | Amount | For |
|------------------------------|-------------------------|--------------------------------------|
| PJ Robinson Electrical | £115.20 | PAT Testing |
| PJ Robinson Electrical | £84.00 | Invest tripping fault |
| Barley Property | £160.00 | Supply & Fit Kitchen Tap |
| PJ Robinson Electrical | £509.11 | Call out toilet tripping problem |
| Brian Haughey | £82.54 | Expenses Keys chain lock & light |
| Dolly Vintage tea party | £200.00 | wedding attendance 2022 appr'd NShaw |
| Lynn Brett | £54.00 | Software charges 6m to 3/24 |
| TOTAL TH for approval | <u>£1,204.85</u> | TO APPROVE FOR PAYMENT |

For Information

| | | |
|--------------|---------|--|
| PNET | £25.99 | paid by DD |
| NHDC | | paid by DD (none Feb/march) |
| Octopus | £240.40 | Electricity supply DD monthly charge |
| Octopus | | Electricity supply DD Est £865 outstanding |
| Everflow Ltd | 37.93 | Water supply DD |

TOTAL TH for Information **£304.32** **PAID/PREVIOUSLY APPROVED**

INCOMES

| | Year to Date |
|-------------------------|--------------------------|
| Town House YTD | £22,361.61 |
| TOTAL TH Incomes | <u>£22,361.61</u> |

Bank Balances Held

| | Balance |
|--------------------------|--------------------------|
| Barley Town House | |
| Main | £33,831.75 |
| Deposits | £2,580.00 |
| Savings | £5,903.94 |
| | <u>£42,315.69</u> |

Deposits

| | |
|-----------------|-------------------------|
| Opening balance | £3,180.00 |
| Received | £0.00 |
| Refunded | -£600.00 |
| Trf to main ac | |
| Closing Balance | <u>£2,580.00</u> |

Proposer Cllr Carlisle, Cllr Hearn

6.3 Finance Notes

- The RFO confirmed she had issued the third quarter accounts for both the Parish Council and the Town House Charity and both were currently in surplus at this time.
- The RFO confirmed that the BPC expenses for the Adcock invoices for servicing the heating installation at the Club Room were recoverable from the tenant.

7. Reports from County/District Councillors

7.1 To receive a report from County Cllr Hill

Cllr Hill requested the Barley Highway Action Plan a week earlier to allow for all parties to have plenty of time to respond before each Parish Council meeting.

The Clerk advised Cllr Hill the white lines have disappeared at the Shaftenhoe End/Church End junction.

The Speed and Volume Survey will be scheduled to take place in Picknag in the next financial year. More details to follow.

There had been confusion over Drains and Street Cleaning responsibility. Cllr Hill confirmed that Drains are definitely HCC, Street Cleaning is definitely District's responsibility.

The Pothole reported at the entrance to the Butterfield estate has been filled today.

Libraries – The Winter reads Challenge runs out on Saturday 24th February with new initiatives constantly being introduced.

The Armed Forces Covenant Christmas Card competition winners are now being presented with their certificates and prizes.

King James Academy – Cllr Hill is working with authorities to get the children back into the school ASAP following the loss of their roof and damage from flooding in the recent storm.

Additional funding has been granted for new Special educational Needs (SEND) officers. The new officers are being recruited and going through inductions at the moment.

The Council have been very responsive on the fly-tipping issues with officials coming out within days of reporting, and are liaising with the landowners to help clear the sites in question.

Cllr Haughey advised that the VAS units in the village that show vehicle speeds haven't been maintained and are now not working. Cllr Hill to investigate.

7.2 To receive a report from Cllr Gerald Morris

Cllr Morris reported that street cleaning with the small street cleaning unit was completed in the village today.

Cllr Cayford commented that London Road hadn't been done.

The Gypsy Traveller survey sent round by NHDC was completed, advising no suitable sites in the area.

The proposed removal of seasonal leaf fall cleansing from the Street Cleansing Schedule is currently under discussion by NHC along with a proposal to remove the number of public litter bins by 30% across the county.

Waste collection decreasing to a 3 week collection with an additional bin for some recyclables, is also being discussed.

8. Reports from Working Parties, Committees and Portfolio Holders

8.1 Town House Charity

Nick Shaw reported that the Annual General Meeting took place on the 16th January 2024 where the following was discussed:

1. The provisional management accounts show a probable healthy surplus for the first 9 months of the financial year. 2024/5 is likely to be more problematic as we have had 2 weddings cancelled and one deferred for 12 months. 8 booked so far for this calendar year.

2. Electrics. The system has had some problems in the last week and it will be checked again in the hope of there being no failure over the weekend when the building is being used. Should the main fuse trip again it should be left off so that the electrician Peter Robinson can trace the fault.

3. Audio: It is hoped to have the new control boxes installed this financial year. It will be installed by Ian Turner and Brian Haughey who will then ask the electrician Peter Robinson to check and approval it.

4. H & S. We await more instructions from the Parish Council. Alan Cayford to sort out what is displayed on the notice board, add other documents that may be needed and display a copy of the insurance certificate.

5. Locks: It was proposed that we would install a new electronic door locking system because the doors are left unlocked so often. Quotations are to be sought with advice on system requirements. It was proposed to be fitted to all 3 exterior doors and be operated by cards, fobs or codes.
6. Hot water: It was agreed that we would convert control of the water tanks and thermostat to an app. Nick Shaw to discuss with electrician Peter Robinson.
7. It was agreed that we would provide a useful supply of washing up materials for the kitchens but only disposable materials to avoid risks of cross infections and laundering. Nick Shaw to place order for materials.
8. Nick Shaw observed that the Barkway Village Hall may be forced to close which could lead to increased bookings.
9. Nick Shaw to put up a sign to reiterate that the exit behind the curtain is an emergency exit.
10. AW and Brian Haughey will add their names to the Whatsapp group when invited to do so but the group is only to be used for information addressed to the whole group.
11. Alan Cayford to replace light bulb to fitting inside male toilet.

No further comments made.

8.2 Plaistow & Green Areas

Cllr Haughey advised the fallen branch in the Plaistow area will be cleared by Tim Drake in the coming days.

8.2.1 Report on Playground

No report available as Cllr Turner is not present due to illness.

8.2.2 Plaistow Fence Replacement

Weather has forced a delay, but the fence will be installed in the coming days.

8.2.3 Footpath between Church End and Plaistow

Cllr Cayford confirmed that we are still waiting to hear from HCC Countryside and Rights of Way that they will cover the cost to replace the surface of the footpath in the next financial year. A specification of what is proposed is also awaited.

8.2.3 Bench Mapping for the probation Service

Cllr Cayford has mapped 40 benches and next stage is getting materials together. Cllr Haughey and Cllr Cayford to liaise on next steps.

9. Clerks Report

- 9.1 The council agreed to adopt the new Equal Opportunities policy previously sent round. Clerk to action and upload to the website.
- 9.2 The Clerk will also draft a new safeguarding and bullying policy.
- 9.3 HCC Salt Bins still haven't been filled. Cllr Hill advised she will chase.
- 9.4 A meeting with Peninsula's Area Manager had been set up for the 8th Feb to review the issues around the Health & Safety Documentation required.
- 9.5 The Tennis Club agreement is ongoing, we are still waiting on a response from the Tennis Club Committee.
- 9.6 Trees in Plaistow – The Gardening Club confirmed they will be planting a flowering cherry. The Parish Council will need to source another tree to replace the dead sapling.
- 9.7 A quote is needed to mend the allotment fence gate post that came down in the recent wind.
- 9.8 Bullards responded with a quote for the next financial year. Cllr Hearn asked whether it was necessary to cut the footpaths as often. The Clerk was asked to get another quote for comparison.

10. Items of Correspondence

- 10.1 The Air Ambulance – it has been decided we will not donate to the Air Ambulance on this occasion.

11. Date of next Barley Parish meeting and items for the agenda

The date of next Parish Council Meeting which will be 4th March 2024 commencing at 8pm.

Contact: Alice Robertson, Clerk to Barley Parish Council
Barley.parishclerk@gmail.com