**BARLEY PARISH COUNCIL**

**Minutes of meeting of Barley Parish Council**

**held at the Town House on Monday 2nd March 2020**

1. **PRESENT**

Cllr Jerry Carlisle (Chair), Cllr Ian Turner, Cllr Yvonne Lee, Cllr David King, Cllr Brian Haughey, Cllr Bill Sterland.

1. **IN ATTENDANCE**

Mel Chammings (Clerk), Tim Martin (RFO), District Cllr Morris, County Cllr Fiona Hill, District Cllr Tony Hunter

2members of the public.

1. **WELCOME AND APOLOGIES.**

No apologies were required.

1. **DECLARATION OF INTEREST**

No declarations of interest were made.

1. **APPROVAL OF MINUTES**

The Minutes of the meeting held on 3rd February 2020 were read and approved subject to comments from Cllrs. Turner, King and Haughey about the drafting of the objection to application 19/03064/FP. Their view was that the case had been overstated although Cllr Haughey had previously confirmed he had no comments to make. Cllrs Carlisle and Lee wished it to be noted that they had drafted the response to NHDC in good faith, following the discussion at the meeting.

Proposed by Cllr Turner and seconded by Cllr Haughey.

**.**

**6. MATTERS ARISING FROM MINUTES 3rd March 2020 MEETING**

The clerk was asked to report on the action log which had been distributed with the agenda papers.

Cleared actions

1. Helen Leitch replied to Cllr Lees comments, expressing her concern about the lack of depth in the Conservation Statement. Basically she said that the statements were intended to be high level and that if the Council wanted more they could commission and pay for it themselves.
2. The clerk sent the deer sign locations as requested by County Cllr Hill. These would be installed in the next financial year.
3. The new tables, to replace the wooden ones, were delivered on 25/02/2020. Jean Elford took receipt of the old tables and made a donation of £100 to the town house funds.
4. Unfortunately Neil Drage was no longer able to continue with the Town House alarm checks. A new company had been sourced and contract agreed. **(see agenda item 7)**
5. The Flower Show committee were consulted about the new marquee. They had no objections. The flower show requirement was for 60x30 foot.
6. Cllr Lee provided a report on the purpose and process of Neighbourhood Planning. In addition she detailed a number of alterative planning arrangements. Consideration of this work would be on the agenda for the next meeting.

Action carried forward

1. Mr Dogget responded positively to the request re ownership of the land and ditch maintenance on the field behind Draytons. He also said that he was positive that the ditch on the land on the lane, off Picknage Road running to the Waterworks belonged to Anglian Water and that he would attempt to clarify that. The Clerk would continue to follow this up.
2. Work on the broken kissing gate on footpath 17, adjacent to the Lovely View horse field was outstanding although it had been temporarily repaired. It was also noted that the stile to the field adjacent to the Plaistow and the footpath that crosses to the B1368 were unstable. The Clerk would write to Countryside Management to resolve these issues.
3. Cllr Carlisle and the RFO would meet with the chair of the tennis club to clarify financial and insurance arrangements with the Parish Council.
4. The responsibility for the London roaddrainage issue sat with HCC and Gary Henning had yet to respond to the clerk’s request for an update on the plan to resolve the issue. County Cllr Hill would chase up a response.
5. The clerk responded to the email from Chris Brabrook and requested an update on their plans to reduce speeding in the village. Chris responded there would be a speeding operation planned for villages, but had given no detail. The Clerk would follow this up. The response was noted by Council**.**
6. Richard Hann responded to the Clerks request for information about Drive Safe. He had passed on the request to the Drive Safe coordinator to answer**.(See further action under Speeding item below)**
7. Cllr Carlisle would seek quotes for the work on the trees behind the scout hut and overlooking the car park. **(See item on tree plans)**

Speeding

At a recent surgery held by Sir Oliver Heald, a Barley parish resident raised the issue of speeding. Subsequently it was decided that a meeting would be arranged between Highways, the Police Commissioner and County Cllr Fiona Hill. Cllr Hill would keep the Parish Council informed of the date so that one of our Councilors could attend.

Following a response from the Drivesafe administrator, the clerk was asked to seek volunteers for the scheme. A piece would go in next month’s Diary.

Village Plan

The first meeting of the Village Plan working group was held in the committee room at the Town House on 13 February2020 at 7.30pm. Cllr Lee had agreed to identify actions on the current plan that had been achieved, while other attendees agreed to develop further question areas for consultation. The next meeting on 5th March would be to discuss and agree the questions for this year’s survey.

Plans for tree work

Cllr Carlisle shared the tree survey report and plans. Following discussion about the need for other trees in the Plaistow and school to be attended to it was agreed that a quote for the work would be sought. Any work additional to the tree survey plan would be considered once the quote was received.

Storage Containers

It was agreed that a quote should be sought from Drainworx for work to ensure that the cesspit was fit for current use and, a further quote for work if more extensive use was required for changing rooms etc. Cllr Haughey would take this forward.

It was also agreed to seek planning permission to replace the existing storage container for 2 new containers. Cllr Haughey would speak to Timothy Ashcroft.

Village Show

Jan McGill, who is leading the organisation this year, reported that arrangements had been made for refreshments and entertainment and the flower show would be held in a suitable marquee. She had a meeting with her working group later in the week to discuss marquees. She would consider arrangements for stall holders at a later date.

1. **PLANNING**

**Consultation reference: 20/00325/FPH and 20/00326/LBC Built-up windows and erection of a boundary fence and gate**

**2A High Street, Barley**

The council had no objections to this application

1. **TOWN HOUSE**

Mr. Shaw reported on the new alarm contractor and issues arising from his first service:

* An alarm isolator was required
* The 5 smoke detectors were out of date
* The 2 heat detectors were out of date
* The circuit panel was faulty and needed to be replaced
* The batteries were out of date

A quote for the work had been received with a goodwill discount of 10% and a free emergency lighting test. The Council ratified the recommendation by Mr Shaw to accept the contract.

It was also agreed that the chimney and roof should be inspected by a building surveyor. Alan Cayford would be approached and Cllr Lee would also obtain a quote.

1. **FINANCE**

 The RFO reported the following payments were due to be made:-

Barley Parish Council

 M Chammings 416.45 Clerk for Feb, printer cartridge

 T Martin 258.00 RFO for Feb

Came & Co 2734.00 PC insurance

Cam&Co 2907.97 TH Insurance

The above payments were agreed and approved.

Proposed by Cllr Sterland and seconded by Cllr King

Barley Town House

 C. Robinson 80.00 Cleaning for Feb

 B Hickford 97.50 PAT testing

 Swift 147.60 Annual alarm service

The above payments were agreed and approved

Proposed by Cllr Turner and seconded by Cllr King.

Other financial matters

The insurance renewal papers for the Town House had been circulated in advance. Following discussion the RFO was asked to inform the insurer that there were discrepancies in the Statement of Facts relating to the building and councillors; and the section on terrorism needed clarification.

The Financial Risk Assessment Schedule and Asset Register had been circulated in advance. The Asset register was approved, subject to adding the bench by the war memorial to the register.

The Financial Risk Assessment Schedule was considered and it was agreed that the Council’s needs, requirements and procedures were properly covered, and no changes were necessary.

The RFO had an initial meeting with the VAT consultant. Following this consultation, the RFO recommended that a “full facts” report on the VAT position for the Parish Council in relation to the Tennis Club and Town House should be commissioned. The Council ratified the recommendation.

**10. HEALTH& SAFETY**

The Clerk confirmed that the Town House monthly check was satisfactory. **(See comments at section 8)**

**11. RECREATION GROUND**

The monthly check had still to be carried out. It was noted that the stile between the Picknage Road footpath and field was in need of repair. This would be reported to Countryside management. **(See outstanding action point 2)**

Cllr Turner was asked to get written confirmation from the tennis club that the new hut had been insured. A copy of the insurance document would suffice.

**12. AOB**

It was agreed that a new colour printer capable of printing A3 and A4 should be purchased for the Clerk. The current printer, which did not have this functionality, was malfunctioning.

There was concern about the mud left on the High Street as a result of the work being undertaken on Foxglove. The Clerk would write to the building company to ask that it was regularly cleared.

A number of Highways issues were raised:

* A sign on the B1368 towards Flint Cross had fallen over
* Small branches and debris was left on the grass verge on the B1368 following clearance of the tree that had fallen across the road during the recent storm
* Repairs to the pavement in Church End had been requested but it was noted that the condition of the pavement was deteriorating further
* The High Street needs resurfacing

The Clerk would contact Highways about the sign and tree debris and make enquiries from NHDC Planning to establish if there was any responsibilityupon owners to repair damaged pavements in Church End following building work.

Concern was raised yet again about the irresponsible behaviour of some dog owners who did not clear up after their dogs on footpaths, in the Plaistow and Church End. The Clerk would provide a notice for the Diary.

Meeting closed at 22.10

The next meeting would be Monday 6th April2020.