**Minutes of Meeting of Barley Parish Council**

**held on Monday 5th July 2021**

**1.PRESENT**

Cllr Jerry Carlisle (Chair), Cllr Brian Haughey, Cllr David King, Cllr Ali Hearn, Cllr Ian Turner

**2. IN ATTENDANCE**

 Mel Chammings (Clerk), Lynn Brett (RFO), County Cllr Fiona Hill, District Cllr Tony Hunter and1 member of the public.

**3. WELCOME AND APOLOGIES**

Apologies were received from Cllr Yvonne Lee for personal reasons accepted by the Council and District Cllr Gerald Morris who had a previously arranged meeting elsewhere.

**4. DECLARATION OF INTEREST**

No declarations of interest were made.

**5. APPROVAL OF MINUTES OF 4th May 2021**

The Minutes of the meeting held on 7th June 2021 were read and approved.

Proposed by Cllr Haughey and seconded by Cllr King.

**6. MATTERS ARISING**

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

Cleared action

1. The Highways meeting took place on 24th June and an action plan was produced.
2. A water bill had now been received and was on the payment listing
3. The 10 litter pick kits were available now. The Clerk would pick them up on Friday. It was agreed that she would ask if two kits could be stored at the Chequers for easy access for anyone who wanted to pick up on an ad hoc basis. Jan McGill offered to store the remainder and she and Cllr King would allocate them when group pick-ups were arranged. Jan McGill and Cllr King were thanked for all their efforts with keeping the village litter free.
4. The annual ROSPA report on the play area was distributed (see item 11 on agenda)
5. The DBA safety meeting was organised for 19th July.
6. Village Plan- completed questionnaires were being picked up this week.
7. Cllr Lee had been able to source another firm to quote for the Club Room EPC improvement and Cllr Carlisle had examined the quotes and recommended a way forward via e mail. Following discussion on technical issues and clarification of maintenance arrangements and fees it was unanimously agreed to commission Adcocks Refrigeration and Air Conditioning to provide the air conditioning system at a quoted price of £7,981 ex VAT. and a 7-year warranty with a maintenance contract of £500 per annum.

Actions outstanding not on the agenda.

1. Road Safety Fund application: we were awaiting the MoU for consideration and signing.(Post meeting the MoU was received and revised following comment from Cllr Lee, and subsequently signed by Cllr Carlisle on behalf of the Parish Council)
2. The clerk had contacted settle about Plaistow access, requesting that the chain link fence be re-instated. There had been a change in personnel and the new incumbent was on leave. The Clerk received a phone call to say that the matter would be dealt with on her return
3. The Clerk contacted Countryside Management tochase the repairs required to the gates on the footpath adjacent to Lovely View, emphasising HCC responsibility for maintenance of footpath gates originally installed by them and asking that repairs be carried out. Despite this further chasing no response was received. County Cllr Hill agreed to take the matter in hand.
4. Cllr Carlisle would contact Roger Truett (Scouts) to ensure that there was suitable access to the storage containers.
5. Similarly, discussion between the parish council and the scouts around the future development plans would be led by Cllr Carlisle. This depended on the plans for the scout hut development which had not yet been received.

**7.UPDATE FROM COUNTY CLLR HILL**

* Church end would be closed from 26th-27th July from 9.30am -3pm for road resurfacing
* Items on the current Highways Action plan
	+ Gary Henning (HCC Highways) contacted HCC Land Charges Dept. who established that following a search of the deeds database, no drainage easements could be located in Barley. Cllr Carlisle said that despite this, Highways water drains into the ditch running from High St to Picknage Rd and then along the ditch beside the concrete road leading from Picknage Rd to the main ditch at the end known as Cumberton Bottom and therefore he believed the maintenance responsibility for these two ditches lay with HCC.
	+ Cllr Hill had made representation about the damage to the verges in Smiths End Lane and was waiting for a response.
	+ She had also written to the Asset Management Dept. with regards to the large gap in the hedge on London Road and the ongoing maintenance of the hedge and was waiting for a reply.
	+ It was noted that the sweeping of London Road following the recent resurfacing was poor and at the entrance to Smiths End Lane was hazardous.
	+ Finally, Cllr Carlisle asked that the action plan be amended to include road markings in front of the shop. The Clerk would amend the plan and recirculate an update.

 **8. PLANNING**

* There were no formal planning applications to consider.

**9. FINANCE**

The following list of payments was authorised at this meeting.

Barley Parish Council.

NHDC £125 Litter picking packs

HAPTC £30 Cllr Hearn Training

ROSPA Play Safety £103.20 Play area annual inspection

M Chammings £411.33 Clerking+ expenses June

T Martin £362 RFO June

S Bullard £180 June cutting

B Haughey £488.61 Printing village plan update

HMRC £592.80 PAYE Q1 payroll

Payments were proposed by Cllr Turner and seconded by Cllr King.

Barley Town House

Nick Shaw £169.30 June expenses

C Robinson £ 80 Cleaning June

Castle Water £375.20 1/4/21-31/3/22

Dollys £100 Open house (weddings)

Payments proposed by Cllr Turner and seconded by Cllr King

Finance update

* Lynn Brett’s authorisation was nearing completion, but other bank mandate changes were still outstanding. Cllr Haughey would continue to review and authorise payments until Cllr Hearn was authorised.

**10. TOWN HOUSE**

 Nick Shaw was unable to attend but the Clerk reported that

* The work to the Town House roof had commenced
* Mr Shaw had spoken to the Head Teacher and reached agreement to use the school car park for weekend weddings free of charge. Proper signage would need to be sourced.

**11. RECREATION GROUND**

* Cllr Haughey was unable to get springs to allow the gates to close automatically and it was agreed that instead signage on the gates should be provided*. [ post meeting action completed]*
* Cllr Turner noted that the ROSPA report was good with minor issues to address. It was agreed however that it was time for the tables and seats to be replaced and Cllr Turner would source them. [*post meeting Cllr Haughey had replaced the safety caps]*
* Cllr Turner also brought a minor issue with the main slide to the attention of members. He had addressed the problem but would keep it under observation.
* A couple of fence pieces needed to be re installed.
* Cllr Turner would provide the outstanding completed Plaistow H&S checklists to the Clerk.

**12. HEALTH & SAFETY**

* One of the smoke alarms on the first floor of the Town House was malfunctioning, (thought to be connected to the dust created by the roof work) and the engineer would attend tomorrow to fix it*. [post meeting action completed and all in order}*
* Apart from that there were no H&S to report in the Town House.
* DBA Safety H&S consultancy visit on 19th July would focus on the annual risk assessments.

**13. CORRESPONDENCE**

* It was agreed to support the Gt. Chishill Windmill Trust’s request for a maintenance donation of £250.
* NHDC is planning for the introduction of a Demand Led Transport Response (DLTR) and asked BPC to consider two additional stops to the official bus stop. It was agreed that a stop on London Road at Richmond’s and one in Picknage Road opposite Millers Close would be put forward, as these were currently in use as unofficial bus stops.

**14. AOB**

* The Barley Unlocked event would now take place on 31st July. Cllr Carlisle said that as BPC was responsible for the event a Risk Assessment must be completed. The Clerk would assist Cllr Turner to carry this out.
* Cllr King and Jan McGill were now cleared to volunteer to keep the Church graveyard tidy and had already started the work.

The meeting ended at 21.30.

There would be no planned meeting in August.

The **next meeting** would be held on the usual first Monday of the month on **Monday September 6th**, 2021, in the Town House.