

BARLEY PARISH COUNCIL
Minutes of meeting of Barley Parish Council
on Monday 1st November 2021

PRESENT

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

IN ATTENDANCE

Lynn Brett (RFO), Mel Chammings (Clerk), County Cllr Fiona Hill, District Cllr. 2 members of the public.

21/11 APOLOGIES.

1.1 Apologies for were received from District Cllr Morris.

21/12 DECLARATION OF INTEREST

2.1 No declarations of interest were made.

21/13 MINUTES

3.1 The Minutes of the meeting held on 4th October 2021 were read and approved as an accurate record of proceedings.
Proposed by Cllr Hearn and seconded by Cllr Lee.

21/14 PUBLIC PARTIPATION

4.1 No items were raised by the public

21/15 PLANNING

5.1 No planning applications had been received. Cllr Carlisle alerted members to the fact that a 'prior consent' application for the development of Picknage Road and the relocation of the shop may be forthcoming. He asked members views on how to proceed if the application became official and all agreed that as this was a significant development then there may be a good case to hold an extraordinary public meeting to ascertain villagers' views

21/16 REPORTS FROM COUNTY/DISTRICT COUNCILLRS

6.1 County Cllr Hill updated the meeting on the issues that she agreed to follow up on behalf of the Parish Council. She reported that:

- Peter Simpson was unable to attend a meeting but Kate Hooper, his deputy would arrange a meeting as soon as possible.
- The OPCC Safety Van would be in attendance shortly, although it was noted that Barley was not on the current months list.

- The residual funds from the Locality Budget, allocated to Barley Assistance could be transferred to Barley Charities to support Covid recovery in the village.
- The plan to complete the work to the drains on London Road was unclear and caused concern on three fronts. HCC lack of communication to the householders that would be affected (such communication was not the responsibility of Barley Parish Council); it was noted that this was a conservation area and any further removal of greenery needed careful consideration and may need Conservation Area consent from NHDC; and since the initial work earlier in the year the embankment vegetation had not been cut back and this coupled with road resurfacing debris had caused the flow of water to bypass the road gullies. Cllr Hill would seek a clear proposal from Highways as soon as possible.
- Dan Pearson would attend the PC meeting next month to explain the criteria for introducing 20mph speed limit. It was hoped that members of the public would attend.
- Herts Lynx was working well.
- Details about the Library Home service were not well known, and Cllr Hill would ensure further promotion of the service.

21/17 REPORTS FROM WORKING PARTIES, COMMITTEES & PORTFOLIO HOLDERS

7.1 Town House

7.1.1 Mr. Shaw reported that:

- The Letting officer had resigned. Mel Chammings would take on the role from 1 January 2022.
- 16 weddings were booked for next year with most having paid their deposit
- Further rodent damage to the wiring in the loft had been discovered. The affected wiring would be replaced.
- The quotes for painting the inside hall and refurbishment of the woodwork and painting on the front of the building were approved.
- He was seeking someone to support him with the odd tasks that he carried out around the town house e.g. returning furniture to its correct place, clearing leaves and debris from the front etc.

7.2 Plaistow

7.2.1 Members resolved to commission NHDC to empty the litter bins weekly at 48p/bin+ Vat on a weekly basis. **Action:** Clerk to advise NHDC

7.2.2 Other outstanding issues

- The work to repair the steps to the tennis club was in hand
- There was a recurring issue with a loose bolt on the main climbing frame and although Cllr Turner could effect a temporary fix it was resolved that the original installers should be contacted to attend and undertake any necessary repairs.
- It was resolved that Cllr Turner could purchase suitable, value for money picnic tables and chairs to the value of £1000.
Action: Cllr Turner
- There may be monies available from S106 payments by developers to offset some or all of these costs which the Clerk was asked to explore with NHDC. **Action:** Clerk

7.3 Club Room

7.3.1 Cllr Carlise reported that he had arranged a meeting with the tenant on 10th November 2021. 4th October 2021 minutes item 7.3.2 refers.

7.4 Speed Camera

7.4.1 A 'teams' meeting with OPCC had been arranged for Cllr Haughey and the Clerk on Tuesday 9 November 2021. 4th October 2021 minutes item 7.4.2 refers

7.5 Planting Trees

7.5.1 Members decided that up to 6 native trees of a reasonable size should be purchased from local garden centres. **Action:** Clerk to coordinate various quotes from local centres. **Action:** RFO and Clerk

7.6 Village Plan Review

7.6.1 Cllr Lee reported that the open meeting was well supported and that the results of the questionnaires were now displayed in the church so that those who could not attend could view them and make comment. Following any additional comments, the final report will be produced, hopefully by Christmas.

8.1 The RFO had previously distributed the list of payments for approval at this meeting

Barley Parish Council

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|---------------------|---------|--|
| M Chammings | 484.00 | Clerking October |
| L Brett | 174.03 | RFO October |
| Barley Property Mtc | 4653.50 | Club room |
| Barley property Mtc | 456.36 | Car Park |
| Red Graphics | 122.40 | C Wrangham expenses Village Plan printing |

Approved. Proposed Cllr King and Seconded Cllr Haughey

Barley Town House

| | | |
|---------------------|--------|------------------|
| Barley property Mtc | 451.82 | Leak repair |
| N Shaw | 466.96 | Expenses October |
| BCR | 307.20 | Boiler repair |

Approved. Proposed by Cllr Turner and seconded by Cllr Lee.

8.1.1 There was concern about the amount and number of wedding deposits held. The RFO would investigate to ensure that they were being properly held. **Action:** RFO

8.1.2 RFO issued a draft Budget in preparation for next month's discussion. Discussion deferred until next meeting.

8.2.1 Following a further request for financial assistance from Royston Community Transport, before a decision would be made Cllr Hill agreed to establish the volume of Barley service users and the RFO would check the amount of the previous donation. Deferred until the next meeting. **Action:** Cllr Hill and RFO

21/19 CLERKS REPORT

9.1 Members agreed the following actions at the workshop:

From the Code of Conduct session, we agreed to:

- Develop a Social media policy
- Develop a Safeguarding policy
- Review the Complaints procedure
- Consider an equality policy/statement
- Consider setting up a BPC specific Facebook/twitter page

Action: Cllr Ali Hearn will lead with support from the Clerk

From the Council Meetings session, we agreed that

- The clerk would access and scan all important documents e.g., deeds, leases, agreements, terms of reference for committees and working groups etc.

Action: by Clerk with support from Cllr Carlisle

- Review policies and procedures regularly
- The clerk and RFO would create an annual plan to support decision making at meetings. The plan would identify statutory requirements as well as reviews of policies, subscriptions, representations on external bodies, individual portfolios, standing orders etc.

Action: Clerk and RFO

- Consider developing a staff contract and setting up a staff review committee to oversee staffing matters. In the first instance consider a draft contract.

Action: RFO and clerk.

9.2 To note the actions completed this month in the clerks report

9.3 Items for future discussion

Cllr Turner had listed twenty items that he had wanted to raise on the agenda over the coming months. It was agreed that he would work with the Clerk to rationalise items and present them in priority order. The Clerk would email to all members prior to publication. **Action:** Clerk

21/20 DATE OF NEXT MEETING

The next meeting would be on Monday 6 December 2021.

