



**Barley Parish Council meeting: 16th October 2023 at 8pm,
Town House, Church End, Barley.**

Meeting Minutes

PRESENT

Cllr Brian Haughey (Chair), Cllr Jerry Carlisle (Vice Chair) Cllr Alan Cayford, Cllr Ali Hearn, Cllr David King, Cllr Ian Turner, Cllr Fiona Hill, Nick Shaw, RFO Lynn Brett & Parish Clerk Alice Robertson

IN ATTENDANCE

No members of the public

1. Apologies

1.1 Apologies for absence were received from Cllr Gerald Morris.

2. Declarations of Interest

2.1 None noted.

3. Minutes

3.1 The minutes of the Barley Parish Council meeting held on 4th September 2023 were approved as a true and accurate record of proceedings.

Proposed by Cllr King, Seconded by Cllr Carlisle

4. Public Participation

A request was received to clear a bench located at the High Street/Bankside footpath entrance that leads into the Plaistow, of overgrown foliage. Cllr Haughey offered to trim it.

5. Planning

5.1 Planning Reference: 23/01763/FP. Scout Hut, Church End, Barley, Hertfordshire, SG8 8JW

Full Planning Permission: Installation of two metal storage containers, one to provide storage and the other to provide storage and changing facilities for sports/events, following removal of existing storage container.

NHDC Planning Officer is due to visit the site in the next few days. Sapele design have requested an additional fee of £400 to cover the cost of additional drawings and photographs requested by NHDC before they would ratify the application. These fees were approved and Sapele Design are to be requested to submit an appropriate invoice.

5.2 It has been brought to the Parish Council's attention that a resident has advertised an outbuilding for long term residential letting without an appropriate change of use having been secured. residents have informed NHDC Planning Control who have opened an enforcement file. The Parish Council have been asked to follow up with Planning Control with a view to determine what action will be taken.

6. Finance RFO report

6.1. To consider and approve payments for the Council and the Town House.

Barley Parish Council EXPENSES

Alice Robertson - £634 (Clerk gross pay Sep 23)

Lynn Brett - £316.24 (RFO gross pay Sept 23)

Broadmead Leisure - £198.00 (Quarterly Playground Inspection and renew seat top)

NHDC - £1,888.61 (Election Expenses approved at Sept meeting prior to invoice being raised)

Sapele - £560.00 (£160 & £400 for drawing amendments requested by NHDC in respect of **Planning Reference: 23/01763/FP. Scout Hut – please see above.**)

G Booth - £1,750 (2023 Church Yard Maintenance – to be approved by The Church)

Lynn Brett - £399.98 (Screwfix Bins previously approved)

Ali Hearn - £246.00 (New battery for Defib)

TOTAL BPC for approval - £5,992.83

For Information

AJG Insurance renewal - £3,678.21 (Approved via email, pd 5/10/23)

AJG Terrorism renewal - £79.25 (Approved via email, pd 5/10/23)

Peninsula - £223.45 (H & S Services Paid via DD)

Sapele - £400.00 (Approved previous meeting, pd 20/9/23)

TOTAL BPC for information - £ 4,380.91

INCOMES Year to Date

VAT refund - £1,412.37

Club Room - £7,234.41 (rent and Ins)

NHDC precept - £29,400.00 (Final Precept)

CTRS Grant - £586.19

Other incomes - £280.00 (Allotments)

Donation from Barley Show - £3,500.00

Donation from Hertfordshire CC - £400.00 (Salt bins)

TOTAL BPC Incomes - £42,812.97

Bank Balances Held

Barley Parish Council Main- £45,974.80

TH Sinking Fund - £13,694.55

TOTAL BPC Banks - £59,669.35

All payments agreed, Proposer Cllr Carlisle, Seconder, Cllr Turner

Townhouse Council Expenses

NHDC Refuse £109.53 (trade refuse)

Nick Shaw £467.96 (Cleaning, maintenance supplies)

PJ Robinson Electrical £103.20

Swift Fire and Safety £144.00

Barley Property Mtc £830.24

TOTAL TH for approval £1,654.93

Townhouse Council for Information

PNET TH paid by DD £22.85

NHDC £34.00

Octopus £383.78- TH Electricity supply DD

Everflow Ltd £40.55 - TH Water supply DD

TOTAL TH for Information £481.18

All payments agreed, Proposed by Cllr Turner, Seconded Cllr Carlisle.

INCOMES

Town House YTD	£16,956.61
TOTAL TH Incomes	£16,956.61

Bank Balances Held

Barley Town House

Main	£34,982.61
Deposits	£3,000.00
Savings	£5,883.45
Total	£43,866.06

Deposits

Opening balance	£3,100.00
Received	£300.00
Refunded	- £400.00
Closing Balance	£3,000.00

All payments agreed. Proposed Cllr Carlisle, Seconded Cllr Hearn.

- 6.2 The Parish Clerk will contact Geoff Booth and the Church Wardens to request that quarterly invoices for work undertaken for the Church are submitted addressed to Barley Church, and not The Parish Council as we are not his employer and have no responsibility for the Church Yard.
- 6.3 The RFO Lynn Brett will contact The Parish Council's Insurers AJG to move from a 1 year agreement, to a Long Term Agreement of 3 years, at no extra cost as agreed by the Council.
- 6.4 Cllr King signed off the bank reconciled balances to statements as at 30/09/23.
- 6.5 The Parish Council discussed and agreed to appoint the HAPTC as our Internal Auditors for 2024. The Terms of Reference were signed by the Chairman Cllr Haughey and the minute reference to be added and sent to the HAPTC.
- 6.6 The Council deferred the review of the NALC (National Association of Local Councils) Financial Regulations until the 4th December meeting.
- 6.7 The Club Room Tenant Bright Advertising have approached the Parish Council to enquire about a possible contribution towards the future maintenance of the roof at The Club Room. Refurbishment of some of the roof structure will be required soon. This will be considered and discussed with the tenant in the coming months.
- 6.8 The Council requested that the Parish Clerk liaise with the HAPTC to ensure that employees are on the correct pay grade scale for future budgeting purposes.
- 6.9 The RFO requested the purchasing of a cloud-based software system so that those approved in the Parish Council and Townhouse Committee, could view the accounts to assist in the management of day to day costs they are responsible for. The cost is estimated at £12-£15 a month for the software, the Council agreed to this purchase on the condition access to the accounts was view/read only.

7. Reports from County/District Councillors

7.1 To receive a report from County Cllr Hill

Thanks were given by Cllr Hill for the combined efforts of the drain and street cleaning work.

A new sign will soon be erected on the A10, showing there are schools Barley/Barkway.

Royston library has several new clubs that have started including lego in addition to the regular activities.

Cllr Hill advised she had opposed tree felling on the new housing development opposite Royston/Therfield Heath. Several trees with preservation orders were cut down without permission and efforts are being made to stop further removal of trees on the site.

The Armed Forces Covenant is looking for more sign up from Parish and Town Councils. Cllr Turner agreed to be the contact on behalf of The Parish Council.

The Hertfordshire Armed Forces Covenant is holding a Christmas Card competition for schools across Hertfordshire to participate in. The winner's card will be sent to those serving in the Armed Forces who are working away from home at Christmas.

The Parish Clerk asked Cllr Hill if she could liaise with Settle regarding maintenance of the service road/Layby on Picknage Road as residents were not receiving any support themselves. Cllr Hill agreed to look into this.

The Clerk was asked to contact NHDC regarding Bankside and the maintenance of the road which we understand is still owned by, and the responsibility of, NHDC.

8. Reports from Working Parties, Committees and Portfolio Holders

8.1 Town House

- Most items from the Peninsula Health and Safety report have been done with the exception of the double doors to the kitchen on the first floor, and the outside light which was recommended to be set up on a separate circuit. This work is scheduled to take place in the coming months.
- A quotation to replace rotting sills of the upstairs windows has been requested by Nick Shaw. Cllr Carlisle offered to arrange a meeting with a local recommended Window Fitter. Listed Building status needs to be considered.
- Re-wiring for the Townhouse audio system continues.
- The Council requested that a letter to Greg Chamming's should be sent from the Parish Council to thank him for the Mel Chamming's Memorial Bench outside The Town House. The Parish Clerk will action.

8.2 Plaistow

- 2 gate latches into the Playground area need attention; one has been replaced, the other will be fitted shortly.
- It was noted that one of the playground fence slats was missing on the wicker fence. This will be added to the list to replace.
- A decision on the replacement fencing required between Doggetts field and The Plaistow will be delayed until 6th November to allow the councillors to review the recommended options put forward.

9 Other items

9.1 The Parish Clerk and Vice Chairman Cllr Carlisle updated the Council on the Ownership and Maintenance status of the Barley Sewage Works Ditch; Savills – Anglian Waters Agents - have advised us that Anglian Water have agreed they will maintain the ditch twice yearly going forward. The Parish Clerk continues to chase Anglian Water to come and do a one-off clearance of foliage and silt, ahead of the scheduled maintenance work.

9.2 The Parish Council has applied for a second defibrillator from the Department of Health Scheme, that will be located at the rear of The Townhouse. We will be notified of their decision in November. If awarded it could be either part or fully funded.

Additionally, Cllr Hearn advised that a new battery is required for the current defibrillator located at Barley Surgery, with an expected cost of £280. The Council agreed. Cllr Hearn will arrange.

10.0 Clerks Report

10.1 The Village drain and street clean went well, with all drains flushed through with the exception of one on Church End which was inaccessible due to a parked car. One drain needed digging out by Highways drainage team at the junction of Church End and Shaftenhoe End.

10.2 Whilst the Community Service request was submitted for a team to do pavement clearing in September – no communication was received back.

10.3 Probation Service List of possible projects still needs to be communicated and agreed.

10.4 Migrating to .gov email addresses is still being looked into.

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

The date of next Parish Council Meeting which will be 6th November 2023 commencing at 8pm.

Contact: Alice Robertson, Clerk to Barley Parish Council

Barley.parishclerk@gmail.com