

**MINUTES FOR THE ANNUAL GENERAL MEETING OF BARLEY PARISH COUNCIL  
HELD AT THE TOWN HOUSE ON MONDAY 14<sup>th</sup> MAY 2018**

**1. Present**

Cllr Jerry Carlisle, Cllr Ian Turner, Cllr Yvonne Lee, Cllr Peter McPartland, Cllr Mel Chammings, County Cllr Fiona Hill, District Cllr Gerald Morris, Cllr Tony Hunter, Mrs Laura Childs (Clerk), Mr Tim Martin (RFO)

Mr Richard Emmerson, Mr Nick Shaw and 1 member of the public

**2. Apologies**

Cllr Bill Sterland, Mr Graham Clark who acts as police liaison on behalf of the Parish Council

**3. Election of officers**

The meeting is required to elect a Chairman and a Vice Chairman for the forthcoming year.

Cllr Carlisle stood down as Chairman, Cllr Turner took the chair.

Cllr Carlisle was proposed as Chairman by Cllr Turner and seconded by Cllr McPartland.

There being no other nominations Cllr Carlisle was unanimously re-elected as Chairman of the Parish Council for the coming year.

Cllr Turner stood down as Vice Chairman.

Cllr Turner was proposed as Vice Chairman by Cllr Carlisle and seconded by Cllr Chamming.

There being no other nominations Cllr Turner was unanimously re-elected as Vice Chairman of the Parish Council for the coming year and both signed the declaration of office register book.

**4. Councillor's declaration of interest**

Cllr Chammings declared that she is the owner of Nobles Cottage, Smiths End Lane which is the subject of two planning applications to be heard later in the meeting. It was agreed that she would absent herself from this part of the meeting.

There were no other declarations of interest made.

**5. Minutes of last meeting**

The minutes of the meeting held on 16<sup>th</sup> April 2018 were read and approved.  
Proposed by Cllr Chammings and seconded by Cllr Lee.

## 6. Matters arising

Cllr McPartland confirmed that the minutes of previous meetings have now been added to the website.

County Cllr Hill has been unable to find out any further information with regards to the clearing of the drain at the end of Pudding Lane other than 'it is on the list' to be done. She agreed to pursue further for a more definitive date.

County Cllr Hill advised that there was no further update regarding the Flint Cross junction but confirmed that any new information would be shared with us as and when it came in.

Cllr Hunter gave an update on his quest to establish the ownership of Bankside he advised that he has been given the name of the person responsible for asset management at Hertfordshire Highways and it is hoped that a deal could be brokered between Highways and NHDC to take the land into their ownership.

The Clerk reported that there has currently been no interest from anyone in the village with regards to the vacancy for a new Parish Clerk. There has however been some interest from someone who already Clerks for another parish however their meetings are also on the first Monday evening of every month. Discussions took place about the possibility, if it came to it, to change the night of the meetings.

In his absence, Mr Graham Clark, who acts as police liaison on behalf of the Parish Council, had emailed the Clerk to report on his most recent meeting with Sgt Guy Westwood. He advised that due to other work priorities unfortunately his team and the specials were unable to undertake any speed checks in Barley for the past month. Sgt Westwood did confirm that speeding remained a priority and that he would still endeavour to undertake checks in the coming month as and when shift patterns and operational priorities allowed

## 7. Planning

***Case ref: 18/00896/FP Fox & Hounds Public House, High Street, Barley Full Planning Permission: Single Storey rear infill extension. External alterations including revision to car parking, creation of garden and external patio. Removal and replacement of roof tiles to single storey roof slopes. Installation of external vents and flues.***

Following discussions and reviewing the plans it was unanimously agreed that there were no objections to this application and that the Parish Council were indeed delighted that the proposals for the property were to reopen as a pub.

**Case ref: 17/01320/1LB Nobles Cottage, Smiths End Lane, Barley**

**Listed Building Consent: External alterations to include replacement windows to front and side elevations; installation of eyebrow dormer to front elevation together with replacement dormer window and French doors to rear elevation. Rebuilding of boundary wall.**

*Cllr Chamblings took no part in discussions for this or the following application.*

Following discussion it was agreed to respond that Barley Parish Council have no objection in principle to the proposed works. We do however consider that the proposed repairs to the boundary wall to be a missed opportunity to effect full remedial repairs/renewal of the wall which forms an important element in the heritage of the site. It is our view that the whole of the remaining boundary wall should be demolished and rebuilt in the manner outlined in the Design and Access Statement, not just a partial repair/rebuild as proposed. A partial rebuild of the wall will merely serve to highlight the poor quality of the previous repairs and materials used in those repairs in the small section of wall that it is proposed will otherwise remain.

**Case ref: 18/01104/FPH Nobles Cottage, Smiths End Lane, Barley**  
**Creation of new eyebrow window in front roof elevation**

Following discussion it was agreed that there were objections to this application.

*Cllr Chamblings rejoined the meeting.*

**Case ref: 17/02316/1 The Gables, High Street, Barley, SG8 8HY**

Cllr Hill advised that this application was due to be heard at the NHDC planning committee on 24<sup>th</sup> May and that the Parish Council could address the hearing if they wished to. It was agreed that Cllr Lee, if available, would attend and speak on the parishes behalf objecting to this application.

Cllr Lee expressed her concerns over the way that planning applications are being determined by NHDC Planning Authority and that in her opinion their decisions seem to fly in the face of the current and emerging planning policies. Cllr Lee asked if it would be possible to extend an invitation to the Head of Development Control to come along to a Parish Council meeting and explain their processes.

*County Cllr Hill & Cllr Hunter left the meeting at 20:45*

## **8. Financial Officers Report & Signing of Payments**

Mr Martins reported that the following payments are now due:-

### **Barley Parish**

DBA Safety	Health & Safety Advice 2017 - 2018	£ 800.00
NALC	Quarterly magazine	£ 17.00
Between Times	Re repairs to the Lock Up ( <i>Cheque was for £1,243.06</i> )	£1,491.67
Tim Martin	RFO for April + printer cartridges (£38)	£ 470.00
Laura Childs	Clerk for April	£ 325.00
Yvonne Lee	Reimbursement re thank you to J Foy Lock Up help	£ 60.94
Tim Martin	Reimbursement re VAT on Lock-Up	£ 248.61

It was agreed that all of these payments should be made  
Proposed by Cllr Turner and seconded Cllr McPartland

### **Barley Town House**

Alison Stacey	Letting Officer fee for April	£ 51.50
Carol Robinson	Cleaning April	£ 90.00

It was agreed that all of these payments should be made  
Proposed by Cllr Turner and seconded by Cllr Champlings

Cllr McPartland, as part of our internal audit control, has reviewed and approved the Town House accounts for year ended 31 March '18.

Mr Martin has circulated the Asset Register to all Councillors prior to the meeting and Cllr Carlisle signed this document to confirm that all is correct and ready to be sent to our external auditors.

Mr Martin confirmed that a claim for £1,400 has been put in to the Plunkett Foundation to reclaim our expenses for the Fox & Hounds bid to buy. With regards to the company that was formed during the bidding process Mr Martin has been advised by the FCA that we should submit a nil return within the next seven months and then the next stage would be to officially dissolve the company, to be discussed and agreed at the next meeting.

Mr Martin advised that an internal controls review is required to look into the effectiveness of our internal controls. This was signed off by Cllr Carlisle and approved by the meeting.

The bank statements and balances of accounts were distributed and reviewed.

### **9. Town House**

Mr Nick Shaw, Chairman of the Townhouse Committee, advised that the lights in the upstairs room are not working properly and asked if it was possible to get hold of any installation guides to enable their repair. Cllr Carlisle responded that the lights were installed many years ago and that the information he was requesting would not be available. Following discussion it was agreed that perhaps a 'specialist' electrician needed to be brought in to fix the system.

Mr Shaw informed the meeting that there had been a foul odour emitting from the drains underneath the hallway and that he understood access to the drains there was via a trap door in the floor. He wanted to access the area to clear the drains or whatever it was that had created the smell. Cllr Carlisle advised that this was a sealed unit and that 'self help' was perhaps not the way to go in this instance as once the seal was broken it would be difficult to reseal it ourselves. This would then leave the area vulnerable to odour issues going forward. If necessary a specialist contractor should be instructed.

### **10. New speed camera grant application**

Mr Richard Emerson, who represented the Parish Council at the meeting with Mr David Lloyd, Police & Crime Commissioner for Hertfordshire, gave an update on the grant application for the proposed new speed camera having previously distributed notes via email to all the Councillors. Cllr Carlisle suggested that perhaps a brief meeting outside of this meeting would be advisable to review some of the proposed submissions, he had concerns over the level of some of the historical information we were proposing to submit. Mr Emerson explained that the historical details were deliberate in that the request was for background information and would support the application further.

It is hoped that Mr Lloyd would give the parish a grant towards some of the cost for the camera, with the parish then taking on ownership, repair costs, insurance costs etc. Cllr Hill advised that funding may be available from her localities budget to fund the installation of new extended poles and supplying power.

Cllr Carlisle agreed to liaise with Mr Emerson over a date and time to meet to review the grant application. He thanked Mr Emerson for all his efforts to date.

#### **11. Recreation Ground**

Cllr Turner reported that all was well with the Plaistow save for a gate post into the playground which he would instruct Mr James King to re set.

Following several complaints regarding the bins overflowing, Cllr Turner explained that he had had problems being able to empty them quickly enough. The Clerk asked that if Cllr Turner is struggling to carry out this task then if he could inform her we can arrange for someone else to empty them.

The Clerk confirmed that Playsafety will undertake the annual RoSPA inspection of the playground sometime during May / June and the report will be emailed to us following the inspection.

The first cutting of the grass has been undertaken by Bullards. Cllr Carlisle asked the Clerk to chase for their Risk Assessment and Method Statement for these tasks.

#### **12. Scout Hut**

Cllr Carlisle reported that the lease for the Scout Hut was now finally in a position to be signed by the Scout Association and that this should happen in the next few days.

Cllr Lee advised that she had received a preliminary build cost estimate for the proposed changing room facilities from one of her company's building surveyors at some £221,000 plus contingencies.

#### **13. Health & Safety**

Cllr Chamings had nothing to report. The next meeting with Drew & Baltrop, health & safety advisors to the Parish Council is scheduled for July.

#### **14. Correspondence**

All correspondence received is to be distributed amongst the councillors.

#### **13. Any Other Business**

Cllr Chamings spoke about the recent GDPR legislation changes and that she now understood that for local councils of our size we won't be required to have a Data Protection Officer but nevertheless we still needed to cover ourselves. It was agreed, as an official officer, that the Clerk should be the person of contact on our Privacy Statement. It was additionally agreed that the various email lists held, would be amalgamated into just one list to be held by the Clerk.

The Clerk advised, as reported earlier, that sadly a replacement Clerk had still not been found. It was agreed that efforts would be renewed with a post in The Diary being placed for the next 4 months and new notices placed on the notice boards.

Meeting finished 22:50

