

**MINUTES FOR THE ANNUAL GENERAL MEETING OF BARLEY PARISH COUNCIL  
HELD AT THE TOWN HOUSE ON MONDAY 13<sup>th</sup> MAY 2019**

**1. Present**

Cllr Jerry Carlisle, Cllr Ian Turner, Cllr Bill Sterland, Cllr David King

**2. In attendance**

Mel Chammings (Clerk), Tim Martin (RFO)  
3 members of the public

**3. Apologies**

Cllr Yvonne Lee, Cllr Brian Haughey, District Councillor Gerald Morris.  
County Councillor Fiona Hill apologised that she would arrive late to the meeting

**4. Election of officers**

The meeting was required to elect a Chair and a Vice Chair for the forthcoming year.

Cllr Carlisle stood down as Chair, Cllr Turner took the chair. Cllr Carlisle was proposed as Chair by Cllr Turner and seconded by Cllr Sterland.

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

Cllr Turner stood down as Vice Chair. Cllr Turner was proposed as Vice Chair by Cllr Carlisle and seconded by Cllr Sterland.

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

**5. Councillors' declaration of interest**

Cllr Sterland declared an interest as an allotment holder. He had been requested to consult with the allotment holders and to feedback views to the council. This was noted.

There were no other declarations of interest made.

**6. Minutes of the last meeting**

The minutes of the meeting held on 8<sup>th</sup> April 2019 were read and approved.  
Proposed by Cllr Sterland and seconded by Cllr Turner

**7. Matters arising**

The Clerk reported on the action points from previous meetings.

Following the meeting with Ringway (NHDC current highways contractor) under the banner of "Highways together", which took place on 29<sup>th</sup> April, it was agreed that a Barley Highways Action plan would be developed as a means of establishing all highways related issues in the parish. County Cllr Hill asked to be copied into the plan to support us in getting priority work completed.

The first draft plan, developed by Cllr Haughey, was distributed to councillors who were asked to review it and to let the Clerk know of any further issues to be added. The draft plan would be cleared at the next meeting and sent to Derek Jerrard (Ringway), copied to Cllr Hill.

Cllr Carlisle had spoken to Andrew Richmond who confirmed that very few of his drivers used the car park. Cllr Carlisle advised that the Clubroom tenant was the only party who had allocated spaces (five). Clearance of trees and rubbish would free up a few additional spaces but the Council conceded that car parking in the village would remain an issue.

Following discussion of the quote from Thornes to carry our work on the footpath to the Plaistow, it was agreed that the quote for resurfacing of the footpath would be accepted and that Cllr King would make suitable arrangements for the work to be carried out and an invoice to be sent to the Clerk. The remaining work of clearing rubbish which had been quoted for was not accepted and councillors volunteered to undertake the rubbish clearance themselves.

Cllr King agreed to remove the ivy from the trees overhanging the car park from the school. The head teacher had been consulted and agreed to the work being carried out.

The cost of the brown bin service at £790 per annum, for Mark Davis' use was felt to be excessive and it was agreed to monitor the situation for the time being.

The Clerk advised that PCSO Brabrook had escalated the Collective Parishes proposal to Inspector Lilley on 17<sup>th</sup> April.

Cllr Haughey would discuss the street cleaning schedule with the NHDC officer responsible, on his return from holiday.

Mr Nick White had not yet responded to the WhatsApp group proposal.

Cllr Sterland would, through the allotment holder group, find out about the cost of a suitable shed. Cllr Carlisle reported that he had the request for an additional water tank in hand.

Cllr Haughey, in his absence, had sent in a written update to the council and reported that he and Richard Emerson would seek costs for an ANPR camera from Westcote, a British company based in Norfolk and would visit the company in June to view the system. Meanwhile Cllr Hill would follow up her request for approval for the current VAS poles to be used with the new system.

The clerk would ensure that the Defibrillator Awareness event on 13 June was well advertised.

The revision to the Standing Orders was discussed and any further comments would be sent to Cllr. Sterland in advance of the next meeting, when it was planned to approve the Orders.

No planning applications had been received this month. Cllr Carlisle confirmed that now the new Council was in place, he would invite Richard Tiffin to a day time meeting to discuss Barley specific planning.

## 8. Financial Officers Report & Signing of Payments

Mr Martin reported that the following payments were now due:-

### Barley Parish payments

Mel Chamings	£432.86	Clerking for April, expenses and stationery
Marks Gardening Services	£105.00	Strimming various footpaths and bin emptying
Savills	£900.00	Reinstatement valuation for insurance (Town House)
T. Martin	£272.80	RFO April and stationery
Came & Co	£726.71	Insurance adjustment for new reinstatement value (Town House)

It was agreed that all of these payments should be made

Proposed by Cllr Turner and seconded by Cllr Sterland

### Barley Town House payments

R. Saklatvala	£134.50	Letting officer fee and caretaking
C. Robinson	£80.00	Cleaning March
N. Shaw	£383.00	Reimbursement for costs inc. Hallmaster, cleaning, materials
D. Pratt	£55.25	Materials for resealing Town house floors
R. Smith	£150.00	Return of wedding reception deposit

Cancelled from last month's payments:

R Saklatvala	£187.00	Reimbursement for Hallmaster booking system *
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\*Overpayment paid twice last month, once by RFO and also by N. Shaw in error.

It was agreed that all of these payments should be made

Proposed by Cllr Turner and seconded by Cllr Sterland

### Town house

As per the budget set in January, it was agreed that a deposit account, for the purpose of establishing a roof refurbishment Sinking Fund, would be set up in the name of the Town House with an initial deposit of £5000 (five thousand pounds) to be made this year, with a view to making similar deposits in future years.

Following the report from Savills, with a revised building cost reinstatement valuation, it was agreed to pay the additional insurance premium to also cover the VAT that in extremis could be due at £286,000. The RFO was unsure whether the Council would be able to reclaim such a sum but said he would seek professional advice on the matter. Mr Martin also confirmed that the insurers had raised the Hirers liability (for non business, one off hirers) from £2 to £5 million.

#### Annual Audit

Prior to the meeting, Mr Martin had circulated the Review of Effectiveness of Internal Controls which was discussed and agreed by the meeting.

Papers relating to the Annual Governance and Accountability Return 2018/19 had also been previously distributed.

The relevant sections of the Governance statement were considered, agreed and signed off by the Chair, Cllr Carlisle and the Clerk, Mel Chamblings.

The relevant sections of the Accountability statement were considered, agreed and signed off by Cllr Carlisle and the RFO

#### Website

The contract for hosting the website was due for renewal and it was agreed that a 10 year contract would be appropriate.

*County Cllr Hill arrived at 20.50*

#### Highway issues

Cllr Hill would look at the possibility of using either the Highways Locality budget or the Community Locality budget to support the cost of the **proposed** new ANPR speed camera system.

Cllr Hill also reported that she had received a negative response from Highways to her request for urgent repair to a severe pothole on Bogmore Road at the Little Chishill Road junction, to the effect that they couldn't find it, but that she would continue to pursue the matter on the parish's behalf. This issue would be added to the Highways Action Plan.

*County Cllr Hill left at 21.20*

#### **9. Town House**

The council noted the minutes of the recent Town House Committee meeting. A further written update had been received from Mr. Shaw, which included the fact that the floors had been washed, recoated and polished; the disabled car parking bay was complete; the spurs to the wi-fi had been installed and the car park light repaired; but that the new audio system remained an outstanding issue. The electrician Busy Bee had advised that sensor lights to the outside staircase would be expensive and may not pass on health and safety grounds.

#### **10. Recreation ground**

Cllr Turner reported that there was a branch of a large tree in the school grounds that had dropped sufficiently towards the ground such that children would be able to climb it. He also reported that there was a large shrub in the Plaistow itself that required cutting back. He and Cllr King would attend to these.

#### **11. Health and Safety**

Cllr Turner had reported previously about the tree hazard and solution. All checks to the playground were clear. Checks to the Town House were confirmed as clear.

#### **12. Correspondence**

It was agreed that Reg Cording should be re-elected as a trustee to the Barley Charities and that the Clerk would confirm this in writing.

PCSO Brabrook had forwarded four drawings from the Children's Speed Awareness event that he had run. The Councillors selected two posters from the selection sent and suggested that a donation of £200 towards costs would be appropriate. PCSO Brabrook should be advised that the drawings need minor amendments and that 6, A3 sized posters would be required for the village. The material of the poster would need to be sufficiently robust to withstand strong winds. The Clerk would respond to PCSO Brabrook.

The Council thanked the chair of the Windmill Trust for the invitation to the re opening of the windmill. Cllr King would attend.

Brian Clifford, Managing Director of the family operated A2B Bus Company, had sent a message to the Council and residents to inform them that they had again been successful in gaining the contract to run the No.31 bus service between Barley and Cambridge.

They wished to thank the residents and passengers from the village for using the service and looked forward to continuing to serve the local community with pride.

**13. AOB**

Cllrs Turner and Carlisle agreed to organise the refreshments and glasses for the Annual Village Meeting.

The meeting closed at 22.15