

**MINUTES FOR THE MEETING OF BARLEY PARISH COUNCIL
HELD AT THE TOWN HOUSE ON MONDAY 5th NOVEMBER 2018**

1. Present

Cllr Jerry Carlisle, Cllr Ian Turner, Cllr Peter McPartland, Cllr Yvonne Lee, Cllr Mel Chammings, Mr Tim Martin (RFO), County Cllr Fiona Hill, Cllr Tony Hunter, Mr Nick Shaw (Chairman of the Town House Management Committee), Mrs Maryna de Klerk (Clerk) and one member of the public.

2. Apologies

Cllr Bill Sterland, District Cllr Gerald Morris and Mr Graham Clark who acts as police liaison on behalf of the Parish Council.

3. Councillor's declaration of interest

There were no declarations of interest made.

4. Minutes of last meeting

Mr Tim Martin (RFO) raised a few queries concerning the minutes of the last meeting held on 1st October 2018 with regard to the audit and the identity of the safety inspectors for the playground. Subject to those queries/corrections the minutes were otherwise approved. Proposed by Cllr Mel Chammings and seconded by Cllr Peter McPartland. Updated minutes incorporating the necessary amendments will be re-issued in the next couple of days.

Mr Tim Martin (RFO) requested that the updated minutes, be sent to Cllr Peter McPartland's daughter who in future will be uploading approved minutes to the Council's website.

5. Matters arising

Mr Graham Clark who acts as police liaison on behalf of the Parish Council reported prior to today's meeting that he had met with Sgt Guy Westwood during the last week of October. During the meeting Sgt Westwood advised that there had been another speeding check by officers and he believed that tickets were issued. These are sent directly to the central claims area, not via the local station for sign off anymore. Sgt Westwood further advised that he was being transferred to Hitchin commencing the first week of December 2018. He advised Mr Clark of the replacement Officer and has already forwarded him Mr Clark's contact details advising the replacement Officer of the relationship between Mr Graham Clark who acts as police liaison on behalf of the Parish Council and the local Police. Sgt Westwood during the meeting with Mr Clark mentioned that as part of his handover he has left speeding as one of his three key priorities. Mr Clark agreed with Sgt Westwood that he would make contact with the new Officer at the end of November to arrange a catch up meeting.

Cllr Ian Turner highlighted that following on from the 1st October Parish Council meeting that Sgt Westwood attended, there was an incident in Smith End Lane where the Police were called and did attend but no alert was sent on OWL to watch members. The Clerk was asked to get in touch with Sgt Westwood who during the Council's meeting on the 1st of October concurred that alerts of at least local burglaries should be sent out through OWL and that he would endeavour to look into it.

We need to advertise that there is a vacancy on the Parish Council and seeking applications from anybody who may be interested in joining the Council. The Clerk was asked to put that process in hand to include not just Facebook and the Council's website but also the Diary and Village notice boards.

The Clerk informed of correspondence received from Mr. Christopher Jackson, a Thriplow Parish Councillor who have been asked to arrange installation of an AED defibrillator at their Village hall. Mr. Jackson sought advice on how Barley procured an AED defibrillator and if we could share contact details of whom he'd need to get in touch with to seek the same. Cllr Carlisle offered to get in touch with Mr. Jackson with the relevant details.

Cllr Turner suggested that a picture of the Village defibrillator be placed on the Council's website along with an emphasis of the fact that one must ensure to take a mobile phone with you when intending to make use thereof as the door protecting it can only be unlocked by calling 999 who will then provide you with the door code immediately.

Following on from the Council's meeting on the 1st of October during which mention was made by the Clerk of an anonymous SMS on Sunday 30 September which read "BPC – agenda item: Please can the parish council ask the owners of the Manse to cut back all the overhanging trees and shrubs and clear up all the weeds and leaves from the footpath outside their property on Church End.", it has been confirmed that the property referenced in the SMS was incorrectly quoted and that it meant to state "The Manor". Prior to getting in touch with the owner of the mentioned property, the Council was in October then also notified by the NHDC of an application submitted by the owner of "The Manor" for works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area. The Clerk wrote to the property owner on the 9th of October to notify him of the correspondence received from a parishioner but also that we are now aware of the above mentioned application for tree works planned at "The Manor". The Clerk asked for clarification whether the mentioned overhanging trees and shrubs are also included within the overall scope of works on which the owner confirmed that it did.

Cllr Tony Hunter advised that an order was placed on the 2nd of November 2018 for work to cut back the overhanging branches on all the trees on Bankside. The meeting thanked Cllr Hunter for his perseverance in this matter which is much appreciated.

Cllr Carlisle asked Cllr Hunter and County Cllr Fiona Hill whether they've noticed and/or know about the sudden influx of lorries through the Village in the early hours of the morning. County Cllr Hill mentioned that she knows Royston Parish Council did raise the same concern but she was not aware of the latest status thereof. Cllr Carlisle suggested that Barley Parish Council write to the relevant authorities on the same.

Cllr Hunter and County Cllr Hill left the meeting at 21:11

6. Planning

Case ref: 18/02705/FPH: Full Permission Householder : First floor rear and side extension. Abbotsbury Cottage, Bell Lane, Barley, Royston, Hertfordshire, SG8 8LP

Barley Parish Council have no objection.

Case ref: 18/02736/FP: Full Planning Permission : Erection of a temporary shelter attached to the existing tennis court on the West elevation.

The Playstow, Picknag Road, Barley, Hertfordshire

Barley Parish Council have no further comments to add to the contents of the application.

Case ref: 18/02792/LBC: Listed Building Consent : Works to facilitate conversion of property into one dwelling.

The Hayloft, Smiths End Lane, Barley, Royston, Hertfordshire, SG8 8LL

While BPC do not have any objection to the proposed change of use in principle they were concerned that there were no plans attached to the application showing exactly the area of the property affected by the proposal which BPC think is an omission and furthermore BPC were unsure as to the nature of the applicant's interest in the property. The applicant is stated to be a Mr. C Birks but there is no explanation in the application or the accompanying documents of his legal interest in the property having regard to the information set out in the Ownership Certificate that states that the Owner is Mr. David Phipps and Mrs. Theresa Phipps. Have they been consulted about the proposal and have they consented or otherwise made any observations on the application?

Case ref: 18/01746/FPH & Appeal ref: APP/X1925/D/18/3210202: Full Permission Householder : Single storey rear extension following demolition of existing conservatory. Works to facilitate conversion of existing garage into habitable space. Erection of new carport/garage, entrance gates and boundary fence.

7 Cambridge Road, North, Barley, Royston, Hertfordshire, SG8 8HN

Note - an appeal has been made to the Secretary of State against the decision of North Hertfordshire District Council to refuse to grant planning permission.

Case ref: 18/01841/FP Full Planning Permission: Revised position of dwelling and garage – variation of plans approved under 18/00317/FP. Creeve, The Mount, Barley, Royston, Herts, SG8 8JH.

Note - permission had been granted by North Hertfordshire District Council for the development proposed by the application subject to a number of conditions.

Case ref: 18/02299/FP: Full Planning Permission : Erection of 10no. residential dwellings and provision of car parking area with all associated landscaping and ancillary works (as a revision to application 17/02316/1 approved on 30/05/18).

The Gables, High Street, Barley, Royston, Hertfordshire, SG8 8HY

Note - District Cllr Gerald Morris wrote to Mr. Tom Allington, NHDC Senior Planning Officer on behalf of BPC requesting that this application be called in. This being in the public interest and enquired as to whether Mr. Allington planned to support or oppose this application mentioning that he would like to make a verbal representation.

Cllr Yvonne Lee asked to raise two points previously noted during the BPC meeting held on the 4th of June 2018, in that 1) we look into the possibility of getting a planning officer in to have a dialog with us on planning policy and 2) seeing as we have some funds available at the moment look into the possibility of the village funding a Conservation Area Statement that could be adopted by the local authority enabling them to have some sort of definitive statement which gives guidance when considering further applications within the Village's Conservation Area. In response to Cllr Lee's first point Cllr Carlisle mentioned that following her initial request in June, he did manage to speak to Mr. Richard Tiffin, Area Planning Officer at North Herts District Council about the request. Mr. Tiffin indicated that he would be happy to accommodate the request albeit they did not wish to be ambushed into a discussion on an application still running. Cllr Lee in response highlighted that it is more a case of wanting to understand what is driving their decision making and that it would be useful for us to understand the direction of travel of that process as it does not do us as a Parish Council any good to be seen as refusing a lot of applications. Cllr Carlisle offered to have a discussion with Mr. Tiffin again and see if we can set up a meeting time with them.

Mr Nick Shaw, Chairman of the Town House Management Committee arrived 20:40

7. Financial Officers Report & Signing of Payments

Mr Martin (RFO), reported that the following payments are now due:-

Barley Parish

G. Booth	Grass cutting (July to October)	£ 225.00
Tim Martin	RFO (October) & Stationary	£ 333.30
Maryna de Klerk	Clerk (October)	£ 311.40
Financial Conduct Authority	Fee due for 2017-18 for Fox & Hounds Pub Company	£ 67.00
Stewart Bullard	Grass cutting Plaistow till the end of October	£ 463.50

It was agreed that all of these payments should be made.

Proposed by Cllr Turner, and seconded by Cllr McPartland.

Barley Town House

B. Hickford	Various electrical works	£ 811.59
D. Parrrt	Repairs and maintenance	£ 374.88
Carol Robinson	Cleaning (October) including materials	£ 88.00
J. Hyde	Refund of wedding deposit	£ 150.00

It was agreed that all of these payments should be made.

Proposed by Cllr Turner, and seconded by Cllr McPartland.

Mr Martin (RFO), updated council members on Bank Balances which Cllrs Carlisle and McPartland then reviewed and Cllr Carlisle subsequently signed.

Mr Martin (RFO), mentioned that although we set the budget for 2019-20 at the December and January meetings he had done an analysis of this years' Budget – Expenditure to date versus Budget as part of 'regular' Budget Monitoring and that the income is easy to forecast but the expenditure less so. What it highlights is that to date real expenditure is at £16,500.00 versus a budget for the year of £40,250.00. Main areas of underspend are:

- Changing rooms
- Footpaths
- Speeding equipment
- Other/contingency

Mr Martin talked about Bank Accounts and opportunities for investment of surplus funds

Cllr Carlisle asked whether we could do Premium Bonds which is a government security that offers no interest or capital gain but is entered in regular draws for cash prizes to which Mr Martin confirmed that we can't.

Mr Martin informed that he continues to look into various options and will report back. Cllr Carlisle asked whether Mr Martin knew what NHCC do with their extra money. Cllr Tony Hunter mentioned that North Herts have invested with various Building Societies. A general discussion was had between Mr Martin and Cllr Hunter comparing rates of various Building Societies. Mr Martin offered to send comparison rates to Councillors for information. Cllr McPartland noted that we have approximately £57k in our account which we could just as well invest. Cllr Carlisle mentioned we would need to keep in mind how long one would have to lock money away for in order to

qualify for the investment interest and that such conditions may impede on for example our plans for the proposed changing rooms to the rear of the scout hut.

Cllr Carlisle and Mr. Martin (RFO) raised the issue of the Parish Council owned marquees where the matter is complicated financially as it also includes the Barley Show accounts. However, Mr Martin as part of his duties as RFO, needs to sign off on all money involved but does not yet have the information to do so. Mr Martin and Cllr Carlisle agreed that the matter had to be resolved and will arrange for a meeting to be held with those involved as soon as possible.

Mr Martin in conclusion of the Financial Officers Report & Signing of Payments passed a reminder to Cllr Lee regarding standing orders which she acknowledged as something she still needs to look into.

8. Town House

Mr Martin (RFO), thanked County Cllr Fiona Hill for her support in approving our grant application to recover some of the cost of the new cooker.

Mr Nick Shaw (Chairman of the Town House Management Committee) mentioned that we have a booking for the committee room to be used every weekday morning until Christmas and which generates an income of £10 p/hour.

Bookings seem to be going well and Mr Shaw has two more people with an interest in the Town House as a wedding venue to show around this week.

During the last meeting it was reported that Robin Saklatvala, Letting Officer of the Townhouse, requested the Council to consider a small marketing budget which will be used to target specific audiences on Facebook to generate more interest and bookings for the Town House. That budget has now been agreed by Mr Shaw with Robin Saklatvala as no more than £500.00 per year.

The auto lights in the toilets will be completed shortly. It turned out to be a much bigger job than initially anticipated.

Mr. Shaw asked BPC if we could get rid of the big heavy tables in the alcove as the space could be better used. Mr. Martin (RFO) recognised that although cumbersome these tables are very durable and are used; they may well be used during the upcoming Christmas Market. Mr. Shaw's long term plan is to get rid of the tables or at best have them stored elsewhere.

Mr. Shaw suggested that the BPC consider having Wi-fi installed for the Town House. It was agreed that the Council are happy with the idea in principle. Mr. Shaw offered to look into the cost and put this forward to the Council for approval.

Cllr Turner suggested the BPC consider purchasing and installing an industrial dishwasher for the Town House. He believed the price of these is around £3k and suggested we then charge users £10.00 per use. A number of concerns were raised at the idea including cost vs gain and space to install the dishwasher at. Cllr Carlisle suggested Mr. Shaw put the idea forward at their next Town House meeting to gauge support however it is felt that the Council would need to be persuaded.

Mr. Martin (RFO) enquired about the outside lights which are not working again and the light facing the carpark which is on during the day. Mr. Shaw invited Mr. Martin to visit at some point during the day tomorrow as the contractor working on the auto lights in the Ladies loo will be in and Mr. Martin could then explain the lighting problems to him in order to get these fixed.

9. Recreation Ground

Cllr Turner reported that he had not been able to get to the bottom of why we had received two reports on the playground equipment this year and which one we should be addressing bearing in mind the discrepancy between the two. After some discussion on how best to proceed Mr Martin (RFO) indicated that he may have the information necessary to explain the background and would investigate further and advise Cllr Turner accordingly. The meeting agreed that BPC needed to determine which company would be required to carry out the annual inspections and whose report and recommendations should be followed.

10. Scout Hut

Cllr Carlisle presented the amended engrossment of the new lease of the Scout Hut to Councillors for signing. It was agreed that BPC should proceed to complete the new lease and it was duly signed on behalf of BPC by Cllrs Carlisle and Turner. Cllr Carlisle will return the document to our Solicitors for completion.

Cllr Carlisle reported that he had asked Mr. Tim Ashcroft to prepare the application to renew the planning permission for the proposed changing rooms to the rear of the scout hut.

11. Health & Safety

Nothing to report other than Cllr Chamings mentioned that she is meeting with DBA Safety on the 5th of December 2018 - Cllrs Carlisle and Chamings to attend.

12. Correspondence

- 2019/2020 Precept (£38,885.00) handed to Mr. Martin (RFO)
- Barley Fox & Hound Community Pub Limited – Regulatory Fees 1 April 2018 – 31 March 2019 (£67.00)

13. Any Other Business

Cllr Carlisle noted that we need to agree the precept for the next financial year and that we should discuss suitable budgets for 2019 at our next meeting with a view to finalising it in January 2019.

Meeting finished at 21:31

Next meeting 3rd December 2018