**Minutes of Meeting of Barley Parish Council**

**held on Monday 7th June 2021**

**PRESENT**

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

**IN ATTENDANCE**

Mel Chammings (Clerk), Tim Martin (RFO), Lynn Brett (RFO designate), County Cllr Fiona Hill, District Cllr Gerald Morris.

2 members of the public.

**WELCOME AND APOLOGIES**

Apologies were received from Cllr Ian Turner due to personal reasons.

**DECLARATION OF INTEREST**

No declarations of interest were made.

**APPROVAL OF MINUTES OF 4th May 2021**

The Minutes of the meeting held on 4th May 2021 were read and approved.

Proposed by Cllr Haughey and seconded by Cllr Hearn.

**MATTERS ARISING**

The clerk was asked to report on the action log, which had been distributed with the agenda papers.

Actions outstanding

1. The result of the RSF application had not been received. However, an update received today stated that the final report to the commissioner to consider/approve with the final details of the proposed scheme was in preparation. This would include a Memorandum of Understanding or similar for all parties to consider and sign up to.
2. The Clerk would contact settle, requesting that the chain link fence between bankside and the Plaistow which had been removed be re-instated.
3. Cllr Carlisle would contact Roger Truett (Scouts) to ensure that there was suitable access to the storage containers.
4. Similarly, discussions between the parish council and the scouts around future development plans would be led by Cllr Carlisle. This depended on the plans for the scout hut development which have not yet been received.
5. The clerk contacted Countryside Management to press them to repair the gates on FP11. If no positive response was received, then the request would be escalated.
6. Cllr Carlisle had received two quotes for the heat pump installation in the club room, which would raise the EPC to band D or possibility C. A third quote was required, and Cllr Lee said that she would contact a suitable colleague to endeavour to get a further quote. Once all quotes were received there would be further discussion about the effectiveness of each proposal.

**UPDATE FROM COUNTY CLLR HILL**

* Cllr Hill said that she was in the process of organising a meeting for members of the PC, Gary Henning (HCC Highways) and Derek Jerrard, Ringways (HCC Highways contractor) to:
  + Investigate parking issues,
  + Picknage Road H&S issues,
  + Feasibility of a 20mph Zone in the village and
  + The need to reinstate the embankments in Smiths End Lane and Bogmoor Road, which were damaged when large vehicles were incorrectly diverted during the London Road works.
* Kerbing to retain the embankment on London Road was also being considered
* There were no further changes to services throughout the county. These may change as and when there was an announcement about the final unlocking step due on 21st June.
* Cllr Hill thanked the PC for submitting an objection to the proposed development on Barkway Road, Royston. She confirmed that no decision had been made.

**PLANNING**

* There were no formal planning applications to consider.
* Cllr Carlisle noted that works had stopped on the Gables development and that NHDC planning officers were opposed to the recent Section 73 application.
* Cllr Carlisle also reported that he and two other councillors had met with Claremont Development to discuss a pre planning proposal for Picknage road and the re location of the village shop. Although the majority of the proposed scheme was outside of the village envelope and not contained within the proposed local plan, consideration had to be given to the fact that the village shop was clearly an asset to the village. Despite reservations he surmised that the developers would make a formal planning application in due course.

*County Cllr Hill and District Cllr Morris left 21.15*

**FINANCE**

The following list of payments was authorised at this meeting.

Barley Parish Council.

M Chammings £437.19 Clerking+ expenses May

T Martin £456.05 RFO May

Hardcastle Burton £990 Annual Internal Audit

S Bullard £180 April FP maintenance

Payments were proposed by Cllr Lee and seconded by Cllr King.

Barley Town House

Nick Shaw £158 April/May expenses

C Robinson £ 60 Cleaning May

Payments proposed by Cllr Haughey and seconded by Cllr Hearn.

Payments authorised between meetings by Cllr Carlisle and Cllr Haughey

Barley Parish Council

HMRC £437.97 PAYE outstanding

Finance update

* Lynn Brett’s authorisation was near completion, but other mandate changes were still outstanding.
* The Town House savings account at Saffron Waldon BS had such a low interest rate that it was agreed to close it and if appropriate for the new RFO to seek better rates elsewhere.
* We had not received a water bill for some time. The Clerk would chase this up.
* **Annual Governance and Accountability Return**
  + The members considered and approved the Annual Governance Statement, which was signed on behalf of members by the Chair, Cllr Carlisle and Clerk, Mel Chammings
  + Members approved the Accounting Statement, which was confirmed by the signature of the Chair, Cllr Carlisle.
* The Council would carry out a review of the Internal Audit, the Auditors, and the process at the January/February 2022 meeting.
* The new RFO would timetable actions on the Financial Risk assessment once she had taken up post.
* The new RFO would provide a weekly statement of Town House bank deposits to the Town House Letting Officer for information.

**TOWN HOUSE**

Nick Shaw was unable to attend but had provided a written report:

* Carol Robinson was retiring and would be presented with a voucher and some flowers on her last day. Sam Brinkley would take over responsibility for all cleaning.
* The school gate in the car park was an emergency exit for staff and pupils, not for vehicles, so parking in front of it should not be a problem. The PC may wish to consult with the school about their requirements.
* Mr Shaw would monitor the roof repair when he received the work schedule.

**RECREATION GROUND**

* Cllr Haughey was following up the repairs to the gates.
* There were no further issues to report.

**HEALTH & SAFETY**

* There were no issues to report on the Town House or Plaistow.
* The Rospa annual report on the playground was due and would be distributed when it comes through to the Clerk.
* The clerk would contact DBA Safety to arrange a H&S consultancy visit.

**CORRESPONDENCE**

* The Council confirmed that they approved the re-election of Rev. Ruth Pyke as the Parish Council trustee representative on Barley Charities.
* The RFO and Cllr Carlisle confirmed that the Barley Unlocked event to be held on the Plaistow on 10th July was a Parish Council event and therefore it was covered by Parish Council insurance.

**AOB**

* The revised Code of Conduct for Councillors which was distributed in advance of the meeting was formally adopted. The clerk would inform the NHDC Monitoring Officer.
* Mr Martin had provided the Clerk with training on how to access and update the website.
* Following a public query about the poor state of the churchyard, Cllr Carlisle informed the meeting that the PC had no authority in this case and was only a payment provider.

The meeting ended at 21.45.

The **next meeting** would be held on the usual first Monday of the month on **Monday July 5th**, 2021, in the Town House.