

**Minutes of Barkway Parish Council Meeting**  
**Held at the Pavilion, Barkway on Tuesday 8<sup>th</sup> April 2025 at 7.30pm.**

- 1. Attendance:** Cllrs:  
Mr W Dennis (Chair)  
Mr P Baker (Vice Chair)  
Ms L Fletcher  
Mr W Sapsford

**Also present:** Mrs C Toms (Clerk/RFO), Dist. Cllr. M Prescott and County Cllr. F. Hill

**Members of the Public:** Two other members of the public were present.

- 2. To receive and accept apologies for absence:** Cllr. J Cox (unwell), Cllrs. G Swann and D Marchant (work commitments) and the Police. Apologies were accepted.

- 3. To receive Councillors' Declarations of Pecuniary Interest and to remind Councillors of their requirement to update register of interests under change of circumstances** – Item 10.5.1 Cllr Dennis, Item 10.2.4 Cllr. Baker and Items 10.2.6 & 10.2.7 Cllr. Sapsford.

**4. Minutes**

**4.1 To approve the minutes of the last meetings** - Proposed, seconded and all in favour to approve. Resolved. **Action: Clerk**

**4.2 To consider any matters arising from the last meetings** – None.

Standing Orders were suspended.

- 5. Public Session – to receive representations from members of the public** – No one wished to speak.

- 6. To receive report from District Councillor** – District Cllr. Prescott reported that there was not much to say as it was now in the election period for Herts County Council (HCC) Councillors. He asked if Barkway Cllrs. received the weekly Members' Information Sheet from North Herts Council (NHC). The Clerk agreed to forward this to all Cllrs. in future. **Action: Clerk**

- 7. To receive report from County Councillor** – County Cllr. Hill provided the following report:

**Highways Updates** - Data from the Speed and Volume surveys for both ends of the village has been forwarded to the Clerk and Chairman for consideration. Rumble strips are now in place in Cambridge Road. Suggest a separate meeting to discuss future ideas and options to address speeding in the village.

The damaged footpath opposite the coffee shop in the High Street is scheduled for repairs.

The verge works in Windmill Close have been carried out.

The landowner adjacent to Gas Lane has been contacted regarding clearing the ditch. Drainage works in Gas Lane are scheduled for investigation during the current year.

**BK3** - Concerns from the Parish Council over possible future misuse of the reserved school site have been logged with Hertfordshire County Council with the request that

no waste is placed on the site and there is no adverse use of the area during construction. The landowner is aware that the hedges need to be cut back.

**Armed Forces Covenant** - The Board meeting held on 5<sup>th</sup> March was well attended and positive. Barkway PC has signed up to the Covenant and is just awaiting confirmation. I attended the Adventure Day at Stanmore which was the prize for the winners of the Christmas card competition.

**Events/Consultations** - The Councillors' Surgery was held in Royston Market on Saturday, 8<sup>th</sup> March. The Ermine Ward Surgery was held on Saturday, 5<sup>th</sup> April in the Woodman, Nuthampstead with the Business Breakfast in Nuthampstead held on 4<sup>th</sup> April.

Cllrs. Prescott and Hill were thanked for their reports.

It was agreed that the speed and volume data needed to be analysed in depth. An informal meeting to be held on Weds 16<sup>th</sup> April at 3pm. This opportunity would also be used to discuss means of fund raising for the Carriage Wash Restoration Project.

**8. To receive report from the Police** – No report. It was noted that there had been two burglaries in the village in the past week.

Standing Orders were resumed.

## **9. Council Administration**

**9.1 To receive update on plans for the Annual Parish Meeting on 21<sup>st</sup> May** – The Clerk reported that the new proposed more informal format had been well received by those she had spoken to and plans were going ahead for the event.

**9.2 To receive review of the Asset Register** – item to be deferred.

**9.3 To approve the purchase 6 x Motorola replacement Walkie Talkies at a cost of approx. £106 + VAT** – Cllr. Baker indicated that some items of the current equipment were no longer functioning, so it was proposed, seconded and agreed by all to purchase replacements. Resolved.

## **10. To receive updates from Portfolio Holders**

**10.1 Corporate Governance** – Nothing to report.

### **10.2 Planning**

**10.2.1 To receive monthly update report from Redrow regarding BK3 development and agree any response needed** – An existing bench seat sited on the verge where the new site entrance was being created on Cambridge Road had been destroyed in the process. Redrow had agreed to provide a replacement bench before completion of the site. Cllr. Swann had recommended that this new bench be sited on the northern side of the entrance to the development. The Clerk to advise Redrow.

#### **Action: Clerk**

Cllr. Dennis had submitted a Freedom of Information (FOI) request to Thames Water requesting data on the flow rates from the feeder pipes to the sewage treatment plant (STP). Once received, this data could then be independently checked. It had been learnt from Thames Water that work currently being done at the Barkway STP were 'statutory requirements' and it did not mean that they were increasing the capacity of the STP.

**10.2.2 To receive update on matters relating to the Open Space agreement between NHC and the Parish Council** – This matter was still in the hands of the NHC Legal Dept. Dist. Cllr. Prescott volunteered to chase this up.

**10.2.3 To receive update on progress with the Barkway & Nuthampstead Neighbourhood Plan (BNNP)** – At a NHC Committee Meeting on 18<sup>th</sup> March it had been agreed to proceed to a Referendum. This would be held on Thursday 1<sup>st</sup> May

alongside the HCC elections. Parishioners had begun to receive their voting cards and some were unsure what the Neighbourhood Plan was all about. It was agreed that information must urgently be made available and prominent on the website. The Clerk and the Webmaster had already had a meeting and the matter was in hand. A small number of printed copies of the Referendum version of the BNNP had been ordered as some Parishioners were having difficulty reading the lengthy document on a screen. Cllr. Prescott would take 3 copies to Nuthampstead (placing one copy in the Woodman) and other copies would be placed at the Social Club and the Tally Ho. The remaining copies would be loaned out by the Clerk on request.

The question being asked by NHC was – *‘Do you want North Hertfordshire District Council to use the Neighbourhood Plan for Barkway and Nuthampstead to help it decide planning applications in the neighbourhood area?’*

Cllr. Dennis agreed to post a statement on social media to remind people to place a vote. The Clerk emphasised that the Parish Council must remain neutral on the matter leading up to the Referendum.

The Clerk had clarified with NHC that for the BNNP to be adopted 50% of votes plus one (out of all those that voted on the day) were needed in favour of the BNNP.

#### **10.2.4 To consider and make comment on planning application:**

**Section 73 Application : Removal of Condition 2 (amended plans) of planning application reference 24/01882/FP granted on 16.01.2025 for: Erection of one 3-bed dwelling including associated parking, landscaping and works following demolition of existing fire damaged 3-bed dwelling. Erection of brick boundary wall to north west and installation of brick wall and sliding gates following demolition of existing driveway brick piers.**

**2 Pledgers Place, Barkway, Hertfordshire, SG8 8DQ. Case Ref No: 25/00600/S73** – It was understood that there was a clerical error in the description of this application, which needed to be corrected by NHC and a revised consultation commenced.

#### **10.2.5 To consider and make comment on planning application:**

**Full Planning Permission : Resurfacing of existing car park.**

**Cokenach Cricket Club, Cambridge Road, Barkway, Hertfordshire, SG8 8BS. Case Ref No: 25/00543/FP** – After consideration of the application, it was proposed, seconded and agreed by all that there was no objection to this application. The Clerk to respond to NHC. **Action: Clerk**

Cllr. Sapsford did not take part in the discussion or decision making for the following two items.

#### **10.2.6 To consider and make comment on planning application:**

**Full Planning Permission : Conversion and extension of existing outbuilding to create one 4-bed dwelling including raising ridge height and replacement roof, and part two storey and part single storey rear extension following demolition of single storey front lean-to. Erection of detached two-bay cart shed. Erection of brick wall on west boundary and rebuilding existing driveway brick piers to 2m in height and installation of sliding gates.**

**9, High Street, Barkway, Royston, Hertfordshire, SG8 8EA. Case Ref No: 25/00454/FP** – After consideration of this application, it was proposed, seconded and agreed that there were no objections to these revised applications, however the following two points were to be raised with the Planning Case Officer:

- *Could ownership please be established, before the applications are determined, of an existing brick wall on the west boundary. Is this the wall referred to in these*

*applications or does the applicant intend to build another wall parallel to the existing wall?*

*- In addition, The Parish Council would ask that as the application site is alongside a grade 2 listed building, could a condition be imposed that measures are put in place to mitigate the chances of damage to that property, especially during the building stage involving delivery of plant and materials to site?*

The clerk to respond to NHC. **Action: Clerk**

#### **10.2.7 To consider and make comment on planning application:**

**Listed Building Consent : External and internal alterations to existing outbuilding to facilitate conversion into one 4-bed dwelling including raising ridge height and replacement roof, and part two storey and part single storey rear extension following demolition of single storey front lean-to. Erection of brick wall on west boundary and rebuilding existing driveway brick piers to 2m in height and installation of sliding gates.**

**9 High Street, Barkway, Royston, Hertfordshire, SG8 8EA. Case Ref No: 25/00455/LBC – (See item 10.2.6)**

**10.3 Highways - To receive update on progress being made to address the problem of traffic speeding in the village – (See item 7)**

#### **10.4 Sports and Recreation**

**10.4.1 To receive update on play area –** It was reported that a wooden post had rotted on the Adventure Trail and the zip-wire had been repaired. It was agreed that signage needed to be placed at both entrances to the Recreation Ground stating that the play equipment was intended for children. Cllr. Baker to arrange for the appropriate signs. **Action: PB**

**10.4.2 To receive update on football activities –** The Clerk reported that all was going well at the moment.

#### **10.5 Community Property**

**10.5.1 To receive update on refurbishment works for the interior of the Reading Room –** It was reported that the storage container outside the Pavilion had now been moved back into position, tucked in behind the Pavilion, as originally intended. The Reading Room could now be cleared to allow the internal decorating to progress. Cllr. Baker to contact someone to help with the removals. Having looked at the finances for the Reading Room, the main problem now was funding. The exterior work had cost more than originally anticipated due to discovery of an unexpected soakway and the change of bricks required by the NHC Conservation Officer. Cllrs. Prescott and Hill suggested applying to HCC Locality and Herts Community Foundation or the Royston Area Forum for some grant funding. Cllr. Baker would investigate these potential funding avenues. **Action: PB**

**10.5.2 To receive update on progress with improving security measures for the Pavilion and Recreation Ground –** Cllr. Baker had conducted some preliminary enquiries but would bring a proposal to the May meeting. **Action: PB**

**10.5.3 To receive update on request from the PCC for a monthly use of the Community Room from June –** A monthly meeting would be taking place in there from the beginning of June on a Friday and there were ongoing discussions about holding a weekly café in there where people could drop in for a chat and friendly company, aimed at reducing isolation.

#### **10.6 Environment**

**10.6.1 To receive update on progress with Carriage Wash Restoration Project –** There was not much to report. £160.00 was raised as a result of the Pantomime in February. Fundraising ideas would be discussed at the informal meeting being held on Weds 16<sup>th</sup> April.

**10.6.2 To receive update on clearance of bulrushes in the pond and to discuss potential project to create a healthier and more attractive village pond –** The bulrushes had been removed and were currently left lying on the grass to allow water and wildlife to creep out before the bulrushes were removed from site. The Clerk to contact the resident who had previously forwarded ideas on how to improve the pond.  
**Action: Clerk**

**10.6.3 To receive update on tidying of Open Space to the rear of Windmill Close –** nothing to report.

**10.6.4 To receive update on arrangement being made to carry out a Tree Survey in 2025 –** Cllr. Fletcher reported that a tree survey had been booked to be carried out during May at a cost of £350.00 + VAT.

## **10.7 Media and Communications**

**10.7.1 To receive update regarding the new website –** It was understood that the Webmaster would be contacting the website developer to see if several items could be placed on the 'Latest News' section at once and if the priority of those topics could be altered as required. Some photos on the website would be updated with more current ones. Information on the Reading Room, Recreation Ground and Carriage Wash would be updated. A new Planning page would be developed and kept updated, based on the same format as the Agendas and Minutes page. The Webmaster was thanked for his hard work and support.

**10.7.2 To receive report on progress of production of the Bulletin –** nothing to report.

## **11. To receive finance reports from the Clerk**

### **11.1 To provide update on current financial position**

#### **Parish Council Account:**

The Parish Council bank balance at 08.04.2025 was £27,396.57

Petty Cash £9.28

#### **Receipts since the last meeting:**

CR £600.00 – Buntingford Cougars – Hire of Pitches

CR £200.00 – Flanders – Hire of Community Room (incl Deposit)

### **10.2 To authorise payments to be made**

#### **Approval of payments since last meeting:**

DC £26.00 – Amazon – Toilet Rolls & Hand Soap

DD £35.34 – EDF Energy – Electricity Pavilion

BP £1,112.96 – Playground Facilities Ltd – Repair of Adventure Trail

BP £691.20 – GovResources Ltd – BNNP Residual Tasks beyond Grant Allowance

BP £1,101.16 – GovResources Ltd – BNNP Support to end of Examination Process

#### **Approval of payments to be made at meeting:**

By bank transfer:

BP £1,252.28 - Catharine Toms – Clerk's Monthly Salary

BP £50.63 - Annie McPherson – Litter Picking Mar

BP £37.50 – Sophie & Charlotte Anderton – Litter Picking Mar

BP £588.64 – HMRC – PAYE Qtr 4

BP £390.00 – Deluxe Perfect Cleaning Ltd – Cleaning at Pavilion Mar

BP £218.50 – R Bonfield – Maintenance Pavilion & Rec. Mar

BP £410.00 – Tim Drake – Line Marking & Grass Cutting Mar

BP £5,530.60 – Playground Facilities Ltd – Play Area Inspection Repairs

BP £561.28 – HAPTC – Annual Subscription

BP £141.00 – GD Builders – Maintenance at Recreation Ground

BP £55.00 – M Thornton – Window Cleaning – Bus Shelters, Reading Room & Pavilion

**Reading Room Accounts:**

Bank Balance at 18.03.2025 was £4,602.20

Receipts since last meeting: None

Approval of payments since last meeting:

DD £72.44 – British Gas – Electricity

Payments proposed, seconded and approved by all. Resolved.

**12. Correspondence** – Nothing not covered elsewhere in the meeting.

**13. Items to be deferred to the next meeting** – Carriage Wash restoration project, Survey of Seats and Benches, Reading Room Refurbishment and funding, Open Space tidying, Open Space agreement with NHC, Barkway Bulletin, BNNP, Village Pond, Security measures for the Pavilion and Recreation Ground, Traffic speeding, Asset Register.

**14. Date of next meeting** – Tuesday 13th May 2025. Annual Meeting, followed by a monthly Parish Council Meeting.

On behalf of the Parish Council and Barkway, Cllr. Dennis took the opportunity to gratefully thank outgoing County Cllr. Fiona Hill for all her hard work and support over the years and wished her well for the future.

There being no further business, the meeting ended at 8.44pm