

Minutes of Barkway Parish Council Meeting
Held at the Pavilion, Barkway on Tuesday 10th June 2025 at 7.30pm.

- 1. Attendance:** Cllrs:
Mr W Dennis (Chair)
Mr P Baker (Vice Chair)
Ms J Cox
Mr D Marchant

Also present: Mrs C Toms (Clerk/RFO)

Members of the Public: One member of the public was present.

- 2. To receive and accept apologies for absence:** Cllrs. G Swann, W Sapsford and L Fletcher (holidays), PC Tom Woollard, Dist. Cllr. M Prescott and County Cllr. R Brown. 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 – None.**

4. Minutes

4.1 To approve the minutes of the last meeting - 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 –** A member of the public was present to explain about their planning application but did not wish to speak at this time.

- 6. To receive report from District Councillor – no report.**

- 7. To receive report from County Councillor – no report.**

- 8. To receive report from the Police – no report.**

Standing Orders were resumed.

9. Council Administration

9.1 To receive Annual Internal Audit Report 2024/25 – An independent examination had been carried out by the Internal Auditor. The report concluded that there were effective systems in place to ensure that the financial statements represented accurately the financial position of Barkway Parish Council and no matters had arisen which needed to be brought to the attention of the Parish Council.

The Clerk was thanked for her work.

9.2 To approve Annual Governance Statement 2024/25 – Proposed, seconded and approved by all. Resolved.

9.3 To approve Annual Accounting Statements 2024/25 – Proposed, seconded and approved by all. Resolved.

9.4 To set dates for The Exercise of Public Rights – Monday 16th June to Friday 25th July – Agreed.

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 informal meeting had taken place the previous evening, at the suggestion of Redrow, between a representative from Redrow and some Parish Cllrs. The latest version of their pre-submission Reserved Matters plans was presented and discussed at length. It was dismaying and disappointing to see how much the plans had altered from the original Outline plans submitted and approved. It was understood that Redrow had been working with direction from the Urban Planning Officer at North Herts Council (NHC) in order to achieve a proposal that would gain planning approval. The design had changed from rural to urban with straight roads, some properties now with rear parking and little frontage and with other communal parking areas which would likely, for security and safety reasons, require some street lighting. It was wondered whether the NHC Urban Design Officer had ever visited Barkway and whether they were aware of the advanced stage of the Barkway & Nuthampstead Neighbourhood Plan, which had been voted through by Referendum on 4th May, and within it incorporated a Design Code document and a policy for the BK3 development site.

It was proposed, seconded and agreed to write to the Urban Design Code Officer, copying in the Planning Case Officer, to express deep concern about the proposed plans and invite them to a meeting in Barkway to discuss their rationale behind the idea of such an urban design proposal. **Action: Clerk**

10.2.2 To receive update on matters relating to the Open Space agreement between NHC and the Parish Council – NHC had instructed their solicitors to proceed with the transfer of ownership. HRJ Foreman Laws Solicitors had been in contact. They estimated the cost to the Parish Council (PC) would be between £1,000 and £1,500. It was proposed, seconded and agreed by all to ask HRJ Solicitors to act and proceed with matters on behalf of Barkway PC. The Clerk had been requested by HRJ to provide (in addition to herself) phone numbers of two Cllrs. who would be prepared to complete verification checks on behalf of the PC. Cllrs. Dennis and Baker agreed. Resolved. **Action: Clerk**

10.2.3 To consider and make comment on planning application : Full Permission Householder : Alterations to existing detached garage including side extension to create open car port.

78 High Street, Barkway, Royston, Hertfordshire, SG8 8EF. Case Ref No: 25/01138/FPH – After consideration of this application, it was proposed, seconded and agreed by all that there was no objection to the application. Resolved. The Clerk to submit response to NHC. **Action: Clerk**

10.2.4 To Consider and make comment on planning application: Full Planning Permission : Erection of two-bed bungalow following demolition of existing stables and outbuildings including parking.

Land at North Side, Burrs Lane, Barkway, Hertfordshire. Case Ref No: 25/00996/FP – After consideration of the application it was noted that the application did not include any flood risk assessment and stated that it was not within 20m of a watercourse. This was queried as there was a brook within proximity to the proposed development.

Standing Orders were suspended to allow a member of the public to explain about their application. She indicated that the proposed dwelling had been moved forward away from the water course but she would check with her Architect on his return from holiday regarding measurement of the distance from the ditch. She had also looked on the NHC website and the area was in a Zone 1, which was considered minimal flood risk. In over 30 years of owning the site, she had only known the ditch to back up once, caused by a neighbouring property allowing debris to build up in there. This had been quickly resolved by clearing the ditch.

Standing Orders were resumed.

It was proposed, seconded and agreed by all that a comment either in support or in objection to the application was unable to be made as the information within the application appeared to be incomplete and the PC wished to refer the application to the Ecology Consultee for their consideration. The Clerk to response accordingly to NHC. **Action: Clerk**

10.3 Highways - To receive update on progress being made to address the problem of traffic speeding in the village – Speeding through the village was continuing to be an ongoing

concern. Police speed checks had been conducted but these were only effective at the time. Speed and volume surveys had produced results that were not excessive enough it seemed to support additional external funding for deterrent measures.

After discussion, it was agreed to investigate the price of speed cameras and in addition, investigate the possibility of changing existing flashing lights to ones that showed the actual speed of a vehicle, or better still, their number plate as well in order to act as a better deterrent to speeders. **Action: Clerk**

The member of the public present left the meeting at 8.20pm.

10.4 Sports and Recreation – Cllr. Baker proposed that the PC could consider the possibility of using silent fireworks this year on Bonfire Night. This could benefit pet owners and children with sensitive hearing. It could be done on a trial basis this year to see how it was received. Cllr. Baker to obtain costings and report back at the next PC meeting. **Action: PB**

10.5 Community Property

10.5.1 To receive update on progress with improving security measures for the Pavilion and Recreation Ground – to be deferred to the July meeting.

10.5.2 To receive update on refurbishment works for the interior of the Reading Room – Cllrs. Baker and Fletcher had met with members of the Barkway Local History Group (BLHG) and a revised layout plan for the interior had now been sent to them. Decorating work on the interior was progressing well. There was a 4-6 week lead time on orders for screens, etc. Ideally an order needed to be placed by end of June. A grant application had been submitted to NHC and Cllr. Baker was optimistic of a successful grant award. Other grant avenues to be explored included the Village Hall fund from ACRE and Barkway Market Committee (BLHG to submit this application). Cllr. Baker was currently trying to set up a Just Giving website for the Reading Room and was looking at getting an associated Gift Aid system set up with HMRC. **Action: PB**

10.6 Environment - To receive update on progress with Carriage Wash Restoration Project – There was no update on the results of the newt survey recently conducted. Cllr. Fletcher was currently investigating a couple of promising grant funding avenues.

10.7 Media and Communications – 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 10.06.2025 was £44,393.45 (of which £11,920.46 is ring-fenced in the Carriage Wash Fund A/C)
Petty Cash £9.28

Receipts since the last meeting:

CR £39.43 – Barclays – Interest (Carriage Wash Fund)
CR £55.60 – Barclays – Interest
CR £75.00 – Hornead PTA – Hire of Community Room & Rec
CR £4,836.79 – HMRC – VAT reclaim
CR £150.00 – Izod – Deposit for Hire of Community Room
CR £40.00 – G Aldridge – Cougars Hire of Football Pitch
CR £40.00 – K Stukins – Cougars Hire of Football Pitch

11.2 To authorise payments to be made

Approval of payments since last meeting:

DD £91.97 – Nest – Pension
DD £12.00 – Sage – Payroll Software
DD £26.12 – EDF Energy – Electricity Pavilion
DD £37.16 – Castle Water – Water Pavilion
DD £61.94 – BT – Broadband Pavilion
DC £5.99 – Amazon – Name Badges for APM
DC £546.00 – Cambition – New Laptop for Clerk
TRF £484.03 – Reading Room – Rates 2025/26

TRF £1,000.00 – Reading Room – Electricity 2025/26

Approval of payments to be made at meeting:

By bank transfer:

BP £1,252.08 - Catharine Toms – Clerk's Monthly Salary

BP £52.50 - Annie McPherson – Litter Picking May

BP £22.50 – Sophie & Charlotte Anderton – Litter Picking May

BP £168.11 – Catharine Toms – Expenses Annual Parish Meeting

BP £300.00 – Carol Willis – Internal Audit 2024/25

BP £ 28.80 – Parish Council Websites – Domain Renewals 2025/26

BP £336.00 – Deluxe Perfect Cleaning Ltd – Cleaning at Pavilion May

BP £212.50 – R Bonfield – Maintenance Pavilion & Rec. May

BP £490.00 – Tim Drake – Line Marking & Grass Cutting May

BP £60.00 – CPRE – Annual Subscription

BP £954.00 – GWB Horticulture Ltd – Removal of bulrushes from Village Pond

BP £11.00 - Deluxe Perfect Cleaning Ltd – Shortfall on payment for previous month's invoice.

BP £150.00 – Mrs J A Flanders – Refund of Deposit for Hire of Community Room

BP £150.00 – Hazel Izod – Refund of Deposit for Hire of Community Room

Reading Room Accounts:

Bank Balance at 10.06.2025 was £5,907.83

Receipts since last meeting:

CR £35.74 – COIF Interest

CR £13.21 – Barclays – Interest

CR £484.03 – Barkway Parish Council – Rates 2025/26

CR £1,000.00 – Barkway Parish Council – Electricity 2025/26

Approval of payments since last meeting:

DD £99.92 – British Gas – Electricity

DD £48.00 – NHC - Rates

Payments proposed, seconded and approved by all. Resolved.

11.3 To receive report from meeting of the Finance Working Party – (See Appendix A).

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 interior re-fit and funding, Open Space tidying, Open Space agreement with NHC, Barkway Bulletin, Village Pond, Security measures for the Pavilion and Recreation Ground, Traffic speeding and cost of deterrent measures, Bonfire Night, Meeting with Urban Design Officer regarding BK3.

14. Date of next meeting – Tuesday 8th July 2025.

There being no further business, the meeting ended at 8.50pm