

Minutes of Barkway Parish Council Meeting
Held at the Pavilion, Barkway on Tuesday 9th September 2025 at 7.30pm.

1. Attendance: Cllrs:

Mr W Dennis (Chair)
Mr P Baker (Vice Chair)
Mr W Sapsford
Mr G Swann

Also present: Mrs C Toms (Clerk/RFO) and County Cllr. Ruth Brown

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

2. To receive and accept apologies for absence: Cllrs. J Cox and L Fletcher (on holiday), Cllr. D Marchant (work), Dist. Cllr. M Prescott (attending another meeting), the Police (on rest days). 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.

5. To receive report from District Councillor – no report.

6. To receive report from County Councillor – County Cllr. Ruth Brown gave the following report:

- Damaged pavement issues raised by a resident of 78, High Street – resident to be asked to report this online both to North Herts Council (NHC) to sort out the weeds and Herts County Council (HCC) to sort out the cracked pavement surface.

- Windmill Close verge protection, snagging was to be completed but so far it had not been signed off.

- Drainage issues along Gas Lane were still outstanding.

- Flashing School Sign – Cllr. Brown to investigate why it was on permanently as it detracted from the effectiveness.

- Salt Bins – The Clerk to apply to HCC for grant funding for a small salt bin to be located to the side of the Reading Room. **(Action: Clerk)**. A winter salt supply was also available on request from HCC.

- Speeding traffic through the village – Cllr. Brown had already been informed that speeding was a big problem, and had been for many years and that it was proving difficult to resolve. Cllr. Brown to investigate if the current Speed Indicators Devices (SIDS) could be updated as they had been there for many years and were no longer proving effective. Cllr. Brown to investigate cost.

- 20 mph zones – new administration at HCC were in the process of renewing the strategy of speed management to make it work better. Engineering measures would no longer be required, making it much cheaper to implement speed reduction zones. The Parish Council would try and ascertain village support on the creation of a 20mph zone within Barkway. **Action: Clerk**

- Cllr. Brown to investigate cost of installing a 'village gateway' on the Cambridge Road entrance to the village.

- The Clerk had contacted the Office of the Police and Crime Commissioner (OPCC) to enquire if the Commissioner had a Road Safety Budget from which support for traffic calming measures in Barkway might be supported. The Parish Council had been invited to submit an Expression of Interest form. **Action: Clerk/WS**

- Members' Locality Budget – Cllr. Brown informed the Council that there was still money available in her fund to help support appropriate local initiatives. The Barkway Local History

Group would be advised to contact Cllr. Brown to seek funding towards their display boards.

Action: Clerk/PB

7. To receive report from the Police – no report.

Standing Orders were suspended.

8. Public Session – to receive representations from members of the public – A member of the public was present to learn more about the progress on the BK3 development.

Standing Orders were resumed.

9. Council Administration - to note conclusion of audit for the year 2024/25. The External Auditor's Report and Certificate had been received. It stated that in their opinion the information provided in Sections 1 & 2 of the Annual Governance and Accountability Return was in accordance with Proper Practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

This was to be published on the Parish Council website by 30th September. **Action: Clerk**

The Clerk was thanked by the Council for her work on this.

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 – Redrow were still awaiting a response from Thames Water on when work might be implemented to upgrade the sewage treatment plant to increase the capacity necessary to deal with the additional homes.

Condition 9 of Planning Permission granted on 25.07.2023 for 18/01502/OP states:

No development shall be commenced until confirmation has been provided that either:- all sewage works upgrades required to accommodate the additional flows from the development have been completed; or – a development and infrastructure phasing plan has been agreed with the Local Authority in consultation with Thames Water to allow development to be occupied. Where a development infrastructure phasing plan is agreed no occupation shall take place other than in accordance with the agreed development and infrastructure phasing plan.

Redrow had appealed against NHC for non-determination of their Section 73 Application for the variation of the wording to Conditions 3 & 20 of planning permission 18/01502/OP granted on 25.07.2023. This application had been due to be determined by the NHC Planning Control Committee (PCC) on 4th September. As the application was being appealed, it was no longer within the remit of the PCC to make a determination, so it had been removed from the agenda ahead of the meeting. Redrow then withdrew their appeal and submitted a revised Section 73 Application. However, there did not appear to be any difference between the two applications.

10.2.2 To receive report from meeting with NHC Urban Design Officer regarding BK3 on 9th September – A very positive meeting had taken place between members of the Parish Council and NHC Planning Officers earlier that day. NHC Planning Officers said that they were pushing Redrow for a more rural development with enough green spaces, and hedges rather than fences, and for Social Housing to be dispersed throughout the development. NHC Planning Officers were well aware of the requirement of any development now to pay heed to the now 'made' Barkway & Nuthampstead Neighbourhood Plan.

A set of notes 'Rural for Rural' compiled with help from Planning Consultant Jacqueline Veater was left with NHC Planning Officers (see Appendix A).

10.2.2 To receive update on matters relating to transfer of ownership of the land behind Windmill Close – The Solicitors acting on behalf of the Parish Council had stated that

they were expecting to receive an Engrossment within the next week, so matters were progressing.

10.2.3 To receive update following Planning Control Committee meeting 4th Sept. (also see item 10.2.1). Cllrs. Dennis and Swann had attended the meeting. The application for the development on the Barkway Road, Royston was initially put forward for refusal but then was decided to be deferred until members of the PCC were able to do a site visit.

10.3 Highways - To receive for consideration costings for alterations to speed indicator signs or alternative equipment and agree to apply for support and grant funding from the Office of the Police Crime Commissioner (OPCC) – (see item 6)

10.4 Sports and Recreation – To receive for consideration costings for silent fireworks for Bonfire Night 05/11/2025 – Cllr. Baker had received a quotation of £899 for the cost of quieter (but not silent) fireworks, he requested a further £100 expenditure be allowed for any necessary safety equipment. Proposed, seconded and agreed by all. Cllr. Baker to order the fireworks. **Action: PB**

Cllr. Baker would be the chief organiser and was arranging for a team of volunteers to deal with the bonfire, the display and the marshaling on the evening of Wednesday 5th November.

10.5 Community Property

10.5.1 To receive update on progress with improving security measures for the Pavilion and Recreation Ground – Nothing further to report.

10.5.2 To receive update on progress with the interior re-fit of the Reading Room – Cllr. Baker had received three quotations for the electrical works for the new lighting. He proposed JHE Electrical Contractors as the best all-inclusive quote at a cost of £1,165 + VAT. It was proposed, seconded and agreed by all to proceed with this quotation. **Action: PB** He reported that he had found a new option for the display boards which would likely cost about £2k less than other options being considered. However, grant funding towards the cost would still be needed. A bid had already been submitted by Cllr. Baker to the Community Forum for a grant award.

10.6 Environment

10.6.1 To receive report from Cllr. Fletcher regarding Carriage Wash restoration project and agree action required – In her absence, Cllr. Fletcher had forwarded the following report:

The Stage one application for a grant from the Pilgrim Trust had been successful and she had been invited to fill in a Stage two application. It required detailed information about timing and phases of the restoration which could not yet be supplied. Effectively the Parish Council would need to have everything in place in terms of permissions and estimates before being able to qualify for a grant. There was a year allowed to make the Stage two application, however, sooner would be better as there were already time limits in place on some of the other grants awarded for the project.

Some thought had been given about the order of tasks to be completed before, during and after the restoration. It demonstrated the need for a Working Party to share ideas and information, whilst leaving the specialist expertise to the restorers. Cllr. Baker was investigating the idea of a ‘Just Giving’ page on the Parish Council website and Cllr. Cox was clarifying the newt issue. All contractors would need to meet the requirements of the Pilgrim Trust in terms of accreditation.

It was proposed that Parishioners should be asked if they would be willing to join the Working Party and if they had specific skills and fund-raising ideas.

As Cllr. Fletcher would be away for a couple of months she requested for someone from the Parish Council to take responsibility for setting up the Working Party and running it, including addressing the Stage two Pilgrim Trust application form (where it differed from the Stage one form).

Cllr. Brown was requested to ask HCC if the silt from the Carriage Wash could be put on the Reserved School site. **She asked what the volume of silt was likely to be.** Cllr. Swann would also ask if Cokenach had an area where this silt could be placed. **Action: GS**

Cllr. Dennis informed the Council that the Barkway Community Group was discontinuing and they had a balance of £907 in their bank account which they were proposing to donate to the Carriage Wash Restoration Fund.

10.6.2 To note concern being raised regarding the condition of the Village Pond and agree action required – No response had been received as a result of an appeal published in the Diary for help with this. Some sort of professional advice was needed. The Clerk to look into who had helped out in the past. **Action: Clerk**

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 09.09.2025: £22,404.48

The Carriage Wash Fund A/C balance: £12,960.58

Petty Cash £9.28

Receipts since the last meeting:

Carriage Wash A/C:

CR £40.12 – Barclays Interest

CR £1,000.00 – Barkway Market Grant

Parish Council A/C:

CR £39.68 – Barclays Interest

CR £30.00 – G Aldridge Buntingford Cougars – Hire of Pitch

CR £80.00 – K Rugman – Hire of Community Room

CR £35.00 – G Aldridge Buntingford Cougars – Hire of Pitch

CR £200.00 – Buntingford Town FC Ladies – Hire of Pitches

10.2 To authorise payments to be made

Approval of payments since last meeting:

DD £91.97 – Nest – Pension

DD £13.20 – Sage – Payroll Software

DD £23.48 – EDF Energy – Electricity Pavilion

DD £40.85 – Castle Water – Water Pavilion

DD £61.94 – BT – Broadband Pavilion

BP £150.00 – B Strachan – Refund Deposit Hire of Community Room

Approval of payments to be made at meeting:

By bank transfer:

BP £1,280.86 - Catharine Toms – Clerk's Monthly Salary

BP £54.50 - Annie McPherson – Litter Picking Aug

BP £30.00 – Sophie & Charlotte Anderton – Litter Picking Aug

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

BP £150.00 – R Bonfield – Maintenance Pavilion & Rec. Aug

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

BP £162.00 – Community Heartbeat Trust – Defibrillator Annual Support

BP £378.00 – PKF Littlejohn – External Audit Fee 2024/25

Reading Room Accounts:

Bank Balance at 09.09.2025 was £5,708.75

Receipts since last meeting:

CR £35.74 – COIF Interest

CR £13.37 – Barclays Interest

Approval of payments since last meeting:

DD £48.00 – NHC - Rates

12. Correspondence – Nothing not already covered elsewhere.

13. Items to be deferred to the next meeting – Carriage Wash restoration project, Survey of Seats and Benches, Reading Room re-fit and funding, Open Space agreement with NHC,

Barkway Bulletin, Village Pond, Security measures for the Pavilion and Recreation Ground, Traffic speeding, Bonfire Night.

14. Date of next meeting – Tuesday 14th October 2025.

Apologies were received from Cllr. Cox for the November meeting and from Cllr. Fletcher for December and January meetings.

There being no further business, the meeting ended at 8.39pm