

**Minutes of Barkway Parish Council Meeting (following the Annual Meeting)
Held at the Pavilion, Barkway on Tuesday 12th May 2026 at 7.35pm.**

1. Attendance: Cllrs:
Mr W Dennis (Chair)
Mr P Baker (Vice Chair)
Mr G Swann
Ms L Fletcher
Mr D Marchant

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

Members of the Public: No members of the public present.

2. To receive and accept apologies for absence: Cllrs. J Cox and N Stuart 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 – None declared.

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.

Stand Orders were suspended.

5. To receive report from District Councillor – Cllr. Martin Prescott reported that both himself and County Cllr. Ruth Brown had earlier attended and been able to speak at one of the planning enquiry sessions being held regarding the Planning Appeal for the development site on Barkway Road, Royston. It was likely to continue over a number of days. He was of the opinion that it was a totally unsustainable development at the top of a hill and that there were plenty of other developments going ahead in and around Royston which were far better located and could fulfil the need to provide additional housing in the area.

Work on the new North Hertfordshire Local Plan had commenced and he encouraged comments on this to be submitted, in a chance to help influence the outcome.

Further to the approval of the Reserved Matters Application relating to site BK3, he was very concerned that North Herts Planners were content with the response from Thames Water, stating that the sewage treatment works had sufficient capacity to cope with BK3, without any evidence to support the statement. Cllr. Dennis had already contacted MP Chris Hinchliff about the issue asking for his support to obtain data behind the decision from Thames Water.

Cllr. Prescott departed from the meeting at 7.52pm. He was thanked for attending.

6. To receive report from County Councillor – Cllr. Ruth Brown advised that any Highway issues must be reported online via the Herts County Council (HCC) website. These were then triaged and if one registered, the fault could then be tracked. If anyone was then dissatisfied with the service, Cllr. Brown should be contacted and she would then escalate the matter.

There were currently 3 consultations being run and could be accessed via the HCC website:

- 1) Transport Voice – a new initiative to try and collect information from residents as to where services could be improved (this was not for fault reporting)
- 2) A Road Safety Strategy
- 3) A Residents Survey

She reported that the horse and rider signs had been ordered and also the Barkway Village Gates for Cambridge Road and London Road. It was unknown as yet when these would be installed. Further to an initial survey carried out by HCC Highways, it was understood that Barkway would work well for a village wide 20mph scheme. Unadopted roads within the village would still be included, but would have no signs. The only concern raised by HCC Highways was the higher speed limits on the adjoining roads, so they would need to create buffer distances leading into the 20mph zone. The Parish Council considered that whatever buffer zones were necessary, they should be implemented. It was asked if HCC had a budget available to change the current Speed Indicator Devices (SIDS) to display 20mph instead of 30mph. Cllr. Brown would investigate.

In addition, it was asked whether data could be collected from the SIDS. It was advised to contact HCC to ascertain if this was possible. **Action: Clerk**

Royston Road was on the HCC Integrated Works Programme list to have some pavement resurfacing.

Cllr. Dennis reported that areas of the pavement along Cambridge Road needed attention and although he had reported it online, HCC had apparently inspected it and decided that no work was necessary. This was noted by Cllr. Brown.

There were apparently no plans for improvement works along The Joint and no S106 monies allocated for works as a result of the BK3 site.

It was reported that HCC had fixed 43% more potholes between Jan and Mar 2026 than in the previous year. However, the roads were generally in a far worse condition due to adverse weather conditions caused by climate change and usage by heavier electric vehicles.

Cllr. Brown departed from the meeting at 8.18pm. She was thanked for attending.

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

8. Public Session – to receive representations from members of the public – No one present.

Standing Orders were resumed.

9. Council Administration

9.1 To receive update on arrangements for the Annual Parish Meeting on Tuesday 19th May – The Clerk reported that invitations had been sent out. Posters were on display and it was being advertised in The Diary and on the website. Guest speaker was John Mein, who would be talking about the subject of his book that he would soon be publishing and his work alongside the Barkway Local History Group (BLHG).

9.2 To resolve to appoint an Internal Auditor for 2025/26 – It was proposed, seconded and agreed by all to appoint Mrs Carol Willis as the Internal Auditor for 2025/26. Resolved.

9.3 To review the effectiveness of Internal Audit – This document had been circulated prior to the meeting. This was duly reviewed. It was proposed, seconded and agreed by all. Resolved.

10. To receive updates from Portfolio Holders

10.1 Corporate Governance – To consider draft and agree to adopt proposed IT and Information Security Policy – The draft policy had been circulated prior to the meeting. The Clerk explained that this was part of compliance with a new Assertion 10 on the Annual Governance Return for 2025/26 to do with IT information security. The Parish Council website had been now checked by the Web Host and further to a few adjustments, this was now fully compliant. In addition, there was a requirement for a dedicated Microsoft account to be set up for the Parish Council, incorporating facility for cloud data storage. This would cost around £80, which was duly agreed as necessary expenditure. **Action: Clerk/NS.** After discussion, the draft IT and Information Security Policy to be slightly amended and re-circulated. This would be included on the agenda for adoption in June. **Action: Clerk**

It was noted that review of the Financial Regulation and Standing Orders was needed to update the documents to incorporate recent changes in legislation with regards to Procurement. **Action: Clerk/JC**

10.2 Planning

10.2.1 To receive monthly report regarding Redrow BK3 development and agree any action needed – The Reserved Matters Application had been given approval at a recent NHC Planning Control Committee Meeting. Case Officer Ben Glover had been asked by Cllr. Swann, who had been present, to request that his managers ensured that Condition 10 (capability of sewage treatment works to cope with increased demand) was met ahead of any commencement of build. Cllr. Baker would contact Environmental Consultant Mr Case to obtain an update further to requests to prepare a report on the matter. **Action: PB.**

MP Chris Hinchliff was also being kept informed about the situation. **Action: WD**

It was very concerning that Redrow appeared to have no intention of building the shop, which had been part of the Outline Permission granted. This was a matter that would be pursued.

It was also noted that they had applied for changes to Condition 17 of permission granted.

10.2.2 To consider and make comment on amended planning application:

Full Planning Permission : Retention of unauthorised barn and change of use to residential annexe.

The Pump House, Royston Road, Barkway, Royston, Hertfordshire, SG8 8BX – Case Ref No: 26/00356/FP – After consideration of the application it was proposed, seconded and agreed by all that there was no objection. The Clerk to respond to NHC. **Action: Clerk**

10.3 Highways

10.3.1 To receive cost proposal for speed and vehicle registration indicator devices – Cllr Marchant reported that the cost of two new solar powered SIDS, to replace those that didn't currently display actual speed of vehicles, would be £4,200. However, as the 20mph zone scheme looked likely to now happen, then that would be a better traffic calming option. The matter to be put on hold until after implementation of the 20mph scheme.

10.3.2 To agree to proceed with a survey to ascertain the support for a 20mph zone on roads within Barkway – To be agreed at the June meeting.

10.4 Sports and Recreation – Cllr. Baker informed the Council that due to family commitments he would not be available this year on Bonfire Night, although he was happy to be involved in the pre-planning of the event. The Parish Council would therefore need to seek the help of another person to manage the event, if it was to go ahead.

10.5 Community Property – to receive update on replacement fence panels between car parks - The Clerk had arranged for the fence between the car parks to be reinstated. The contractor would contact Cllr. Dennis for clarification on work required.

The matter of problem parking during football matches was being addressed with Buntingford Cougars. The matter would be kept under review. **Action: WD/Clerk**

10.6 Environment

10.6.1 To receive progress update on Carriage Wash restoration project – Cllr. Fletcher reported that, due to health reasons, she felt she was unable to continue managing this project. She would ensure that her file was updated and would hand over to Cllr. Cox and the Clerk to carry the project forward. The Parish Council quite understood her situation and would aim to push the on with the project with the advantage of the basis of all her hard work on the project so far. **Action: JC/Clerk**

An information sign was yet to be commissioned for the Carriage Wash. The Clerk to contact the company who had made the information signs for Reed Parish Council by Rokey Wood for an idea of cost. It could be possible to apply for a grant towards the cost from the Barkway Market Fund. **Action: Clerk**

Cllr. Baker reported that HMRC had finally confirmed that Gift Aid could be set up for the Carriage Wash Restoration Fund in conjunction with the Reading Room. He was now looking at setting up a Just Giving page and a QR code for donations to the Carriage Wash Fund. **Action: PB**

10.6.2 To note poor condition of the village pond and agree action required to address this – After discussion it was agreed that the Clerk would contact The Herts and Middlesex Wildlife Trust for some advice and a plan for longer term maintenance of the pond. **Action: Clerk**

10.7 Media and Communications – No report.

11. Finance – 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 12.05.2026: £32,524.89

The Carriage Wash Fund A/C balance: £13,531.45

Petty Cash £9.28

Receipts since the last meeting:

Parish Council A/C:

CR £25.00 – Bowes – Donation re: Hire of Community Room

CR £460.00 – Buntingford Cougars – Hire of Football Pitches

CR £80.00 – N Rowley – Hire of Community Room

CR £80.00 – D Hart – Hire of Community Room

CR £50.00 – H Izod – Hire of Community Room

CR £420.00 – Buntingford Cougars – Hire of Football Pitches

11.2 To authorise payments to be made

Approval of payments since last meeting:

DC £16.79 – Zoom – Software Subscription

DD £96.49 – Nest – Pension

DD £13.20 – Sage – Payroll Software

DD £43.76 – EDF Energy – Electricity Pavilion

DD £62.34 – BT – Broadband Pavilion

DD £28.61 – Castle Water – Water Pavilion

DD £177.06 – NHC – Quarterly Waste Collection

DD £47.00 – Information Commissioners Office – Annual Fee

DC £25.87 – Amazon – Toilet Rolls and Washing Up Liquid - Pavilion

Approval of payments to be made at meeting:

By bank transfer:

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

BP £74.38 - Annie McPherson – Litter Picking Apr + delivery of Easter cards

BP £42.50 – Sophie & Charlotte Anderton – Litter Picking Apr + delivery of Easter cards

BP £216.00 – R Bonfield – Maintenance Pavilion & Rec. Apr

BP £432.00 – PJ Robinson Electrical Contractors Ltd – 5 Year Annual Electrical Inspections for the Pavilion and Reading Room

BP £545.00 – Tim Drake – Line Marking & Grass Cutting Apr

BP £360.00 – Deluxe Perfect Cleaning Ltd – Pavilion Cleaning Apr

Reading Room Accounts:

Bank Balance at 12.05.2026 was £1,385.75

Receipts since last meeting:

£25.00 - BLHG Donation

Approval of payments since last meeting:

DD £45.80 – NHC – Rates

DD £116.26 – British Gas – Electricity

12. Correspondence

1) From a resident of Anstey to make the Parish Council aware of a planning application on Land off Flint Hall Road, Anstey, which could affect surrounding villages with extra HGV movements. Widening of existing concrete pad and reconfiguration of existing hardstanding area, installation of 3m high concrete retaining wall and drainage works. Case Ref No: 3/26/0333/FUL

As the email arrived on 7th May and a response was needed by 8th May, it hadn't left enough time to prepare a qualified response, however, it was agreed that HGV traffic would probably

travel across the Buckland Road to access Anstey from the north and was unlikely to have much effect on Barkway village High Street.

2) From a resident of Barkway concerned about the current condition of the village pond (see item 10.6.2).

13. Items to be deferred to the next meeting – Carriage Wash restoration project and quotation for Informative Sign, Survey of Seats and Benches, Social Media Policy for 2026, IT and Information Security Policy, Review of Financial Regulations and Standing Orders, Village Pond maintenance, Security measures for the Pavilion and Recreation Ground, Traffic speeding and 20mph zone, data collection from SIDS.

14. Date of next meeting – Tuesday 9th June 2026

There being no further business, the meeting ended at 9.05pm