

Minutes of Barkway Parish Council Meeting
Held at the Pavilion, Barkway on Tuesday 16th June 2026 at 7.30pm.

1. Attendance: Cllrs:
Mr W Dennis (Chair)
Mr P Baker (Vice Chair)
Mr G Swann
Ms J Cox

Also present: Mrs C Toms (Clerk/RFO)

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

2. To receive and accept apologies for absence: County Cllr. Ruth Brown, Dist. Cllr. Martin Prescott and the Police. Apologies were accepted.

The Chair was asked if Councillors unable to attend meetings could forward, in advance of the meeting, an update report on their portfolio area of responsibility.

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 meetings – Approved subject to change of wording on item 10.6.2. 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 – No report.

6. To receive report from County Councillor – No report.

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 note resignation of Cllr. Fletcher and the need to recruit a new Parish Councillor – It was with sadness to report that Cllr. Fletcher had resigned since the last meeting and all her hard work whilst a Parish Councillor, particularly with progressing the Carriage Wash Restoration Project, was greatly appreciated. The period for the Notice of Vacancy had now expired, and subject to confirmation from North Herts Council (NHC), the Parish Council could now co-opt to fill the vacancy. Cllr Dennis agreed to put a message out on the community Facebook page. **Action: WD**

9.2 To review the Asset Register – This had been previously circulated. As a result of the review, the Clerk to check the values insured for the Reading Room and the Pavilion and make sure that the values corresponded with the values on the Asset Register. **Action: Clerk**

9.3 To review and adopt IT and Information Security Policy – This had been deferred from the previous meeting with one small amendment required. The revised policy had been circulated. The requirement for this policy was due to a new Assertion (10) to be agreed on the Annual Governance Statement for 2025/26. It was proposed, seconded and agreed by all to

adopt. Resolved. The Clerk to forward to the webmaster for publication on the website. **Action: Clerk/Webmaster**

9.4 To review and adopt revised Financial Regulations – These had been previously circulated. This revised document was based on the NALC model document. It included amendments to the tendering process as a result of new procurement legislation in 2024, with the UK's departure from the EU. It was proposed, seconded and agreed by all to adopt. Resolved. The Clerk to forward to the webmaster for publication on the website. **Action: Clerk/Webmaster**

9.5 To review and adopt revised Standing Orders - These had been previously circulated. This revised document was based on the NALC model document with previously approved details of values, etc. copied over from the previously adopted Standing Orders. It was proposed, seconded and agreed by all to adopt. Resolved. The Clerk to forward to the webmaster for publication on the website. **Action: Clerk/Webmaster**

9.6 To receive Annual Internal Audit Report 2025/26 - The report from the Internal Auditor confirmed that she had carried out an independent examination of the accounts, accounting processes and budgetary controls for the period 1st April 2025 to 31st March 2026. She had also reviewed relevant aspects of the Council's corporate governance and risk assessment in place. It concluded that effective systems were in place to ensure that the financial statements accurately represented the financial position of Barkway Parish Council, and as a result, no matters had arisen which needed to be brought to the attention of the Council.

9.7 To approve Annual Governance Statement 2025/26 – This document had been previously circulated to Councillors. It was proposed, seconded and agreed by all to approve. This was then duly signed by the Chair and the Clerk. Resolved.

9.8 To approve Annual Accounting Statements 2025/26 – This document had been previously circulated to Councillors. It was proposed, seconded and agreed by all to approve. This was then duly signed by the Chair and the Clerk. Resolved.

The Clerk to submit all the approved Annual Governance and Accounting Return 2025/26 documents to the External Auditors by the deadline of 1st July 2026. **Action: Clerk**

9.9 To set dates of period for The Exercise of Public Rights – Monday 29th June to Friday 7th August 2026 – agreed.

9.10 To appoint new Councillor to represent the Parish Council with the Armed Services Covenant – item to be deferred to the July meeting.

10. To receive updates from Portfolio Holders

10.1 Corporate Governance – (see items 9.3, 9.4 & 9.5)

10.2 Planning

10.2.1 To receive monthly report regarding Redrow BK3 development and agree any action needed – There had been no monthly report received as such. However, Redrow had notified the Parish Council that they were due to start clearing the verge to create an entrance for a temporary (16 weeks) works compound on the Cambridge Road side of the site. There would be temporary traffic lights in place for about 5 weeks whilst the work was carried out. Cllr. Swann had contacted HCC regarding trees being cut back that belonged to HCC, but he had received no response.

Following concern raised by the Parish Council that there was no evidence base underpinning assurances from Thames Water that existing sewage infrastructure and the Barkway Sewage Treatment Works (STW) could accommodate the increase in flows arising from the BK3 development, MP Chris Hinchliff had been very proactive in writing to both Thames Water and NHC. He asked Thames Water for clarity on 'Evidence and Modelling', Infrastructure and Investment', Phasing and Occupation' and 'Transparency and Security'. He queried why Condition 9 (now 10) could be apparently discharged without supporting technical data being made available to the Parish Council or published as part of the planning process. A response from Thames Water was received and he had then asked them for further points of clarity as a matter of urgency. A further response was awaited.

An independent report commissioned by the Parish Council had been received from Case Environmental. They had made an enquiry to Thames Water regarding 'Historical Storm

Overflow Data', 'Future capacity and Upgrade Specifications (due for completion Autumn 2026)', Capacity Headroom and Growth Projections'. His interpretation of their response was that whilst physical infrastructure improvements were underway, specifically a 20% increase in storm storage capacity, the core hydraulic treatment capacity of the works would remain unchanged. This could prevent short-term wet spells triggering an immediate spill, it would quickly fill up during prolonged periods of wet weather, leading to overflows once capacity was breached.

Thames Water were currently doing an investigation into flow rates of surface water and to see if that could be diverted elsewhere.

In terms of capacity headroom and growth projections, the response from Thames Water revealed a critical gap between Thame Water's upgrade design assumptions and the latest growth forecasts. Whilst the Autumn 2026 upgrade would expand capacity, the design was based on 2021 projections. Therefore, the upgraded facility may be operating at or near its maximum design limits by 2031.

10.2.2 To ratify response submitted for objection to discharge of Condition 10 that physical infrastructure improvements were underway but– Case Ref No: 25/02234/S73 – (See Appendix A) Proposed, seconded and agreed by all. Resolved.

10.2.3 To consider and make comment on planning application:

Full Planning Permission Householder : Installation of no.8, rear and side windows and one French door to rear with energy-efficient timber-framed windows with vacuum insulated glass (VIG) to replace existing no.8 rear and side windows and rear French door. 83 High Street, Barkway, Royston, Hertfordshire, SG8 8ED – Case Ref No: 26/01136/FPH – After consideration of the application it was proposed, seconded and agreed by all that there was no objection subject to approval by the Conservation Officer. The Clerk to respond to NHC. Action: Clerk

10.2.4 To consider and make comment on planning application:

Listed Building Consent : Installation of no.8, rear and side windows and one French door to rear with energy-efficient timber-framed windows with vacuum insulated glass (VIG) to replace existing no.8 rear and side windows and rear French door. 83 High Street, Barkway, Royston, Hertfordshire, SG8 8ED – Case Ref No: 26/01137/LBC – After consideration of the application it was proposed, seconded and agreed by all that there was no objection subject to approval by the Conservation Officer. The Clerk to respond to NHC. Action: Clerk

10.2.5 To consider request from North Herts Council and agree to submit name suggestions for 5 streets within site BK3 – After some discussion various suggestions were listed to include reference to historical links, geographical location and local wildlife. The Clerk to forward these ideas to the Officer at NHC. Action: Clerk

10.3 Highways

10.3.1 To receive cost for access for data from HCC from current Speed Indicator Devices (SIDS) – To download data from a particular SID £225, to access data already downloaded £25 and for new data from a SID (SID memory cleared and new data downloaded after a set period) the charge would be £400. After discussion it was agreed that the Clerk should enquire when the last data was downloaded by HCC and report back to the Council. Action: Clerk

10.3.2 To agree to proceed with a survey to ascertain the support for a 20mph zone on roads within Barkway – This was back on the agenda again as no clear decision had been made at previous meetings. It was agreed that advice was needed on what content was needed to create a fair survey. There was concern raised about the proposed buffer zones needed on the outskirts of the village to reduce speed as it could open the way to future approval of development along those sections of road.

An email had been received from a Parishioner following the recent collision in the High Street where a van had collided with and caused damage to two parked vehicles. It was asked that the Parish Council could address the problem of speeding vehicles through the village.

10.4 Sports and Recreation – Cllr. Baker reported that the last quarterly play area inspection had highlighted a problem on the multi-play equipment. He thought that all issues had been dealt with in the last round of repairs. He would check this out and report back to Council. Action: PB

10.5 Community Property - nothing to report.

10.6 Environment

10.6.1 To receive progress update on Carriage Wash restoration project – Cllr. Cox reported that her plan was to read through in detail the draft specification of works document received from The Morton Partnership Structural Engineers, in conjunction with a list of items requiring amendment previously compiled by former Cllr. Fletcher. She would then meet with the Clerk to make certain that all relevant project documentation was to hand and in chronological order. The amended specification of works document could then be sent back to Mr Morton for a revised version which could then be shared with the adjoining landowners. In the last email received from the adjoining landowners they had asked if the project could incorporate some land drainage from their adjoining meadow into the Carriage Wash (the meadow was liable to flooding in the winter when flows through the Carriage Wash were at their highest). They realised that any addition to the project to prevent their meadow flooding would have to be done at their own cost. The Clerk and Cllr. Cox to contact the adjoining landowners to ascertain if they still wished to go ahead with some land drainage work. If so, this would then need to be added into the final specification of works by Mr Morton before being sent out to tender.

It was fairly certain that Green Willow Associates Ecologists, when reading through the Structural Report would not approve of the proposed location for the welfare unit on site, so this was an issue that might need to be resolved.

Cllr. Baker reported that finally HMRC had given approval to set up a Just Giving page for donations towards the cost of the project. Cllr. Baker now needed to build the page, so needed ideas and images. It was noted that the current Barkway PC 'Horse and Carriage' logo was not high enough in definition to be used. The Parish Council would review the content of the page before it went live. **Action: PB**

Cllr. Cox would contact The Pilgrim Trust to ask if they would accept a postponement of the Stage 2 application for a grant whilst the project details were still being finalised. **Action: JC** Once the project was out to tender, the Heritage Lottery Fund could then be approached for funding, initially with a Pre-Application submission.

10.6.2 To note condition of the village pond and agree action required to address this – The Clerk would chase The Herts and Middlesex Wildlife Trust for some advice and a plan for longer term maintenance of the pond. **Action: Clerk**

10.6.3 To review and accept proposal for Ecological Services for the Carriage Wash Restoration Project from Green Willows Associates at a cost of £7,063.20 + VAT – After discussion it was agreed to approve the quotation in principle as the cost would be in phased stages and it would demonstrate to potential funders a commitment from the Parish Council to proceed with the project. Proposed, seconded and agreed by all. Resolved.

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 16.06.2026: £28,234.89

The Carriage Wash Fund A/C balance: £9,706.06

Petty Cash £9.28

Receipts since the last meeting:

Parish Council A/C:

CR £60.00 – S Hodgson – Hire of Community Room

CR £8.99 – Amazon – Refund for Washing Up Liquid (didn't arrive)

CR £60.00 – Khandel Light – Hire of Community Room

CR £150.00 – H Izod – Deposit Hire of Community Room

CR £47.84 – Barclays – Interest

CR £38.61 – Barclays – Interest (Carriage Wash A/C)

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 £83.49 & £58.95 – EDF Energy – Electricity Pavilion
DD £62.34 – BT – Broadband Pavilion
DD £28.61 – Castle Water – Water Pavilion
DC £29.96 – Adobe – To be refunded
BP £274.19 – HMRC PAYE & NI April33
BP £3,864.00 – Morton Partnership – Professional Services Carriage Wash Project
(Carriage Wash A/C)

11.2 Approval of payments to be made at meeting:

By bank transfer:

BP £1,280.86 - Catharine Toms – Clerk's Monthly Salary
BP £38.25 - Annie McPherson – Litter Picking May
BP £34.00 – Sophie & Charlotte Anderton – Litter Picking May
BP £300.00 – Carol Willis – Internal Audit
BP £150.00 – H Izod – Refund Deposit for Hire of Pavilion
BP £202.50 – R Bonfield – Maintenance Pavilion & Rec. May
BP £77.22 – JRB Enterprise Ltd – Dog Poo Bags
BP £84.00 - Playground Facilities Ltd – Quarterly Pay Area Inspection
BP £60.00 – CPRE – Annual Sunsubscription
BP £545.00 – Tim Drake – Line Marking & Grass Cutting May
BP £360.00 – Deluxe Perfect Cleaning Ltd – Pavilion Cleaning May
BP £274.39 – HMRC – PAYE & NI May
BP £390.00 – A Dodkin – Maintenance Notice Board & Showers Pavilion
BP £156.59 – Catharine Toms Expenses – Refreshments Annual Parish Meeting*

- Tesco Drinks £49.64
- Dunelm Glasses £36.00
- Waitrose Food £70.95

Reading Room Accounts:

Bank Balance at 16.05.2026 was £1,343.25

Receipts since last meeting:

£25.00 - BLHG Donation

£37.83 – COIF Interest

£0.44 – Barclays - Interest

Approval of payments since last meeting:

DD £45.00 x 2 – NHC – Rates

DD £15.77 – British Gas – Electricity

11.3 To receive report from the Finance Working Party Meeting on 2nd June 2026 – (See Appendix B)

12. Correspondence – (see item 10.3.2)

13. Items to be deferred to the next meeting – Recruitment of a new Parish Councillor, Parish Council representative for the Armed Services Covenant, Carriage Wash restoration project and quotation for Informative Sign, Survey of Seats and Benches, Social Media Policy for 2026, Village Pond maintenance, Security measures for the Pavilion and Recreation Ground, Traffic speeding and 20mph zone survey, data collection from SIDS, Repair to multi-play equipment.

14. Date of next meeting – Tuesday 14th July 2026

There being no further business, the meeting ended at 9.11pm