**BARLEY PARISH COUNCIL**

**Minutes of meeting of Barley Parish Council**

 **on Monday 6th September 2021**

1. **PRESENT**
2. Cllr Jerry Carlisle (Chair),Cllr Brian Haughey, Cllr David King,Cllr Yvonne Lee, Cllr Ian Turner.
3. **IN ATTENDANCE**

Lynn Brett (RFO), Mel Chammings (Clerk), District Cllr. Tony Hunter, County Cllr Fiona Hill, District Cllr. Gerald Morris, Nick Shaw (Chair Town House committee)

3 members of the public.

1. **WELCOME AND APOLOGIES.**

Apologies for were received and accepted from County Cllr Hearn due to family commitments .

1. **DECLARATION OF INTEREST**

No declarations of interest were made.

1. **APPROVAL OF MINUTES**

The Minutes of the meeting held on 5th July 2021 were read and approved.

Proposed by Cllr King and seconded by Cllr Turner.

1. **MATTERS ARISING FROM MINUTES 5th July 2021 MEETING**

The Clerk led the session on the action log which had been distributed with the agenda papers

Cleared action

1. The Road Safety Fund MoU was now signed by all parties and the device ordered. Confirmation of delivery awaited.
2. The 10 litter pick kits were now stored in Jan Mc Gills garage. Further arrangements need to be made for general litter picking in the village. (Link with Village Plan questionnaire outcome).

Actions outstanding not on the agenda.

1. The clerk contacted settle about Plaistow access, requesting that the chain link fence be re-instated. There had been a change in personnel and the new incumbent had now made contact. Further chasing required.
2. The Clerk contacted Countryside Management tochase the repairs required to the gates on the footpath adjacent to Lovely View, emphasising HCC responsibility for maintenance of footpath gates originally installed by them and asking that repairs be carried out. Despite this further chasing no response was received. County Cllr Hill agreed to take the matter in hand but had yet to receive a response. The Clerk reported that although some attempt had been made to secure the fence and gates, repair to the original state was the responsibility of Countryside Management.
3. Cllr Carlisle would contact Roger Truett (Scouts) to ensure that there was suitable access to the storage containers. The offending post was concreted in.
4. Similarly, discussion between the Parish Council and the Scouts around future development plans would be led by Cllr Carlisle. This depended on the plans for the scout hut development. These plans were now in hand.
5. Outstanding Highways issues -the action plan was distributed to relevant parties and updated
6. The damaged cornerstone at the war memorial was notified to Urbaser (waste contractor) via NHDC. The NHDC officer continued to press for an outcome.
7. Following discussion on the recent poor service by Urbaser, it was suggested that Parish Council should make a formal complaint to NHDC. (*Post meeting action: District Cr Morris addressed this on behalf of his ward)*
8. **PLANNING**

There were no planning applications to consider.

1. **UPDATES**

County Cllr Hill

County Cllr Hill updated the meeting on the Highways issues that she agreed to follow up on behalf of the Parish Council. She reported that she:

* Forwarded the Picknage Road ditch pictures taken by Cllr Haughey to Highways
* Would press Highways further about HCC maintenance of the said ditch and
* Follow up the need to repair the gap in trees on London Road as a matter of urgency
* Confirmed that the issue of damaged verges on Smiths End Road had now been escalated and,
* That the TRO request to Cambridgeshire CC was in hand (necessary to allow for the repairs to Picknage/Church End Junction)
* Confirmed that she had asked Dan Pearman to attend a Parish Council meeting to discuss how 20mph speed limit could apply to Barley

Highways action plan

The plan would be updated and circulated to relevant parties.

Feedback on the Highways Liaison meeting (Not previously covered)

* The cycleways and footpath strategy at this stage only related to urban areas. It was likely that it would be 3-4 years before attention turned to rural areas. County Cllr Hill added that the upgrading to Barley/Barkway footpath was in hand, but it was unlikely that there would be sufficient funds to upgrade the whole route.
* The policy for drain clearance was on either a 6,12-,18- or 24-month cycle. Barley was currently on an 18-month cycle. Between leaves, straw and road grit deposits on London Road there was concern that the drainage work completed earlier in the year would be undone. Cllr Hill agreed to ask HCC lead officer to visit to better understand the issues facing Barley. Cllrs re- confirmed their offer,in principle, to pay for additional drain clearance.

Village Plan Review

Cllr Lee advised that the results of the completed questionnaires were in the process of collation. Of 260 issued, 110 had been returned (42%). There would be an open meeting in October to discuss the results and agree priorities. (*Post meeting update: this meeting was now booked for 21 October and would be widely advertised).*

1. **TOWN HOUSE**
* Work on the roof was complete.
* 4 weddings were booked for the remainder of the year and 8 for next year, evidence that the promotional work was successful. A Town House committee meeting was booked for later the month to discuss the potential for a wedding website which may be a useful means of maintaining the promotional work on a more permanent basis. Once the back log of post covid weddings was over there may be a need for promotion.
* The flood light facing the coach park was not working.
1. **FINANCE**

The RFO had previously distributed the list of payments to be made and **approved between meetings**.

Barley Parish Council

M Chammings 370.55 Clerk for July

T Martin 115.20 RFO for July

Rivett Roofing 13680.00 Town House roof repairs

Hardcastle Burton 136.20 Payroll to 5/4/21

B Haughey 36.00 Materials for Plaistow gates

Barley Town House

Castle water 375.20 Transfer payment from PC

The Barley Parish and Town House payments were agreed and approved. Proposed by Cllr Carlisle and seconded by Cllr Turner.

**Payments for approval at this meeting**

Barley Parish Council

DBA safety 800.00 H&S Advisory 7/21 to 6/22

Bullard 180.00 Footpath clearance

M Chammings 227.60 Clerking August

T Martin 57.60 RFO July

L Brett 297.32 RFO 3/22- 8/22

PKF Littlejohn 240.00 Review of AGAR

Came& Co 2310.69 Annual Insurance renewal \*\*

HMRC 477.00 PAYE quarter 2

\*\* payment approved subject to confirmation from broker that invoice is correct and appropriate date changes to schedule being made.

Proposed by Cllr Lee and seconded by Cllr Haughey

Barley Town House

R Saklatvala 169.00 Letting fee, net £30 cash

 Received.

N Shaw 516.00 Expenses + cleaner’s fee

Swift Fire&Safety 96.00 Fire alarm call out

Proposed by Cllr Turner and seconded by Cllr King

Other financial matters

The previous RFO had submitted the annual returns and posted them on the website.

 Other financial matters were raised at item 13.

1. **RECREATION GROUND**
* The clerk confirmed receipt of copies of the outstanding Plaistow checklists.
* There were no safety issues to report currently but the fencing should be checked now that the cattle were in the adjoining field.
* The purchase of a small trailer to move the rubbish bags was approved.
* The Tennis Club would be reminded to repair the steps leading to the courts
1. **HEALTH AND SAFETY**

All items relating to the Town House and Plaistow had already been reported. The only item outstanding from the DBA visit was the issue of the dip at the end of the drive into the carpark. The Clerk would organise for this to be repaired.

1. **CORRESPONDENCE**

Stansted Airport Watch had written to request financial support. Following a vote, the majority decision was to decline support.

Langley PC had placed a bid to buy the marquees, but it was not accepted.

There was agreement that the large marquees should be sold and replaced by lighter versions.

During discussion it became clear that there was no formal financial arrangement set out between the Village Show committee where currently responsibility for the hire of the marquees sat, and the Parish Council where ownership of the marquees sat. To rectify this a meeting would be arranged with relevant parties to agree the financial reporting going forward.

Similarly, the tennis club would be approached to provide regular financial reports.

1. **ANY OTHER BUSINESS**

Two items of concern were raised about the decision-making process in relation to 1) the EPC work to the Club Room 2) the signing of the Road Safety Fund MoU.

In both instances requests were made for comment from members by email but contributions were not received prior to authorisation.

There was agreement that:

* All members should have full opportunity to contribute prior to any decision making and that had always been the intent
* All requests for contributions would in future include a clear deadline
* Where members felt unable to contribute by the notified deadline, they would alert the clerk of delay and agree any extensions.

Members ratified the signing of the Road Safety Fund MoU and how the EPC work would be progressed.

The meeting closed at 22.50

The next meeting would be held on Monday 4th October 2021