

Hormead Parish Council

Minutes of the Hormead Parish Council Meeting held on Thursday 18th November 2021 at 7.30pm in the Meads Pavilion

PRESENT: Cllr Jayne Denham (Chairman), Cllr Kevin Foy, Cllr Kevin Glogner, Cllr John Kilby, Cllr Chris Peacock.

EHDC: Cllr Peter Boylan (8.43pm)

Herts Police: Sgt Terry Alcock, PC Jack Culverhouse

PUBLIC: No members of the public were present

21.88 Apologies for absence: Cllr Richard White

HCC: Cllr Jeff Jones

21.89 Declarations of Interest and dispensations

1. To receive declarations of interest from councilors on items on the agenda (including non-pecuniary, with the nature of the interest). Members should give due regard to the Disclosable Councillor Conflicting Interests notice at the end of this agenda). *To note Cllr Kevin Glogner's DPI in respect of payments to Landscape Concept Ltd, of which he is a director.*

Cllr Denham: payments: reimbursement for legal fees: disclosable pecuniary interest

Cllr Glogner: payments: reimbursement for legal fees: disclosable pecuniary interest

Cllr Kilby: planning: planning application: disclosable pecuniary interest

2. To receive members' written requests for dispensations for declarable interests (if any);
Cllr Glogner: a written request for dispensation was received in respect of the co-option of Mr Chris Peacock.
Cllr Kilby: a written request for dispensation was received in respect of the co-option of Mr Kevin Foy, who is a client of Cllr Kilby's business.
and
3. To discuss and vote on any requests for dispensation as appropriate.

Hormead Parish Council invoked Code of Conduct 2.2:

2.5: A dispensation may be granted in accordance with Standing Order 2.2 above if having regard to all relevant circumstances the following applies:

2.5.1: without dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impeded the transaction of the business or

2.5.2 granting the dispensation is in the interests of at least a third of the number of persons living in the Council's area, or

2.5.3: it is otherwise appropriate to grant a dispensation

PROPOSAL: That Hormead Parish Council herewith grants dispensation to Cllr Kevin Glogner and Cllr John Kilby to discuss and vote on the co-option of Mr Kevin Foy and Mr Chris Peacock invoking Code of Conduct 2.5.1. PROPOSED: Cllr Denham, seconded Cllr Glogner. AGREED AND RESOLVED UNANIMOUSLY.

Chairman's signature..... 20th January 2022

The Chairman formally recorded that much disagreement could have been avoided if Cllr Kilby had declared his interests at the outset of discussion on co-option.

21.90 Minutes of the Parish Council Meeting held on Thursday 21st October 2021

PROPOSAL: That Hormead Parish Council herewith agrees the minutes of the meeting held on the 21st October 2021 are a true and correct record of the meeting.

PROPOSED: Cllr Denham, seconded Cllr Glogner. AGREED AND RESOLVED UNANIMOUSLY.

21.91 Chairman's Announcements: The Chairman did not have any announcements

21.92 Public Comment:

Herts Police report was moved forward to allow Officers to report and leave to continue their policing duties:

Sgt Alcock is the new sergeant for Buntingford. Whilst he will try to get to as many meetings as possible, he will not be able to attend all. He was not aware of any particular issues in Hormead Parish. Sgt Alcock commented it is important to speak with residents and build a higher community profile which gathers local information on issues affecting the locality. There will be a return to Police Officers walking areas to develop a 'personal touch' policing system. The new Chief Inspector, David Cook, is keen to support the initiative. Covid has meant that the Police has not been able to operate in this way for the past two years as it has restricted public engagement. Sgt Alcock impressed on the meeting the need to report crimes through the most appropriate method: 999 for a crime in progress, and 101 for something which, whilst of concern, is not in progress at the time. Do not try to contact the local officer when an urgent situation is in progress. It is also important to identify the location of a crime – What3Words is used extensively as it gives exact locations.

Cllr Glogner requested an update on the ECHO system. Sgt Alcock responded that this is not a crime recording tool, but is used to gather information on what issues are of concern in a community.

The OWL system is used to disseminate information. Cllr Kilby commented that some posts were of a trivial nature, and there were too many posts. Cllr Kilby further commented it was important to keep messages positive and simple. PC Culverhouse responded that the OWL system is used to spread messages about suspicious activity to make people aware and thus able to take preventative measures.

Crime prevention was raised, and both Officers provided advice, which focused on CCTV, security lighting and other measures including using a Faraday bags to protect car entry systems.

21.93 Appointment of new Clerk

To discuss the documents to advertise the position, including job description, person specification, and application form. Interview questions to be discussed and agreed.

The Clerk circulated the proposed documents, and Councillors discussed the documents in a Meeting of Councillors which took place on the 16th November, which recommended adoption. The recommendation was for the Clerk to be paid for 10 hours per week. Cllr Kilby strongly expressed his objection to 10 hours per week, deeming it excessive – the Clerk's work could be carried out in 4 hours per week. The RFO role can remain separate to the Clerk role and carried out by himself.

Cllr Glogner commented that there is a lot of work to be undertaken as the Parish Council has not had a Clerk for more than 2 years.

The Chairman commented that the Parish Council is in a mess and needs urgent assistance to ensure it is compliant.

Further debate took place, with Cllr Kilby continuing to assert his view that the hours were excessive.

PROPOSAL: That Hormead Parish Council herewith agrees the Clerk vacancy documentation. PROPOSED: Cllr Denham, seconded Cllr Glogner. OBJECTION: Cllr Kilby. MOTION CARRIED BY MAJORITY.

21.94 Vacancies: Chairman to give update on current status: See dispensation at 21.89 above: **PROPOSAL: That Hormead Parish Council herewith agrees to appoint Mr Kevin Foy and Mr Chris Peacock to fill the casual vacancies with immediate effect:** PROPOSED: Cllr Denham, seconded Cllr Glogner. AGREED AND RESOLVED UNANIMOUSLY.

The Chairman welcomed Cllrs Foy and Peacock and they were asked to join the meeting.

Declarations of Acceptance of Office and Declarations of Members Interest forms to be completed and signed at the meeting. The Declarations were signed at the meeting.

21.95 Police Report – report from Buntingford Police: see 21.92

21.96 Herts County Council and East Herts District Council: Councillors Report:

1. To receive reports from Councillors: Report provided by Cllr Boylan when he arrived and recorded in the minutes at point 21.97
2. East Herts Boundary Review: Parish Council response: Hormead Parish Council will develop a corporate response. **ACTION: CLERK**

21.96 Planning

New Planning Applications

3/21/2554/FUL: Land adj Bradbury, Hare Street: erection of a detached 4 bedroom dwelling with associated parking and new access: <i>Objection:</i>	Planning application
3/21/1945/HH: Burton Garth Andersons Lane Great Hormead Buntingford Hertfordshire SG9 0NX: Installation of a wood burning stove in lounge. Raise chimney height to 1.80 metres above thatch by addition of 5 courses of red bricks and a 600 millimeter roll top terracotta chimney pot: <i>No objection</i>	Planning application
3/21/2494/FUL: Land adj to Hormead Cottage, Gt Hormead, Buntingford, SG9 0NR Erection of two-storey, three bedroom detached dwelling with detached garage and car port. <i>Objection</i>	Planning application
3/21/2724/VAR: The Warren Hare Street Buntingford Hertfordshire SG9 0DZ Refurbishment and repair of original cottage, including replacement of external render and reconstruction of chimneys, re-thatching, replacement of existing two storey rear extension, replacement of	Planning application

formally attached outbuildings, to form single storey with glazed link, erection of porch and formation of external steps and retaining wall. Removal of condition 4 (implementation of a programme of archaeological work) of planning permission 3/21/0661/HH - To allow development to continue alongside amended programme of archaeological works. <i>No objection: decision for EHDC</i>	
3/21/2520/HH: Dane End House, Conduit Lane, Great Hornead Single storey rear extension. New ground floor window opening on North elevation	Awaiting Decision
3/21/2436/FUL: Hillcrest, Hare Street, Buntingford, Herts, SG9 0AB Demolition of 2 single storey dwellings and 11 outbuildings. Construction of 2 single storey environmentally sustainable dwellings, new communal natural wildflower meadow, new vehicle access point created off Hare Street Road and provision of 6 off street car parking spaces	Awaiting Decision
3/21/1936/FUL & 3/21/1937/LBC: Hare Street House, Hare Street, Buntingford, Herts, Conversion of redundant Chapel to a 3 bedroom residential dwelling; external alterations to the fenestration and 4 new window openings and 2 new door openings. Internal alterations to include new mezzanine floor and staircase. New vehicular access, driveway and creation of a new parking area. Removal of associated trees and new planting	Awaiting Decision
3/21/2514/HH: The Warren, Hare Street, Buntingford, Herts, SG9 0DZ Construction of a detached 2-bay oak framed open fronted garage	Awaiting Decision
3/20/2139/FUL Plot 64 Land Opposite Mill View, Hare Street, Buntingford, Herts SG9 0DX Change of use of the land to Gypsy and Traveller residential, with the siting of five caravans, of which no more than one would be a static caravan, erection of a shed, the provision of vehicular parking spaces and soft and hard landscaping, installation of a package treatment plant and associated foul drainage, widening of the existing vehicular access and repairs to the internal access road.	Awaiting Decision
3/21/1352/HH 1 Mutfords Farm, Hare street Buntingford Hertfordshire SG9 0ED. Erection of two storey rear extension and front porch, replacement and repositioning of garage. Alterations to side fenestration's	Awaiting Decision
3/21/1809/HH Spinney View The street Little Hornead Buntingford Hertfordshire. Removal of single storey side projection, garage, front porch and chimneys. Construction of 2 storey side extension and void above. New first floor window openings. Infill existing window openings, alterations to fenestration and external timber cladding.	Awaiting Decision
3/21/1900/CLXU Land To South Of Howe Engineering Hare Street Buntingford Hertfordshire SG9 0DY. Continued use of the land for stationing of mobile home for permanent residential use	Awaiting Decision
3/21/1007/LBC The Old Bell House 1 Bell House Yard Hare Street Buntingford Hertfordshire SG9 0DZ. Replacement of windows.	Awaiting Decision

3/21/1730/HH Maidshot Horseshoe Hill, Great Hornead, Buntingford, Hertfordshire. Demolition of single storey side extension. Erection of a single storey side extension and insertion of door with open canopy t front	Awaiting Decision
3/21/0338/FUL Land to the west of Hare Street (Former Steelcraft Works) Hare Street Hertfordshire. SG9 0FA. Construction of 1 dwelling with detached garage.	Awaiting Decision
3/21/0561/FUL The Hollows. Land Adjacent to Horseshoe Lane Great Hornead, Hertfordshire. Erection of an L Shaped stable block and feed store with associated concrete base.	Awaiting Decision
LPA Planning Appeal Ref: 21/00007/REFUSE Land AdJ The Cottage, The Street, Little Hornead Hertfordshire. Erection of a 3 bedroom dwelling, relocation of garage, landscaping, parking and associated works.	Awaiting Decision of Planning Appeal
3/21/0338/FUL Land to the west of Hare Street (Former Steelcraft Works) Hare Street Hertfordshire. SG9 0FA. Construction of 1 dwelling with detached garage.	Awaiting Decision
3/21/1576/OUT Silkmead Industrial Estate, Hare Street, Hertfordshire SG9 0DX. Outline planning application for the creation of commercial development in use classes E (g), B2 and B8 for up to 25,200 sqm with all matters reserved except for access.	Awaiting Decision
3/21/0902/VAR The Granary Hare Street Buntingford Hertfordshire SG9 0DX. Variation of condition 2 (approved plans) of planning permission: 3/20/1351/HH - Erection of two storey rear and side extensions with 2 side dormers, garage conversion, carport and all associated works.	Awaiting Decision
3/21/0701/FUL Kemps Close Hare Street Buntingford Hertfordshire SG9 0DZ. Erection of 5 three-bed terraced dwellings with access, parking, and pedestrian pathway and associated works.	Awaiting Decision
3/21/0962/FUL Bury Farm House Great Hornead Buntingford Hertfordshire SG9 0NS Change of use of farm buildings to 10 residential units with external alterations, provision of outbuildings and garages, upgrade of existing access. Partial demolition of grain store and further ancillary buildings and structure	Awaiting Decision
3/21/0963/LBC Bury Farm House Great Hornead Buntingford Hertfordshire SG9 0NS Conversion of farm buildings to create 10 residential units with internal and external alterations, provision of outbuildings and garages, upgrade of existing access. Partial demolition of grain store and further ancillary buildings and structures.	Awaiting Decision
3/21/1019/FUL Land Adj Ashdown House Hare Street, Hertfordshire. Change of use of agricultural land to use as dog walking and training field, erection of shelter with storage, 1.89 metre high fencing and parking.	Awaiting Decision

3/21/2466/ARPN Bulls Farm, The Street, Little Hornead, Buntingford, Hertfordshire SG90LZ. Change of use of agricultural building to Class C3 for 1 dwelling	Awaiting Decision
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Decision Notices (for information only)

3/21/2160/LBC St Marys Church, The Street, Little Hornead, Buntingford. Hertfordshire. Replacement roof to nave, Chancel and porch.	Permission granted
3/21/1676/LBC Burton Garth Andersons Lane, Great Hornead, Buntingford, Hertfordshire. Installation of a wooden burning stove in lounge. Raise chimney height to 1.80 metres above thatch by addition of 5 courses of red bricks and a 600 millimetre roll top terracotta chimney pot.	Permission granted
3/21/1090/FUL The Chimneys, Hare Street, Hertfordshire. SG9 0FA. Erection of automated timber gates with additional pedestrian gates over a private road.	Permission granted

1. **Other planning matters:** To consider any late planning applications and other matters

- a) Elm Cottage, Hare Street LPA Appeal Reference: 21/00049/REFUSE If you wish amend your comments or make any new ones, please contact the Planning Inspectorate quoting reference APP/J1915/W/21/3274513 by 20th December 2021. You can make a comment to The Planning Inspectorate at <https://acp.planninginspectorate.gov.uk> or in writing to, The Planning Inspectorate, Room 3/05 Temple Quay House, 2 The Square, Bristol, BS1 6P.
- b) 3/21/2647/HH: Yesnaby, Horesehoe Hill, Gt Hornead: Replacement front porch: *No objection*

21.97 **Finance:** Cllr Kilby:

- a) To receive report on the Council's finances and Accounts (Appendix A): reports were provided to Cllrs Foy and Peacock at the meeting.
- b) A non-signatory member to sign reconciliation of Accounts and Bank Statement: no bank statement was provided.
- c) To receive performance vs budget report: No report was provided.

Cllr Foy asked about the role of the Clerk. Further heated discussion took place, with Cllr Kilby reiterating his objection to the agreed 10 hours per week. The Clerk explained the role, and advised that the Clerk is the advisor to the Council, and acts as intermediary between the Council, the public and other authorities. The Clerk deals with issues as diverse as dog waste and liaising with the MP, and everything in between. It is usual for the Clerk to be the RFO, as this provides a level of independence from Councillors and to fulfil transparency requirements. Cllrs Denham and Glogner supported the agreed hours, commenting that they have taken up the role across the past 2 years to ensure the Council could function. Cllr Denham commented that the previous Clerk was paid for 10 hours. Cllr Kilby pointed out that he has worked as the RFO and took the minutes of the meeting during this time. The Clerk commented that it was evident that 3 Councillors had been undertaking the role of the Clerk/ RFO. Cllrs Denham and Glogner commented that whilst they did what they could, it was time consuming and took focus away from Councillor duties. The Clerk further commented that the Parish Council is the lowest tier of

Government, but had to comply with legislation in the same way as MPs, but on a smaller scale.

(Cllr Boylan joined the meeting at 8.43pm)

Cllr Boylan commented that across the District, 10 hours per week was not unusual, and he was surprised, given the complexity of the work and the work load, that the Clerk was able to actually do the work in 10 hours. It was a legal requirement to have a Clerk. The Clerk responded that, often, the hours worked exceeded the hours paid.

d) To approve signing of orders for payment at the end of the meeting: a formal list of payments was not provided. Cllr Kilby reported verbally on the proposed payments.

Landscape Concept Ltd:	£975
Litter Picking	£295
Pavilion water	£25.56: direct debit
Pavilion Electricity	£40 to £50: direct debit
Reimbursement: Cllr Denham:	£690
Reimbursement: Cllr Glogner:	£1,680

The Chairman commented that the direct debits have not been authorised by the Parish Council but had been implemented by Cllr Kilby, and these need to be formally decided at the January meeting.

Extensive discussion has been undertaken from the September meeting, and continued in the Meeting of Councillors where three of four Councillors confirmed previous agreement that the reimbursements would be made, reported to this meeting, with Cllr Kilby continuing to object to the reimbursements being made, on the grounds that the Parish Council had not formally approved the expenditure prior to it being executed. Cllr Denham has repeatedly provided the email trail advising the instruction of EHDC Monitoring Officer that legal representation was a requirement of the process being undertaken. Cllr Denham explained EHDC had advised that all issues were directed to the Councillors involved, as the Parish Council did not have a Clerk. The Councillors therefore could not call on the services of the Proper Officer to the Council. A Clerk would have managed the processes and supported the Councillors through a very stressful period.

PROPOSAL: That Hormead Parish Council herewith agrees to reimburse Cllrs Denham and Glogner for expenditure related to solicitors services in defence of Code of Conduct complaints. PROPOSED: Cllr Denham, seconded Cllr Glogner. OBJECTION: Cllr Kilby. AGREED AND RESOLVED BY MAJORITY. Cllr Kilby agreed to make the payments through the online banking system. **ACTION: JK**

e) Budget: preliminary discussion: further budget amendments are to be completed in advance of the January meeting and circulated to all Councillors. **ACTION: JK**

f) Risk Assessment: to be reviewed

ACTION: CLERK

g) Asset Register: to be reviewed: Assets include the pavilion, 3 telephone kiosks, 4 notice boards, a number of benches, the War Memorial

ACTION: CLERK

Cllr Boylan provided his report to the meeting:

Boundary Review: Cllr Boylan reported that he had objected to Hormead being amalgamated with Buntingford Town.

Dog Bins: Cllr Glogner reported bins have now been emptied. Cllr Boylan commented that EHDC had confirmed that all dog bins would be emptied on a weekly basis, but that an audit of bins was being undertaken. He will raise issues regarding pricing for new bins.

Herts Stages Rally: this is scheduled for the 26th June 2022. 120 vehicles plus support plus spectators would attend. The timed section which is undertaken at high speed is planned to take place from Lt Hornead to Braughing along winding rural roads, and each section is used three times. The deciding body is Herts County Council, which will take emergency service input into account when taking a decision. Whilst it is heavily stated that local business will benefit, the opposite will be true as, for example, Braughing Sunday Teas won't be able to take place. The bi-annual Red Cross Open Garden event is scheduled for the same day.

Herts Police: The new Chief Inspector David Cook is now in post.

21.98 Correspondence: To receive correspondence list (*below, for information unless indicated*)

HCC: PROW report

HCC: Schools consultation not relevant to Hornead.

Herts Motor Rally: June 2022: Hornead Parish Council has not been contacted directly by the organisers.

Friends of Rib & Quin: request for support: It was recommended that the organization is advertised in the newsletter.

Citizens Advice Bureau: request for funding: The majority of Councillors present expressed their sincere thanks to the CAB for their assistance to the community particularly during the Covid pandemic. **PROPOSAL: That Hornead Parish Council herewith agrees to donate £100 (one hundred pounds) to the Citizen Advice Bureau.**

PROPOSED: Cllr Denham, seconded Cllr Peacock. ABSTAIN: Cllr Kilby. AGREED AND RESOLVED BY MAJORITY. To be included in the budget and a payment to be made.

ACTION: JK

21.99 Special Interest Matters: To receive reports for:

1. Highways: no report supplied
2. Rights of Way - To receive update from Parish PROW Officer, Nicholas Maddox
3. Tree planting: Cllr Glogner report and recommendations: Cllr Glogner presented his report, with a recommendation that a grant application be submitted to EHDC for £350 to provide 7 mature trees. All Councillors present agreed.

21.100 Parishioners' concerns and other matters

No comments received.

21.101 Meads fields and buildings:

- Leaking tap in the pavilion kitchen replaced. A vote of thanks was extended to Cllr White
- Damaged pavilion veranda roof: quotes for repairs awaited - Cllr White
- Prevention of flooding to pavilion: Action Plan to be presented for agreement: to be developed
- Marque hired in October – Cllr Kilby to advise what charge has been agreed with the hirer and what time period the marque will be on hire. Cllr Kilby advised the meeting that the marquee was in poor condition and Mr (now Cllr) Foy had taken it, cleaned it and carried out repairs, and he and Cllr Foy had agreed that there would be no charge. The Chairman stated that the decision should have been brought to the Parish Council to decide – it was not Cllr Kilby's place to take such a decision. Whilst the Parish Council was in agreement, it

was unacceptable that Cllr Kilby continued to take unilateral decisions which excluded the Parish Council from taking a decision on its asset. Cllr Glogner recommended a policy be written surrounding hire of the marquee, and that protocol must be followed.

- Update on new signs for playground and entrance gate – Update from Cllr White by email: Cllr White provided 2 quotes with a recommendation that the Parish Council purchase from Creative Print as the quality of the product had already been proven. Cllr Kilby objected as he wanted to purchase the cheaper option which cost £150. **PROPOSAL: *That Hormead Parish Council herewith agrees to purchase three signs for the playground and The Meads recreation ground in the sum of £390 plus VAT from Creative Print Ltd.*** PROPOSED: Cllr Denham, seconded Cllr Foy. OBJECTION: Cllr Kilby. AGREED AND RESOLVED BY MAJORITY.
- Dog Waste Bin: proposal to pay EHDC to empty bin(s): update from Clerk: See Cllr Boylan report.

21.102 Other matters for consideration:

- To note items received too late for inclusion on this agenda:
- To receive other possible items for future agendas
War Memorial: check into the centenary and consider an event to mark the occasion
Defibrillators: to conduct a review on the most suitable places for defibrillators to benefit the communities, and funding sources.
Direct Debits: review and discussion
Budget & Precept setting

21.103 Date of next Parish Council Meeting Thursday 20th January 2021, 7.30pm in the Meads Pavilion

Meeting closed at 9.50pm