

# HORMEAD PARISH COUNCIL

## Minutes of the Hormead Parish Council Meeting Thursday 18 January 2018 in the Meads Pavilion at 8pm

**PRESENT:** Cllr Jayne Denham, Chairman (JD); Cllr John Kilby (JK); Cllr Teresa Marks (TM);  
Cllr Matthew Reeves-Hairs (MRH); Cllr Richard White

PC David Miller and five members of the public

Clerk: Colin Marks, Clerk to the Parish Council

**ACTION**

The Chairman welcomed everyone and opened the meeting at 8pm.

### 18.001 Apologies for absence

1. Councillors: Cllr M Kilby (unwell), Cllr R Denham (unwell)
2. Others: County Cllr Jeff Jones ( East Herts District Plan meeting), Sgt Duncan Wallace

### 18.002 Declarations of Interest and Dispensations

1. **Declarations of Interest:** Cllr Teresa Marks: a DPI as wife of the Clerk in relation to his payments, as stated on the agenda; Cllr Matthew Reeves-Hairs: Chairman of the Village Hall Committee, as stated on the agenda.
2. **Dispensations** (i) It was noted that Cllr Teresa Marks has a dispensation to speak and vote on Council finance business in which she has a pecuniary interest as the wife of the Clerk, as stated on the agenda; (ii) To receive requests for dispensations: NONE
3. **To consider requests for dispensations:** NONE.

### 18.003 Minutes of the Parish Council Meeting held on 16 November 2017

It was **RESOLVED that the Minutes of the Parish Council Meeting held on 16 November were a true and accurate record.** The Chairman signed the Minutes.

**JD/Clerk**

### 18.004 Police Report:

PC David Miller gave the following report covering 16 November 2017 to 18 January 2018:

Current year: 4 incidents reported. (1 x Burglary, 1 x Theft of Vehicle, 1 x Non Crime – Domestic incident, 1 x Assault).

Same period last year: 8 incidents reported. (3 x Assault, 1 x Dog out of Control, 1 x Non Crime Domestic Incident, 1 x Theft, 1 x Burglary, 1 x Criminal Damage).

Other Information of Note: We are still having reports of Hare Coursers at day and night causing considerable damage to the fields. We continue to patrol the area as best as possible to provide a visible presence and offer reassurance to landowners. Since 1st October 2017 we have had over 20 reported criminal damages to fields across East Herts, mainly North of Buntingford near Buckland, South of Buntingford near Braughing, and the East towards the Essex border at Clavering.

Before leaving, PC Miller answered questions from parishioners.

The Chairman thanked PC Miller for attending.

### 18.005 Chairman's announcements: None, except to say she had been asked whether the Parish Council was planning to commemorate the Royal Wedding in May. *To be considered at a later meeting.*

**JD/ALL**

### 18.006 PLANNING

It was **RESOLVED that members of the public be permitted to express their views on the new planning applications.**

#### 1. New applications

**/17/2928/AGPN Great Hormead Hall:** Erection of steel portal frame building with profile sheet steel roof. **PRIOR APPROVAL NOT NECESSARY**

**3/17/2701/FUL Land adj to Gelders, Conduit Lane:** Demolition of a group of former pig farm buildings and construction of a new detached dwelling. It was **RESOLVED to make no objections, but to raise concerns: that the hedgerow will obscure sight lines of vehicles exiting the property. If approved, it is hoped the necessary conditions will be put in place to ensure egress from the property is safe.**

**Clerk**

**3/17/2496/FUL Stonebury Farm.** Change of use from a B8 use (storage and distribution) to a B2 (general industrial) use. It was **RESOLVED to object on the following grounds:** *It is clearly part of the broader restructuring of the use of the site and objections made by the Parish Council to planning applications 3/17/2497, 2498 and 2499 should be taken into consideration as being part of a wider picture.*

Clerk

**3/17/2497/FUL Stonebury Farm.** Change of use from agricultural land and building to open storage of timber and logs and conversion to woodchip/biomass with storage. It was **RESOLVED to object on the following grounds:** *1. The probable obstruction of Buntingford Bridleway 23, which is adjacent to the site and forms part of the current Modification Order 2017, ref EH/315/MOD, connecting it to Hornead Footpath 35. The Public Right of Way must remain unobstructed at all times and cannot be interfered with by development. Ongoing experience is that contention over the precise line of a PRoW can be both time consuming and costly to the public purse. 2. The number of HGV movements on to the B1368. The B1368 is already burdened with what parishioners consider an unacceptable level of HGV traffic from Anstey Quarry. The additional HGV movements will exacerbate what is already a contentious problem that will possibly be further worsened another licence being sought by the Quarry.*

Clerk

**3/17/2498/FUL Stonebury Farm.** The change of use from agricultural land for the sitting of five mobile homes for seasonal workers and creation of bund. . It was **RESOLVED to object on the following grounds:** *The creation of a clay pigeon range at this location is unacceptable for the reasons set out in the Parish Council's objections under planning application 3/17/2499/FUL. The building of the bund raises concerns regarding the number of HGV movements that may be necessary to bring material to the site for its construction.*

Clerk

**3/17/2499/FUL Stonebury Farm.** Change of use of agricultural land for use as non-commercial clay pigeon shooting and the creation of a 2.6 metre high bund. . It was **RESOLVED to object on the following grounds:** *1. The location is immediately adjacent to Buntingford Bridleway 23 and the general shooting direction may be towards Buntingford 23 and Hornead FP35 and FP13. The preferred shooting orientation is always to the North to avoid interference from the sun; this would be directly across the Public Rights of Way and towards the village. 2. There are concerns that Hare Street village to the North-East (following the direction of the prevailing wind) will be at risk from both noise and falling shot. 3. The topography and prevailing wind direction will significantly add to the noise impact on Hare Street residents. Shooting at the location on 29 December 2017 was uncomfortably loud in the village, being exacerbated by the prevailing Westerly wind and echoes across the valley opposite. 4. Clay Target Shooting: Guidance on the Control of Noise published by the Chartered Institute of Environmental Health cites the 1990 Town & Country Planning Act, the 1995 T&CP (General Permitted Development) Order, and the 1990 Environmental Protection Act as being pertinent. Paragraph 3.3 of that Guidance gives the **minimum area** required as being between 2 and 4 hectares, with a **minimum safety zone** of 275 metres. It also states that within the safety zone there must be no public access, eg Rights of Way, Highways, etc. 5. The proposal is contrary to the NPPF. Paragraph 123 clearly over-rides references to the NPPF made in Strutt & Parker's Planning Statement. NPPF Paragraphs 56, 66, 75, and 120 are also relevant. 6. Point 4.6 of the Development Plan states that NPPF Para 28 is "key" to this application, asserting that it "promotes the development and diversification of agricultural and other land-based businesses." This seems to imply that there is a business aspect that is contrary to its stated non-commercial status.*

Clerk

**3/17/2748/HH & 2749/LBC Little Meadow, Conduit Lane.** Convert Grade II listed barn into ancillary residential accommodation. Demolition of part of structure and internal alterations for the creation of first floor accommodation. Insertion of ground floor window and door openings. Insertion of first floor window openings. Insertion of roof lights. Re-positioning of the oil tank at rear of barn. It was **RESOLVED to make no objections, but to raise the following concerns:** *1. That the removal of trees will open up the visibility of the converted barn which may thereby cause a problem with nearby properties being overlooked. 2. It is understood that permissions have been granted for the removal of certain specific trees. Being in the Conservation Area, it is to be hoped that the conditions of the permissions are adhered to and that the limitations on tree work in a Conservation Area are adhered to.*

Clerk

The Chairman thanked members of the public for making an important and helpful contribution to the discussions, particularly on the Stonebury Farm applications.

**2. Decision Notices**

**3/17/2754/REM Land between Well House and Rosemary Cottage.** Approval of reserved matters following outline approval of 3/17/0028/OUT. *DECISION AWAITED*

**3/17/2603/LBC The Thatched Cottage, Conduit Lane:** Addition to existing single storey rear extension; alterations to roof of rear extension, insertion of new doors and windows. *REFUSED*

**3/17/2446/REM Land Adj to Elm Cottage, Hare Street:** Approval of Reserved Matters following outline approval 3/17/1231/OUT re access, appearance, landscaping, layout and scale. *GRANTED*

**3/17/2168/FUL Layston Farm, Hare Street:** Replacement dwelling. *GRANTED*

**3/17/1862/OUT Hare Street Garage:** Outline planning permission: Demolish all existing structures; change of use of the site from mixed use of residential and commercial to wholly residential. Erect four dwellings: a terrace of 3 no. 3-bed properties and 1 no. detached 4-bed property (net gain of three dwellings). Provision for parking and creation of a single point of access onto the B1368. *GRANTED*

**3/14/1624/CL Hillcrest, Hare Street:** *Certificate of Lawfulness for use as a dwelling house*  
*DECISION AWAITED*

**3. Other Planning matters -** Including any received too late to be included on the agenda:

**1. Gt Hormead Conservation Area Appraisal:** Public meeting will now be held in February or March. Date to be agreed with the EH Conservation Officer; probably in the Pavilion.

Clerk

**18.007 FINANCE**

**1. Report of the Council's finances for November-December was received** (Appendix A)

Finance Summary from 1 Nov to 31 Dec:	£
<b>Opening bank balance statement 1 November</b>	<b>14,806.44</b>
Plus income 1 Nov to 31 December	0.00
Minus expenditure 1 Nov to 31 December	<u>3,640.22</u>
	11,166.22
Minus un-presented October cheque 1542	360.00
Minus presented October cheques 1547 & 1548	<u>498.90</u>
<b>Balance available to Council at 31 December (cashbook)</b>	<b>10,307.32</b>
Plus un-presented Oct and December cheques 1542, 1561, 1562	<u>914.90</u>
<b>Bank balance: reconciled with statement at 31 December</b>	<b><u>11,222.22</u></b>
Petty cash in hand	<u>50.00</u>

**Accounts/bank statement reconciliation.** It was noted that the Accounts sheet (Appendix A) and bank statement reconciled. It was unanimously **RESOLVED that the Accounts Statement be accepted.**

Clerk

The Clerk pointed out that the October cheque for £360 (incl VAT) to BT for the Hare Street phone box had not been presented. It was agreed to check with BT and, if necessary cancel the cheque and re-issue a new one,

Clerk

**2. Verification of Accounts and Bank Statement.** Cllr Reeves-Hairs, as a non-signatory member, signed the accounts sheet and bank statement reconciliation.

*An accounts summary is published each month in the Minutes on the website.*

**3. Performance to date against 2017/18 budget**

The Clerk presented the actual financial position at 31 December against the total budget. Expenditure to date is £18,619 net against £23,602 total budgeted. Income to date is £22,987 against £22,565 budgeted. The projected balance at year-end, excluding the 2017/18 VAT reclaim of approximately £1,150, is £5,647 against £5,922 budget. Significant costs may be incurred in 2018/19 associated with the implementation of the General Data Protection Regulation. An unbudgeted, but speculative, figure of £710 has been included for 2017/18. This will be closely monitored as the year continues. It was unanimously **RESOLVED to accept the report as presented.** An itemised budget report as at 31 December appears on the website.

Clerk

#### 4. Budget and Precept for 2018/19

The Clerk presented projections of possible income and expenditure levels for the next financial year. The main concerns were East Herts' advice not to include any New Homes Bonus grant, and the potential costs that could be incurred in implementing GDPR. Against the current year, the New Homes Bonus represents an income loss of £2,390, whilst GDPR costs, as currently understood for both administration and DPO engagement, could increase expenditure by around £2,100, a combined differential of £4,500. The Clerk advised that an anticipated average 1.5 hours a week will be added to his working hours, ie making 10.5 hours a week (45.5 hrs a month). £900 has therefore been added to the budget. When other known factors are taken into account, the bank balance at 31 March 2019 could be as low as £,1200. At this time there is no evidence of any additional income opportunities. If reserves of £850 are added to the balance and possible events expenditure were to be stripped out, the bank balance at 2018/19 year-end could be approximately £2,500. This would leave unacceptably inadequate funds to cover possible contingencies. After a very full discussion it was unanimously **RESOLVED to set the budget as discussed and to increase the precept by £4,000 to £20,500.** The Chairman, two councillors and the Clerk signed the precept form.

Clerk

#### 5. Payments. It was unanimously **RESOLVED to approve all the invoices presented for payment: (Appendices B1 and B2)**

Date	Payee	Item	£	Chq	Power
30/11	Clerk	Salary November	468.90	1555	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
3/12	Clerk reimburse	SLCC subs 1/3rd	49.00	1556	LGA 1972 s111
3/12	Clerk reimburse	CPALC subs 1/3rd	9.00	1557	LGA 1972 s111
12/12	SC Ruff	Litterpick to 1/12	260.00	1558	OSA 1906 s9 & s10
12/12	A Virage	Pavilion cleaning	26.00	1559	LGA 1972 s133
12/12	Clerk (cash)	Volunteers thanks	75.10	1560	LGA 1972 s137
31/12	Clerk	Salary December	468.90	1561	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
31/12	HMRC	PAYE Oct-Dec	60.00	1562	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
18/1	Clerk	Clerks expenses Nov/Dec	42.36	1563	LGA 1972 s111
18/1	Clerk (cash)	Petty cash exp Nov/Dec	10.87	1564	LGA 1972 ss111, 114,140
18/1	SC Ruff	Litterpick to 29/12	260.00	1565	OSA 1906 s9 & s10
18/1	R White Ltd	Non-return valve	145.00	1566	LGA 1972 s133
<b>Recoverable VAT included:</b>			<b>£ 25.64</b>		

Cheques were signed after the meeting.

Clerk

**6. 2017/18 Audit arrangements:** The new *Annual Governance and Accountability Return* arrangements set out by SAAA Ltd, and the appointment of the new external auditor, were noted. The Parish Council has declared itself a smaller authority exempt from external auditor review.

Clerk

#### 18.008 General Data Protection Regulation (GDPR), to be enacted 25 May 2018

Following the discussion at 18.007.4 above for the budget, under GDPR it is mandatory for the Parish Council to appoint a Data Protection Officer (DPO). The Clerk produced information on two possible contenders: DPO Ltd, who are running workshops hosted (although not necessarily endorsed) by HAPTC, and LCPAS (Local Council Public Advisory Service). DPO Ltd quote £800 for the service for the first year and £400 pa thereafter. LCPAS quote £300 per year ongoing. The additional administration time in preparing the data audits will be an extra undetermined cost. Following a full discussion it was agreed that DPO Ltd offered a more knowledgeable and comprehensive presentation and it was therefore **RESOLVED to appoint DPO Ltd as the Parish Council's Data Protection Officer.**

Clerk

#### 18.009 Correspondence

Thirteen items of correspondence were noted as listed on the agenda:

- Allotment holders: Information and photos of allotments (18.010.4.1)
- HCC: Consultation on Draft Minerals Local Plan, with DVD (18.012) circulated to councillors
- HCC: Re Modification Order Hormead FP35 (18.010.3.3)

- Parishioners: request for wheelie bin speed aware stickers (18.010.2)
- PROW Officer: November update (18.010.3)
- BTC: Forwarded report by parishioners of street lamp out at War Memorial (18.010.2.2)
- SportiveUK: Request to hire pavilion, Sunday 18th March (18.011.3)
- Cllr J Jones: Community bus service flyers (18.010.4.2)
- SAAA: Audit arrangements for 2017/18 and following (18.007.6)
- Parishioner: Re non-reinstatement of FP13 (18.010.3)
- Barkway Parish Council: Re request to support B1368 weight restriction (18.010.2.3)
- Hundred Parishes Society: Request to address a Hormead Parish Council meeting (18.013)
- Cllr J Jones/Anstey Parish Council: Re extension to Anstey Quarry Licence (18.10.2.4)

#### 18.010 Special Interest Matters

1. **Village Hall.** Cllr Reeves-Hairs (Chairman of the VHMC) reported: MRH
  - The issue of a lost VAT payment cheque is being pursued with HMRC.
  - Plans for a murder mystery night are progressing.
  - Two Committee members are stepping down and replacements are being sought.
  - No news on the B1038 yellow lines.
  - A sound-proofing resolution continues to be explored.
2. **Highways**
  1. Wheelie bin speed aware stickers: There had been an encouraging response from parishioners requesting stickers. Cllr Reeves-Hairs said he had seen them printed with a police badge and asked if it could be ascertained whether the police will supply them for free. It was **RESOLVED to buy a pack of 30mph stickers, subject to the Clerk finding out if the police will supply them for free.** Clerk
  2. War Memorial Lamp. This has now been resolved and both street lamps are working. It is confirmed that these are Herts Highways maintained. Buntingford Town Council has agreed to refer any further enquires directly back to the Parish Council. Clerk
  3. Petition to impose a weight restriction on the B1368. It was **RESOLVED to support Barkway Parish Council's petition to get a weight restriction imposed on the B1368.** Clerk
  4. Response to the Traffic Commissioner following Anstey Quarry's application to extend its licence: The Parish Council, together with other parish councils that would be affected, was appallingly never informed of this application. Even though the comments deadline has passed, it was **RESOLVED to write to the Traffic Commissioner objecting to the application in the strongest possible terms because of the ongoing adverse impact to the Parish of Quarry HGVs.** Clerk
3. **Public Rights of Way - footpaths and byways**
  1. The PRoW Countryside Officer's December report was received and noted. Clerk
  2. The reinstatement of FP13 is included in the PRoW Officer's list of works. Clerk
  3. The Modification Order 2017 for Hormead FP35 from the B1368 SW towards Stonebury until it meets with Buntingford Bridleway 23 was noted. It was also noted that the public notice was displayed on the Hare Street notice board for the statutory period. Clerk
  4.
    1. Allotments: The Clerk reported that he had provided information and advice to the allotment holders and that, subject to all the requested information being received, an application would be made to register the allotments as an Asset of Community Value. It was noted that Cllr Jeff Jones had been asked by tenants for his support. The Parish Council reaffirmed its desire to help where possible. Clerk
    2. The Clerk noted that the Buntingford Community Bus Service did not commence on 4th December as anticipated, due to a Section 19 Permit not being received. The new commencement date is reported to be 5th February.

#### 18.011 Meads field and buildings

1. **Pavilion: Shower room ceiling:** Work is in hand. RW
2. **Flood incident resolution:** Cllr White confirmed that the non-return valve had been fitted in the car-park manhole. There would be no labour charge for fitting it. RW

**3. Other matters:**

- The pavilion hire for the Cycle Tour on Sunday 18th March was noted. It was agreed to increase the charge from £120 to £150, if acceptable.
- In view of the funding challenges presented by the budget, it was recognised that some planned expenditure may have to be deferred - for instance, for the play area. However, it was agreed that some of the benches are in desperate need of repair, as is refurbishment of the notice boards. The Clerk said a reasonably priced handyman was needed; Clr White said he would enquire about someone who might be able to help.

Clerk

RW/Clerk

**18.012 Consultation: Draft Minerals Local Plan**

The Clerk had circulated information and a dvd. Closing date 9th February. The Council did not determine to respond.

Clerk

**18.013 Late items and items for future agendas**

**1. Late items:** Mike Young of the Hundred Parishes Society had requested to make a short presentation at a Parish Council Meeting. It was agreed to invite him on 15th March. The Clerk to include a note in the March Newsletter.

Clerk

**2. Items for future agendas:**

- To consider a tea party to celebrate the royal wedding in May
- To consider new pavilion fire extinguishers and Fire RA
- Pavilion RA
- New play area equipment/zip wire

JD  
Clerk  
Clerk/MRH  
Clerk/TM

In view of the funding challenges presented by the budget, it was recognised that some anticipated expenditure may have to be postponed.

**Suspension of meeting for public comments**

At 10.03pm it was **RESOLVED to suspend the meeting for public comments.**

- A parishioner said they were pleased the Parish Council was supporting the allotment tenants in their efforts to keep the allotments open. The Clerk reiterated that the Council was committed to doing what it could to meet its statutory obligations and within its financial constraints. He pointed out that details of the outcome of the previous approach made by the landowner's agent in 2014 had remained on the Parish Council's website as a matter of record.
- The Clerk confirmed the Conservation Area Appraisal has been deferred until late February or March. He agreed to speak to the Conservation Officer and if possible, fix a date that is convenient for interested parishioners.

Clerk

Clerk

The meeting was called to order and resumed at 10.08pm

**18.014 Date of next Meeting**

Thursday 15th February 2018 at 8pm in the Meads Pavilion.

Clerk/JD

The Chairman thanked everyone for attending and closed the meeting at 10.10pm

Signed..... Dated.....