

HORMEAD PARISH COUNCIL

**Minutes of the Hormead Parish Council Meeting
Thursday 18 May 2017 in the Meads Pavilion at 8pm**

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

Three members of the public, PC David Miller and PCSO Tom Clark

Clerk: Colin Marks, Clerk to the Parish Council

ACTION

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

17.066 Apologies for absence

1. Councillors: None (all present)
2. Others: Rev Kate Peacock, Sgt Duncan Wallace

17.067 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 – as Chairman of the Village Hall Committee (it was agreed to add this as a standing item 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.

17.068 Minutes of the Parish Council Meeting held on 20 April 2017

There being no requests for amendments to the draft, it was unanimously **RESOLVED that the Minutes of the ordinary Parish Council Meeting held on 20 April were a true and accurate record.** The Chairman signed the Minutes.

JD/Clerk

17.069 Police Report. Given by PC David Miller and PCSO Tom Clark.

PC Miller gave a comprehensive breakdown of reported crime in the parish up to the end of April and gave comparisons to the same period last year. During April there were 9 calls to 101 and 999 which included 1 theft and 1 serious dog bite. There was also a fail-to-report incident of a car hitting a fence. The dog incident resulted in the victim being hospitalised with a very serious injury. However, the victim was not willing to make a statement and therefore the police were not empowered to take any action. Under the new National Crime Reporting Standards, such incidents are recorded as crimes. Over the year to April, 39 crimes were recorded in the parish, of which 20 were in Great Hormead, 18 in Hare Street, and 1 in Little Hormead.

The officers answered questions from the public and from councillors before leaving the meeting. The Chairman thanked them for attending.

17.070 Chairman's announcements: None.

17.071 PLANNING

1. New applications:

3/17/0870/HH Bradbury Farm: Erection of an annexe. The Parish Council had **NO OBJECTIONS**

Clerk

2. Decision Notices

3/17/0739/HH White Ash, Lt Hormead: Remove 1st floor lean-to roof; form gable end. Demolish single storey rear buildings and replace with two & single storey extension. Clad existing retained building. Replacement porch. New entrance driveway and crossover. **DECISION AWAITED**

3/17/0694/HH Meadowlands, Lt Hormead: Rear extension and loft conversion with raised roof for 1st floor accommodation. **DECISION AWAITED**

3/17/0556/FUL Land at Layston Farm and Heatherdown, Hare Street: Build 9 residential units.
. **Application WITHDRAWN. Revised plan to be submitted (see 17.071.3.1 below)**

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

UNAPPROVED DRAFT

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

1. Pelham Structures Ltd had requested to make a new presentation at June 15th Parish Council meeting for redesigned development at Layston Farm/Heatherdown site. It was agreed to permit this, but to stipulate a time-frame to keep the meeting in order.

Clerk

2. **3/17/1029/LBC Hormead Cottage, Gt Hormead: Removal of fire damaged structure, linings and unstable parts of listed property following extensive fire damage. And associated works.**

There was a discussion on how to respond to this application. It was felt that comments would only be valid if they were in line with the regulations for the restoration of listed buildings. The Clerk said he had asked for clarification from East Herts Planning (Kevin Steptoe); they were unclear themselves, saying that each case would probably be taken on its merits. They had asked for advice from the Conservation Officer, Mike Brown. It was agreed that the Parish Council could not make any comments unless and until some guidance was received from East Herts.

Clerk

17.072 FINANCE

1. Report of the Council's finances for April was received (Appendix A)

Finance Summary from 1 to 30 April:	£
Opening bank balance statement 1 April	6,916.58
Plus income 1 to 30 April	9,721.58
Minus expenditure 1 to 30 April	<u>2,511.15</u>
	14,127.01
Minus presented March cheques	<u>956.00</u>
	13,171.01
Minus unrepresented March cheque	<u>124.00</u>
Balance available to Council at 30 April (cashbook)	13,047.01
Plus total unrepresented March and April cheques	<u>958.85</u>
Bank balance: reconciled with statement at 30 April	14,005.86
Petty cash in hand	<u>50.00</u>

Accounts/bank statement reconciliation. A copy of the bank statement was noted to reconcile with Accounts Appendix A. Cllr Reeves-Hairs, as a non-signatory member, signed the Accounts sheet and Bank Statement as reconciling.

It was unanimously **RESOLVED that the Accounts Statements be accepted.**

Clerk

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

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

Date	Payee	Item	£	Chq	Power
30/4	Clerk	Salary April	417.60	1490	LGA 1972 s112(1), (2A), & s151; LA 2011 s41
18/5	Clerk	Mileage etc April	24.08	1491	LGA 1972 s111
18/5	Clerk (cash)	Petty cash April	17.12	1492	LGA 1972 ss111, 114,140
18/5	Zurich Municipal	Annual insurance	1,005.45	1493	LGA 1972 s111
18/5	Bowtell Electrics	Pavilion switch	67.20	1494	LGA 1972 s133
18/5	Accountancy Services	Internal audit 2016/17	150.00	1495	LGA 1972 s111
18/5	SC Ruff	Litterpick to 18/5	260.00	1496	OSA 1906 s9 & s10
18/5	Earthworms	Meads May	685.00	1497	LGA(MP)A 1976 s19
18/5	E.ON	Electric Feb-May	103.88	1498	LGA 1972 s133
18/5	A Viragh	Pavilion cleaning	78.00	1499	LGA 1972 s111, s133
18/5	Clerk (Amazon)	Printer ink	45.58	1500	LGA 1972 s111
Recoverable VAT included: £23.75					

Cheques were signed after the meeting.

Clerk

3. Annual Return. Approval of Section 1 – Annual Governance Statement 2016/17

The Clerk reported that the internal auditor had looked at the Council's financial records and reviewed its practices before undertaking the internal audit. No issues were identified and the internal audit was subsequently examined, approved and signed off by the internal auditor in his

UNAPPROVED DRAFT

Annual Internal Audit Report on page 5 of the Annual Return. It was therefore unanimously **RESOLVED to approve and sign Section 1 of the Annual Return, the Annual Governance Statement 2016/17**. Section 1 was signed by the Chairman and the Clerk.

Clerk

4. Annual Return. Approval of Section 2 – Accounting Statements 2016/17

It was noted that figures reconciled with the Council's accounts and that Box 8 agreed with the bank reconciliation. Therefore, it was unanimously **RESOLVED to approve and sign Section 2 of the Annual Return, the Accounting Statements for 2016/17**. Section 2 was signed by the Responsible Financial Officer (Clerk) and the Chairman.

RFO/Clerk

5. Insurance renewal. It was unanimously **RESOLVED to accept Zurich Municipal's insurance quote for 2017/18**.

Clerk

17.073 Correspondence

Seven items of correspondence were noted as appeared on the agenda:

- Police Neighbourhood Team re dog attack
- Nth Herts Cycle Club re paying for pavilion mess after hire
- HH Cricket Club: various Meads & Pavilion issues
- Pavilion cleaner arrangement (17.075.2)
- EH Planning Enforcement and County Councillor enquiry re possible infringement, Hare Street Road
- HCC Highways: PTRO decision notice B1038 Village Hall No waiting at any time (17.074.2)
- Pelham Structures Ltd: Request to make another presentation re Layston Farm (17.071.3.1)

17.074 Special Interest Matters

1. **Village Hall.** Cllr Reeves-Hairs reported:

- As reported at the Annual Parish Meeting, the finances are healthy with a year-end bank balance of approximately £10k and income for the year being approximately £5k.
- The date for the race evening is proposed for 24th September.

2. **Highways**

- The decision notice to put double yellow lines outside the Village Hall has been issued but there is no date as yet from Highways as to when these will be implemented.

3. **Rights of Way - footpaths and byways**

- FP21 un-reinstated status is being dealt with by the PROW Officer.
- Glebe Barn FP18 obstruction is being investigated and confirmation is awaited from the Definitive Map team as some of the fencing could be over the DM path line.
- FP13 (i) not reinstated across field and (ii) dangerous steps with no handrail; possibility of P3 funding if PC apply. PROW Officer Dawn Grocock is recovering from a broken leg; in the meantime, Julian Thornton (Buntingford area) is helping out on her area.

Clerk

4. **Parishioners concerns and other matters.** No other issues raised.

17.075 Meads field and buildings

1. **Field: Tree Report**

The work is in hand and will be completed shortly.

Clerk

2. **Pavilion cleaner**

A new cleaner has been engaged: Annamaria Viragh, Procleaning44.

3. **Shower room ceiling**

The problem of the crumbling shower ceiling had been examined by Cllr Richard White and the Clerk. Cllr White advised that fitting a compliant extractor fan would be a big and expensive job. The problem is condensation on the area of the ceiling that meets the outside wall directly above the showers. The simplest solution would be to cover that area of the ceiling with perspex attached to the roof beams and sealed at the edges. It was **RESOLVED that Cllr White undertake the necessary work**.

RW/Clerk

4. **Hoedown, 24th June:** This is not a Parish Council event. It was noted that a TEN is being applied for. All monies raised by the event will be set aside for community use.

JD

UNAPPROVED DRAFT

Cllr Teresa Marks noted that requestss had been received that a zip wire be installed at the play area. The feasibility and cost of this was being investigated.

TM

The Chairman noted that the Church will hold its Harvest Festival on the Meads on 17th September.

17.076 Late items and items for future agendas

- 1. Late items: None received
- 2. Items for future agendas:

- Audit arrangements for 2017/18 onwards to be reviewed at the July/September PC meetings.
- Consider bidding for road safety funding from the Police Commissioner/Herts Road Safety Partnership (Autumn onwards).
- Cllr Reeves-Hairs requested that PAT (portable appliance) testing be added.
- Neighbourhood Plan representative to be appointed for ongoing matters

Clerk
Clerk

MRH/Clerk
Clerk

Suspension of meeting for public comments

At 9.00pm it was **RESOLVED to suspend the meeting for public comments**

- Concerning the rebuilding of Hormead Cottage (17.071.3.2 above) a parishioner commented that The Three Tuns and other similarly damaged buildings in the parish had to rebuilt to the original specification. It was agreed that the Clerk ask East Herts Planning and Enforcement again for further clarification and guidance.
- A parishioner asked if it was possible for the police to provide full comparative crime statistics for the year just ended vs the previous year. The Clerk said he would enquire.

Clerk

Clerk

The Meeting was called to order and resumed at 9.10pm

17.077 Date of next Meeting

Thursday 15 June at 8pm in the pavilion

JD/Clerk

The Chairman thanked everyone for attending and closed the meeting at 9.11pm

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

