



**MINUTES OF THE COUNCIL MEETING OF HORMEAD PARISH COUNCIL HELD IN HORMEAD VILLAGE HALL ON THURSDAY 2 JUNE 2011 COMMENCING AT 8.00 PM**

Present: Geoff Abbey (GA) **Chair**                      Russell Abbey (RA)  
 Robert E Denham (RED)                                  David Ginn (DEG)  
 John D Kilby (JDK)    Brian Stone (BS)

Officer present: Caroline Jones (Clerk)

Also present: Ciaran Gold – Mercury Newspaper  
 Rev Carol Kimberley  
 Reg Fallace

The Meeting began at 8.05pm.

**140.** Apologies from County Councillor Jane Pitman, PCSO Amanda Higham, PCSO Adam Frame. Also apologies that Cllr Ginn is running 5-10 minutes late due to another Council Meeting in Buntingford. **ACTION BY**

**141.** Declarations of Interest were given on the village hall by JK, GA and BS

**142.** Minutes of the Meeting held on 3 March were before council

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**Resolved that the Minutes of 3 March 2011 are a true record and the Chairman was authorised to sign them**

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**143.** Minutes of 7 April were deferred to minute 144 as no present councillor had attended the meeting

**144.** Matters arising from the minutes of 18 May 2011  
 It was stated that item 135 should read committee not sub-committee  
 One Councillor was unhappy with a member of public reporting on footpaths and JK suggested he could report on it as he was on the P3 committee. (DEG arrives at meeting giving apologies at 8.12pm)  
 Following a proposal that was seconded, a unanimous vote followed that;

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**Resolved that Cllr Kilby should be the footpath representative**

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**Resolved that the Minutes of 18 May 2011 were a true record with the above changes and the Chairman was authorised to sign them**

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**145.** DEG checked the minutes of 7 April

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**Resolved that the Minutes of 7 April 2011 are a true record and the Chairman was authorised to sign them**

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**146.** Chairman's Introduction

The Chairman gave a report to the council. He reminded the council that they should be concerned with the parish as a whole to include Great Hormead, Little Hormead and Hare Street. He also explained that although abstaining from votes may look like apathy there were sometimes reasons for abstention and reason for abstaining may be requested to be given at times although an answer was not obligatory. He informed council that the current clerk had resigned and reported that she would be a great loss and he thanked her for her cheerful attitude, hard work, extra hours and wished her well with any new employment. An advert had been placed and was running to end of June. An advert via HAPTC was considered and will be arranged.

**GA/Clerk**



**ACTION BY**

The Chairman was disappointed at the first meeting by the conduct of the council. He reminded council that there was an obligation to conduct council business in accordance with the Model Code of Conduct and HPC Standing Orders – a précis of the Model Code was conveyed to the councillors and a copy of the relevant items in the HPC Standing Orders was given to each councillor. He stressed that the conduct of council was very important and reminded councillors that by signing the Declaration of Acceptance, each councillor was required to abide by the code of conduct.

**All**

- 147.** Under Clause 25 d) of Standing Orders a proposal was made to move to item 11.2 to deal with it immediately– to agree a selection process for the council and follow advice to advertise the co-opted post by an election – A discussion followed where a proposal was made to post a notice up to allow applicants to come forward and apply, this was seconded. Voting For: 3, Against: 2, Abstained: 1 – motion carried

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**Resolved to post a notice without delay asking for applications for the council vacancy**

**Clerk**

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- 148.** There is only one committee – planning and the constitution of this committee should be agreed. All councillors should have input to the committee or terms of reference which was agreed. In the past all being on the planning committee worked on planning issues – also council have been barely quorate at times. No other discussions should take place at the Planning Committee. Unanimously in favour to;

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**Resolved that the Planning Committee would include all councillors as members and only Planning Matters could be discussed at such meetings**

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- 149.** Planning, no new applications. No update on Millburn. Village Hall – Inspectorate visited the site yesterday, 1.6.11, no date was known for the conclusion of the appeal
- 150.** Finance for April and May was received
- 151.** The Annual Return was received and approved. The Statement for Audit Commission was duly signed by the Chairman and Clerk for 2010-11.
- 152.** Planning application papers had been received on Millburns.
- 153.** Policing Priorities were available by request.
- 154.** Invitation to Buntingford Town Council Civic Reception, Chair would be attending.
- 155.** The Insurance documents had been reviewed and were discussed at length. The renewal had been paid and the cover may be revisited later in the year.
- 156.** The Chairman and a councillor had attended a training course; the Chairman recommended it to any other councillor.
- 157.** An e-mail had been received offering administration services which hadn't been pursued
- 158.** The Buntingford Police Newsletter was available.



- 159.** NALC Standing Orders Revised Edition was available. **ACTION BY**
- 160.** Letter had been received from Breeze & Wyles regarding a new contact.
- 161.** David Winkworth – see minute item 167.
- 162.** A police pesticide warnings had been received.
- 163.** Correspondence had been sent to East Herts DC regarding Millburn planning application.
- 164.** To agree all discussion papers must be circulated at least 3 days in advance of any motion being put to a meeting ensuring that a motion should be put forward rather than it following a discussion at a meeting, following a proposal that was seconded and a vote of 5 in favour and 1 against it was;  
**Resolved that all papers should be circulated at least 3 days in advance of any motion being put forward at a meeting**
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- 165.** A report was receive that in the Local Council Administration book and the council standing orders, the council have a list of responsibilities to the clerk that should be followed. The council should be reminded that the clerk has a private life and cannot be answering the phone all day and night. A disciplined timeframe for calls, certain days of working should be considered. Any advice received should be circulated to all Council, not all via the clerk, to lessen the load of calls made.
- Financials side of the admin could be separated, a councillor/s could support the clerk with the financial officer role.
- RED will provide a paper for the next meeting. **RED**
- 166.** A request was made to allow the proposal for agenda item 11.1, co-opting. No alternative proposal was made earlier. A vote had taken place (146) on posting the vacancy and allowing applicants of interest parties to apply for the vacancy on the council which would now be arranged. **GA/Clerk**
- 167.** The Clerk reported that during the dry spell the gate leading from the Play Area to the Meads Field was not closing properly allowing animals to enter the area. BS to investigate. **BS**
- Repairs were discussed. There was an error on quotation amounts. A discussion followed as to what repairs could be undertaken by the council themselves. It was agreed that Insurance should be checked before any repairs were undertaken. **GA/Clerk**
- 168.** Actions for the Hares – the draft licence is not agreed and now paramount, a copy was distributed to new members of the council. Comments are requested as there is currently no agreement in place. Once comments have been compiled by the council, they could be discussed with the Hares. The Chairman suggested that he should meet with the Chairman of the Hormead Hares first, with a full council meeting to follow. **All**



**ACTION BY**

A extra-ordinary meeting should be set to discuss the Licence next week.

**Clerk to arrange**

**169.** An invoice is raised each month for £50 from the increase in rent from 1<sup>st</sup> January 2009. It was agreed to request the Hares to change their Standing Order to £300 per month

**Clerk**

**170.** It was agreed to order topsoil for filling in rabbit holes on the Meads. It was reported that the Hares had used the previous topsoil on their ground – an invoice should be raised if this occurs again.

**171.** During a previous resolution to install a gate at the Meads, a request was made to order and install the gate. Historic information of this resolution was given to the new councillors. The layout of the car park was discussed, where the moving of bunds could allow an extra 10 cars into the car park.

Car park barrier was discussed – many mothers park on the road to access the play area and a request made that the gate be open to allow parents to park at the car park. Concerns over unauthorised vehicular access were raised. Previously a local resident had opened and closed the gate for the Council daily.

It was unanimously agreed that;

**A notice should be posted to request a resident to open and close the car park barrier for a nominal payment**

**Clerk**

**To get a quotation for remodelling the car park and close the gap onto the Meads Field**

**BS**

**172.** After a discussion on BT Phone Boxes, it was agreed to accept the quotation for the works to renovate the one at Great Hormead and Little Hormead

**Clerk**

**173.** Rev Carol Kimberley said there was a vacancy governor vacancy that could be filled by the PC representative.

**174.** Meads/Pavilion Representative, Cllr Ginn was proposed and seconded with a unanimous vote, it was

**Resolved that Cllr Ginn will report on Meads/Pavilion Matters**

**175.** After a unanimous vote, it was agreed to change the title of Interest Groups to Specific Interest Groups

**176.** Responsibilities for the Specific Interest Groups should be agreed, particularly the play area, community items etc., RED to put further thought to this for the next meeting.

**RED**

**177.** The meeting drew to a close at 9.45pm with comments from the members of the public. Information on the Hares Football Club was given to the Chairman and with no other comments, the meeting was closed.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_