

HORMEAD PARISH COUNCIL

Minutes of the Council Meeting held on Thursday 8 September 2011 in Hormead Village Hall at 8pm

PRESENT: Cllr Robert Denham (RED), Chairman; Cllr David Ginn (DEG), Vice Chair); Cllr Geoff Abbey (GA); Cllr Brian Stone (BS); Cllr Mrs Elaine Harding (EH)

Clerk: Colin Marks

Mr Reg Fallace, resident

ACTION

11.203 Apologies for absence

1. Councillors: Cllr John Kilby (business)

2. Other Councillor absences: none

3. Others: County Cllr Jane Pitman; District Cllr Rose Cheswright; Reverend Carol Kimberley; PCSO Adam Frame

11.204 Declarations of Interest

Cllr Mrs Harding, Cllr Ginn and Cllr Abbey each declared a personal interest in respect of planning application 3/11/1387/FP, Hormead Village Hall. Cllr Stone also declared a personal interest. (The Clerk asked them to confirm they were each declaring a *personal* interest)

11.205 Minutes of Parish Council Meeting 28 July 2011

Cllr Ginn noted that Cllr Stone's Village Hall Report was not included "verbatim" as had been requested. The Clerk explained that there were two reasons: 1) The particular details of the requested verbal report were not relevant to Council business, and that Minutes were the official record of business transacted, not a record of discussions that didn't result in a decision; 2) In any case, Cllr Stone had changed his mind and subsequently declined to provide a written report. However Cllr Ginn proposed that since Cllr Stone now offered the text of his report, it be included in the next Minutes. Seconded by Cllr Mrs Harding: 4 agreed; 1 opposed.

PROPOSED: That the Minutes of this meeting incorporate Cllr Stone's written report dated 20 July 2011. RESOLVED on a majority of 4:1

RESOLVED: That the Minutes of 28 July 2011 be agreed and accepted as a true and accurate record of the meeting.

The Chairman duly signed the Minutes.

Appendix A: Cllr Stone's written Village Hall report of 20 July 2011.

Clerk

11.206 Chairman's Announcements

The Chairman asked that Councillor's be mindful of the need to treat one another with respect and to not bring the office of Councillor, or the Parish Council, into disrespect. This in accordance with the Code of Conduct and in line with a similar plea by Cllr Abbey during his time in office as Chairman. A discussion followed, during which Cllr Stone tendered his resignation as Parish Council representative to the Village Hall Committee.

11.207 PCSO REPORT

PCSO Frame was unable to attend, but submitted a brief emailed report that was read out by the Clerk. He said that since the July meeting there had been no crimes or cases of ASB logged for the Parish. He will also be writing a regular report for the newsletter.

11.208 CASUAL VACANCY

The Clerk reported that because no one had applied before the deadline of 30 August, he had re-posted the notices without a closing date. Since then, notice of an intended application has been received from Elizabeth Collery. In light of this it was decided to put a new deadline of 7 clear days before the next meeting (ie 3 October); the Clerk was asked to amend the notices accordingly and to contact Mrs Collery to advise her of the change.

RESOLVED: That notices for applications be re-posted with a deadline of 3 October.

Clerk

11.209 INTERNAL ADMINISTRATION

1. Standing Orders Working Party.

(i) Chairman Cllr Denham reported that he had looked at the existing S/O and the NALC model, and had identified some possible changes. He will circulate his comments for consideration.

(ii) There was discussion on changing the Parish Council meetings to every month, on the second Thursday. Cllr Ginn suggested not having a meeting in August because of the holiday period. It was also suggested that if large planning applications were received, these could be considered at 7.30pm the same evening, given sufficient time to issue the Notice.

RESOLVED: That the Parish Council Meetings be held 11 times a year, excluding August, on the 2nd Thursday of the month.

RED

2. Internal and external communications.

(i) Chairman Cllr Denham had spoken to Len Rogers about reporting in the Newsletter. It was discussed that the Chairman and the Clerk could jointly write a report for each Newsletter; any information could be sent them before the 20th deadline. The newsletter should give the main phone number and email contact address. Planning Notices could be included as part of the Parish Council's effort to keep parishioners informed.

Chairman
/ Clerk

(ii) There was discussion on the Clerk sending the Summons, Agenda and attendant documents by email only, not being backed up with mailed hard copies. A "received" receipt system could be set up, whether manual or electronic.

To be considered by the Standing Orders Working Party.

**S/O
Working
Party**

11.210 PLANNING

Planning Application 3/11/1387/FP Hormead Village Hall

Extension to brick built building and erection of new building to rear.

Before discussion got under way, Chairman Cllr Denham proposed a vote as to whether the Council agreed to the proposal or objected to it. If the Council was in favour, there would be no need for further discussion.

PROPOSED: That the Parish Council object to the Planning Application. RESOLVED: 4 agreed, 1 abstention.

There followed a lengthy discussion on the application, which seemed to be similar to a previous one. Concerns were expressed that, as Custodian Trustee of the Village Hall, the Parish Council had no input and were not kept abreast of what was happening. It was noted that whilst there is widespread support for a new Village Hall in principle, there are significant concerns over certain aspects of the present plans. These centred on the following:

Clerk

1. Inadequate parking:

- Smaller car parking facilities could result in potential overflow parking on the B1038. This could create danger due to:
 - no street lighting on the B1038
 - a long line of parked cars would not necessarily result in the reduction of traffic speed
- Parking restrictions would simply move the problem elsewhere in the village.
- Restricting parking using yellow lines would be inappropriate in a Conservation Area.
- Limited public transport will not alleviate the need for car use.
- An improved facility should increase the number of users and therefore more parking, could be needed than at present, not less.

2. Additional parking proposals:

- Concerns were expressed over the terms of the licence for the provision of 10 parking spaces on the Bury Farm Barn forecourt. These were based on:
 - The restrictions are ambiguous and "normal weekday business hours" might be interpreted differently by a farmer and a user.
 - No parking is permitted between 25 July and 1 October annually.
 - A varying parking arrangement could be confusing or distressing for someone inadvertently parking outside permitted times.
 - The licence is not fixed in time and may be terminated if any of the conditions are breached.
 - The terms of the licence cannot provide a permanent parking solution, and may be inadequate in any case.

3. Size:

- Concerns were raised that the proposed plan is too large, particularly in terms of height, which would not be in keeping with the area and its location.

The Clerk was instructed to write a detailed letter of objection to the Planning Dept of East Herts Council covering the basic concerns of size, inadequate parking facilities and consequential the traffic hazard if car parking overflows onto the B1038, and concerns over the part-time use of additional parking on the forecourt of Bury Farm Barn.

Planning Application 3/11/1500/FN (3/08/1367/FP)

1 The Cottage, Little Hornead

Single storey rear/side extension

No objection

Clerk

Decision Notices:

3/11/1172/FP The Barn, Horseshoe Hill: *permission granted, subject to conditions*

3/11/1144/FP Homeside, Conduit Lane, Great Hornead: *permission granted, subject to conditions*

Other Planning Matters:

The Clerk reported on the response to the Parish Council's letter requesting EHC Planning reconsider their new policy of not providing hard copies of plans. EHC's reply, which had been circulated to all councillors, was that they would not reconsider the new policy.

11.211 FINANCE

1. The report of the Council's finances for the period 1 April to 30 August 2011 were received approved (Appendices A(1) and A(2)).

Finance Summary:	<u>£</u>
Opening balance 01/04/11:	7,243.13
Plus income to 27/07/11:	13,579.74
Less expenditure to 27/07/11:	<u>9,408.37</u>
Available to Council:	11,414.50
Add unrepresented cheque 100784:	417.00
Minus part payment of 100784 (bank error)	<u>47.00</u>
Reconciled to bank statement 308):	<u>11,784.50</u>

RESOLVED: That the Accounts Statement be accepted.

2. The report on Expenditure against Budget was received. Although income to date is better than budgeted, expenditure must be carefully monitored or an end of year deficit is possible.

3. The list of orders for payment were authorised and it was agreed to defer the signing of cheques until the end of the meeting (Appendices C, C(1) and C(2)). Cllr Ginn asked that the iNtrol contract, which runs until August 2012 with an annual appraisal, be checked (see reference under 11.203.6).

4. The list of cheques from July was formally and retrospectively authorised (Appendix D).

Clerk

5. It was considered and agreed to pay the registration fee of £150 for the Clerk to submit his CiLCA portfolio, subject to him remaining in post for one year from the time of appointment.

6. The list of known forthcoming expenses was noted (Appendix E).

11.212 The list of correspondence was received as provided by the Clerk (Appendix F).

11.213 Special Interest Groups Reports

1. Village Hall. Cllr Stone: Nothing to report

2. Highways. Cllr Abbey gave a verbal report:

1. The footpath between the Village Hall and the School is becoming overgrown
2. The Great Hormead sign is still missing and it is uncertain when this will be replaced.
3. Cllr Abbey clarified that cars had the right to mount a pavement to pass and re-pass, but not to park permanently. The police can enforce.
4. Regarding dropped kerbs, Cllr Abbey confirmed that instating a dropped kerb must be done by Herts Highways, and that they can stop cars crossing the footway to gain vehicular access where there isn't one.
5. Concern over a new paved driveway adjacent to RATS had been raised as to the potential precedent if it had been done without planning permission if that was needed.

3. Footpaths and Byways. Cllr Kilby was not present to report, but the Chairman said he had raised some issues with him for a future report.

4. Website. In Cllr Kilby's absence, the Clerk was able to report that he is in contact with Marty Kilby and Style Cymru, and as soon as the software upgrade has been complete, he will be running the website.

5. School. Chairman Cllr Denham reported that he has been invited to join the Board of Governors and will therefore be the Parish Council's representative to the School.

6. Meads. Cllr Ginn's position as the Parish Council's representative for the Meads was discussed. The Chairman referred to an email from Cllr Ginn in which he refused to be responsible for any liaison with Meads' users, keys etc, and thereby ruled himself out as the Council's Meads' representative. Cllr Ginn said the duties referred to were not in his job description, insisted that he had sent no such message, and challenged the Chairman to produce it. The Chairman said he would copy it to all members following the meeting.

Cllr Ginn reported that mole damage and rabbit scrapes were not a problem at the moment.

- The hedgerow was growing back. It was also mentioned that when cars are parked on the footpath by the play area on football training evenings, access along the path is impeded, especially when wet.

- There have been reports of motocross bikes being ridden over the Meads, fortunately without causing serious damage.

- There is one swing missing from the play area.

The contract with iNtrol was discussed, which runs until August 2012 and needs to be reviewed on a future agenda.

Clerk

RED

Clerk

11.214 Play Area
1. Safety Inspection. The Clerk reported that despite persistent chasing, he has not yet received the report of the EHC RPII inspection that was due to take place on 28 August. In fact EHC were able to provide neither an assurance nor any evidence of it having taken place, only a belief that it had been done. Clerk to chase. **Clerk**
2. Refurbishment. The Clerk reported that Kompan have offered a discount of over £1200 on their August quote, held for September, for providing the Supernova. However in the absence of the safety report (point 1. above), no decision could be taken.
3. Grant availability. Discussion deferred to next meeting.

At this point, the Chairman proposed and it was agreed that, due to the lateness of the hour, the Council “headline” the remaining agenda items and that full discussion be deferred to the next meeting.

11.215 Hormead Hares Football Club
1. Working Party: awaiting dates from HHFC for meeting
2. Expanding the WP mandate: discussion deferred **W/Party**
3. Meeting date for WP: to be agreed **W/Party**

11.216 Meads
1. Clerk to deal direct with pavilion suppliers: Agreed **Clerk**
2. Reconstitution of Meads Working Party: discussion deferred
3. Queen Elizabeth II field: Clerk to get more details from Caroline Jones **Clerk**
4. Clerk’s report (Appendix G): Accepted as read

11.217 Insurance
1. Insurance Review: discussion deferred
2. Upgrade pavilion locks: discussion deferred

11.218 Keys and keyholders
Update: No further information to the August PC Meeting

11.219 Queen’s Golden Jubilee recognition
1. Update: Chairman to follow up with Len Rogers **RED**

11.220 Items for future agendas
 Ideas to be considered and discussed by email before the next meeting **ALL**

11.221 Date of next meeting **Clerk**
Thursday 13 October at 8pm (or 7.30pm if many planning applications received) **RED**

The meeting closed at 10.42pm.

Signed **Dated**